

Sonia Timesheet Guidelines - BU Supervisors

To receive academic credit, students must complete as well as document in Sonia all required field hours. Lack of compliance may result in a failing grade (see [BU Wheelock Field Policies: Attendance, pp. 5-6](#)).

I. Key Responsibilities

BU Supervisors are expected to oversee student timesheets in the Sonia field Data Base:

- a. Ensure that students log hours consistently in Sonia (daily or weekly) during the semester.
- b. Consult with the field site supervisor during three-way meetings (if applicable) or informal communications to confirm student hours and note discrepancies.
- c. Approve student hours in Sonia on a regular basis (weekly or bi-weekly).

II. Guidelines

- All students must record required field hours in Sonia for college record keeping purposes.
- At your discretion, students may use the Comments column to make notes for you to reference when approving hours (e.g., general activities for the day).
- Absences should be documented in Sonia by students.
- Required hours and scheduled days are decided by the academic program, and when appropriate, in collaboration with the site supervisor.
- All students receive the [Sonia Timesheet Guidelines – Students](#).
- See this link ([Job Related Placement](#)) if you have education pre-practicum students at their place of employment.
- For technical assistance: (a) see the [Sonia “How to” Resources](#); and (b) contact Paul Akoury (pakoury@bu.edu) or Zara Nizami-Azadzoi (znizami@bu.edu)

*** Please use your BU email address, the official means for all BU email communications ***

III. Timesheet Enhancement: *Education Practicum and Counseling Clinical Only*

IIIa. Education Practicum Students:

- In the *Activity* column, students may select Hours of Full Responsibility from the drop-down menu to automatically document and calculate those hours in Sonia.

Please Note:

- This option is mainly reserved for Takeover Week/s **and** the gradual increase of responsibility leading up to that.
- If students submit hours of full responsibility, they should **not** include them again on another timesheet for that same day.

IIIb. Counseling Practicum Students:

- In the *Activity* column, students may select Direct Contact with Clients, Individual Supervision, Group Supervision, or Other to officially document and calculate those hours in Sonia.

**** This enhancement is intended to create better efficiency. Its use is up to your discretion since you ultimately oversee the timesheet process. ****