

Sonia Timesheet Guidelines - Students

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](#)).

Note: Required hours and scheduled days are decided by the academic program and when appropriate in collaboration with the site supervisor.

I. Guidelines

- Your BU supervisor oversees, reviews, and approves Sonia timesheets. **Always consult with your BU supervisor if you have questions about hours.**
- Review the [Sonia "How To" Resources](#) for instructions on how to log hours.
- Establish a daily or weekly routine to log hours (confirm with your BU supervisor).
- Use the Comments column to make notes for your BU Supervisor to reference when approving hours (e.g., general activities for the day).
- Document absences in Sonia.
- See this link ([Job Related Placement](#)) if you have education pre-practicum at your place of employment.

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

Ila. Education Practicum Students

- In the *Activity* column, you 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 (see your BU Supervisor if you have questions).
- If you submit hours of full responsibility, do **not** include them again on another timesheet for that same day.

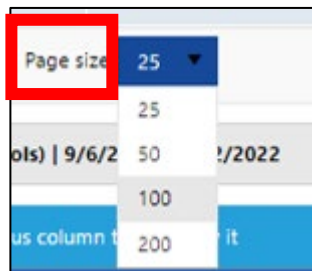
Ilb. Counseling Clinical (Second Year) Students

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

***** Please consult with your BU supervisor if you have questions about this enhancement, since they ultimately oversee the timesheet process. *****

III. Miscellaneous

- To print your timesheet activity for future reference:
 - Go to the timesheet page
 - Right click on that page
 - Select Print
 - Change the Layout to Landscape
 - **Notes:**
 - You also have the option to Save as PDF (see the Destination drop down menu)
 - Expand the *Page Size* at the bottom of the screen to fit all of your timesheets on the page for printing (see image below)



- For a summary, scroll to the bottom of the Timesheet page to Totals.
- For a detailed view, look at the Timesheet page (Approved hours have a green check mark; Submitted hours do not because they need approval).
- For technical assistance, contact Paul Akoury (pakoury@bu.edu) or Zara Nizami-Azadzoï (znizami@bu.edu).