



SONIA REPORT SUBMISSION: INSTRUCTIONS FOR STUDENTS

IMPORTANT PLEASE NOTE:

1. The NEW SONIA reports, it will commonly be referred to as being “Submitted”. This terminology is used due to within these reports you have to press a SUBMIT button.
2. If your mentor does not have access to SONIA, its **IMPERATIVE**, you contact the team at educationplacements@scu.edu.au so access can be arranged or details passed on to your mentor.
3. Pre-service teachers DO NOT have access to write/edit a prac report – ONLY your appointed mentor is given access

Mentors and Coordinators/Directors will use Sonia Online to access live placement reports for the student they are responsible for supervising for a placement period.

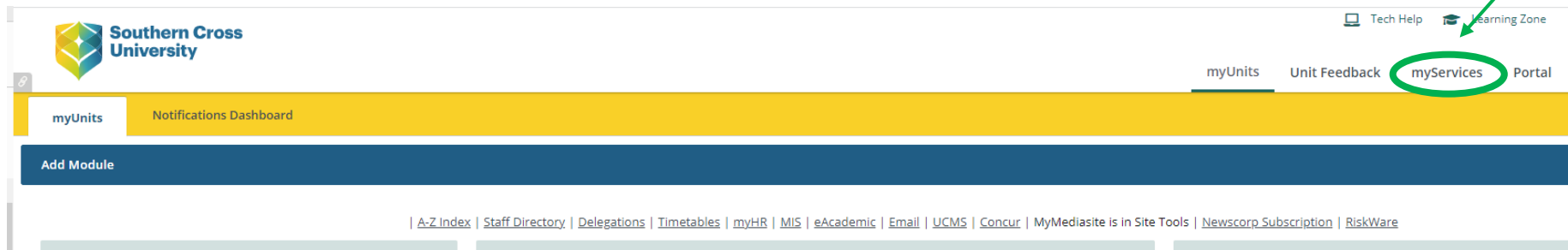
Please contact the Placement Office if you need any assistance with Sonia Online:

educationplacements@scu.edu.au

- Renee Hogben – 07 55893491 – Gold Coast
- Judy de Vries – 02 6626 9320 - Lismore
- Jenny Barron – 02 6659 3657 – Coffs Harbour
- Sandra Kenny – 02 6620 3295 - Lismore
- Alison Adams – 07 5589 3216 – Gold Coast

To use Sonia Online you will need use CHROME or FIREFOX.

The first step in accessing Sonia Online is to log onto MySCU as you normally would. From the screen noted below, select the myServices tab.



Once you have selected the myServices tab, the following screen will appear. Select Placements (Sonia) located under Helpful Links.



Add Module

| [A-Z Index](#) | [Staff Directory](#) | [Delegations](#) | [Timetables](#) | [myHR](#) | [MIS](#) | [eAcademic](#) | [Email](#) | [UCMS](#) | [Concur](#) | [MyMediasite is in Site Tools](#) | [Newscorp Subscription](#) | [RiskWare](#)

Helpful Links

Additional links which you may find helpful.

- [Delegations Register](#)
- [Key Dates](#)
- [myMediasite](#)
- [Placements \(Sonia\)](#)
- [SCU Catering](#)
- [SCU Policies](#)
- [Student Feedback](#)



Search Tools

SCU Search

Technology Services

Technology Services provide support for the information and communication technology that underpin the study, research and administrative needs of SCU and our partners.

- [Change My Password](#)
- [Contact Us](#)
- [Email & Calendaring](#)
- [TS Service Desk](#)
- [Policies](#)
- [IT@SCU](#)
- [Training](#)
- [Software](#)
- [Wireless](#)

Still can't find what you're looking for? Try [here](#).

Human Resources

HR Services provides advice and support to staff throughout their University life. Please contact HR Services for information and advice on training and development, workplace health and safety, performance management, salary, employment conditions and benefits or other employment related matters.

Library

The links below provide you with quick access to common library services.

- [Catalogue](#)
- [Databases](#)
- [myReadings](#)
- [LibGuides](#)
- [Help](#)
- [Referencing](#)
- [EndNote](#)
- [Document Sur](#)
- [Copyright](#)
- [Contacts](#)

Still can't find what you're looking for? Try the [Library home page](#).

Teaching and Learning

Working in partnership with academic staff, Faculties and service areas, the

Select EDUCATION and LOGIN as you normally would

The screenshot shows a web browser window with two tabs: "Southern Cross University,..." and "Sonia Online". The address bar displays "https://sonia.scu.edu.au/SoniaOnline/Default.aspx". The browser's toolbar includes navigation buttons, a search bar, and various utility icons. The page header features the "Sonia Online" logo in green and white. The main content area is titled "Welcome to Southern Cross University" and contains the following text:

Welcome to Southern Cross University Students enrolled in a unit with an associated clinical placement, practicum or fieldwork experience are able to access Sonia online from here.
Select the School (program) which you are associated with from the drop down box below and follow the links.
If you have any difficulty, please contact the relevant Coordinator from your School.

Below the text is a dropdown menu labeled "Culture:" with "English (Australia)" selected. The Southern Cross University logo is centered below the dropdown. A list of program links is displayed in two columns:

- › Biomedical Science
- › Clinical Practice
- › Continuity of Care
- › Diabetes
- › Education
- › EPIQ
- › Exercise Science/Physiology
- › Midwifery
- › Naturopathy
- › Nursing
- › Occupational Therapy
- › Osteopathy
- › PNSA
- › Podiatry/Pedorthics
- › Social Welfare
- › Social Work
- › Speech Pathology

A red arrow points to the "Education" link in the left column. At the bottom of the page, the text "Version: 2016.3.0.64" is displayed. The footer contains the copyright notice: "© 2008-2015 Planet Software Pty Ltd. All rights reserved."

Welcome Hogben, Renee

Southern Cross University
Today's insights are tomorrow's lessons

Welcome to the Faculty of Education, Professional Experience Centre placement site SONIA

The SONIA student placement system provides Preservice Teachers, University Advisors, Schools and Centres electronic access to:

- Placement documentation regarding professional experience placements
- School/centre placement site details

Documents

- 2022 Professional Experience Calendar
- 2022 Professional Experience Handbook
- 2022 Professional Experience Requirements
- At Risk Student Developmental Support Plan (DSP) Template
- Early Childhood Term 5 placement preparation
- Evidence Guide for Mentor Teachers
- Hygiene Etiquette COVID-19
- Professional Experience Attendance Record
- University Adviser Documents

Links

- AHPPC advice on reducing risk of COVID-19 transmission in schools
- NSW Government - COVID-19 (Coronavirus) - Information for early childhood educators and staff
- Riskware - SCU's Incident and Hazard Management System

To locate your Placement REPORT, CLICK FORMS, on the Right-hand side of the screen, CLICK the RED EDIT button. This will open the Placement report.
(Click hide completed forms so you have less visible forms)

Forms My Details Checks History Documents Sites Calendar

Form: 2022 Application for Conditional Accreditation Place... Add Name Ascending Filter Hide completed forms

2023 T2 Interim Report Secondary Professional Experience Edit

Placement group: 2022 T2: TCHR2007 - 30days (Placement Coordinator: ?)

Placement: TEST PLACEMENT SITE

Date Added: 20/12/2022 11:17 AM

Date Updated: 20/12/2022 11:17 AM

Due Date: 26/05/2023 5:00 PM

Completed (Mine): 3 of 4

Completed (All): 0 of 4

New Form added on 20/12/2022

Due in 157 days! You still need to complete 1 section

ONLY open your report to press SUBMIT when it says 2 of 4

COMPLETING THE REPORT

Some information is PRE-FILLED – Any fields with a pencil and * are required to be completed for the form to SUBMIT.

Your mentor completes the form and discusses your report with you. **You do not complete ANY of the report**



Professional Experience Report Early Childhood setting: Initial teacher education programs

Placement experience unit			Year of placement
Test Group			2022
Pre Service Teacher			
Test, Test			
Placement Details			
TCHR2009 Renee's Test Group (placement coordinator Renee)			
Number of days completed	Commencement date	Completion date	Make Up days completed (if any)
20	1/09/2022	30/09/2022	0
Centre			
Test Site			
Placement room (age of children)			
1-3			

You have TWO reports “INTERIM” and “FINAL” Report

INTERIM	STANDARD 4: CREATE AND MAINTAIN SUPPORTIVE AND SAFE LEARNING ENVIRONMENTS
<input type="radio"/> Not Applicable <input type="radio"/> Not Demonstrated <input type="radio"/> Demonstrated <input type="radio"/> Exceeding Expectations	4.1.1 Support student participation Identify strategies to support inclusive student participation and engagement in classroom activities.
<input type="radio"/> Not Applicable <input type="radio"/> Not Demonstrated <input type="radio"/> Demonstrated <input type="radio"/> Exceeding Expectations	4.2.1 Manage classroom activities Demonstrate the capacity to organise classroom activities and provide clear directions.
<input type="radio"/> Not Applicable <input type="radio"/> Not Demonstrated <input type="radio"/> Demonstrated <input type="radio"/> Exceeding Expectations	4.3.1 Manage challenging behaviour Demonstrate knowledge of practical approaches to manage challenging behaviour.
<input type="radio"/> Not Applicable <input type="radio"/> Not Demonstrated <input type="radio"/> Demonstrated <input type="radio"/> Exceeding Expectations	4.4.1 Maintain student safety Describe strategies that support students' wellbeing and safety working within school and/or system, curriculum and legislative requirements.
<input type="radio"/> Not Applicable <input type="radio"/> Not Demonstrated <input type="radio"/> Demonstrated <input type="radio"/> Exceeding Expectations	4.5.1 Use ICT safely, responsibly and ethically Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible and ethical use of ICT in learning and teaching.

Interim comment on the pre-service teacher's knowledge and practice in creating and maintaining supportive and safe learning environments:

If a student has **NDs** marked at “Interim” stage, you **could be put** “At risk” and Development Support plan is to be completed.

If the student has any **NDs** at **FINAL** stage, the placement will be marked as **Unsatisfactory**

- **The final grade will only be visible once the University has submitted the report at completion of your placement.**
- You are the second person to submit your report after discussing your report with your mentor.
- School Coordinator is third
- The University Liaison is the LAST person to submit the report

- Once the UA has submitted your FINAL report, you will receive an email advising you it is now completed. You then need to re open the prac report from FORMS, at the far top right is a PRINT Icon

2022 T5 Early Childhood Professional Experience Report



- Click the PRINT icon – SAVE to your computer as a PDF.

20/12/2022, 11:23

2023 T2 Interim Report Secondary Professional Experience



**Professional Experience Interim Report
Secondary school setting
Professional Experience Placement**

Placement experience unit

22~EC/T2: TCHR2007 (30) TEST PG

Year of placement

2023

Pre Service Teacher

Hogben, Renee


Placement Details

2022 T2: TCHR2007 - 30days (Placement Coordinator: ?)

Print

12 pages

Destination

 Save as PDF

Pages

All

Layout

Portrait

More settings

Save a copy of the report as a PDF to a USB, retaining copies of your prac reports is the responsibility of the student.

- You will then upload this to your Unit site on BLACKBOARD – ONLY after the University Advisor has completed the report

If you have ANY questions about the NEW SONIA Placement reports, please email educationplacements@scu.edu.au
In the subject of the email, please include your FULL name, and student number and who your placement coordinator is. Your coordinator is listed in your Placement Group

2022 T2: TCHR2007 - 30days (Placement Coordinator: ?)		
Placement Region: In-Zone - Gold Coast		
Test Site 9/05/2022 - 17/06/2022 (Monday, Tuesday, Wednesday, Thursday, Friday)		