Quick Reference for **PRACTICUM ADVISORS**

Creating and Sharing Feedback Forms Sonia

Practicum Advisors can use Sonia Online Forms to create, submit, and sign **Placement Feedback Reports** for Teacher Candidates

Home	Students	Placeme	nts Forms	My Details	History	Documents	Schools	School Subi	mission 🔳	1	•••	Ð
Mine												
	Form: Faculty Adv	visor's Placement Fe	edback Report	▼ Add						Hide com	oleted forms	
Students												
Advisor Students												
□ Hide Completed Placement groups □ Hide Completed (Mine)												
										▼ Sav	e Search Delete 'Search'	
🖒 Refresh 🔀 🗋 😁 🖬												
Form Name		Category	Placement group	School	First Name	Last Name	Date U	Jpdated 🔻	Due Date	Completed (Mine)	Completed (All)	
Form Nar	me	Categon	Placement group	School	First Name	Last Name		Ē	Ē	Completer	Completer	

CREATING the FORM

- In the MINE section, users choose the type of form using the dropdown and clicking Add
- Advisors will then need to choose the **Placement group** and a **Student**
- Advisors will receive a prompt that the form is assigned to the Teacher Candidate

Form successfully assigned to ...

COMPLETING / UPDATING the FORM

• In the STUDENTS section, users click on the document icon to fill in the form

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PRO-TIP: Use the Save Draft button often to save your work

Save Draft

TOP SECTION

• Many of the fields in the top section of the form will be auto-filled

Program Type	Concurrent 2024		Some of these fields are not editable	
Teacher Candidate:	Teacher Candidate's name		If there are errors, please contact the Field Experience Office educforms@uwindsor.ca	
University Supervisor:	Advisor's name			
Date:	· ***			
School:	School Name			
Advisor:				
Grade / Subject:		 Indicates that Ac Indicates that th 	lvisors may edit their choice	A

ASSESSMENT

• Advisors assess Teacher Candidate performance using checkboxes as well as anecdotal comments:

The teacher candidate:	Rating
Please check one box for each category	
1. Demonstrates professional conduct	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s)

2. Is prepared for class	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) 🖋 •
3. Has a well-organized Day Book	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s)
4. Is collegial with peers and/or staff	\bigcirc Requires improvement \bigcirc Meeting Expectation(s) \bigcirc Exceeding Expectation(s) \mathscr{I}^*
5. Is receptive and reflective to Advisor's feedback	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) 🖋 •
6. Demonstrates effective classroom management strategies	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s) 🖋 •
7. Demonstrates commitment to professional development	○ Requires improvement ○ Meeting Expectation(s) ○ Exceeding Expectation(s)
Comments	

COMPLETING and SIGNING the FORM

The final step in this process is to sign the form.

Once the Advisor has reviewed the form, they can digitally sign the form using the button below:

Advisor Signature

The form will then be **revealed to the Teacher Candidate** and they will be able to view / save / print the report**



For more information, please visit uwindsor.ca/education/Sonia

