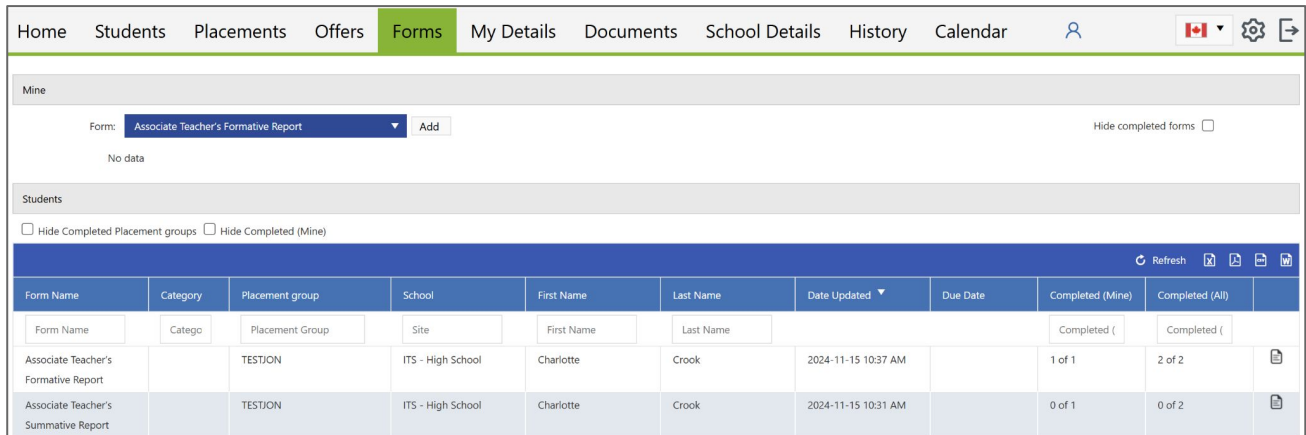


Associate Teachers can use Sonia Online Forms to create, submit, and sign **Formative and Summative Reports** for Teacher Candidates



ACCESSING FORMS

- After logging in, Associate Teachers will navigate to the FORMS tab in Sonia Online
- The Field Experience Office will have assigned reports for each Teacher Candidate in the STUDENTS section**

** Associate Teachers will bypass the MINE section

COMPLETING / UPDATING the FORM

- In the STUDENTS section, users click on the document icon to fill in the form they wish to complete

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

Save Draft

PRACTICUM DETAILS

- The top section of the form will be **auto-filled** and is not editable
- Contact the Field Experience Office (educfieldexperience@uwindsor.ca) if there are errors

TEACHER CANDIDATE	Teacher Candidate's name	SCHOOL	Public Elementary
PROGRAM STREAM		ASSOCIATE TEACHER	Associate Teacher's Name
PROGRAM YEAR STARTED	2024	PRACTICUM SESSION	2024-11-18 to 2025-01-03

ASSESSMENT

- Associate Teachers will assess Teacher Candidate performance in two ways:

SECTION A - PROGRESS CHART

DAE - Developing As Expected **NFD** - Needs Further Development **AR** - At Risk

Professionalism:	Progress
Demonstrates professionalism in attitude, appearance, conduct;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Has a strong work ethic (e.g., shows initiative, enthusiasm, and interest in improving professional practice);	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Demonstrates consistent and punctual attendance;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Upholds OCT standards of respect, integrity, trust, and care;	<input type="radio"/> DAE <input type="radio"/> NFD <input type="radio"/> AR <input type="radio"/> N/A *
Establishes supportive, respectful and professional staff, and administration;	<input type="checkbox"/> <input type="radio"/> N/A *

Indicates that Associates may **edit** their choice
 * Indicates that this field is **mandatory**

SECTION B - ASSOCIATE TEACHER COMMENTS

Strengths:

Areas of Improvement:

SECTION C - REVIEW, SIGN and SUBMIT

To complete the process, Associate Teachers must share the completed form with the Teacher Candidate by printing a hard copy or sharing a digital version.

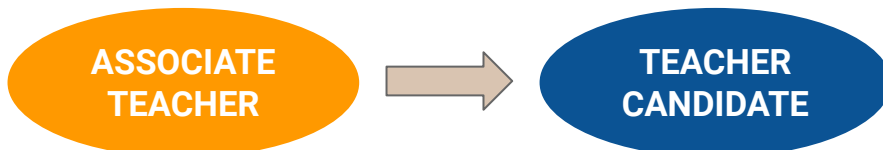
Associates will be asked to choose one of the options below

- This report has been reviewed with the Teacher Candidate and they have agreed to sign the Associate/Mentor Teacher's Formative report by accessing the report in Sonia
- This report has been reviewed with the Teacher Candidate and they have refused to sign the Formative report. Please contact the Faculty of Education

- Once the Associate Teacher has reviewed the form and shared it with the Teacher Candidate, they can digitally sign the form using the button below.

Associate Teacher's Signature

- The form will then be revealed to the Teacher Candidate and they will be required to sign the final version.



NOTE: The Field Experience Office will also have access to all digitally signed documents

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