

# MSW - Concentration Year Agency Review and Acceptance Guide

## Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

## Reviewing Agencies You Have Been Referred To.

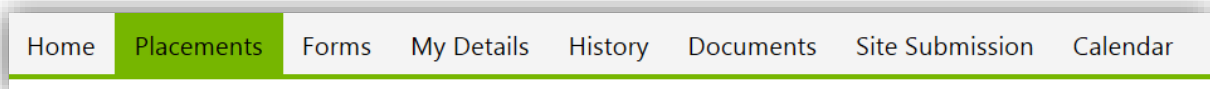
You should receive an email when your Placement Officer has approved your preferences in SONIA. This notification will state that your Status has been changed to "Referred". This email will contain information about your next steps as well as the primary contact persons information for the agencies you will be applying to.

**\*\*\*NOTE: Do not apply to agencies until February 6<sup>th</sup>, 2019**

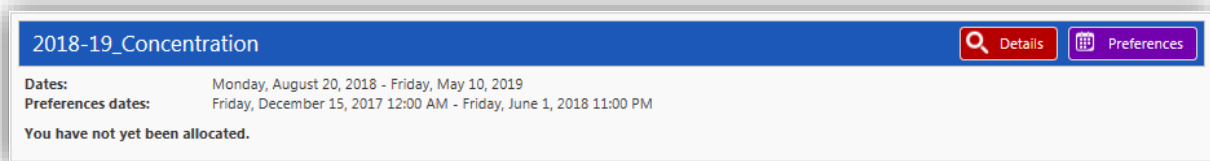
Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.

Login with the same MSU Denver User ID you use to log in to your email and the student hub. (ex. John Smith's email address is [jsmith@msudenver.edu](mailto:jsmith@msudenver.edu) → Username is 'jsmith')

In your SONIA account click on the "Placements" tab

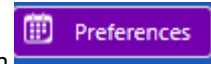


You will see a box labelled **2019-20\_MSW\_Con**. On the right side of the box click on the red "Details" Button.



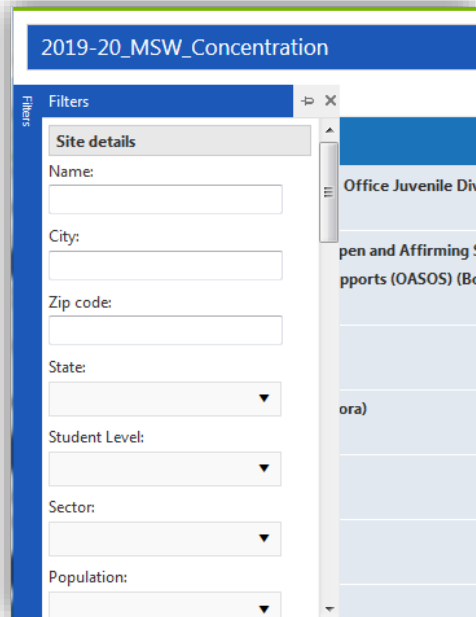
Listed will be the agencies that you preferred and were referred to.

Offers			
Name	Preference	Status	Placement Meeting
123 Fake Electric Company		Referred	
1234 Fake Gas Company		Referred	



Return to the 2019-20 placement page and click on the purple “Preferences” button

This will take you to a list of agencies. Use the *Filters* tab to the left of the page to search for the agencies you preferred and were referred to review their application details and internship description.



2019-20\_MSW\_Concentration

Filters

Site details

Name:

City:

Zip code:

State:

Student Level:

Sector:

Population:

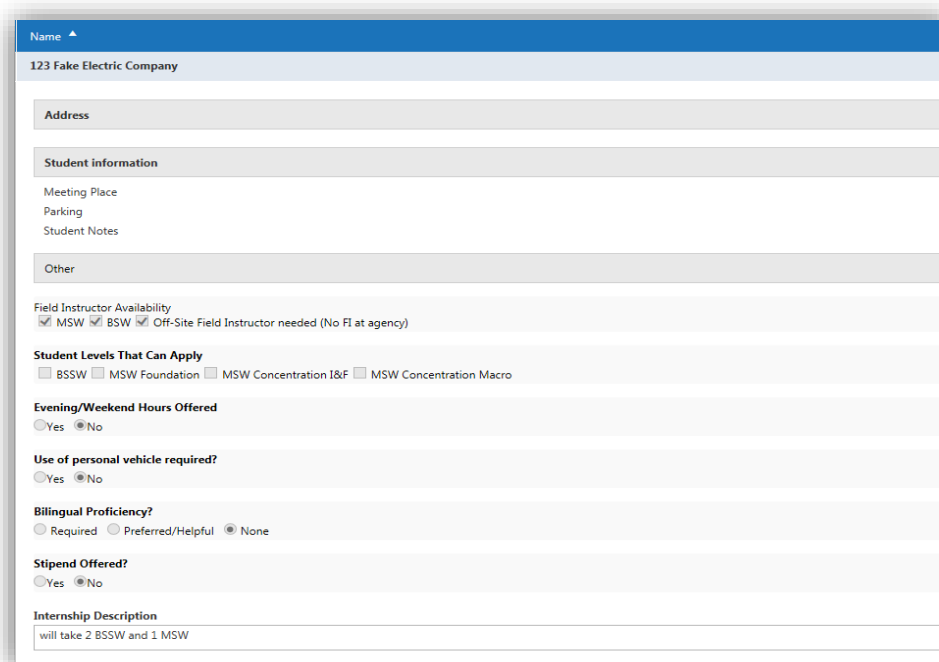
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Click on the agency to see their information so you can begin to do your initial research for your resume, cover letters, and possible interviews.



Name

123 Fake Electric Company

Address

Student information

Meeting Place

Parking

Student Notes

Other

Field Instructor Availability

MSW  BSW  Off-Site Field Instructor needed (No FI at agency)

Student Levels That Can Apply

BSSW  MSW Foundation  MSW Concentration I&F  MSW Concentration Macro

Evening/Weekend Hours Offered

Yes  No

Use of personal vehicle required?

Yes  No

Bilingual Proficiency?

Required  Preferred/Helpful  None

Stipend Offered?

Yes  No

Internship Description

will take 2 BSSW and 1 MSW

## Contacting Agencies

Beginning February 6th, 2019, the contact information for the agencies will be available in the agency “Preferences” tab. **On or after February 6th, you may begin applying to agencies.** Unless indicated otherwise, you will apply to an agency by emailing your résumé and cover letter to the agency contact of those agencies to which you have been referred. You may **ONLY** contact agencies that you have been referred to through your field Placement Officer. Agencies will not be able to offer you a position through Sonia unless you have been referred to them by your Placement Office. If at any point in your search process, you identify another agency to which you are interested in applying, please contact your assigned placement officer

Please reference the [Next Steps for All Student Levels](#) document for additional information and resources for this stage in the Field Placement Search Process.

## Accepting an Offer from an Agency

Once you have interviewed with agencies you will start receiving offers for the internship positions that you have applied for. Agencies will call to offer you the position. Once you have accepted an offer at an agency the agency contact will then send the offer through SONIA for you to accept. In your placement details tab you will see that your status has been changed from “Referred” to “Agency offered pending student decision”

Status
Agency offered pending student decision

To accept or turn down this request please select one of the status options. You may either select “Student accepted placement” or “Student declined”. This will **Allocate** you to your internship site.

**Allocate**: this means to finalize your field placement with MSU Denver’s Field Office.

<input type="button" value="Student accepted placement"/>	<input type="button" value="Student declined"/>
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If you receive an offer through Sonia and you have already accepted an offer with another agency, please *first communicate directly with the agency contact* to inform them of your decision not to accept their offer. *After* you have had this communication, you can also designate this in Sonia. Once you have committed to an agency, you may not accept an offer from another agency afterwards. This is considered unprofessional and can damage both your professional reputation as well as that of MSU Denver's Social Work Department in the social work community.

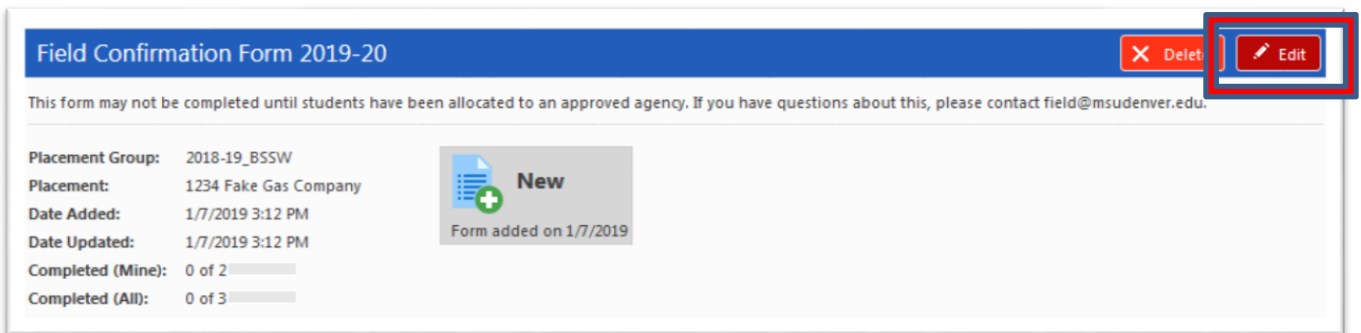
## Completing your Confirmation Form

### ACCESSING THE CONFIRMATION FORM IN SONIA

**NOTE: You have to accept your Internship in SONIA in order to complete your Confirmation Form. If you have not seen an official offer in SONIA from your agency please reach out to the Agency Contact to complete that process.**

### Select your Confirmation Form

- In your Sonia account, click on the **Forms** tab.
- Use the drop down list and Select the **Field Confirmation Form 2019-20**. Click on the **Add** button.
  - Click on the **Edit** button to access the form



Field Confirmation Form 2019-20

This form may not be completed until students have been allocated to an approved agency. If you have questions about this, please contact [field@msudenver.edu](mailto:field@msudenver.edu).

Placement Group:	2018-19_BSSW
Placement:	1234 Fake Gas Company
Date Added:	1/7/2019 3:12 PM
Date Updated:	1/7/2019 3:12 PM
Completed (Mine):	0 of 2
Completed (All):	0 of 3

New  
Form added on 1/7/2019

### Fill out the Confirmation Form

The Confirmation Form contains the following sections:

- Student Information
- Agency Information
- Field Instructor Information
- Task Supervisor Information (if applicable)
- Special Circumstances

You may only edit fields with the pencil icon next to it – if there is information that should be corrected but you're unable to edit them, email [field@msudenver.edu](mailto:field@msudenver.edu).

If you do not know the information for Section III and/or IV, you may leave this blank and submit to your agency.

After you click SUBMIT to Agency, your agency will automatically receive an email alerting them to complete the form. This email will be sent to the contact person listed in Section II of the form. This person can forward the email to other contacts in the agency if needed.

### **Agency Completes Form**

The agency will review your confirmation form **before July 3rd, 2019**.

The agency will make edits, and click “Submit,” which will send the form back to you for final approval. You will receive an email notifying you that the agency has completed the form.

### **Student FINALIZES Form**

Review and make any edits needed, and click “Student Final SUBMIT” to send the finalized form to the Field Office.

If you still do not have your Field Instructor and/or Task Supervisor information by this point, you may save the form as a draft. Once you have the missing FI/TS information, you may complete the form and click “Student Final SUBMIT” **no later than August 1, 2019**.

Any edits that need to be made AFTER clicking “Student Final SUBMIT” will not be recognized by the Field Office. Changes after this point must be emailed to [field@msudenver.edu](mailto:field@msudenver.edu).