BSSW & Foundation Students’ Field Placement Search Process

There are a few simple steps to completing the Student Placement Search Process. This guide will provide step-by-step instructions for how to complete these processes in the Sonia Field Database.

1. **Student completes Field Application** in the Sonia Field Database (Due by January 15th, 2020 or before scheduled Placement Meeting)

2. **Student selects a Field Placement Meeting** time to discuss placement options with their assigned Placement Navigator.

3. *(Optional)* **Student can conduct an initial search and preference (or select) up to five agencies** to discuss with their Placement Navigator. After consultation with the Placement Navigator, students will be referred to top three agencies initially. Other two selected agencies serve as back-ups in case first referrals are not able to be processed.

4. Placement Navigators will send students an email with a list of the agencies to which they are referred after the Placement Meeting. Students **apply to the three agencies where they are referred beginning February 5th, 2020.**

**Sonia Instructions**

**Signing In & Setting Your Password for the Sonia Field Database**

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access. Navigate to the Sonia Online homepage for MSU Denver at the following link: [https://metro.sonialive.com](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. His username is “jsmith”)*

If this is your first time accessing Sonia, you can set up your password by clicking on “Forgot Password?”. You will be asked to submit a request for a password reset.
An email will be sent to your MSU Denver email address with a link to set your password. *Note:* Check your spam/junk mail folder if you do not see the message in your inbox.

Once you have set your password, you will be directed to the home page to login. Ensure the “Role” is set to “Student”. Use your MSU Denver User ID and the password you just created, and click “Sign In”.

**Getting Oriented to Sonia - The Tabs:**

The screenshot above are the sections of Sonia which you will primarily be using:
• **Placements** is where you will find the group that you are in (i.e. BSSW, MSW Foundation, MSW Concentration, etc.).
  ○ This is where you will be able to search for agencies and also access your preferences.

• **Forms** is the section you will use to access and fill out any forms that are required to move through the field placement process.
  ○ You will be able to find your Field Placement Application, Learning Agreement, and Evaluation in this tab

• **Placement Meetings** is where you will be able to sign up with your Placement Navigator

You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.

**Step One: Field Application Form**

Each student must complete a Field Application form which is submitted to the Field Education Office. This allows the Placement Navigator to have some background information about the student and what types of agencies they are interested in working with. To access the application form:

1. Click on **Forms Tab**
2. Click on the red edit button for the **Field Application 2020-21**
3. After completing the form, make sure to click “Submit.” To confirm submission was successful, scroll all the way to the bottom of the form to see “Form actioned by [your name] on [date] at [time]” in green text. If a required field was not answered, it will be indicated in red text below the “Save” button.
Step Two: Signing Up for a Placement Meeting with your Placement Navigator

After completing the Field Application, you may sign up for a meeting time with your Placement Navigator. Your Placement Navigator will be listed in the on your Sonia home page on the right side.

1. Click on the Placement Meetings tab.

2. You will see all of the Placement Navigator’s available meeting times listed by date.

3. Click on the “Select” button on the meeting that you would like to schedule with your Placement Navigator.
4. The meeting will appear on the right side of the page.
   a. Please review the saved meeting for any important details about the meeting (ex: via phone, email for Zoom information, etc.)

5. You may only make appointments up to 48 hours before the scheduled meeting time and can only cancel the meeting outside of 24 hours prior to the scheduled meeting time.

6. Please contact your Placement Navigator if you have any questions or concerns about your placement meeting.
Step Three: Optional - Searching for Agencies and Preferencing

As a student, you may use Sonia to research potential agencies and preference (select) a maximum of five potential agencies to which you would like to apply. If you choose to preference agencies before your Placement Meeting, you will discuss these options with your Placement Navigator. Once you agree on your top three agencies, your Placement Navigator will make the referrals and send you an email with agency details. If you need to modify your preferences at any point, please contact your Placement Navigator.

Starting on or after February 5th, you will begin applying for the three agencies that you have been referred to.

1. Click on Placements tab.

2. Click on Preferences (purple button).

3. A list of agencies will populate, and details can be accessed by clicking on the cell next to the left of the agency’s name.

4. To search for agencies with specific criteria (student level, sector, population, site type, county).
5. Click on the **Filters** button on the left-hand side and you can “dock” the filter section by clicking on the button. This will adjust the page so you can view both the list of agencies and the filter section.

6. To “preference” an agency, click on the button on the agency’s row.

7. The agency will be added to the Preference list that is on the right-hand side of the screen.

8. **MAKE SURE TO SAVE** before exiting.

9. You will be sent an email after your placement meeting notifying you when your top 3 placements have been approved.

10. Please contact your Placement Navigator if you update your preferences list.

**After your Placement Meeting**

Once you have met with your Placement Navigator and your top 3 agencies have been referred to you, you will receive an email detailing your next steps in the process. You can then take that time to start preparing your résumé and cover letter. You can then take that time to start preparing your résumé and cover letter. **Students are not allowed to begin applying for internship prior to February 5th.** If you have any questions or concerns about Sonia, please contact the Field Office at field@msudenver.edu.