

BSSW and MSW Foundation Agency Review and Acceptance Guide

Starting Sonia Field Database

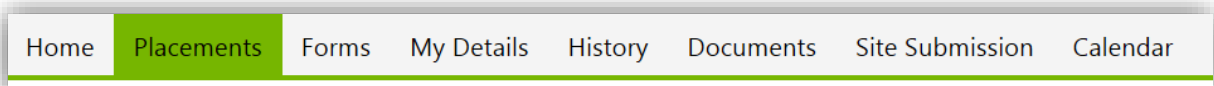
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Reviewing Agencies to Which You Have Been Referred

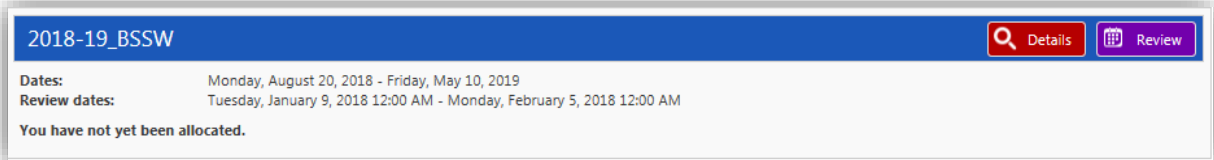
Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.

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 → Username is 'jsmith')

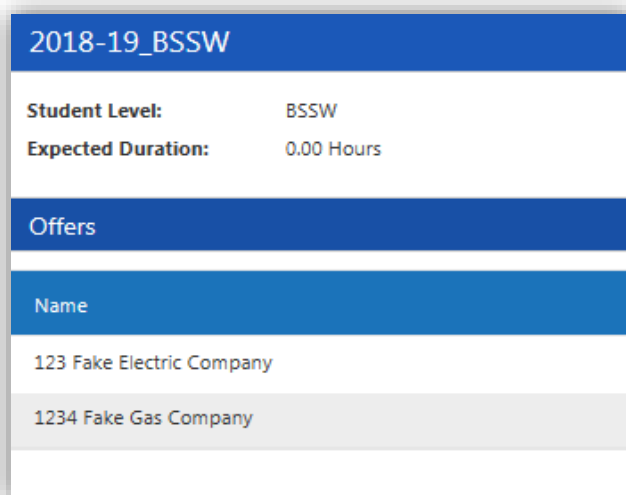
In your Sonia account click on the "Placements" tab



You will see a box labelled 2019-20_BSSW (or Foundation). On the right side of the box, click on the red "Details" Button.

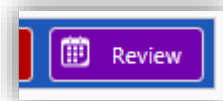


The agencies to which you were referred during your individual Field Placement Meeting will be listed below.



A placement box for '2018-19_BSSW' showing a list of agencies. The box includes a header '2018-19_BSSW', a 'Student Level: BSSW' and 'Expected Duration: 0.00 Hours' section, an 'Offers' section, and a table of agencies.

2018-19_BSSW	
Student Level:	BSSW
Expected Duration:	0.00 Hours
Offers	
Name	
123 Fake Electric Company	
1234 Fake Gas Company	



Return to the 2019-20 placement page and click on the purple “Review” button. This will take you to a list of agencies.

2018-19_BSSW	
Filters	Name ▲
▶	123 Fake Electric Company
▶	1234 Fake Gas Company
▶	17th Judicial District - Adams County Probation (17th Judicial District)
▶	2nd Judicial District - Denver Adult Probation
▶	9to5 Colorado
▶	A New World Child Placement Agency
▶	Ability Connection Colorado Creative Options Center for Early Education (Ability Connection Colorado)
▶	Ability Connection Colorado Ready to Achieve Mentoring Program (RAMP) (Ability Connection Colorado)
▶	Advocates for Children
▶	AIM House Admissions Team (AIM House LLC)

To the left of the page is the “Filters” tab. Type in the name of the agency(s) that you have been referred to complete a search. To the right of the filters tab the agency should appear. 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.

2018-19_BSSW

Filters

Filters

Site details

Name:

City:

Zip code:

State:

Student Level:

Filters	Name ▲
▶	123 Fake Electric Company
▶	1234 Fake Gas Company
▶	17th Judicial District - Adams County Probation (17th Judicial District)
▶	2nd Judicial District - Denver Adult Probation
▶	9to5 Colorado
▶	A New World Child Placement Agency
▶	Ability Connection Colorado Creative Options Center for Early Education (Ability Connection Colorado)
▶	Ability Connection Colorado Ready to Achieve Mentoring Program (RAMP) (Ability Connection Colorado)
▶	Advocates for Children
▶	AIM House Admissions Team (AIM House LLC)

Agency information should look similar to the image below:

Name ▲
123 Fake Electric Company
Address
Student information
Meeting Place
Parking
Student Notes
Other
Field Instructor Availability
<input checked="" type="checkbox"/> MSW <input checked="" type="checkbox"/> BSW <input checked="" type="checkbox"/> Off-Site Field Instructor needed (No FI at agency)
Student Levels That Can Apply
<input type="checkbox"/> BSSW <input type="checkbox"/> MSW Foundation <input type="checkbox"/> MSW Concentration I&F <input type="checkbox"/> MSW Concentration Macro
Evening/Weekend Hours Offered
<input type="radio"/> Yes <input checked="" type="radio"/> No
Use of personal vehicle required?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Bilingual Proficiency?
<input type="radio"/> Required <input type="radio"/> Preferred/Helpful <input checked="" type="radio"/> None
Stipend Offered?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Internship Description
will take 2 BSSW and 1 MSW

Contacting Agencies

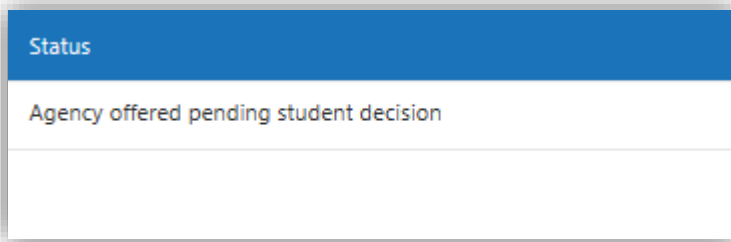
Beginning February 6th, 2019, the contact information for the agencies will be available in the agency "Review". **On or after February 6th, you may begin applying to agencies.** Unless indicated otherwise, you will apply to an agency by emailing your résumé and cover letter to the agency contact of those agencies to which you have been referred. You may **ONLY** contact agencies that you have been referred to through your field placement meeting. 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

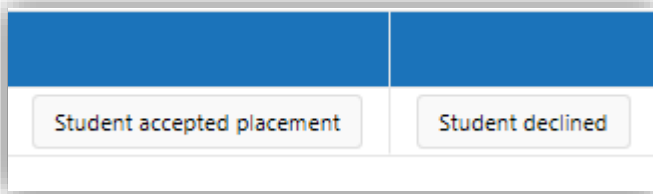
Once you have interviewed with agencies, you will start receiving offers from agencies for suitable internship positions. Agencies will communicate with you directly via call or email to offer you the position. Once you have accepted an offer at an agency, the agency contact will then send you an internship 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”.



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

Allocate: this means you are finalizing your field placement with MSU Denver’s Field Office.



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.

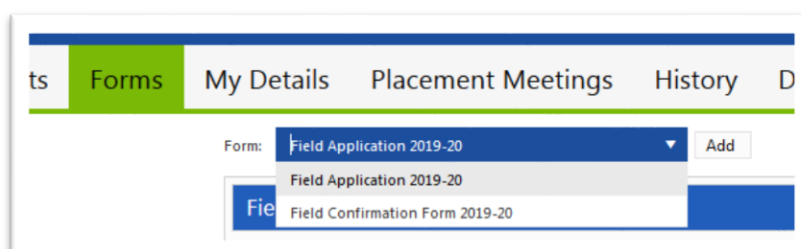
Completing your Confirmation Form

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

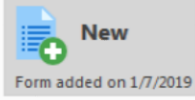


Field Confirmation Form 2019-20

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.

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.

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.