

Applying for Internships and Confirming your Field Placement

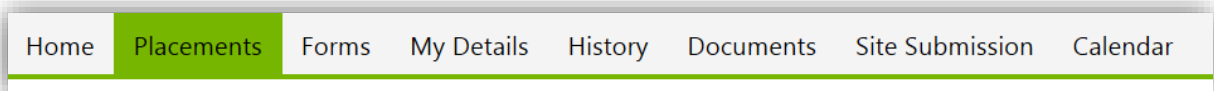
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Reviewing Agencies to Which You Have Been Referred

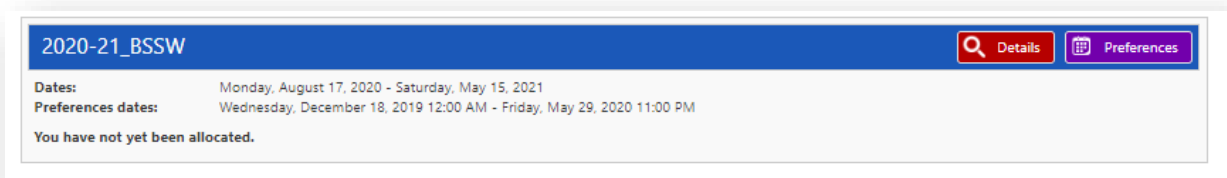
Navigate to the Sonia Online homepage for MSU Denver at the following link:
<https://metro.sonialive.com>.

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.



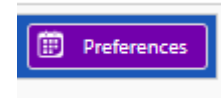
On the right side of the placement group for your academic year, click on the red "Details" button.



You will see a list of the agencies to which you were referred by your Placement Navigator either during your individual field placement meeting or after having been approved by your Placement Navigator.

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

Return to the placements page and click on the purple “Preference”

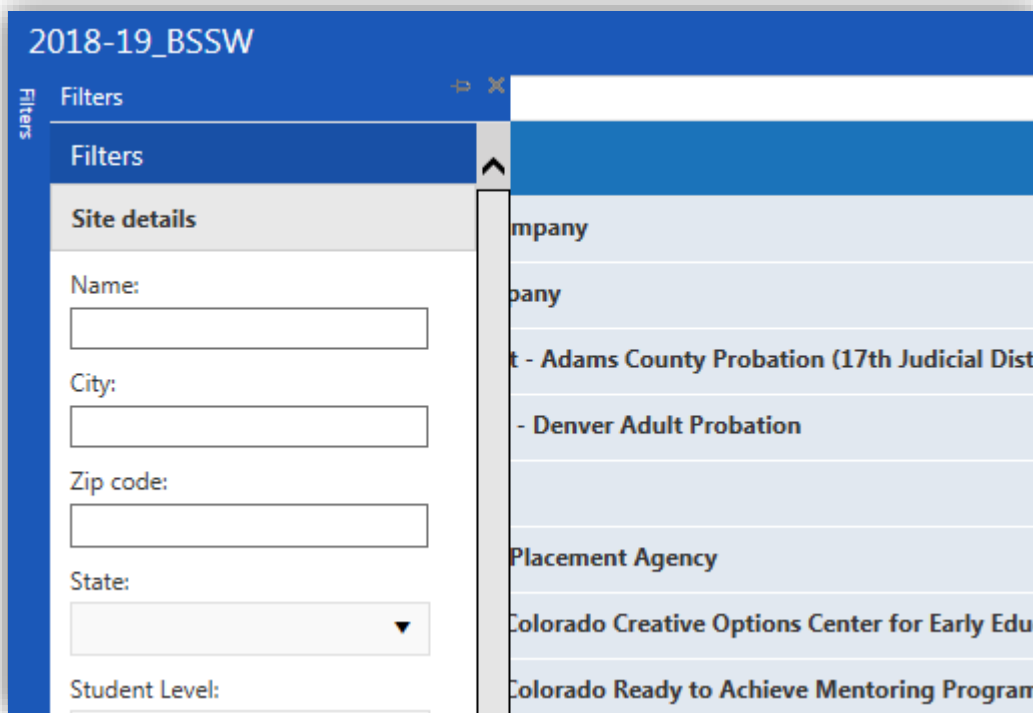


button. This will take you to a list of agencies.



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(ies) 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 résumé, cover letters, and possible interviews.



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

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

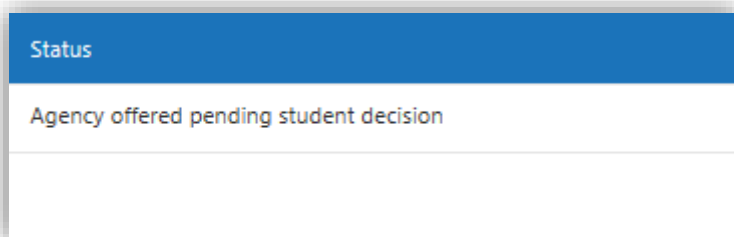
On or after February 5th, 2020, you may begin applying to the three agencies that you have been referred to. The agency's contact information should be included in email that was sent after your placement meeting with your Placement Navigator. Unless indicated otherwise, you will apply each of the agencies by emailing your résumé and cover letter to the agency contact.

You may **ONLY** contact agencies that you have been referred to through your Placement Navigator. Agencies will not be able to offer you a position through Sonia unless you have been referred to them by your Placement Navigator. If you would like to change the agencies to which you are referred, please contact your Placement Navigator.

Please reference the [Next Steps for all students 2020-21](#) document for additional information and resources for this stage in the Field Placement Search Process.

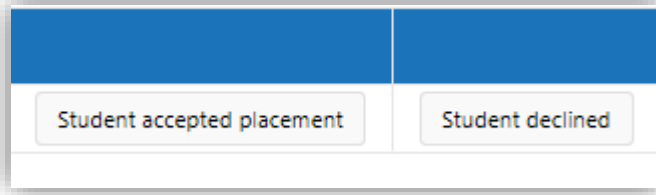
Accepting an Offer from an Agency

Once you have interviewed with agencies, you may 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". Selecting "Student accepted placement" 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 him/her 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.

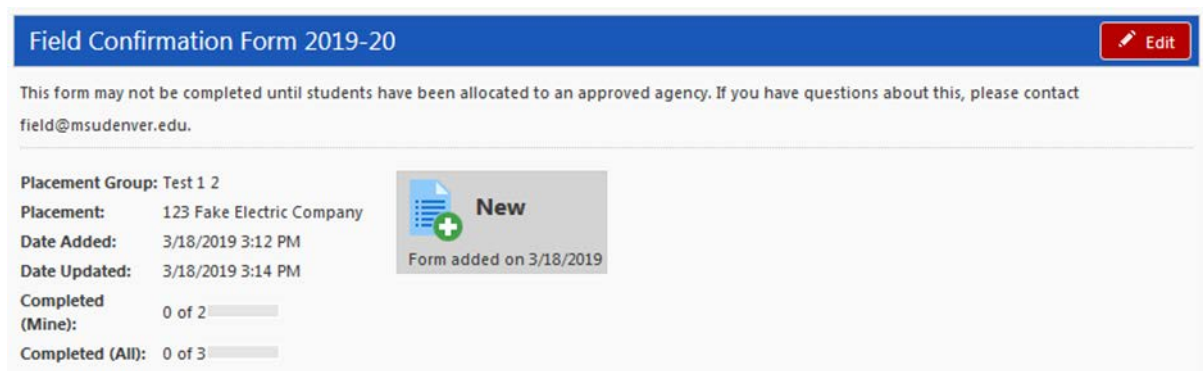
Completing your Confirmation Form

NOTE: You have to accept your Internship in Sonia in order to complete your Field 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.

Your Field Confirmation Form is an important document that notifies the Field Office of your selected internship agency, your designated Field Instructor and other special circumstances related to your internship (when applicable).

1. Select Field Confirmation Form

- a. In your Sonia account, click on the “Forms” tab.
- b. Select: Field Confirmation Form for the academic year you will be entering field.
- c. Click the “Edit” button to access the form.



***If you are unable to click on the red “Edit” button it means you have not been allocated to your agency. You must accept the offer from the agency in Sonia to be allocated to the agency. If you have accepted an offer from your agency in Sonia and are still unable to edit the form, please contact field@msudenver.edu.**

2. Complete Field Confirmation Form

The Field Confirmation Form contains the following sections:

- Student Information
- Agency Information – Please be sure to update incorrect Agency Information (if applicable)
- Field Instructor Information
- Task Supervisor Information (if applicable)
- Special Circumstances

You may only edit fields with the pencil icon next to it.

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 on the “Submit” button at the bottom of the form, the form will send an email to the primary contact at your agency notifying 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.

3. Agency Completes Form

The agency will add their relevant information, make edits as necessary, and click on the “Submit” button at the end of the form, 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.

4. Student FINALIZES Form

Review and make any edits needed, then 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”.

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.