

Reviewing your Agency Preferences and Applying for Internships

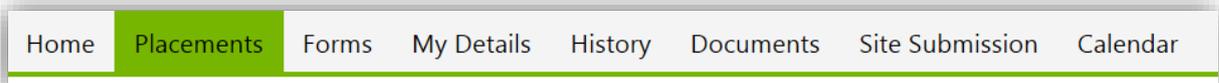
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Reviewing Agencies to Which You Have Been Referred

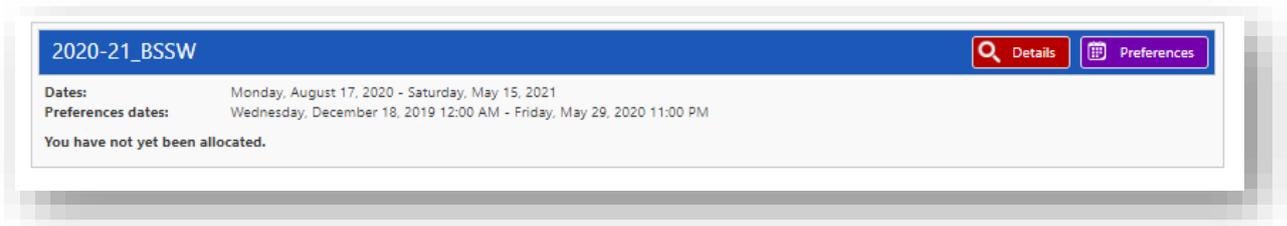
Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.

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



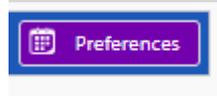
On the right side of the placement group for your academic year click on the red "Details" Button.



The agencies to which you were referred by your Placement Navigator will be listed below.

| 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(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 profile to see their information so you can begin to do your initial research for your résumé, cover letters, and possible interviews.

2018-19_BSSW

Filters

Filters

Site details

Name:

City:

Zip code:

State:

Student Level:

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

▶

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 |

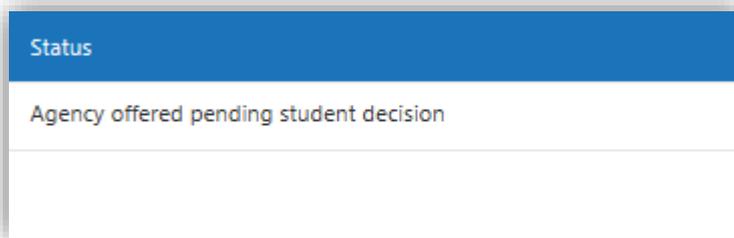
Contacting Agencies

On or after February 1st, 2021, you may begin applying to the agencies where you have been referred. The agencies' contact information should be included in an email that was sent by your Placement Navigator. Unless indicated otherwise, you will apply to 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 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 Navigator.

Please reference the [Next Steps for all students 2021-22](#) document for additional information and resources for this stage in the Field Placement Search Process.

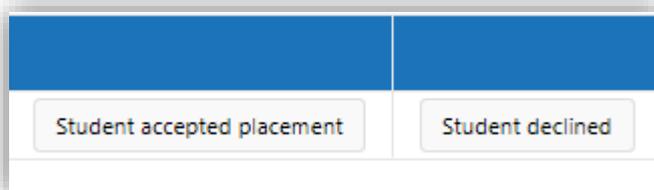
Accepting an Offer from an Agency

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". 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

Once you have accepted an offer from an agency you will need to complete the Confirmation Form in SONIA to notify us as to who will be your designated Field Instructor and/or Task Supervisor. The steps for this process are in the link below.

[Field Confirmation Form Instructions](#)

Please contact the Field Office at field@msudenver.edu if you have any questions.