

## Accepting an Internship Offer from an Agency and Completing your Confirmation Form

Once you have interviewed with an agency or agencies, you may start receiving offers for the internship positions for which you have applied. Agencies will call or email to offer you the position. Once you have verbally accepted an offer at an agency, the agency contact will then send the offer through Sonia for you to accept. Under the Placement tab, and the red Details button, 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 select “Student accepted placement”, this will **allocate** you to your internship site.

**Allocate:** this means to finalize 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 personal communication, you can also designate this in Sonia.

*Note: 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.*

## ACCESSING THE FIELD CONFIRMATION FORM IN SONIA

**NOTE:** You have to accept your internship offer 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.

### 1 – Select Your Field Confirmation Form

- A In your Sonia account, click on the FORMS tab.
- B Select: Field Confirmation Form 2021-22
- C Click the “Edit” button to access the form.

## Field Confirmation Form 2019-20

 Edit

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: Test 1 2

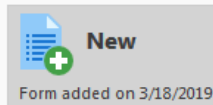
Placement: 123 Fake Electric Company

Date Added: 3/18/2019 3:12 PM

Date Updated: 3/18/2019 3:14 PM

Completed (Mine): 0 of 2

Completed (All): 0 of 3



**\*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](mailto:field@msudenver.edu).**

## **2 – Fill Out Field Confirmation Form**

The Field Confirmation Form contains the following sections:

- I. Student Information
- II. Agency Information – Please be sure to update incorrect Agency Information if necessary
- III. Field Instructor Information
- IV. Task Supervisor Information (if applicable)
- V. Special Circumstances and Agreements

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 **SUBMIT to Agency**, the primary contact at 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.

## **3 – Agency Completes Field Confirmation Form**

The agency **MUST** review your Field Confirmation Form **before July 2<sup>nd</sup>, 2021**.

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.

## **4 – Student FINALIZES Form**

Review and make any edits needed, and click “Student Final SUBMIT” to **send the finalized form to the Field Office by July 2<sup>nd</sup>, 2021.**

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 the beginning of the fall semester – Monday, August 16<sup>th</sup>, 2021.**

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).