Completing the Field Confirmation Form in Sonia

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](mailto:field@msudenver.edu).