

BSSW and MSW Foundation Field Placement Search Process

The Field Placement Search Process consists of 5 steps

1. Signing off that you attended an information session in the Checks tab
2. Complete your Field Application in Sonia
3. Signing up for a Placement Meeting with your Placement Navigator
4. Reviewing and preferencing agencies prior to your meeting * optional
5. Reviewing the agencies that you will be applying to and preparing your application materials to be submitted beginning February 1st

Starting Sonia

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

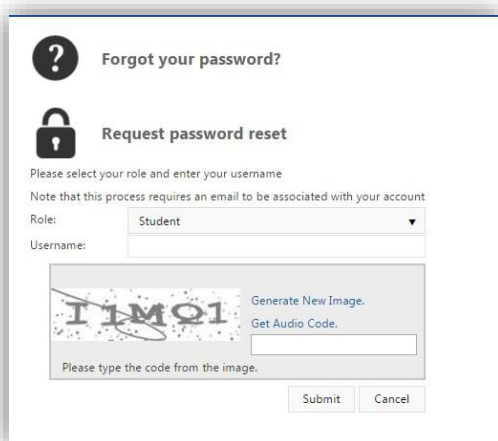
Signing In & Setting Your Password

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')

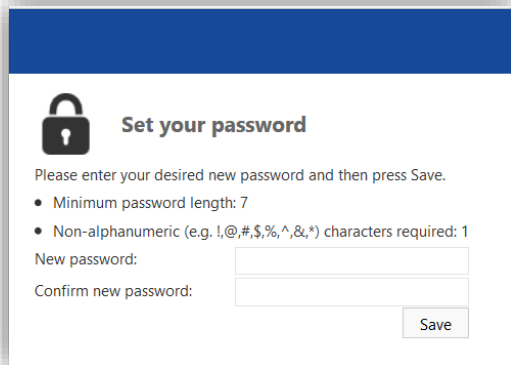
To set up your password, click on "Forgot Password?"

You will be asked to submit a request for a password reset.



The screenshot shows a web form titled "Forgot your password?". Below the title is a section labeled "Request password reset" with a lock icon. The form includes a note: "Please select your role and enter your username. Note that this process requires an email to be associated with your account." There are two input fields: "Role:" with a dropdown menu showing "Student" and "Username:". Below these is a CAPTCHA section with a grid of characters "IIMQ1" and a "Generate New Image" link. There is also a "Get Audio Code" link and a text input field for the code. At the bottom are "Submit" and "Cancel" buttons.

An email will be sent to your MSU Denver email address with a link to set your password. *Note: Check your spam/junk mail folder if you do not see the message in your inbox.*

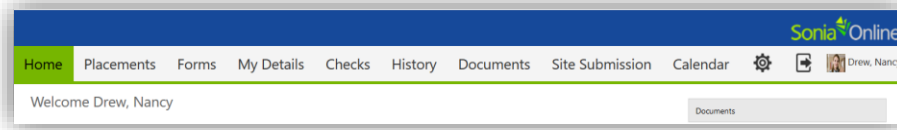


The screenshot shows a web form titled "Set your password" with a lock icon. It includes instructions to enter a new password and press Save. The form lists two requirements: a minimum password length of 7 and the presence of at least one non-alphanumeric character (e.g., !, @, #, \$, %, ^, &, *). Below these requirements are two input fields: "New password:" and "Confirm new password:". A "Save" button is located at the bottom right of the form.

Once you have set your password, you will be directed to the home page to login.

Ensure the 'Role' is set to 'Student'. Use your MSU Denver User ID and the password you just created and click 'Sign In'.

The Tabs:



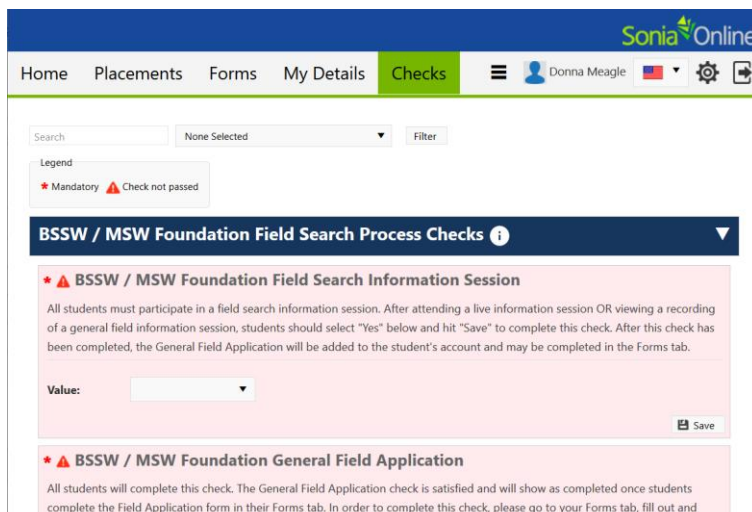
The screenshot above are the sections of Sonia which you will primarily be using:

- *Checks* is where you will see the outline of the steps that you need to complete during the field placement search process
- *Placements* is where you will find the group that you are in (i.e. BSSW, MSW Foundation, MSW Concentration, etc.).
 - This is where you will be able to search for agencies and also access your preferences.
- *Forms* is the section you will use to access and fill out any forms that are required to move through the field placement process.
 - You will be able to find your Field Placement Application, Learning Agreement, and Evaluation in this tab
- *Placement Meetings* is where you will be able to sign up to meet with your Placement Navigator

You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.

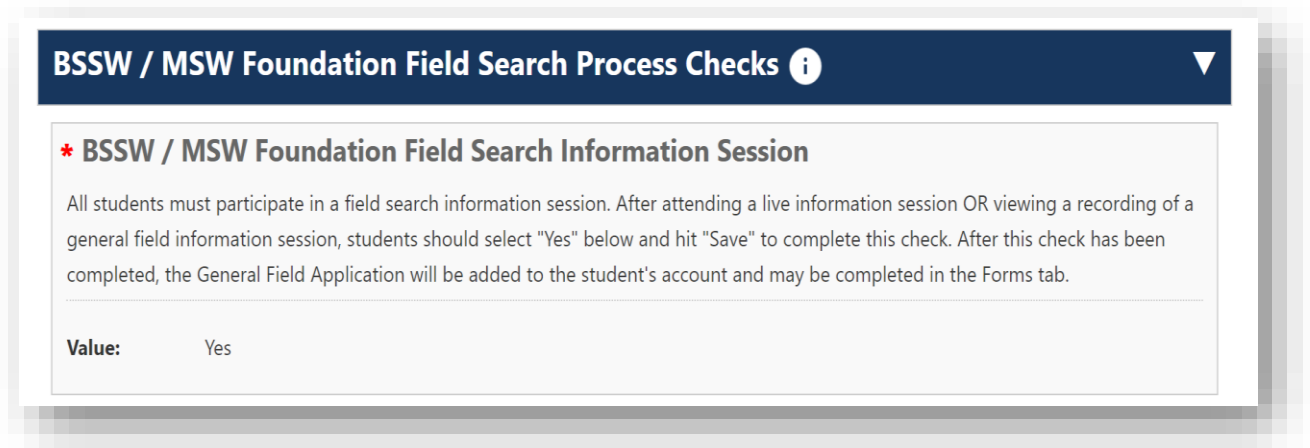
File Placement Search Process Checks

To start, you will need to visit the Checks tab. Once there, you will a section listed BSSW/MSW Foundation Field Search Process Checks with a series of activities (checks) that will need to be completed throughout your field placement search process.



The first check is the BSSW/MSW Foundation Field Search Information Session. Once you have attended or watched the recorded Field Information Session you can meet this check by selecting the value “yes” for the box marked “BSSW / MSW Foundation Field Search Information Session”. Then click “Save” and refresh.

The box should now resemble the following:

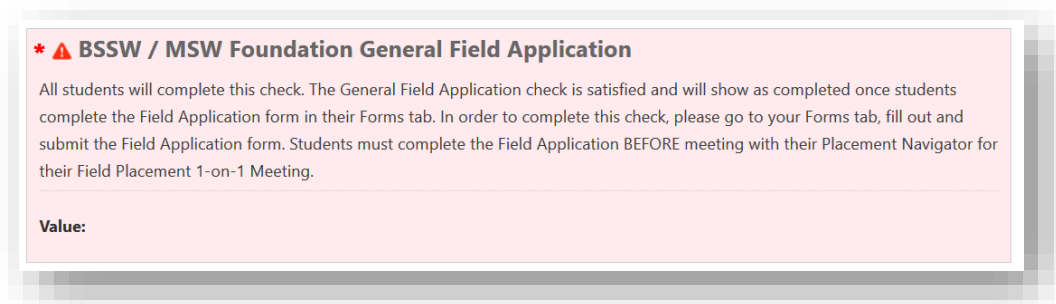


The screenshot shows a web interface for 'BSSW / MSW Foundation Field Search Process Checks'. It features a dark blue header with the title and an information icon. Below the header, there is a section titled '* BSSW / MSW Foundation Field Search Information Session' with a detailed instruction paragraph. At the bottom of this section, there is a 'Value:' label followed by a text input field containing the word 'Yes'.

Once you have met this check, you will receive an automated message from the Office of Field Education at your MSU Denver email address. The email will provide guidance regarding your next steps.

Field Application Form

The next student check to complete is the Field Application form





The screenshot shows a web interface for 'BSSW / MSW Foundation General Field Application'. It features a pink header with the title and a warning icon. Below the header, there is a section titled '* BSSW / MSW Foundation General Field Application' with a detailed instruction paragraph. At the bottom of this section, there is a 'Value:' label followed by an empty text input field.


The Field Application Form needs to be submitted to the Field Education Office prior to your meeting you your Placement Navigator. This allows the Placement Navigator to have some background information about the student and what types of agencies they are interested in working with. To access the application form:


1. Click on Forms Tab
2. Click on the red edit button for the BSSW/ MSW Foundation Field Application
3. After completing the form, make sure to click "Submit." To confirm submission was successful, scroll all the way to the bottom of the form to see "Form actioned by [your name] on [date] at [time]" in green text. If a required field was not answered, it will be indicated in red text below the 'Save' button
4. In the forms tab, the Field Application will appear with both Completed areas marked as '1 of 1'

BSSW/ MSW Foundation Field Application


Edit

Placement group: 2021-22_BSSW
Date Added: 12/15/2020 10:58 PM
Date Updated: 12/15/2020 11:05 PM
Completed (Mine): 1 of 1 
Completed (All): 1 of 1 

 **New**
Form added on 12/15/2020



In the Chcks tab the Value for the BSSW/ MSW Foundation General Field Application should show as "Yes" once the form has been submitted.

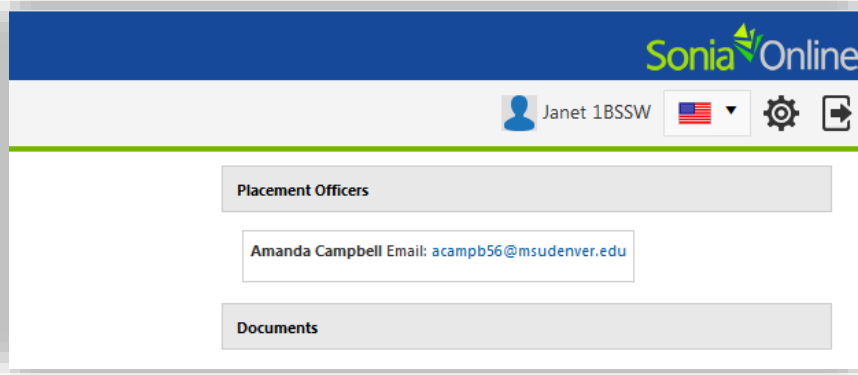
 **BSSW / MSW Foundation General Field Application**

All students will complete this check. The General Field Application check is satisfied and will show as completed once students complete the Field Application form in their Forms tab. In order to complete this check, please go to your Forms tab, fill out and submit the Field Application form. Students must complete the Field Application BEFORE meeting with their Placement Navigator for their Field Placement 1-on-1 Meeting.

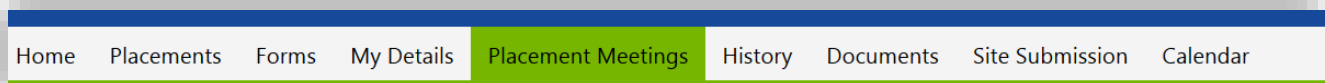
Value: Yes

Signing Up for a Placement Meeting with your Placement Navigator

After completing the Field Application, you will sign up for a meeting time with your Placement Navigator. Your placement Navigator will be listed in the on your Sonia home page on the right side.



1. Click on the Placement Meetings tab



2. You will see all of their Placement Navigators available meeting times listed by date
3. Click on the Select button on the meeting that you would like to schedule with your Placement Navigator

Date	Time	Appointment
12 Wednesday December, 2018	2:00 PM - 2:20 PM	Subject Individual Placement Meeting Select Location CN 202 Placement Officer Amanda Campbell
	2:30 PM - 2:50 PM	Subject Individual Placement Meeting Select Location CN 202 Placement Officer Amanda Campbell
18 Tuesday December, 2018	11:15 AM - 11:45 AM	Subject Placement Meetings Select Location CN 202 Placement Officer Amanda Campbell

4. The meeting will appear on the right side of the page
 - a. Please review the saved meeting for any important details about the meeting (ex: via phone, email for Zoom information, etc.)

Selected Placement Meetings

☐ Hide past placement meetings

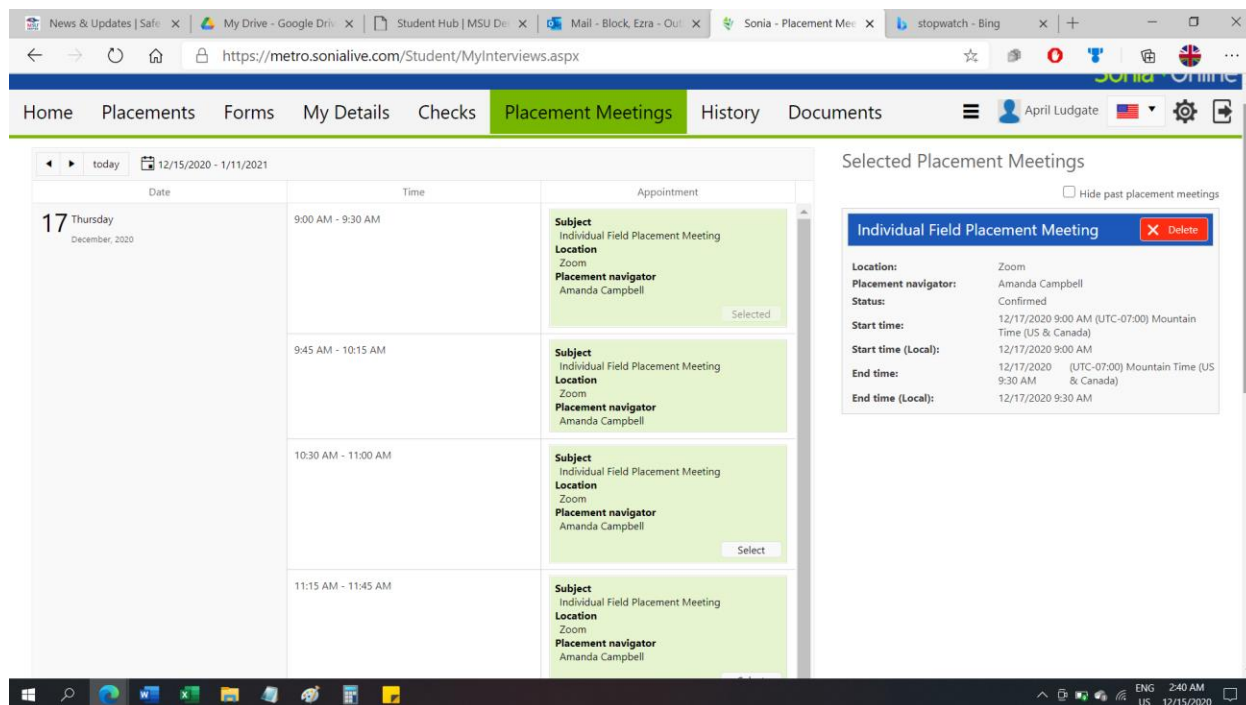
Individual Placement Meeting

Delete

Please email Amanda at acampb56@msudenver.edu if you prefer to meet via Zoom

Location:	CN 202
Placement Officer:	Amanda Campbell
Status:	Confirmed
Start time:	12/12/2018 2:00 PM (UTC-07:00) Mountain Time (US & Canada)
Start time (Local):	12/12/2018 2:00 PM
End time:	12/12/2018 2:20 PM(UTC-07:00) Mountain Time (US & Canada)
End time (Local):	12/12/2018 2:20 PM

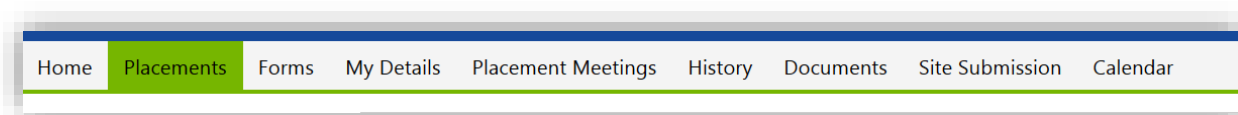
5. You can only make appoints up to 24 hours before the scheduled meeting time, and can only cancel the meeting 24hrs prior to the scheduled meeting time
6. Please contact your Placement Navigator if you have any questions or concerns about your placement meeting.



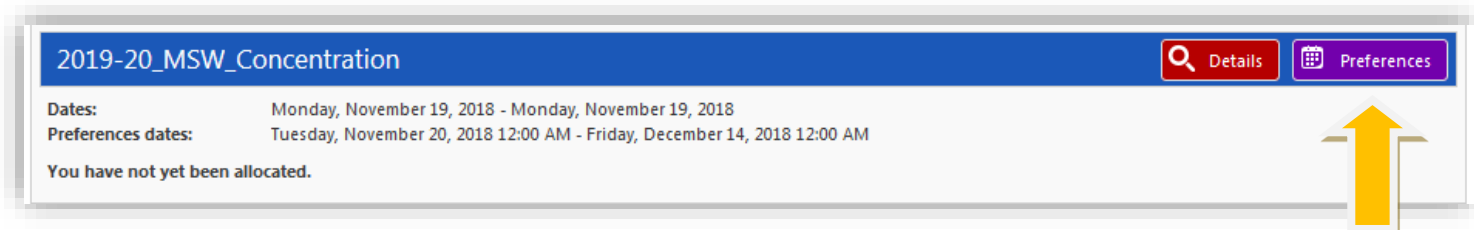
Searching for agencies and preferencing


Starting December 18th, you will also have the option to use Sonia to research potential agencies and preference (select) your top agencies that you are interested in. Save your preference list prior to your Placement Meeting, so that you and your Placement Navigator can review and approve your preferences. Starting February 1st, you can begin applying to the agencies that you have been referred to.

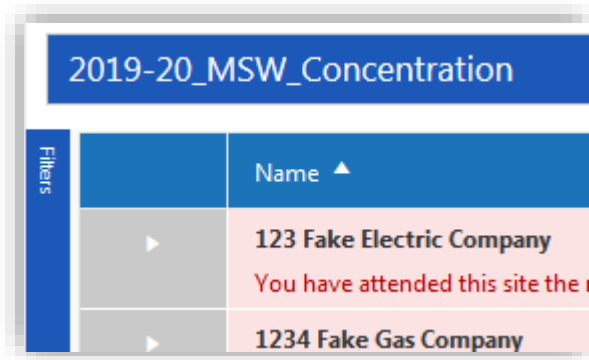
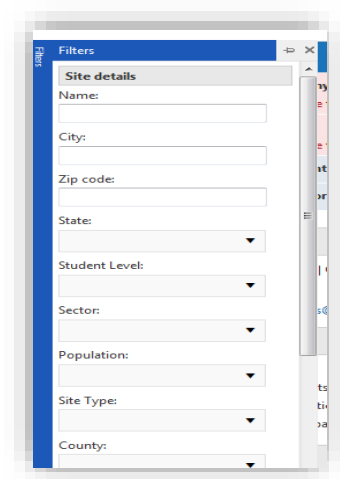
1. Click on *Placements* tab.



2. Click on *Preferences* (purple button) – this button will be visible on Dec. 18th.



3. A list of agencies will populate, and details can be accessed by clicking on the  cell next to the left of the agency's name.

Filters

Site details

Name:

City:

Zip code:

State:

Student Level:

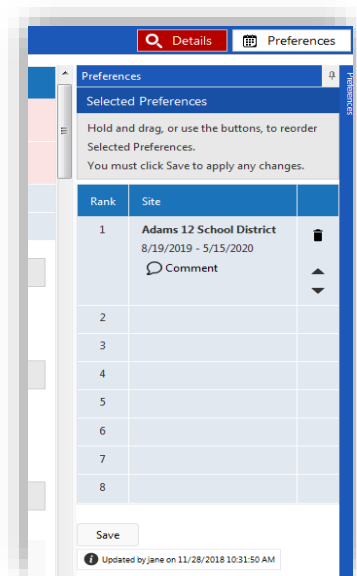
Sector:

Population:

Site Type:

County:


4. To search for agencies with specific criteria (*student level, sector, population, site type, county*)
5. Click on the *Filters* button on the left-hand side and you can “dock” the filter section by clicking on the pin button. This will adjust the page so you can view both the list of agencies and the filter section.
6. To “preference” an agency, click on the select button on the agency's row.
7. The agency will be added to the Preference list that is on the right-hand side of the screen. You can move agencies in this list to better reflect your top 5 agencies in order of preference.
8. **MAKE SURE TO SAVE** before exiting.
9. You will be sent an email after your placement meeting notifying you when your top 3 placements have been approved.
10. Please contact your Placement Navigator if you update your preferences list.



Preferences

Selected Preferences

Hold and drag, or use the buttons, to reorder Selected Preferences.
You must click Save to apply any changes.

Rank	Site
1	Adams 12 School District 8/19/2019 - 5/15/2020  Comment
2	
3	
4	
5	
6	
7	
8	

Save

Updated by jane on 11/28/2018 10:31:50 AM

One you and your Placement Navigator have met. They will mark off that the your BSSW/ MSW Foundation 1-on-1 Meeting check has been met.

*** BSSW / MSW Foundation 1-on-1 Meeting with Placement Navigator**

BSSW and MSW Foundation students must have a 1-on-1 meeting with their assigned Placement Navigator in order to be referred to up to 5 agencies to which they apply for an internship. Students may sign up for their meeting with their Placement Navigator under the Placement Meetings tab. After they have had a meeting with their Placement Navigator, the Placement Navigator will indicate that this check is complete. ***Students going through the Employment-Based Field Application process will complete this check by meeting with the Assistant Director of Field Education to discuss their employment-based application.***

Value: Yes
Date Completed: 1/11/2021

After your Placement Meeting

Once you have met with your Placement Navigator and your top agencies have been referred to you, you will receive an email detailing your next steps in the process. You can then take that time to start preparing your resume and cover letter. You will receive an additional email on February 1st with the contact information for these agencies and begin applying at that time. **Students are not allowed to begin applying for internship prior to February 1st.**

When you have completed the initial part of the field placement search process your checks should show a value of Yes. The only check you will be unable to complete at this stage is the Field Confirmation Form which will be required after you have accepted an offer with an agency.

*** BSSW / MSW Foundation Field Search Information Session**

All students must participate in a field search information session. After attending a live information session OR viewing a recording of a general field information session, students should select "Yes" below and hit "Save" to complete this check. After this check has been completed, the General Field Application will be added to the student's account and may be completed in the Forms tab.

Value: Yes

*** BSSW / MSW Foundation General Field Application**

All students will complete this check. The General Field Application check is satisfied and will show as completed once students complete the Field Application form in their Forms tab. In order to complete this check, please go to your Forms tab, fill out and submit the Field Application form. Students must complete the Field Application BEFORE meeting with their Placement Navigator for their Field Placement 1-on-1 Meeting.

Value: Yes

*** BSSW / MSW Foundation 1-on-1 Meeting with Placement Navigator**

BSSW and MSW Foundation students must have a 1-on-1 meeting with their assigned Placement Navigator in order to be referred to up to 5 agencies to which they apply for an internship. Students may sign up for their meeting with their Placement Navigator under the Placement Meetings tab. After they have had a meeting with their Placement Navigator, the Placement Navigator will indicate that this check is complete. ***Students going through the Employment-Based Field Application process will complete this check by meeting with the Assistant Director of Field Education to discuss their employment-based application.***

Value: Yes
Date Completed: 1/7/2021

*** BSSW / MSW Foundation Agency Referrals Approved**

Once students and Placement Navigators have agreed upon up to five agencies to which the student will be referred, the Placement Navigator will change the status of the student's preferences to "Referred" in the Placements tab. After this happens, Placement Navigators will complete this check and an email will be sent which includes instructions for applying to the agencies including contact information for agency contact so that students can submit their application materials. ***This check does not apply to students going through the Employment-Based Field Placement Process.***

Value: Yes
Date Completed:

If you have any questions about the Field Placement Search Process please reach out to your assigned Placement Navigator. If you have any questions about the Sonia database system please reach out to field@msudenver.edu.