

**MSU
DEN
VER**

Office of Field Education



METROPOLITAN STATE UNIVERSITY™
OF DENVER
Department of Social Work

Reimagine possible

Book of Sonia

Student Guide

Introduction

The Department of Social Work and the Office of Field Education is excited to welcome you to the MSU Denver internship process. Sonia is a third-party database, used to collect student and internship details, expedite the internship process by providing a framework for student and agency contact interaction. We use it to keep track of all our students, contacts, FFLs, sites, forms, internship descriptions, and documents in one convenient place. By the end of this process, Students should be prepared to use Sonia to search and preference internships, fill out forms, schedule meetings with their supervisor, and accept internship offers.

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Field Placement Search Process

The Field Placement Search Process

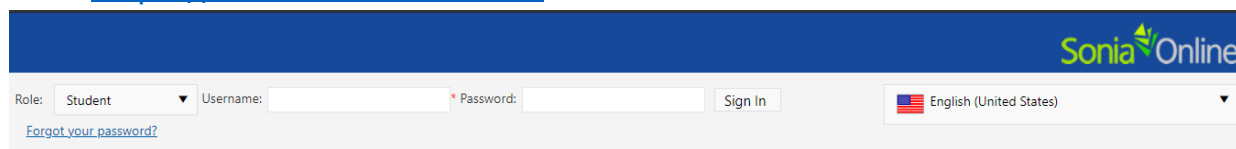
1. Signing off that you attended an information session in the Checks tab.
2. Complete your Field Application in Sonia
3. Signing up for a Placement Meeting with your Placement Navigator
4. Reviewing and preferencing agencies prior to your meeting * optional
 - a. *MSW Concentration students are not required to meet individually with their Placement Navigator before having their preferences approved.
5. Reviewing the agencies that you will be applying to and preparing your application materials to be submitted beginning on the date set by the Office of Field Education.

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>.



Welcome to MSU Denver Social Work's Sonia Field Database!

Students can access their Sonia account by logging in with their MSU Denver username.
Field agencies can access their Sonia account by logging in with their email address.

If this is your first time logging in, click the "Forgot Password" link.
(Make sure to check your junk/spam folder for an email from Field to reset your password after submitting your request)
Questions/Troubleshooting can be sent to field@msudenver.edu

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?”

[Forgot your password?](#)

This will open up the following page in your browser:

? Forgot your password?

🔒 Request password reset

Please select your role and enter your username
Note that this process requires an email to be associated with your account

Role:

Username:

ROWLA [Generate new image](#)
[Get audio code](#)

Please type the code from the image

Select your role as “Student”:

Role:

Username:

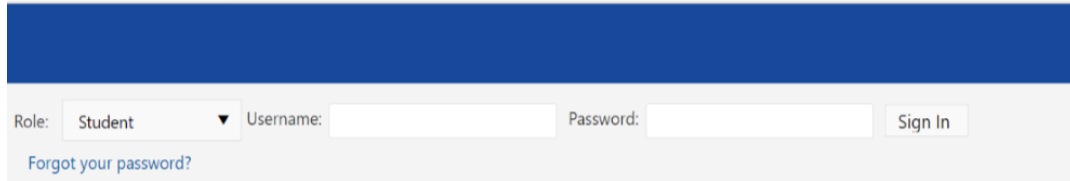
D [Generate new image](#)
[Get audio code](#)

Please type the code from the image

Once you have selected your role, enter your username and put in the Captcha code, then press “Submit” when you are finished putting in your information.

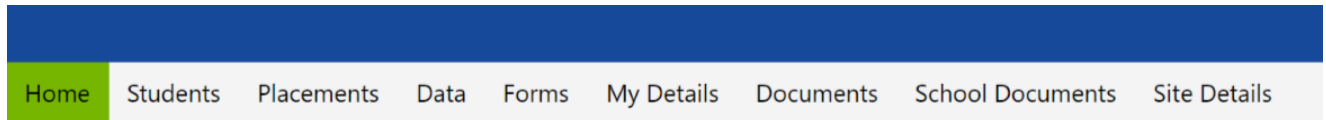
An email will be sent to your MSU Denver email address with a link to set your password. Make sure to check your spam/junk mail folder if you do not see the message in your inbox.

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

A screenshot of the MSU Denver login page. At the top is a solid blue horizontal bar. Below it is a light gray login form. The form contains a 'Role:' dropdown menu with 'Student' selected, a 'Username:' text input field, a 'Password:' text input field, and a 'Sign In' button. Below the input fields is a blue link that says 'Forgot your password?'.

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

The Tabs



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

- **Checks** *Checks* is where you will see the outline of the steps that you need to complete during the field placement search process.
- **Placements** *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 access your preferences.
- **Forms** *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** *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.

Completing Your Placement Search Process Checks

1. Visit the Checks tab.
2. Once there, you will see a section listed Field Search Process Checks with a series of activities (checks) that will need to be completed throughout your field placement search process.

*** ⚠ MSW Concentration 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 or preferencing up to 5 agencies to which they would like to be referred.

Value:

*** ⚠ MSW Concentration Agency Preferences Submitted**

Concentration / Advanced Standing students will meet this check once they have preferenced up to five agencies to which they intend to apply. After preferencing up to five agencies under the Placements tab, students should select "Yes" below and enter the date that they have completed their preferencing in the date field of this check to indicate to their Placement Navigator that they are ready to be referred. Students will then wait to be referred to the agencies by their Placement Navigator which is shown in the next check - MSW Concentration Agency Referrals Approved. ***This check does not apply to students going through the Employment-Based Field Placement Process.***

Value:

Date Completed:

Save

*** ⚠ MSW Concentration 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 contacts so that students can submit their application materials. ***This check does not apply to students going through the Employment-Based Field Placement Process.***

Value:

3. The first check is the Field Search Information Session.

BSSW / MSW Foundation Field Search Process Checks ⓘ


*** 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. A recording of the information session can be accessed through the School Documents tab or by copying the following link into your web browser: <https://msudenver.yuja.com/V/Video?v=2361200&node=8459923&a=1453534994&autoplay=1> In order to see the steps you'll take in Sonia using checks to support the field search process, you can view this brief video: <https://msudenver.yuja.com/V/Video?v=2632108&node=9541815&a=2015088111&autoplay=1> 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:

4. 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 "Field Search Information Session". Then click "Save" and refresh.

The box should now resemble the following:

MSW Concentration Field Search Process Checks 	
* MSW Concentration Field Search Information Session	
<p>ALL students must attend a field search information session. After attending (or viewing a recording of) a general field information session, students should select "Yes" below and hit "Save" to complete this check. A recording of the information session can be accessed through the School Documents tab or by copying the following link into your web browser: https://msudenver.yuja.com/V/Video?v=2361200&node=8459923&a=1453534994&autoplay=1 In order to see the steps you'll take in Sonia using checks to support the field search process, you can view this brief video: https://msudenver.yuja.com/V/Video?v=2632108&node=9541815&a=2015088111&autoplay=1 After this check has been completed, the General Field Application will be added to your account and may be completed in the Forms tab.</p>	
Value:	<input type="radio"/> Yes

Once you have met this check, you will receive an automated message from the field@metro.sonialive.com to 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:



* ⚠ MSW Concentration 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 or preferencing up to 5 agencies to which they would like to be referred.

Value:

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 on the Field Application form.
3. The Form will open up in your browser. Fill out the form to the best of your ability and press "Save Draft if you need to pause and come back to it, and "SUBMIT" when you have finished.
4. At the bottom of the Form, it should read "Form successfully 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.
5. In the forms tab, the Field Application will appear with both Completed areas marked as '1 of 1'

Completed (Mine): 1 of 1  

Completed (All): 1 of 1  

In the Checks tab the Value for the General Field Application should show as "Yes" once the form has been submitted.

* MSW Concentration 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 or preferencing up to 5 agencies to which they would like to be referred.

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.

Home Placements Forms My Details Checks Placement Meetings Jerry 1Gergich

Welcome Jerry 1Gergich

Office of Field Education
METROPOLITAN STATE UNIVERSITY
Department of Social Work
Reimagine possible

Placement Officers

Stevie Noll Email: snoll3@msudenver.edu

1. Click on the Placement Meetings tab
2. You will see all your Placement Navigator's available meeting times listed by date.

Home Placements Forms My Details Checks **Placement Meetings** History

Date	Time	Appointment
3 Thursday June, 2021	12:00 PM - 12:20 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/937181211 Placement Officer Stevie Noll
	12:30 PM - 12:50 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/937181211 Placement Officer Stevie Noll
8 Tuesday June, 2021	1:30 PM - 2:00 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/937181211 Placement Officer Stevie Noll
	2:15 PM - 2:45 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/937181211

3. Click on the Select button on the meeting that you would like to schedule with your Placement Navigator.

Subject
Field Placement Meeting w/ Stevie

Location
<https://msudenverswk.zoom.us/j/9371>

Placement Officer
Stevie Noll

Select

4. The meeting will appear on the right side of the page.

3/6/2021 - 30/6/2021		
Date	Time	Appointment
3 Thursday June, 2021	12:00 PM - 12:20 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/9371 Placement Officer Stevie Noll
	12:30 PM - 12:50 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/9371 Placement Officer Stevie Noll
8 Tuesday June, 2021	1:30 PM - 2:00 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/9371 Placement Officer Stevie Noll
	2:15 PM - 2:45 PM	Subject Field Placement Meeting w/ Stevie Location https://msudenverswk.zoom.us/j/9371 Placement Officer Stevie Noll

Selected Placement Meetings

☐ Hide past placement meetings

Field Placement Meeting w/ Stevie ✕ Delete

Thank you for scheduling a meeting with me! I am happy to support your search for a traditional field placement or an Employment-Based Field Placement (EBFP). We will meet virtually using the zoom link <https://msudenverswk.zoom.us/j/9371812111>.

Location: <https://msudenverswk.zoom.us/j/9371>

Placement Officer: Stevie Noll

Status: Confirmed

Start time: 10/6/2021 12:00 PM (UTC-07:00) Mountain Time (US & Canada)

Start time (Local): 10/6/2021 12:00 PM

End time: 10/6/2021 (UTC-07:00) Mountain Time (US & Canada) 12:20 PM

End time (Local): 10/6/2021 12:20 PM

a. Please review the saved meeting for any important details about the meeting (ex: via phone, email for Zoom information, etc.)

Field Placement Meeting w/ Stevie ✕ Delete

Thank you for scheduling a meeting with me! I am happy to support your search for a traditional field placement or an Employment-Based Field Placement (EBFP). We will meet virtually using the zoom link <https://msudenverswk.zoom.us/j/9371812111>.

Location: <https://msudenverswk.zoom.us/j/9371>

Placement Officer: Stevie Noll

Status: Confirmed

Start time: 10/6/2021 12:00 PM (UTC-07:00) Mountain Time (US & Canada)

Start time (Local): 10/6/2021 12:00 PM

End time: 10/6/2021 (UTC-07:00) Mountain Time (US & Canada) 12:20 PM

End time (Local): 10/6/2021 12:20 PM

5. You can only make appointments up to 24 hours before the scheduled meeting time and can only cancel the meeting through Sonia up to 24 hours prior to the scheduled meeting time. Any need to cancel a meeting inside of 24 hours will need to be communicated via email to your Navigator.

6. Please contact your Placement Navigator if you have any questions or concerns about your placement meeting.

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 from the Office of Field Education that contains contact information for the agencies on the date that you may begin applying to agencies. **Students are not allowed to begin applying for internship prior to notification by the Office of Field Education.**

* MSW Concentration Field Search Information Session

ALL students must attend a field search information session. After attending (or viewing a recording of) a general field information session, students should select "Yes" below and hit "Save" to complete this check. A recording of the information session can be accessed through the School Documents tab or by copying the following link into your web browser: <https://msudenver.yuja.com/V/Video?v=2361200&node=8459923&a=1453534994&autoplay=1> In order to see the steps you'll take in Sonia using checks to support the field search process, you can view this brief video: <https://msudenver.yuja.com/V/Video?v=2632108&node=9541815&a=2015088111&autoplay=1> After this check has been completed, the General Field Application will be added to your account and may be completed in the Forms tab.

Value: Yes

* ⚠ MSW Concentration 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 or preferencing up to 5 agencies to which they would like to be referred.

Value:


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, reach out to field@msudenver.edu.









Note: 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.

Preferencing agencies and fielding offers


You will be notified by the Office of Field Education when you may begin using 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. You can begin applying to the agencies only after you have been referred to by your Placement Navigator.

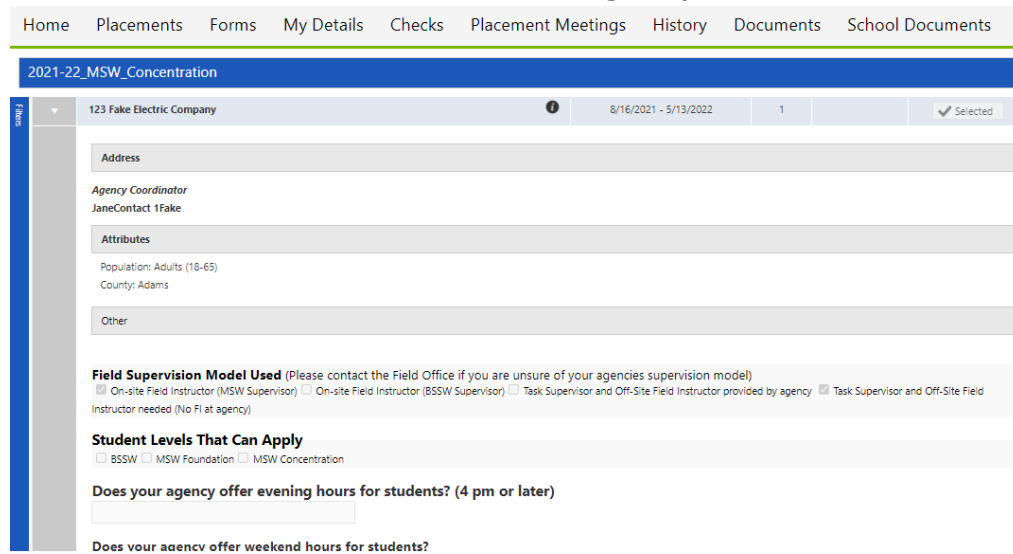
1.  Click on *Placements* tab.

2.  Click on *Preferences* – this button will be visible once preferencing is available.

Home Placements Forms My Details Checks Placement Meetings History						
2021-22_MSW_Concentration						
Filters	Name ▲	When	Confirm Places	Distance		
	▶ 123 Fake Electric Company ⓘ	16/8/2021 - 13/5/2022	1		✓ Selected	
	▶ 123 Social Service Agency ⓘ	16/8/2021 - 13/5/2022	1		+ Select	
	▶ 17th Judicial District ⓘ	15/8/2021 - 20/5/2022	4		+ Select	
	▶ 17th Judicial District - Adams County Probation (17th Judicial District) ⓘ	15/8/2021 - 20/5/2022	7		+ Select	
	▶ 1st Judicial District - Jefferson Problem Solving Courts ⓘ	15/8/2021 - 20/5/2022	3		+ Select	
	▶ 20th Judicial District Probation Department Intake Unit ⓘ	15/8/2021 - 20/5/2022	15		+ Select	
	▶ 2nd Judicial District - Denver Problem Solving and Drug Court ⓘ	15/8/2021 - 20/5/2022	4		+ Select	
	▶ 7th Judicial Probation Department (Gunnison Office) ⓘ	15/8/2021 - 20/5/2022	4		+ Select	
	▶ 8th Judicial District Probation Department ⓘ	15/8/2021 - 20/5/2022	2		+ Select	
	▶ Academy School District 20 ⓘ	15/8/2021 - 20/5/2022	4		+ Select	

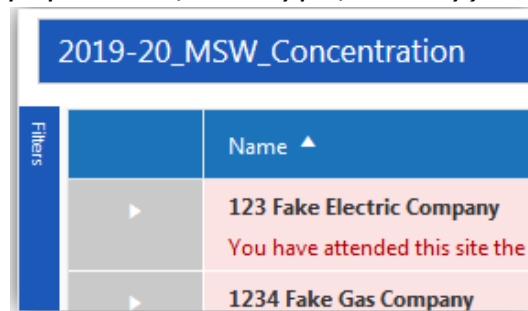
3. A list of agencies will populate, and details can be accessed by clicking on

the  cell next to the left of the agency's name.




The screenshot shows a web interface with a navigation bar at the top containing links: Home, Placements, Forms, My Details, Checks, Placement Meetings, History, Documents, and School Documents. Below the navigation bar is a blue header for '2021-22_MSW_Concentration'. The main content area displays details for '123 Fake Electric Company'. It includes a table with columns for Name, Date Range, and a 'Selected' checkbox. Below this, there are sections for 'Address', 'Agency Coordinator' (JaneContact 1Fake), 'Attributes' (Population: Adults (18-65), County: Adams), 'Other', 'Field Supervision Model Used' (with checkboxes for On-site Field Instructor, Task Supervisor, etc.), 'Student Levels That Can Apply' (with checkboxes for BSSW, MSW Foundation, MSW Concentration), and two questions about evening and weekend hours for students.

4. To search for agencies with specific criteria (*student level, sector, population, site type, county*)



The screenshot shows a web interface with a blue header for '2019-20_MSW_Concentration'. On the left, a 'Filters' sidebar is docked. The main content area displays a list of agencies. The first two agencies are '123 Fake Electric Company' and '1234 Fake Gas Company'. The first agency has a red text overlay: 'You have attended this site the'.

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.  **Select** 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.

* 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: 6/22/2021

Once you and your Placement Navigator have met, they will mark off your 1-on-1 Meeting check.

Reviewing your Referred Agencies and Applying for Internships

Click on the "Placements" tab

Placements

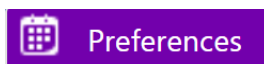
On the right side of the placement group for your academic year click on the red "Details" Button.



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

Offers						
Name	Preference	Status	Placement Meeting			
1234 Fake Gas Company	1	Agency - offers pending student decision		Student -confirms accepted placement	Student declined	Agency declined

Return to the placements page and click on the purple "Preferences" button.



This should take you to the list of agencies. To the left of the list is the "Filters" tab. Type in the name of the agency(s) that you have been referred to complete a search.

2018-19_BSSW

Filters

Filters

Site details

Name:

City:

Zip code:

State:

Student Level:

Company

pany

t - Adams County Probation (17th Judicial Dist

- Denver Adult Probation

Placement Agency

Colorado Creative Options Center for Early Edu

Colorado Ready to Achieve Mentoring Program

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.

123 Social Service Agency

8/16/2021 - 5/13/2022

Address

3456 First Street, Denver CO 80000, United States

<http://www.123ssa.org>

JoeContact 3Fake

Attributes

Populations: Young Adults (18-25), Adults (18-65), Older Adults (65+), LGBTQIA, Women, Persons with Disabilities, Marginalized Populations, Children/Families/Communities of Color

Site Types: Criminal Justice/Corrections, Mental Health, Education/Mentoring, Basic Needs/Poverty, Social Justice/Advocacy, Homeless/Housing

Counties: Douglas, Denver, Arapahoe, Adams, Jefferson

Other

Field Supervision Model Used (Please contact the Field Office if you are unsure of your agencies supervision model)

☒ On-site Field Instructor (MSW Supervisor) ☐ On-site Field Instructor (BSSW Supervisor) ☐ Task Supervisor and Off-Site Field Instructor provided by agency ☐ Task Supervisor ar

Student Levels That Can Apply

☒ BSSW ☒ MSW Foundation ☒ MSW Concentration

Does your agency offer evening hours for students? (4 pm or later)

Yes

Contacting Agencies

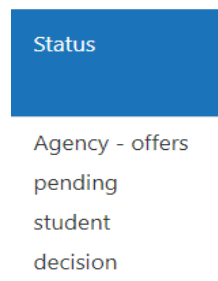
The Office of Field Education will notify you of the date after which you may begin applying to the agencies where you have been referred. The agencies' contact information will be included in an email that was sent by your Placement Navigator. Unless indicated otherwise, you will apply to each of the 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.

Accepting an Offer

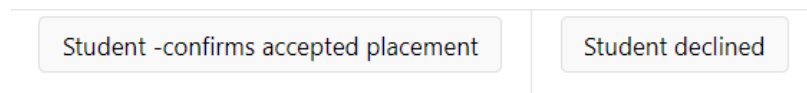
Once you have interviewed agencies, you will start receiving offers for suitable internship positions. Agencies will communicate with you directly via call or email to offer you the position.

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 the Details section of that Placement group, you will see that your status has been changed from “Referred” to “Agency offered pending student decision.”



A screenshot of a web interface showing a dropdown menu. The menu is titled "Status" in a blue header. Below the header, the following options are listed: "Agency - offers", "pending", "student", and "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.



A screenshot of two buttons side-by-side. The left button is labeled "Student -confirms accepted placement" and the right button is labeled "Student declined". Both buttons have a light blue border and a light blue background.

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.

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.

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.

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

1 – Select Your Field Confirmation Form

- a. In your Sonia account, click on the FORMS tab.
- b. Select: Field Confirmation Form for the appropriate semester
- c. Click the "Edit" button to access the form.

The screenshot shows the 'Field Confirmation Form 2019-20' interface. At the top, there is a blue header bar with the title 'Field Confirmation Form 2019-20' and a red 'Edit' button with a pencil icon. Below the header, a message states: '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.' The main content area displays the following information: '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', and 'Completed (All): 0 of 3'. To the right of this information is a grey box with a blue document icon, a green plus sign, and the text 'New' and 'Form added on 3/18/2019'.

***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 – 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 the deadline set and communicated by the Office of Field Education.**

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 Office of Field Education by the designated deadline.**

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. Edits made AFTER submitting will not be recognized by the Field Office. Instead, email your changes to field@msudenver.edu.**

Completing Field Work

Student Instructions for Completing the Learning Agreement

1. Accessing your Learning Agreement Form

- Log in to your SONIA account.
- Click on the Forms Tab.
- Select the Learning Agreement and Evaluation Form for the appropriate semester and click the red "Edit" button to begin editing your Learning Agreement.

The screenshot shows the SONIA web application interface. At the top is a navigation bar with tabs: Home, Placements, Forms (highlighted in green), My Details, Placement Meetings, History, and Documents. On the right of the navigation bar is a user profile for Janet 1BSSW and a settings gear icon. Below the navigation bar is a search area with a dropdown menu set to 'Field Application 2019-20' and an 'Add' button. To the right of the search area are options for 'Name', 'Ascending', 'Filter', and 'Hide completed forms'. The main content area has a blue header bar that reads 'BSSW Learning Agreement and Evaluation - Fall 2019-20' with a red 'Edit' button on the right. Below the header bar is a form details section on the left and a 'New' button on the right. The form details section includes: Placement Group: 2019-20_BSSW; Placement: 123 Fake Electric Company (highlighted in yellow); Date Added: 8/24/2019 8:27 PM; Date Updated: 8/24/2019 8:27 PM; Completed (Mine): 0 of 2; Completed (All): 0 of 4. The 'New' button is labeled 'New' and 'Form added on 8/24/2019'.

Note: Double check on the left side of the attached form that your correct field placement site is listed. If your current field placement agency is not listed, please contact the Office of Field Education at field@msudenver.edu

- The Learning Agreement contains the nine Council on Social Work Education competencies and the listed practice behaviors that students are expected to exhibit throughout their internship. Under each competency, you will write out your proposed learning activities that you plan to complete to meet the listed practice behaviors. These outlined learning activities will help you as a student and your supervisor(s) in completing the field evaluation later in the semester.

- e. The guidelines for completing the Learning Agreement are outlined on the far-left purple column in the instructions table on the form.

Learning Agreement Instructions - * To be completed September 2020
Student: At the beginning of the semester, enter your projected supervision plan, your COVID-19 contingency plan, and outline your learning activities for each competency and the associated practice behaviors (PB), according to the guidelines below.
Click the SAVE DRAFT button at the bottom of the form periodically to save your work. Click the Student Learning Agreement 1st

- f. Enter in information in all areas of the form that are purple and that have a pencil icon with a red asterisk * sign. You should refer to the competency description listed above the text boxes and the individual practice behaviors (PB) to develop your planned learning activities.

Completing the student portion of the Field Evaluation

1. The Field Evaluation contains the nine Council on Social Work Education (CSWE) competencies and the listed practice behaviors that students are expected to exhibit throughout their internship. Under each competency, you will evaluate your skill level for each corresponding competency and practice behavior.
2. The guidelines for completing the student portion of the evaluation are outlined in the middle, **blue** column in the instructions table on the form.

Fall Student Self Evaluation
Instructions - *To be Completed
November - December 2020

Student: You will rate yourself on all practice behaviors (PB) within each of the nine competencies in the blue sections of this form.

Click the **SAVE DRAFT** button at the bottom of the form periodically to save your work. You can return to this form to continue working as long as you have used the save draft button.

Refer back to the activities that

- a. Students will enter in the hours that they have completed at the beginning of the evaluation process. There is an area next to the hours entered where students can describe their plan for completing their remaining internship hours for the semester if they have not yet completed the required number of field placement hours.

STUDENT: Total Hours Completed to Date for the Fall Semester:

NOTE: Students will not receive a passing grade if they have not completed at least 240 hours. Please use the text box to describe your time line for completion

STUDENT: If you have not met the minimum requirement, please describe the time-line in which they will be completed (There is a section at the end of the evaluation to mark your updated hours after your evaluation conference):

- b. Students will rate themselves on the competencies and complete all areas of the form that are **blue** and that have a pencil icon with a red asterisk * sign. You should refer to the completed Learning Agreement sections of the document to assess your progress with the nine social work competencies.
- i. Please review the rating scale guide at the beginning of the evaluation form prior to beginning your self-evaluation.

Competency 1 Ratings

PB	Description	Student Rating	Field Instructor and/or Task Supervisor Rating
1.1	Demonstrates understanding of the complexities inherent when resolving ethical conflicts as an integrative practitioner	<input checked="" type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
1.2	Uses supervision and peer consultation to engage in reflective and reflexive practices	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
1.3	Demonstrates effective oral and written communication to convey professional viewpoints; Communicates effectively with other professionals to coordinate interventions	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
1.4	Uses multi-disciplinary team approaches to completely assess and monitor treatment	<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
1.5	Use technology ethically and appropriately to facilitate practice outcomes	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *

- ii. Students will add comments if needed for any rating that that is either a *Does not meet expectations (DE)* or *No opportunity (NO)* in the comments section below the competency.

Competency 1: Fall Student Evaluation Comments (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Student 1st Submit.)	Competency 1: Field Instructor and/or Task Supervisor Comments (Optional unless there is a DE or NO rating) To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Supervisor Evaluation Submit.
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

- c. Students will then complete the Required Comments Section in blue towards the end of the evaluation form.

Required Comments Section

	Student's Comments	Field Instructor and/or Task Supervisor Comments
1. Please comment on the student's strengths and successes during this evaluation period.	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
2. Please comment on any areas of growth that the student can work on. ***Note: If a rating "DE" was given on any particular practice behavior, strategies for improvement in those areas <u>MUST</u> also be included in the space provided.	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
3. Are there any practice behaviors that have not been observed during this semester? What is the plan to address these practice behaviors in the coming semester?	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Submitting the Evaluation

- a. Once the student has completed their self-evaluation for all of the nine social work competencies and the required comments section, they will click on the “Student Evaluation 1st Submit” button to submit the evaluation to their supervisor(s) for review.

*****Fall Evaluation Submit buttons*****

Student: After you have rated yourself on all competencies, click the "Student 1st Submit" button below. Your evaluation will show 1 out of 4 steps completed





Save Draft Student Evaluation 1st Submit

- b. Once supervisor(s) have completed their portion of the evaluation, they will submit the form back to the student for the evaluation conference.

3. Field Evaluation Conference

- a. Once both the student and supervisor(s) complete the evaluation, they will meet to discuss the results of the evaluation.
- b. The student will then complete the Post-Evaluation Conference Comments section on the evaluation form and enter their completed hours at the end of the evaluation process (this will most likely be the end of the semester).

Fall Semester Student Post Evaluation Conference Comments

<p>I have reviewed this evaluation and discussed the results with my Field Supervisor and Task Supervisor (if applicable).</p> <p><input type="radio"/>Yes <input type="radio"/>No </p>	<p>Student: After completing your Evaluation Conference with your Field Instructor and Task Supervisor (if applicable) is there any additional feedback about the conference that you would like to reflect on? (Optional)</p> <div></div>	<p>Student's total field placement hours completed at the end of the evaluation conference:</p> <div><input data-bbox="1089 1291 1453 1318" type="text"/></div>
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- c. Once the student has completed the Post-Evaluation Conference Comments section they can click on the “Student Evaluation Final Submit” button to submit the form to your Faculty Field Liaison for final review.

Student: After your Field Supervisor(s) have completed their ratings, and you have participated in an Evaluation Conference with your Field Supervisor(s), click the "Student Evaluation Final Submit" button below.

DO NOT CLICK THE STUDENT EVALUATION FINAL SUBMIT UNTIL AFTER YOUR EVALAUTION CONFERENCE.

The evaluation will show as 3 out of 4 steps completed once you submit. The form will then be sent to your Faculty Field Liaison (FFL) for grading. Once your FFL has graded your evaluation your form will show 4 out of 4 steps completed.

Save Draft

Student Evaluation Final Submit

- d. The Faculty Field Liaison will review the Field Evaluation and take that into account for the student's Field Experience grade for that semester. Remember: Field Evaluations are reviewed for a Pass/Fail grade.

Notes: You can track the progress of the form by looking at the "Completed Steps" indicated next to the Field Evaluation Form, and you can review your Field Evaluation at any time by going to the Forms tab in your Sonia account. Use the Learning Agreement portions of the form that you and your supervisor(s) completed previously to help you complete the evaluation.

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