

MSU  
DEN  
VER

Office of Field Education



METROPOLITAN STATE UNIVERSITY™  
OF DENVER  
Department of Social Work

Reimagine **possible**

# Sonia Guide for Students

# 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, and 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 Placement Navigator, accept an internship offer, and complete the required Learning Agreement and Field Evaluation forms.

Note that the Office of Field Education messages students throughout the calendar year, including summer months. Communication is through your MSU Denver email, so it's imperative that you **check your student email regularly all year** as you prepare for and move through your internship.

# Table of Contents

## SONIA BASICS

- Logging in and Navigation Within Sonia
  - Page 6 - Sonia Login Instructions
  - Page 9 - Sonia Navigation Tabs

## INTERNSHIP SEARCH PROCESS

- Structure of the Search Process
  - Page 13 - Search Process Overview
- Initial Search Steps
  - Page 15 - Field Information Session
  - Page 16 - Field Application Form
  - Page 18 - Scheduling a Field Placement Meeting with your Placement Navigator
  - Page 21 - Preferencing/Selecting Agencies in Sonia
- Continuing Search Steps
  - Page 25 - Preparing Application Materials
  - Page 26 - Applying to Agencies
  - Page 28 - Accepting or Declining an Internship Offer
  - Page 30 - Completing the Field Confirmation Form

## THE LEARNING AGREEMENT AND FIELD EVALUATION FORMS

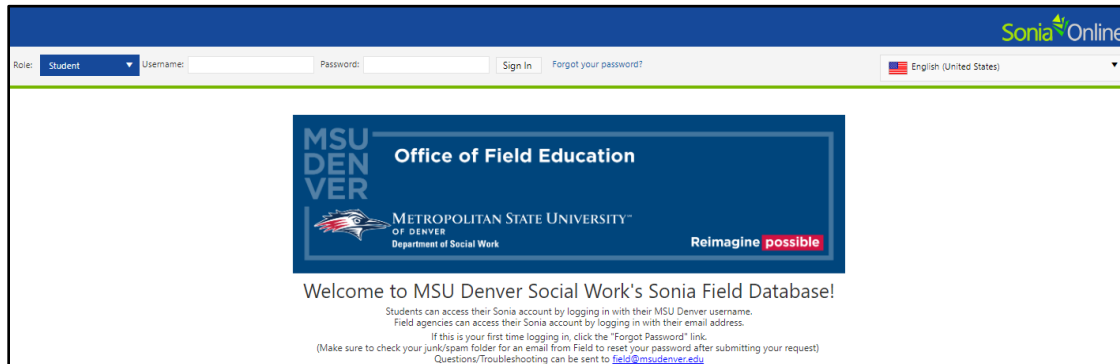
- The Learning Agreement
  - Page 35 - Function and Structure of the Learning Agreement
  - Page 36 - Accessing the Learning Agreement
  - Page 37 - Completing the Learning Agreement
- The Field Evaluation
  - Page 40 - Function and Structure of the Field Evaluation
  - Page 41 - Accessing the Field Evaluation
  - Page 42 - Completing the Field Evaluation
  - Page 45 - Field Evaluation Conference and Final Form Submission

# **SONIA BASICS**

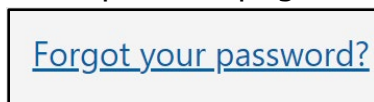
# **Logging in and Navigation Within Sonia**

# Sonia Login Instructions

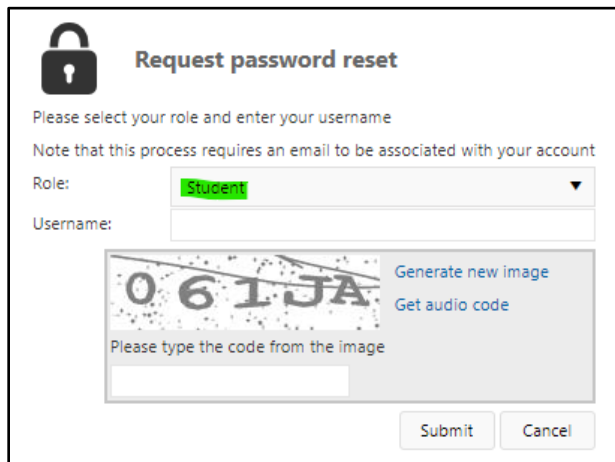
The Sonia login page can be found [here](#) or by going to <https://metro.sonialive.com/School.aspx> and it looks like this:



For your first login, you will set your password using the following button at the top of the page:



On the new screen, the Role of "Student" should be displayed. If not, selected it from the dropdown options:



Your username is the first part of your MSU Denver email address, before @msudenver.edu. (e.g.: John Smith's email address is [jsmith@msudenver.edu](mailto:jsmith@msudenver.edu). John's Username is jsmith)

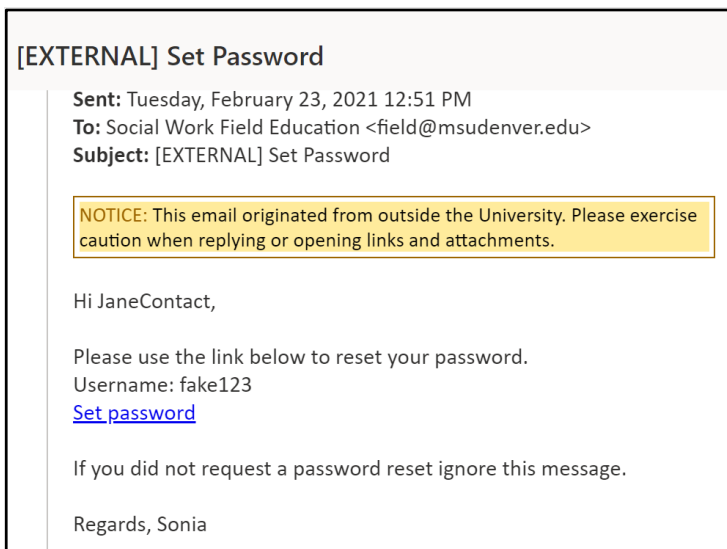
Complete the password captcha, which requires **all capital letters**.

Press Submit.

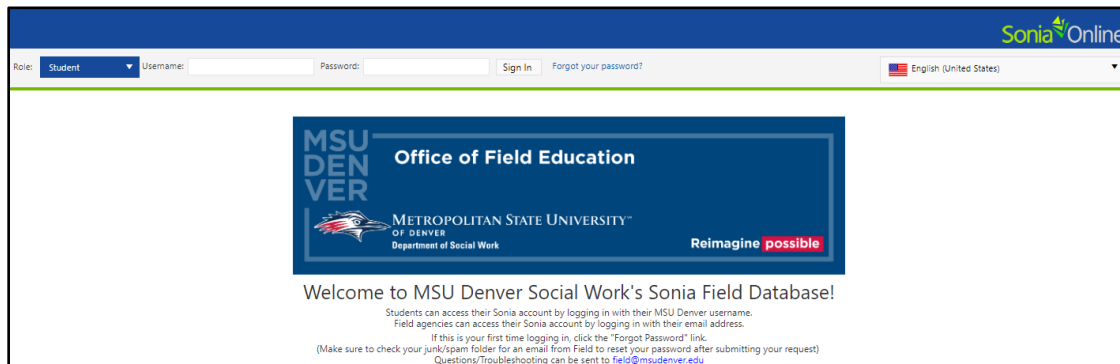
A rectangular button container with a light gray background and a thin black border. It contains two buttons: a green 'Submit' button on the left and a white 'Cancel' button on the right.

Your automatic confirmation email, sent from [DoNotReply@metro.sonialive.com](mailto:DoNotReply@metro.sonialive.com), can take up to ten minutes to arrive to your msudenver.edu email. Check your junk folder and if it doesn't arrive, please email us at [field@msudenver.edu](mailto:field@msudenver.edu) for assistance.

The automatic confirmation email will look similar to this:



Once you have set your password, you may login on the [Sonia homepage](#):



The default Role in Sonia is set to Student, so you'll just need to enter your Username and your password each time you sign in.

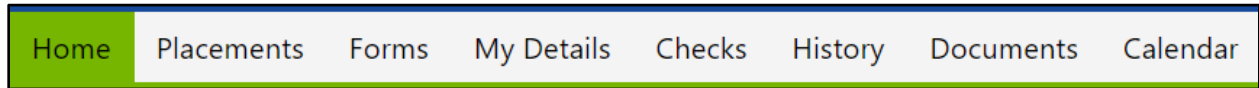
You may reset your password at any time once you're logged into Sonia by using the gear icon in the top right corner of the screen:



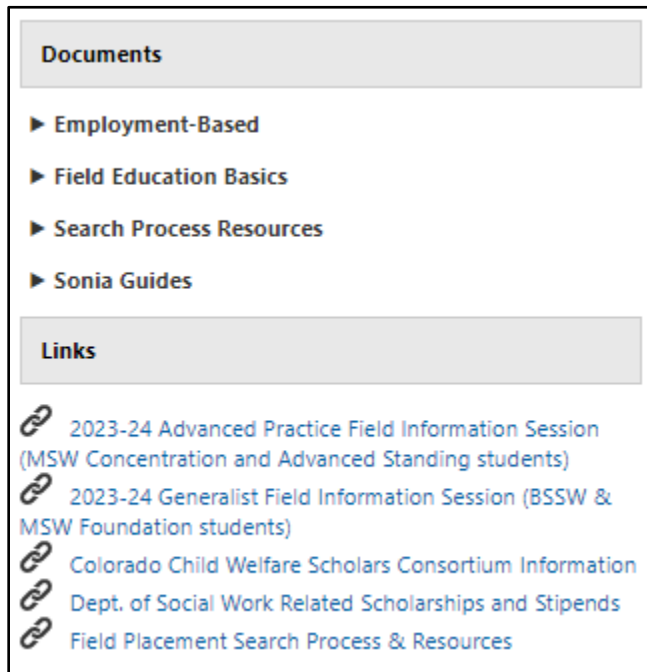


# Sonia Navigation Tabs

This is the top-of-the-screen ribbon you will see in your Sonia account:



Note that on the Home landing page there are sections on the right side of the screen for Documents and Links. You will find here resources that MSU Denver provides not only for support but also regarding student and university expectations and requirements, as well as information to help you navigate the internship search process and more.



These are the tabs which you will primarily be using:

- **Placements** Here you will see the placement group you're in (BSSW, MSW Foundation, or MSW Concentration). This is also where you'll be able to search for and preference approved internship agencies during the field search cycle. You will collaborate with your Placement Navigator, who will support you through the search process.

## Forms

- This tab will house the forms you'll need to complete as you move through the placement process and during your internship. You'll find your Field Application, Field Confirmation Form, Learning Agreement, Evaluation, and more in this location. The Office of Field Education will place the required forms in this section at the appropriate times.

## Checks

- A convenient outline of steps needed to complete your internship search and finalize your placement is located on this page. You will work through the steps from top to bottom, again collaborating with your Placement Navigator. Each check must be marked as Cleared/Completed as the process moves forward.

## Placement Meetings

- This tab will be visible/available only during the search process and is where you will schedule an appointment to meet with your Placement Navigator. Meeting with a Placement Navigator is optional for MSW Concentration students. Advanced Standing and all other students are required to have at least one Placement Navigator meeting.

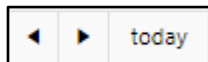
## Documents

- This is where you can reference emails sent to you from the Office of Field Education via Sonia.

## Calendar

- Deadlines and important dates can be found on this tab. Use the arrows near the top left corner of the screen to navigate

through weeks:



You may set the view using the Day/Week/Month option in the top

right corner:



Sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the top right corner of screen in any tab.



# **INTERNSHIP SEARCH PROCESS**

# **Structure of the Search Process**

# Search Process Overview

The Office of Field Education partners with several hundred approved agencies at which students may complete their internship. Agency partners are screened to ensure that students will have the opportunity to practice the nine social work competencies as identified by the Council on Social Work Education.

Students will use Sonia to identify potential agencies to which they may apply for their August – May internship placement. Sonia allows students to search using filters (agency location, hours, population served, etc.). Every student is matched to a Placement Navigator from the Office of Field Education. Your Placement Navigator will offer support and insight through the search process as you work within Sonia to locate an internship.

These are the basic steps of the process; details are included in this guide:

1. Attend an Information Session and mark as completed in the **Checks tab** in your Sonia account if it's not already designated as completed.
2. Complete the **Field Application** in the **Forms tab** in Sonia.
3. Use the **Placement Meetings tab** in Sonia to schedule a Field Placement Meeting with your Placement Navigator.
4. Prior to meeting with your Placement Navigator, review and preference/select up to five agencies in the **Placements tab** in Sonia. These are agencies to which you would like to apply. **NOTE:** *MSW Concentration students are not required to meet with their Placement Navigator before having their preferences approved. All other students must schedule a mandatory meeting in order to be able to apply to agencies.*
5. Prepare your application materials ( resumé, etc.).
6. Your Placement Navigator will refer you to agencies within Sonia. You may begin applying on the date set by the Office of Field Education.
7. Interview with agencies.
8. Once offered by an agency, accept an internship offer in the **Placements tab** in Sonia.
9. Complete the **Field Confirmation Form** in the **Forms tab** in Sonia. This must be done by the deadline set by the Office of Field Education.

Keep in mind that the **Checks tab** in Sonia serves as guide for next steps as you move through the placement process. Refer to the Checks tab often.

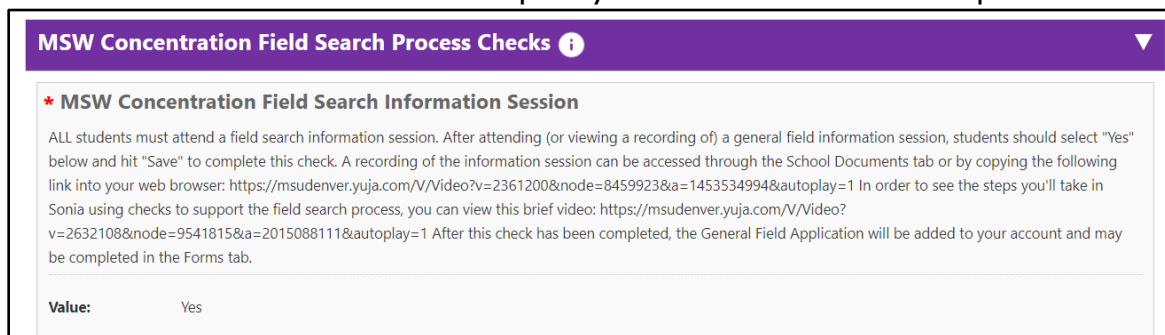
# Initial Search Steps

# Field Information Session

The Field Information Session is a virtual event designed to give students a comprehensive overview of the internship experience and search process details. Students are required to attend an Information Session, after which access to Sonia will be granted. The Office of Field Education will notify all students of the scheduled Field Information Sessions via their MSU Denver student email.

The Office of Field Education offers several dates/times for students to attend while allowing several months for the search process. If a student is unable to attend a scheduled session, they may connect with our office at [field@msudenver.edu](mailto:field@msudenver.edu) to discuss options.

After attending a live remote Information Session, the Office of Field Education will mark the first step in your Checks tab as complete:



The screenshot shows a purple header bar with the text "MSW Concentration Field Search Process Checks" and an information icon. Below the header, there is a section titled "\* MSW Concentration Field Search Information Session". The text in this section reads: "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." At the bottom of the section, there is a "Value:" label followed by a radio button and the text "Yes".

This will trigger an automated message to your MSU Denver email outlining your next step, which is the Field Application Form.

# Field Application Form

The next task in your **Checks tab** in Sonia 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 Office of Field Education prior to your meeting with your Placement Navigator. This form is used only by the Office of Field Education team and allows your Placement Navigator to have some background information about you and the types of agencies in which you are interested.

## To access the Field Application Form:

1. Click on **Forms Tab** in Sonia.
2. Locate the Field Application Form for the appropriate academic year and click on the red Edit button.
3. The Form will open up in another tab in your browser. Fill out the form to the best of your ability. All fields with an asterisk (\*) must be completed or the form will not submit. You may choose "Save Draft" if you need to pause and come back to the form. Click "SUBMIT" when you have finished.
4. At the bottom of the Form, you should see "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. You must fill in all required fields and click SUBMIT again.
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:

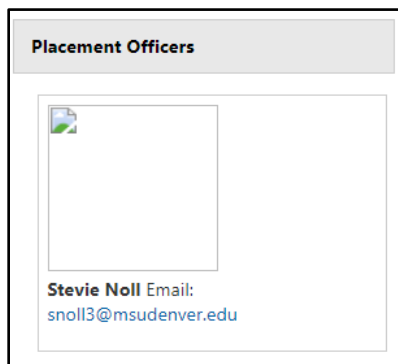
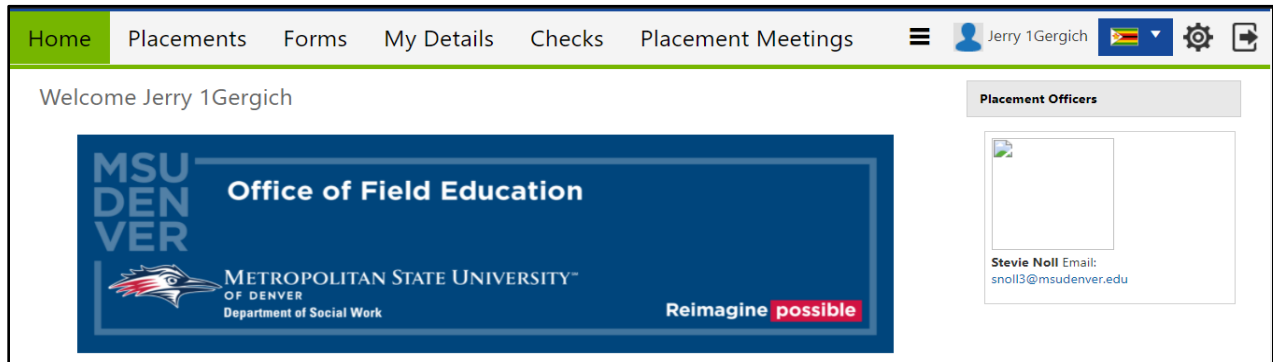
**\* MSW Concentration General Field Application**

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

# Scheduling a Field Placement Meeting with your Placement Navigator

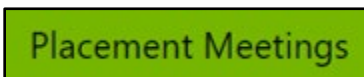
After completing the Field Application, you will sign up for a meeting time with your Placement Navigator. For quick reference, your Placement Navigator is listed on your Sonia home page in the top right corner.



Note that MSW Concentration students are not required to meet with their Placement Navigator prior to applying to agencies. All other students, including Advanced Standing students, are required to schedule a Field Placement Meeting with their Placement Navigator.

## To schedule your Field Placement Meeting:

1. Click on the **Placement Meetings tab** in your Sonia account.



2. You will see all available meeting times listed by date.

Home Placements Forms My Details Checks <b>Placement Meetings</b> History		
today 3/6/2021 - 30/6/2021		
Date	Time	Appointment
3 Thursday June, 2021	12:00 PM - 12:20 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll
	12:30 PM - 12:50 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll
8 Tuesday June, 2021	1:30 PM - 2:00 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll
	2:15 PM - 2:45 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll

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

**Subject**  
Field Placement Meeting w/ Stevie  
**Location**  
<https://msudenverswk.zoom.us/j/937181211>  
**Placement Officer**  
Stevie Noll

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

today 3/6/2021 - 30/6/2021			Selected Placement Meetings
Date	Time	Appointment	
3 Thursday June, 2021	12:00 PM - 12:20 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll	<input type="checkbox"/> Hide past placement meetings <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <b>Field Placement Meeting w/ Stevie</b> <span style="float: right; color: white; font-weight: normal;">Delete</span> </div> <p>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 <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a>.</p> <p><b>Location:</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a>  <b>Placement Officer:</b> Stevie Noll  <b>Status:</b> Confirmed  <b>Start time:</b> 10/6/2021 12:00 PM (UTC-07:00) Mountain Time (US &amp; Canada)  <b>Start time (Local):</b> 10/6/2021 12:00 PM  <b>End time:</b> 10/6/2021 (UTC-07:00) Mountain Time (US &amp; Canada) 12:20 PM  <b>End time (Local):</b> 10/6/2021 12:20 PM</p>
	12:30 PM - 12:50 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll	
8 Tuesday June, 2021	1:30 PM - 2:00 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll	
	2:15 PM - 2:45 PM	<b>Subject</b> Field Placement Meeting w/ Stevie <b>Location</b> <a href="https://msudenverswk.zoom.us/j/937181211">https://msudenverswk.zoom.us/j/937181211</a> <b>Placement Officer</b> Stevie Noll	

Please review the saved meeting for any important details about the meeting (e.g.: Zoom link, 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>

---

<b>Location:</b>	<a href="https://msudenverswk.zoom.us/j/9371812111">https://msudenverswk.zoom.us/j/9371812111</a>
<b>Placement Officer:</b>	Stevie Noll
<b>Status:</b>	Confirmed
<b>Start time:</b>	10/6/2021 12:00 PM (UTC-07:00) Mountain Time (US & Canada)
<b>Start time (Local):</b>	10/6/2021 12:00 PM
<b>End time:</b>	10/6/2021 (UTC-07:00) Mountain 12:20 PM Time (US & Canada)
<b>End time (Local):</b>	10/6/2021 12:20 PM

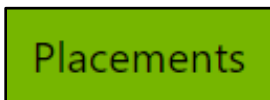
5. You may make appointments up to 24 hours before the scheduled meeting time and may only cancel the meeting through Sonia up to 24 hours prior to the scheduled meeting time. Any need to cancel a meeting inside of 24 hours **will need to be communicated via email directly to your Navigator**. Their email is listed in the top right corner of the Home tab in your Sonia account.
6. Please contact your Placement Navigator if you have any questions or concerns about your Placement Meeting.

# Preferencing/Selecting Agencies in Sonia

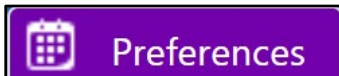
You will be notified by the Office of Field Education when you may begin using Sonia to research potential agencies and preference (select) the top agencies in which you are interested. Save your preference list prior to your Field Placement Meeting so that you and your Placement Navigator can review and approve your preferences. **You can begin applying to the agencies only after you have been referred to them by your Placement Navigator.**

## To preference/select agencies within Sonia:

1. Click on the **Placements tab** in Sonia.




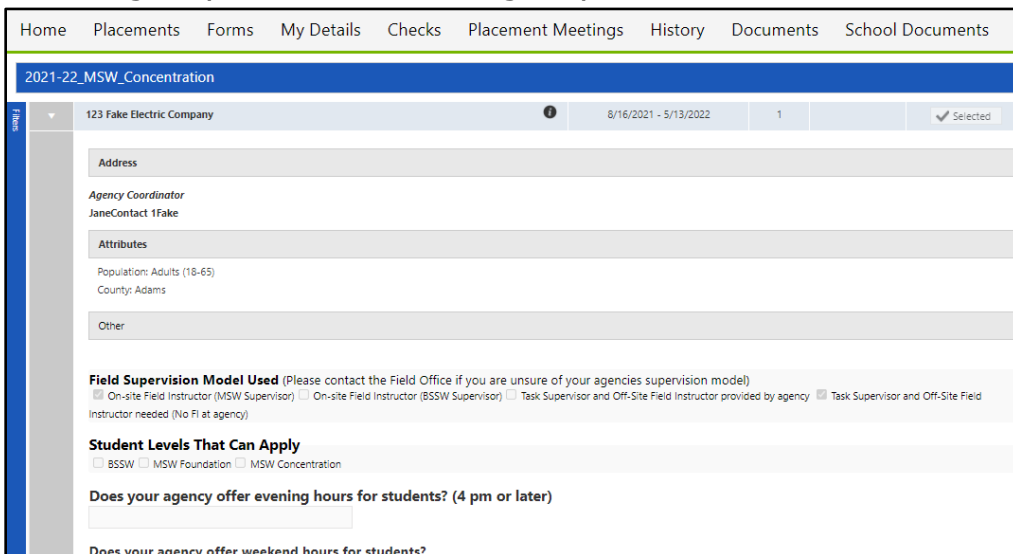
2. Click on Preferences. This button will be visible once preferencing is available to you.



3. A list of agencies will populate.

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	

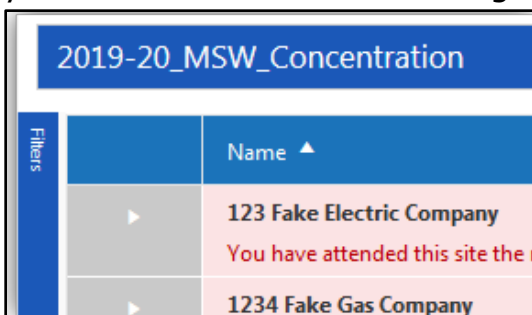
4. Agency details can be accessed by clicking on the arrow icon to the left of the agency's name.  Agency details will look like this:





The screenshot shows a web interface with a navigation bar at the top containing: 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' with the following sections:

- Address:** (Empty field)
- Agency Coordinator:** JaneContact 1Fake
- Attributes:**
  - Population: Adults (18-65)
  - County: Adams
- Other:** (Empty field)
- 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 and Off-Site Field Instructor needed (No FI at agency)
- Student Levels That Can Apply**
  - BSSW
  - MSW Foundation
  - MSW Concentration
- Does your agency offer evening hours for students? (4 pm or later)** (Empty field)
- Does your agency offer weekend hours for students?** (Empty field)

5. To search for agencies with specific criteria, click on the Filters button on the left-hand side of the screen. **Note:** Not all filters are used by our program; the most effective filters to utilize to begin to narrow your search are *county*, *site type* and *population*. You may “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.



The screenshot shows a table of agencies with a 'Filters' sidebar on the left. The table has a blue header with '2019-20\_MSW\_Concentration' and a 'Name' column with an upward arrow. The table contains two rows:

2019-20_MSW_Concentration	
Filters	Name ▲
	123 Fake Electric Company You have attended this site the
	1234 Fake Gas Company

6. To preference/select an agency as one in which you are interested in discussing with your Placement Navigator and to which you'd like to apply, 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 on this list to better reflect your top five agencies in order of preference.
8. **MAKE SURE TO SAVE before exiting.**

9. You will be sent an email after your Field Placement Meeting notifying you when your top three placements have been approved. This is when you may begin to apply to your preferenced agencies.
10. Please **contact your Placement Navigator if you update** your preferences list.

**After your Field Placement Meeting**, your Placement Navigator will mark your 1-on-1 Meeting check on your Checks tab as complete.

<b>* BSSW / MSW Foundation 1-on-1 Meeting with Placement Navigator</b>	
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.***	
<b>Value:</b>	Yes
<b>Date</b>	6/22/2021
<b>Completed:</b>	

When you have completed these initial steps of the internship search process most steps in the Checks tab 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 internship offer with an agency.

If you have any questions about the internship 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](mailto:field@msudenver.edu).

# Continuing Search Steps



# Preparing Application Materials

Once you have met with your Placement Navigator and been referred to your top agencies within Sonia, you will receive an email detailing your next steps in the process.

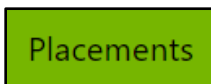
Take some purposeful time to start preparing your resumé and cover letter if you have not done so already. You may want to connect with the [MSU Denver Writing Center](https://www.msudenver.edu/writing-center/student-resources/) at <https://www.msudenver.edu/writing-center/student-resources/> for assistance.

# Applying to Agencies

You will receive an email from the Office of Field Education that contains contact information for the agencies to which you may begin applying. **Students may begin applying to agencies for internships only after notification from the Office of Field Education.**

## To review your preferenced agencies and begin the agency application process:

1. Click on the **Placements tab** in your Sonia account.



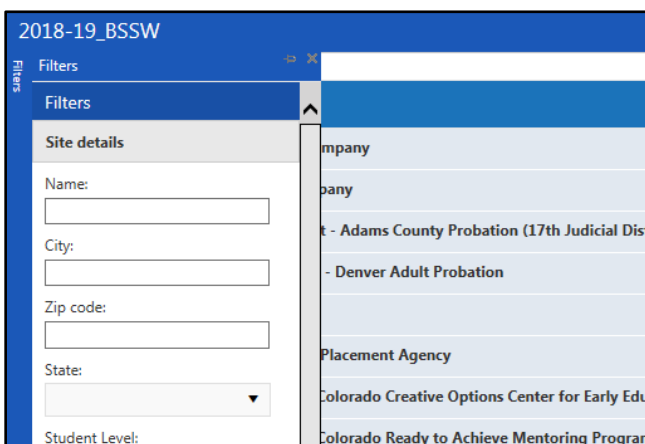
2. Locate the placement group for the appropriate academic year and click on the red Details button on the right.



3. The agencies to which you were referred by your Placement Navigator will be listed on this screen. The status will show as Referred.
4. Click on **Placements tab** again, then click on the purple Preferences button.



5. You will see the agencies list. To the left of the list, click on the Filters tab then type in the name of an agency to which you've been referred.



6. The agency will appear to the right of the Filters tab. Click on the agency profile to see their information so you can tailor your

resumé, cover letters, and interview preparations. Repeat this process for each agency to which you will apply/have been referred.

123 Social Service Agency	8/16/2021 - 5/13/2022
<b>Address</b>	
3456 First Street, Denver CO 80000, United States	
<a href="http://www.123ssa.org">http://www.123ssa.org</a>	
JoeContact 3Fake	
<b>Attributes</b>	
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	
<b>Other</b>	
<b>Field Supervision Model Used</b> (Please contact the Field Office if you are unsure of your agencies supervision model)	
<input checked="" type="checkbox"/> On-site Field Instructor (MSW Supervisor) <input type="checkbox"/> On-site Field Instructor (BSSW Supervisor) <input type="checkbox"/> Task Supervisor and Off-Site Field Instructor provided by agency <input type="checkbox"/> Task Supervisor ar	
<b>Student Levels That Can Apply</b>	
<input checked="" type="checkbox"/> BSSW <input checked="" type="checkbox"/> MSW Foundation <input checked="" type="checkbox"/> MSW Concentration	
<b>Does your agency offer evening hours for students? (4 pm or later)</b>	
<input type="checkbox"/> Yes	

As a reminder, the Office of Field Education will notify you of the date on which you may begin applying to the agencies where you have been referred. The agencies' contact information will be included in an email that is sent by your Placement Navigator.

Unless otherwise indicated, you will apply to each of the agencies by emailing your resumé 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.** If you would like to modify the list of agencies to which you've been referred, you MUST contact your Placement Navigator.

After you have contacted an agency and submitted your resumé and cover letter, each agency should communicate with you regarding their next required steps in the application process (setting up an interview, etc.).

# Accepting or Declining an Internship Offer

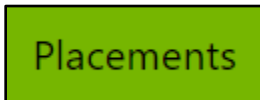
Once you have interviewed with agencies, you can expect to start receiving offers for suitable internship positions. Agencies will communicate with you directly via phone or email to offer you a position.

After you have accepted an offer at an agency either verbally or in writing/via email, the agency contact will then send you an internship offer through Sonia. This process is necessary in order for your internship, supervisors, mandatory forms, and more to be tracked within Sonia.

**An internship is not finalized unless and until the offer process is completed in Sonia; the agency must first extend the offer then you must accept the offer in your respective Sonia accounts.**

## To accept an agency's offer:

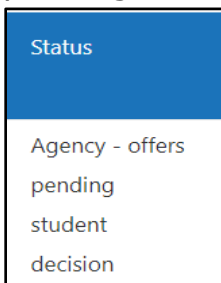
1. Click on the **Placements tab** in your Sonia account.



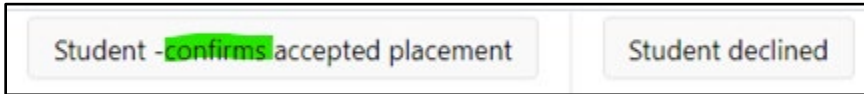
2. Locate the placement group for the appropriate academic year and click on the red Details button on the right.



3. Locate the agency that is offering you an internship and you will see that your status has been changed from "Referred" to "Agency - offers pending student decision."



4. To accept the offer, click the “Student – confirms accepted placement” button. This will **allocate** you to the agency as an intern.



5. Alternately, if you receive an offer through Sonia and you have already accepted an offer with another agency or choose to decline the offer, please **first communicate directly with the agency contact** to inform them of your decision not to accept their offer. After you have communicated this to the agency, you will then also designate this in Sonia by actioning the “Student declined” button.



**Once you have committed to an agency by accepting an internship, 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.**

Please contact the Field Office at [field@msudenver.edu](mailto:field@msudenver.edu) if you have any questions about the required processes in Sonia.

# Completing the Field Confirmation Form

Once you have accepted an offer from an agency you must complete the Confirmation Form in Sonia. This will not only officially complete the internship search and placement process, it will also inform the Office of Field Education who your designated Field Instructor and/or Task Supervisor will be.

## To complete your Field Confirmation Form:

1. In your Sonia account, click on the **Forms tab**.
2. Select the Field Confirmation Form for the appropriate semester/academic year.
3. Click the red "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

New  
Form added on 3/18/2019

**\*If you are unable to click on the red Edit button/the button is grayed out, 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).**

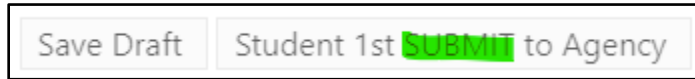
4. Fill out the Field Confirmation Form.

The Field Confirmation Form contains the following sections:

- Student Information
- Agency Information – Please be sure to add any site-specific agency information if necessary
- Field Instructor Information
- Task Supervisor Information (if applicable)
- Special Circumstances
- Workers' Compensation
- Agreements

You may only edit fields with a pencil icon next to them.

If you do not yet know the information for your Field Instructor and/or Task Supervisor, you may leave this information blank and submit to your agency by clicking on the “Student 1<sup>st</sup> SUBMIT to Agency” button:



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, populated by the information the agency has provided. This person can forward the email to other contacts in the agency if needed.

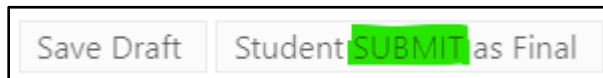
5. Agency completes their portion of the Field Confirmation Form.  
The agency **MUST** review and submit your Field Confirmation Form **before the deadline set and communicated by the Office of Field Education.**

The agency will make any needed edits and click “Agency SUBMIT”:



This will send the form back to you for final approval. You will receive an email notifying you that the agency has completed the form.

6. Finalize the Field Confirmation Form.  
Review, make any edits needed, then click “Student SUBMIT as Final”:



This will send the finalized form to the Office of Field Education and **must be completed 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. Please **communicate this to your Placement Navigator and/or email [field@msudenver.edu](mailto:field@msudenver.edu)** to notify us.

Once you have the missing Field Instructor/Task Supervisor information, you may complete the form and click "Student Final SUBMIT" **no later than the beginning of the fall semester.**

**\*\* Edits to any supervisor names or emails made AFTER submitting the Field Confirmation Form will NOT update the Sonia database.** These updates must be made manually by our office, so please ***email supervisor changes to [field@msudenver.edu](mailto:field@msudenver.edu)***. This will ensure that your supervisor(s) will have access to your required forms and receive pertinent communications from the Office of Field Education.



# **THE LEARNING AGREEMENT AND FIELD EVALUATION FORMS**

# **The Learning Agreement**

# Function and Structure of the Learning Agreement

The Learning Agreement is a form that students, agency supervisors, and Faculty Field Liaisons (FFLs) sign to ensure that all parties understand the expectations of the internship to which the student has been assigned. The Learning Agreement contains the Council on Social Work Education's nine social work competencies and the corresponding practice behaviors that students are expected to exhibit throughout their internship. Students will write out their example learning activities that they plan to complete in order to meet the listed practice behaviors.

Note that students will complete the Learning Agreement near the start of both the Fall semester and the Spring semester. As each semester nears its end, the Learning Agreement will be converted to the Field Evaluation form. Both forms will be completed by following the same process.

Students will complete the Learning Agreement in one of two ways:

1. The student will complete the Learning Agreement with their field supervisor(s) at their agency.
2. The student will complete the Learning Agreement on their own then discuss the learning activities with their field supervisor(s) so that they are agreed upon, making edits as needed.

Agency supervisors and FFLs can use their Sonia accounts to access the Learning Agreement to review changes saved by the student and/or make edits and suggestions to the Learning Agreement activities. Students, agency supervisors, and FFLs will maintain communication to ensure that any edits to the Learning Agreement activities meet the required practice behaviors. All parties will also communicate in order to complete submission of the Learning Agreement by the stated deadline, which will be sent from the Office of Field Education.

# Accessing the Learning Agreement

Shortly after the start of each fall and spring semester, the Office of Field Education will notify students and supervisors when the Learning Agreement is available and when it is due. The Learning Agreement is a four-step process, with students responsible for submitting steps one and three.

## To access your Learning Agreement:

After logging into your Sonia account, click on the **Forms tab**. Locate the Learning Agreement and Evaluation form for the appropriate/current semester and click the red "Edit" button to open your Learning Agreement. It will look similar to this:

Form:	Field Application 2019-20	Add	Name	Ascending	Filter	Hide completed forms
<b>BSSW Learning Agreement and Evaluation - Fall 2019-20</b> <span>Edit</span>						
Placement Group:	2019-20_BSSW					
Placement:	123 Fake Electric Company	<span>New</span>				
Date Added:	8/24/2019 8:27 PM	Form added on 8/24/2019				
Date Updated:	8/24/2019 8:27 PM					
Completed (Mine):	0 of 2					
Completed (All):	0 of 4					

**Note:** Double check that your correct internship site is listed. If your current internship agency is not listed, please contact the Office of Field Education at [field@msudenver.edu](mailto:field@msudenver.edu) for assistance.

\*\* Please remember that if there is a change to your agency supervisor (Field Instructor or Task Supervisor), you **must** contact the Office of Field Education at [field@msudenver.edu](mailto:field@msudenver.edu) and send the updated information. These changes must be made on the back end in Sonia, and the Office of Field Education is happy to assist. If students do not notify our office, notifications and forms will not be available to the new supervisors. Simply **updating the Learning Agreement will not update Sonia** and will not route forms to new supervisor(s).

# Completing the Learning Agreement

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 the 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.

Guidelines for completing the Learning Agreement are outlined near the top of the form:

**Learning Agreement Instructions - \* To be completed September 2023**

**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 Submit** button towards the bottom of the form to submit your Learning Agreement to your Agency Supervisor(s) for review. Once your Agency Supervisor(s) have reviewed the Learning Agreement you can make revisions and then click on the **Student Learning Agreement Final Submit** button to submit to your Faculty Field Liaison.

Enter information in all student areas of the form (student fields are purple in color) and that have a pencil icon with a red asterisk \*. **If you do not complete all required fields/fields with an asterisk, the form will not be able to be submitted.**

Refer to the description for each competency as well as the individual practice behaviors (PB) to develop your planned learning activities. They will look similar to this:

**Competency #3: Advance Human Rights and Social, Economic, and Environmental Justice:**

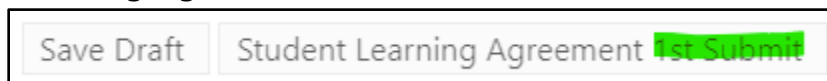
Social workers understand that every person regardless of position in society has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations, and are knowledgeable about theories of human need and social justice and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

Competency 3 Practice Behaviors	
PB	Description
3.1	Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels
3.2	Engage in practices that advance social, economic, and environmental justice

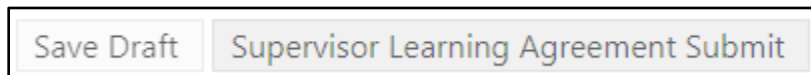
Make sure to communicate clearly with your supervisor(s) as to how you plan to complete your portion of the Learning Agreement. Some supervisors and students agree to meet together to review and complete the Learning Agreement. Others prefer students to complete their portion of the form first, then submit it for supervisory approval.

However you choose to proceed, **both the student and the supervisor(s) will need to complete and submit their portions of the form.**

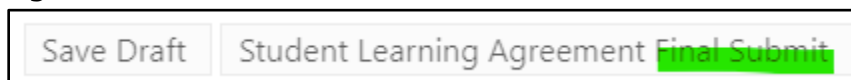
After you've finished entering your learning activities, click on the "Student Learning Agreement 1<sup>st</sup> Submit" button:



This will send an automated email to your supervisor(s) so that they may complete and submit the agency portion of the form. For students who have more than one supervisor (e.g.: a Field Instructor and a s Task Supervisor), they must communicate with one another regarding form completion and submission. The first supervisor to review the form will use the "Save Draft" button so the second supervisor may also review the form. The final supervisor to review/edit the form will action the "Supervisor Learning Agreement Submit" button:



This will trigger an automated email to your MSU Denver student email address. You will then need to go back into the Learning Agreement to review it and make any updates requested by your supervisor(s), if applicable. Once you've completed this, you will click the "Student Learning Agreement Final Submit" button:



This will notify your FFL that the form is ready for their review and submission.

# The Field Evaluation

# Function and Structure of the Field Evaluation

As we approach the end of each semester, the Learning Agreement form is converted to the Field Evaluation form to ensure that the social work competencies have been met. This allows for evaluation and reflection on the part of student as well as their supervisor(s).

The Field Evaluation is processed by the student and their supervisor(s) in the same way as the Learning Agreement is earlier in the semester. (See previous section, [Completing the Learning Agreement](#), for process details.)

Students, agency supervisors, and FFLs will maintain communication to ensure that the Field Evaluation is completed accurately. All parties will also communicate in order to complete submission of the Field Evaluation by the stated deadline, which will be sent from the Office of Field Education.

**NOTE:** *In cases where a student has multiple supervisors (e.g.: agency supervisor and Off-Site Field Instructor/OSFI) they are both expected to review and contribute to the student's evaluation. The Task Supervisor and OSFI each hold different knowledge and awareness of the student's performance; the Task Supervisor has the most direct observation of the student's practice, while the OSFI holds awareness of professional social work competencies. Therefore, Task Supervisors and OSFIs will need to coordinate with each other and maintain communication while completing the agency portion of the evaluation. We have requested that these individuals use initials to indicate who has written which comments, and that they do not delete the other supervisor's comments. If both supervisors are working on the form simultaneously from different accounts, the most recent version of the form will be saved. We request that they coordinate their drafts so that no one's feedback is left out of the evaluation.*

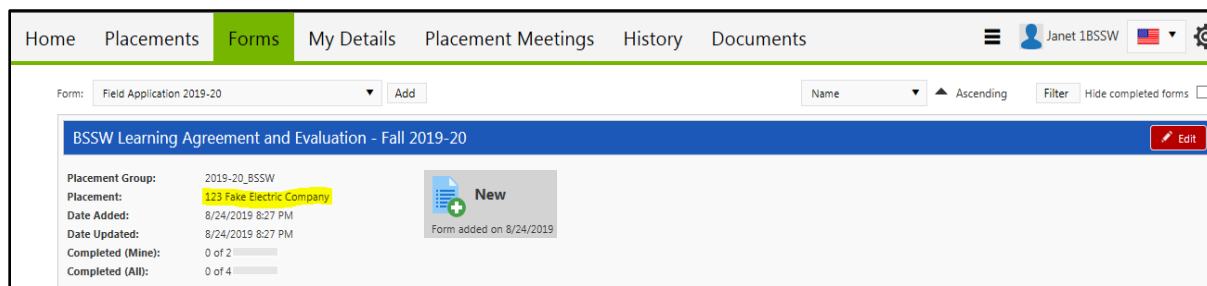


# Accessing the Field Evaluation

As we approach the end of each fall and spring semester, the Office of Field Education will notify students and supervisors when the Field Evaluation form is available and when it is due. The Field Evaluation is a four-step process, with students responsible for submitting steps one and three.

## To access your Field Evaluation:

After logging into your Sonia account, click on the **Forms tab**. Locate the Learning Agreement and Evaluation form for the appropriate/current semester and click the red “Edit” button to open your Field Evaluation. It will look similar to this:



The screenshot shows the Sonia Forms tab interface. At the top, there is a navigation bar with tabs: Home, Placements, Forms (highlighted), My Details, Placement Meetings, History, and Documents. The user is logged in as Janet 1BSSW. Below the navigation bar, there is a search bar with the text "Field Application 2019-20" and an "Add" button. To the right of the search bar, there are options for "Name", "Ascending", "Filter", and "Hide completed forms". The main content area displays a form titled "BSSW Learning Agreement and Evaluation - Fall 2019-20" with a red "Edit" button. Below the title, there is a table of form details:

Placement Group:	2019-20_BSSW
Placement:	123 Fake Electric Company
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

To the right of the table, there is a "New" button with a plus sign and a note that says "Form added on 8/24/2019".

**Note:** Double check that your correct internship site is listed. If your current internship agency is not listed, please contact the Office of Field Education at [field@msudenver.edu](mailto:field@msudenver.edu) for assistance.

\*\* Please remember that if there is a change to your agency supervisor (Field Instructor or Task Supervisor), you **must** contact the Office of Field Education at [field@msudenver.edu](mailto:field@msudenver.edu) and send the updated information. These changes must be made on the back end in Sonia, and the Office of Field Education is happy to assist. If students do not notify our office, notifications and forms will not be available to the new supervisors. Simply **updating the Field Evaluation form will not update Sonia** and will not route forms to new supervisor(s).

# Completing the Field Evaluation

The Field Evaluation 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 of the nine competencies, you will evaluate your skill level for that competency and the practice behaviors.











Guidelines for completing the student portion of the evaluation are outlined in the **blue** column in the instructions table on the form.

<p><b>Spring STUDENT Self Evaluation Instructions - <i>*To be Completed April - May</i></b></p>
<p><b>Step 1 - Student:</b> You will rate yourself on all practice behaviors within each of the nine competencies in the blue sections of this form.</p> <p>Click the <b>SAVE DRAFT</b> 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.</p> <p>Refer back to the activities that you listed in the Learning Agreement section to complete your evaluation.</p> <p>Once you have completed the self evaluation portion of the evaluation, click on the <b>"Student Evaluation 1st Submit"</b></p> <p>The form will send to your Field Instructor and Task Supervisor (if applicable) for them to complete their portion of the evaluation. Wait for your supervisor(s) to complete their portion of the evaluation before proceeding.</p>

Students will enter 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 internship hours.

<p><b>STUDENT: Total Hours Completed to Date for the Fall Semester:</b></p> <p><i>**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**</i></p> <p><input type="text"/></p>	<p><b>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 <u>after</u> your evaluation conference):</b></p> <p><input style="width: 100%; height: 40px;" type="text"/></p>
--	--

Students will rate themselves on each competency and complete all areas of the form that are **blue** and have a pencil icon with a red asterisk \*. You should refer to the completed/included Learning Agreement sections of the document to assess your progress with the nine social work competencies. Please review the Evaluation Rating Scale 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  *

Students are required to add comments for any rating that is either a *Does not meet expectations (DE)* or *No opportunity (NO)*. Use 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 black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

After you've rated yourself on all competencies, complete all three student portions of the Required Comments Section:

**Required Comments Section**

1. Please comment on the student's strengths and successes during this evaluation period.

Student's Comments

Click on the "Student Evaluation 1<sup>st</sup> Submit" button:

Save Draft
Student Evaluation 1<sup>st</sup> Submit

This will send an automated email to notify your supervisor(s) that they may now complete their portion of the Field Evaluation.

For students who have more than one supervisor (e.g.: a Field Instructor and a Task Supervisor), they must communicate with one another regarding form review and completion. The first supervisor to review the form will use the "Save Draft" button so the second supervisor may also review the form and save it as a draft in advance of the Field Evaluation Conference.

# Field Evaluation Conference and Final Form Submission

Each student and their supervisor(s) will meet for an Evaluation Conference to discuss the results of the Field Evaluation. If you are working with both a Field Instructor and a Task Supervisor, the Evaluation Conference will take place after both have reviewed your student portion of the Field Evaluation and saved it as a draft:




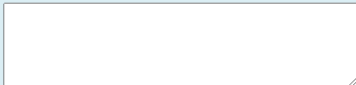

After completion of the Field Evaluation Conference, the supervisor(s) will click on the “Supervisor Evaluation Submit” button to finalize their portion of the evaluation:



**We strongly recommend that supervisors wait until after the Evaluation Conference to click on the Supervisor Evaluation Submit button in case they would like to make any changes prior to finalizing their ratings. While the form is in a draft state, students will not be able to see supervisor comments or feedback.**


Supervisor submission of the form automatically sends a notification to your MSU Denver student email to finalize the evaluation.

After you receive the automated email, you will access the Field Evaluation once more so that you may complete the Post-Evaluation Conference Comments section and enter your completed hours at the end of the evaluation process (which will most likely be the end of the semester):

Spring 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 data-bbox="618 1730 971 1814"></div>	<p>Student's total field placement hours completed at the end of the evaluation conference:</p> <div data-bbox="1024 1661 1403 1692"><input type="text"/></div> <div data-bbox="1024 1692 1403 1814"></div>

Once you have completed the Post-Evaluation Conference Comments, click on the “Student Evaluation Final Submit” button to submit the form to your Faculty Field Liaison for 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 EVALUATION 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**

As noted, you will NOT click on the Final Submit until **AFTER** your Evaluation Conference.

As the final step, your Faculty Field Liaison will review the Field Evaluation form as part of your Field Experience class grade for the semester. Remember that Field Evaluations are reviewed for a Pass/Fail grade.

**You may review your Field Evaluation at any time by going to the Forms tab in your Sonia account. You can track the progress of the form by looking at the “Completed Steps” indicated next to the Field Evaluation Form.**

Please contact the Office of Field Education at [field@msudenver.edu](mailto:field@msudenver.edu) if you have any questions or issues with the form or with Sonia. Please contact your Faculty Field Liaison if you have questions about the process or your agency supervisor(s).