

Completing your Field Application in Sonia

Once you log into Sonia, click on **Forms**.

The screenshot displays the Sonia Forms interface. At the top, a navigation bar includes 'Home', 'Placements', 'Forms' (highlighted), 'My Details', 'Checks', 'History', 'Documents', 'Sites', and 'Calendar'. Below the navigation bar, there is a search and filter area with a dropdown menu set to 'Employment-Based Field Placement Application', an 'Add' button, a 'Name' dropdown, an 'Ascending' sort indicator, a 'Filter' button, and a 'Hide completed forms' checkbox.

The main content area features three application cards, each with a blue header and a red 'Edit' button on the right:

- Field Application:** Placement group: MSW 1 2020; Placement: Agency Name Here; Date Added: 8/14/2019 10:38 AM; Date Updated: 8/14/2019 10:38 AM; Completed (Mine): 0 of 1; Completed (All): 0 of 1. Includes a 'New' button and 'Form added on 8/14/2019'.
- Supervision Log:** Placement group: MSW 1 2020; Placement: Agency Name Here; Date Added: 8/12/2019 3:56 PM; Date Updated: 8/12/2019 3:56 PM; Completed (Mine): 0 of 2; Completed (All): 0 of 4. Includes a 'New' button and 'Form added on 8/12/2019'.
- 3in1 LA and EVAL by comp integrated:** Placement group: MSW 1 2020; Placement: Agency Name Here; Date Added: 8/6/2019 11:37 AM; Date Updated: 8/6/2019 11:59 AM; Completed (Mine): 2 of 4; Completed (All): 7 of 16.

Under the Field Application, click the **Edit tab** on the right side of the screen. This will open a new browser for you to complete the form.

BSW Field Education Intake



BSW Field Education Intake Form

Field Education marks the start of your professional social work career in the community. Keep this in mind as you prepare the required documents. Make sure that your responses are to-the-point, free of errors, and professional.

STUDENTS MAY NOT SEEK THEIR OWN FIELD PLACEMENT.

DO NOT CONTACT ANY AGENCY BEFORE YOUR FIELD EDUCATION INTERVIEW.

A digital copy of your responses will be sent to your email upon submission. **Save this for your records.**

Student Information

WIN#	<input type="text"/>	Washburn Email	<input type="text"/>
First Name	<input type="text"/>	Home Phone	<input type="text"/>
Middle Name	<input type="text"/>	Cell Phone	<input type="text"/>
Last Name	<input type="text"/>	Home Address	<input type="text"/>

You will complete any information that has not auto-populated into the form. All sections marked with a * are required.

Digital Signature

By typing my name below, I attest that I have answered the above questions truthfully. I understand that failure to truthfully answer all questions may result in termination of the placement process and notification of such action to the Social Work Department Chair. I understand that if any of the above information changes, I will immediately notify the Practicum Office.

Full Name

Date

Directions: After you click submit, you will then need to click on the following link that will take you to the BSW Field Education Director's calendar to schedule a Field Education Interview. This **MUST** be done in order to begin the placement process.

I am aware this Field Education interview is required in order to receive a placement.

[BSW FE Director's Calendar](#)

Upon completion of the Field Intake Form, review and check all required acknowledgements. If you would like to save your edits and return to complete your form, click **Save Draft**, otherwise Click Submit Here.

