

## Supplemental Site Preferences Instructions

If you are out of state or out of the Columbus area in Ohio, you may not have available sites in your area to preference. For this situation, we have created a process to submit supplemental site preferences to the college.

### First Step: Identify Potential Sites

- Search the “Sites” tab in Sonia (this is separate from Preferences) and search for your state and/or county
- Identify sites in your area that serve your population of interest
  - Google your location and key words: social service agencies, behavioral health, mental health, advocacy, substance misuse, etc.

### Second Step: Contact Potential Sites

- Call or email and ask to connect with someone that handles student placements/internships. Find out if they are currently accepting students.
- Be prepared to discuss your potential start date, weekly hours in field, and end date. Resources to assist you with answering these questions:
  - OSU Field Calendar <https://csw.osu.edu/field-education/field-calendar/>
  - MSW I Information <https://csw.osu.edu/wp-content/uploads/2020/01/Preparing-for-your-MSWI-Placement.pdf>
  - MSW II/ASAP Information <https://csw.osu.edu/wp-content/uploads/2020/01/Preparing-for-your-Advanced-Placement.pdf>
- When speaking with agencies, determine if there is an MSW with 2 years post-degree experience to provide you with social work supervision. If not, we can explore providing a co-instructor from the college.
- Once the site confirms interest, gather site contact information: Site name, site contact person, site contact person phone & email. Let them know that someone from the college will follow-up with them soon on next steps.
- Identify 2-3 potential sites that are willing to consider you for placement and gather all site contact information

### Third Step: Complete the Supplemental Site Preferences Form in Sonia

- Locate the Supplemental Site Preference Form on your “Forms” tab in Sonia
- Complete the form
- Email your placement officer to notify them that the form is completed. OSU Field Team Staff will follow-up starting with your first site preference.

*Note: For sites not currently affiliated with the college, OSU Field Team Staff will reach out to the site to begin this process. This includes a legal agreement between the site & the university. IMPORTANT: Students cannot begin field placement hours until the affiliation between the site and university is finalized.*