Intern Placement Tracking (IPT) Instructions

For students

Logging in:
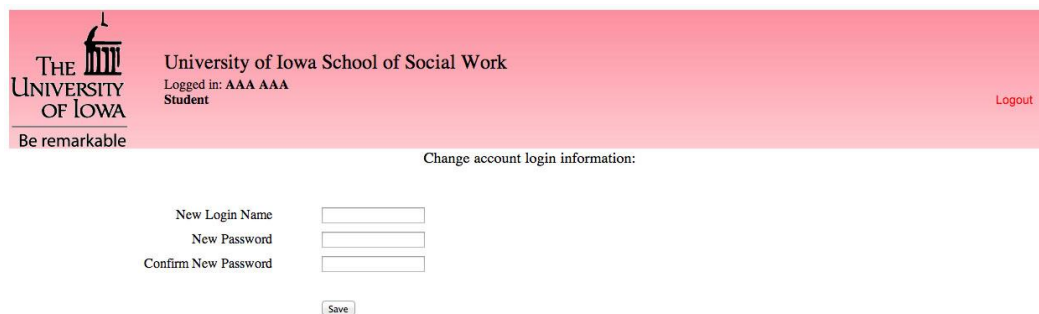
1. Go to www.runipt.com
2. Organization ID: UISSW
3. Username and password will be provided to you via email

Changing your Password:

1. Once logged in, you will be prompted to change your username and password. Please use your full name as your username. Example: Jane Doe
2. Set a unique password which you will remember. If you forget, contact your center's administrator to reset it to the default access information.
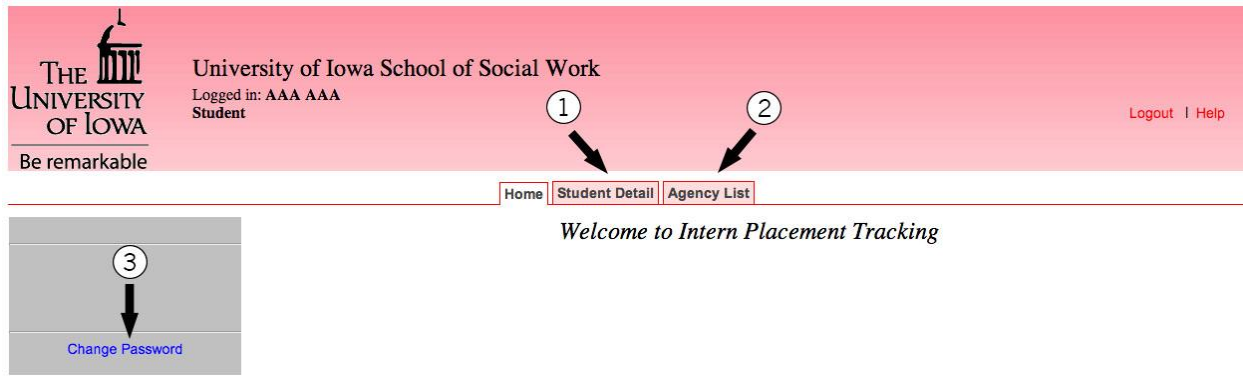
Intern Placement Tracking (IPT) Instructions

For students

Student Homepage:

From the homepage, you can access,

1. Student Detail: contains all of your personal information
2. Agency List: contains all agencies available for practicum opportunities
3. Change password: allows you to modify your current password

Intern Placement Tracking (IPT) Instructions

For students

Student Detail Tab:

1. Please complete all your personal information, including your current mailing address and phone number
2. Please upload a picture
3. Your field coordinator will be added automatically for you
4. Make sure to hit SAVE each time you update your page

Intern Placement Tracking (IPT) Instructions

For students

Student Detail Tab (continued):

Fill out information about skills, population and agency setting preferences, optimal learning environment, special considerations, work history, and education history so that field faculty and staff can better assist you with identifying placements.

Please list the skills you would like to learn during your field placement.

Indicate any population/agency setting preferences that you have. Please note if you are completing a certificate or area of study that pertains to your placement selection.

In terms of agency culture, please describe your optimal learning environment. Examples: Structured, fluid/evolving, rigorous, supportive, directive, etc.

Please list any other considerations or unique circumstances which affect your ability to accept a placement. Examples: the need for nights/weekend, limited or no personal transportation, specific geographic locations, etc.

Include organization/agency; duty and length of position.

List your previous and current education here.

Intern Placement Tracking (IPT) Instructions

For students

Agency List:

1. Click on A-Z to produce a full list of available agencies
2. Click on an agency to see detailed information

Intern Placement Tracking (IPT) Instructions

For students

Agency Profile:

Once you click on an agency, you will be able to familiarize yourself with the agency and view the primary contact's information to get in touch with them if you are interested.

Intern Placement Tracking (IPT) Instructions

Agency Profile (continued):

If you scroll down to the second half of the page, you will see information describing the agency and what type of experience a student would have in a field placement at that agency, as well as their desired characteristics for students and any application instructions or site requirements.

Note: Please look at the "special procedures" section for instructions related to applying for a placement.

Intern Placement Tracking (IPT) Instructions

For students

Adding Agency Preferences:

1. Click on an agency profile you want to add as a preference
2. Scroll down to the very bottom of the page and select "add preference"

Browser window showing IPT Agency Detail page:

If so, what is the waiting period:
Allows misdemeanor background:
If so, what is the waiting period:
Stipend or paid placement:
Physical space for student to work: Yes
Most Recent Placement Term: Summer 2013
Agency Description & Populations Served:
Aging Services, Inc. is a private, not-for-profit agency providing services to older adults (60+) in Linn, Benton and Jones counties. The agency's mission to enhance the lives of older adults by providing services and resource to assist them in remaining independent is carried out through a variety of services. These services include: Respite, Volunteer, Chore, Milestones and Case Management.
Learning Opportunity (skills/experience):
Students opportunities will include:
* Observing Social Work staff on home visits in client homes.
* Attending meetings.
* Participating in the implementation of home based services.
* Completing independent home visits with clients through Friendly Visiting.
* Participating in paperwork that is mandated for the program and from Medicaid.
* Touring Milestones.
* Completing orientation from all Aging Services, Inc. programs.
Desired Student Characteristics:
* Self-starter
* Out-going
* Willing to ask questions
* Willing to take on any project that may arise
Special Procedures/Site Requirements:
* Must be able to drive and hold auto insurance.

Agency Web Site   www.agingservicesia.org

View in printable form

Add Preference

Intern Placement Tracking (c) 2000 - 2013   by Alcea Software (010510)

Intern Placement Tracking (IPT) Instructions

For students

How to view and edit your preferences:

1. Make all your preference selections
2. Go to the "Student Detail" tab at the top to view your personal profile
3. Scroll to the bottom of your profile and look for "Agency Preferences"
4. Once there, you are able to view your preferences in order
5. If you would like to change the order of your preferences, use the "up" and "down" buttons
6. If you would like to delete a preference, use the "delete" button

Agency Preferences

1 St. Luke's Medical Social Services   Down Delete
2 University of Iowa Hospitals and Clinics Up Down Delete
3 Iowa KidsNet   Up   Delete

Field Assignments: Other Supervisor

Placement Level	Agency	Field Instructor	Phone Number	Codes	Field Assignment 1	Field Assignment 2
BA Field						
MSW Foundation						
MSW Advanced						

Save

View in printable form

Intern Placement Tracking (IPT) Instructions

For students

How to complete an initial learning contract:

1. Go to "My Forms"

2. Once there, click on the blue "View" button on the left side of the screen.
3. Fill out the basic information such as name, agency, field instructor/task supervisor and their emails. Make sure to save your work.
4. Read the "Social Work Competencies" section "Learning Contract Instructions" for detailed explanations on how to fill your learning contract out.

Date of: [   ] First site visit [   ] Final site visit

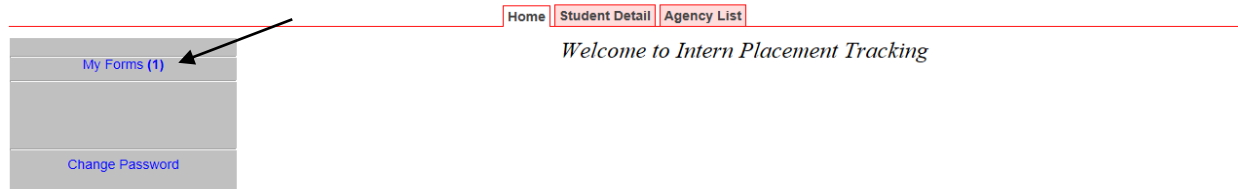Student Name: [   ]   Agency: [   ]
Field Instructor: [   ]   Instructor Email: [   ]
Task Supervisor: [   ]   Supervisor Email: [   ]
[SAVE WORK]

The Council on Social Work Education (CSWE) has established professional competencies that span the classroom and the field. During practicum, students must develop learning activities to demonstrate how they will achieve proficiency in each competency. Learning activities must be individualized using practice behaviors as abilities to strive toward.

Social Work Competencies
The goal is for students to achieve proficiency in each competency and to find ways to integrate classroom knowledge with practice experiences focusing on the identified practice behaviors for each competency. With their field instructor and specific to their practicum agency, students develop learning activities that allow them to develop and demonstrate the outlined practice behaviors associated each competency. It may be helpful to think of the practice behaviors as core social work skills each student must develop and demonstrate in order to successfully complete his or her degree program.

Learning Contract Instructions
1. Competencies are set in **bold type** and a range of practice behaviors are listed under each competency. Do not rewrite the competencies or the practice behaviors included.
2. Begin by brainstorming a list of activities and projects that the student and agency would like to engage in during the placement. Then examine where each would fit in demonstrating the required practice behaviors. Remember, this learning contract should reflect the educational desires of each student combined with the needs/interests of the agency. Every student's contract will be different.
3. Add at least one activity to meet each required practice behavior. This is the minimum expectation. Remember, the goal is to become competent in practicing specified professional behaviors; that may require more than one learning activity. *However, one activity may meet more than one practice behavior* (see sample learning activities on page 3).
4. Throughout placement, students are encouraged to add new activities. The learning contract is a "living document" that should be kept up-to-date and, ultimately, provides a record of what students did.

Intern Placement Tracking (IPT) Instructions

For students

How to complete an initial learning contract: (continued)

5. Next, scroll down to Competency 1 and being filling in the learning activities that you plan to accomplish in your placement to fulfill the practice behaviors for this competency.
6. To do this, click on the paper and pencil icon to bring up a text box that you can write a learning activity in. To close each box when finished, press "Save and Close."
7. Complete the learning activities for each competency on the learning contract in this way.
8. If you are an advanced student, make sure to select which term you are filling this contract out for in the drop down column on the far left (not shown below).
9. Remember to click the "Save Work" button at the end of each competency section.

Student			Competency 1: Identify as a professional social worker and conduct oneself accordingly	Instructor(s) Score*
Un met	In Prog ress	Met		⌄
			Practice Behaviors (Below)	
			1a. Advocates for client access to the services of social work.	⌄
			1b. Practices personal reflection and self-correction to assure continual professional development.	⌄
			1c. Attends to professional roles and boundaries.	⌄
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	⌄
			1e. Develops a plan for career-long learning.	⌄
			1f. Uses supervision and consultation.	⌄
			Learning Activities: [label which practice behavior this supports 1a - 1f]	
☐	☐	☐	📝 ←	
☐	☐	☐	📝	
☐	☐	☐	📝	
☐	☐	☐	📝	
☐	☐	☐	📝	

Intern Placement Tracking (IPT) Instructions

For students

<u>How to complete the end of semester evaluation on the learning contract:</u>

To complete your learning contract, select your progress for each learning activity. If you are an advanced student, make sure you are entering data for the correct semester by using the drop down menu on the far left column (not shown).

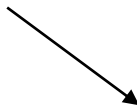| Student			Competency 1: **Identify as a professional social worker and conduct oneself accordingly**	Instructor(s) Score* ⌄
Un met	In Prog ress	Met		
			Practice Behaviors (Below)	
			1a. Advocates for client access to the services of social work.	⌄
			1b. Practices personal reflection and self-correction to assure continual professional development.	⌄
			1c. Attends to professional roles and boundaries.	⌄
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	⌄
			1e. Develops a plan for career-long learning.	⌄
			1f. Uses supervision and consultation.	⌄
			Learning Activities: [label which practice behavior this supports 1a - 1f]	
☐	☐	☐	📝	
☐	☐	☐	📝	
☐	☐	☐	📝	

Intern Placement Tracking (IPT) Instructions

For students

How to complete the end of semester evaluation on the learning contract: (continued)

1. Scroll down to the bottom of the learning contract until you reach "Term Evaluation and Validation."
2. If you are an advanced student, make sure to pay attention to if you are filling out the "Fall Evaluation and Validation" or "Spring Evaluation and Validation" section according to the semester.
3. Be sure to record site visit dates
4. Enter the number of registered credits and the total hours completed in placement
5. Make sure to save your work
6. Complete a self-assessment in the narrative box answering the three listed questions, pertaining to your performance and professional development.
7. Sign the form electronically- make sure you are completely done with this because after you sign it, it will be locked!
8. Remember to save your work

Term Evaluation & Validation

Recommended Grade (select): [▼]

Number of Registered Credits: [   ]   Total Hours of Fieldwork Logged: [   ]
Foundation Practicum: 3 credits = 240 hours
Field Experience: 8 credits = 450 hours   *Submission of timesheet is not required*

[SAVE WORK]

In evaluating the student's abilities and performance during practicum, please address the following questions in the space provided.

1. What were some of the most substantive activities and assignments that the student completed while in practicum with you?
2. What are some of the strengths and particular abilities that the student demonstrated during placement that you believe will assist them in being an effective social worker?
3. What suggestions do you have that would assist the student in their further professional development?

Field Instructor Comments:

Task Supervisor Comments:

Student Comments:

Signatures

Student: ([*Student Name*]): *Click to sign Completed Document*

Field Instructor (SW degree or license [   ]): ([*Field Instructor Name*]): *Click to sign Completed Document*

Task Supervisor (if applicable) : ([*Task Supervisor Name*]): *Click to sign Completed Document*

SSW Coordinator: ([*SSW Coordinator Name*]): *Click to sign Completed Document*

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[CLOSE] [SAVE]