



# Intern Placement Tracking (IPT)

Instructions for Field Instructors

School of Social Work

# Introduction

The Intern Placement Tracking (IPT) system is a web-based practicum monitoring system designed to keep track of students placed in internship programs with various agencies. The University of Memphis School of Social Work implemented IPT in order to more effectively track student placements. IPT also provides a paperless solution for tracking and archiving online field forms.

# Getting Started: Logging In

- The IPT database is how you will complete everything for field practicum. The following is a brief introduction on how to access this database.
- **Log In Information:**  
The IPT website is online at: [www.runipt.com](http://www.runipt.com).
- Once you access the webpage, there are three fields that must be completed. The fields are case sensitive. For U of M Social Work students, field liaisons, field instructors, and agencies, the organization ID will always be:
- Organization ID: memphis  
User Name and Password will be provided to you via email.

# Getting Started: Logging In

University of Memphis

## Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

# Changing Username and Password

- IPT-Web accounts are automatically created for each agency, supervisor, and student as they are added to the database. These accounts are assigned a default username and password that must be used to log into the account for the first time.
- After you create your own password, the default will no longer work. You must use the new username and password for any future access. If you forget the username and/or password they created, the field directors can reset your password to the default and you can login with the default again and repeat the above first time login process.

# Changing Username and Password

Change account login information:

|                      |                                     |
|----------------------|-------------------------------------|
| New Login Name       | <input type="text"/>                |
| New Password         | <input type="text"/>                |
| Confirm New Password | <input type="text"/>                |
|                      | <input type="button" value="Save"/> |

# Accessing Your Homepage

- There are 2 tabs located in the middle of the homepage; Home and Field Instructor Detail, as well as links on the left; My Forms and Change Password . After you change your password, it will take you to the homepage. This is the screen you will see every time you log into IPT. There will be different messages/reminders on the home page for students.
- My Forms: Ability to view which forms have been released to your students as well as view their progress.

The screenshot shows the top navigation bar of the University of Memphis IPT system. On the left is the University of Memphis logo. In the center, it displays the user's login information: 'University of Memphis', 'Logged in: Jim Doe', and 'supervisor (preview) (readonly)'. On the right are 'Logout' and 'Help' links. Below the navigation bar is a horizontal menu with 'Home' and 'Field Instructor Detail' tabs. The 'Field Instructor Detail' tab is active. Below the menu is a large heading: 'Welcome to Intern Placement Tracking'. On the left side of the page, there are three stacked buttons: 'My Forms', 'Change Password', and 'Change Password'.

THE UNIVERSITY OF  
**MEMPHIS**

University of Memphis  
Logged in: **Jim Doe**  
supervisor (preview) (readonly)

[Logout](#) | [Help](#)

[Home](#) | [Field Instructor Detail](#)

*Welcome to Intern Placement Tracking*

[My Forms](#)

[Change Password](#)

[Change Password](#)

# Accessing Your Homepage

- Field Instructor Detail: Allows you to edit your personal information
- Logout: click on button anytime to exit the database
- Change Password: Allows you to change your username or password at any time.

The screenshot shows the user interface of the 'Intern Placement Tracking' system. At the top, there is a blue header bar. On the left side of the header is the University of Memphis logo, which includes the text 'THE UNIVERSITY OF MEMPHIS' in a smaller font above 'MEMPHIS' in a larger, bold font. To the right of the logo, the text reads 'University of Memphis', 'Logged in: Jim Doe', and 'supervisor (preview) (readonly)'. On the far right of the header bar are the links 'Logout | Help'. Below the header bar is a navigation menu with two items: 'Home' and 'Field Instructor Detail', with 'Field Instructor Detail' being the active page. The main content area features a large, italicized heading: 'Welcome to Intern Placement Tracking'. On the left side of the main content area, there is a vertical sidebar with three buttons: 'My Forms', 'Change Password', and another button that is partially obscured. At the bottom of the page, there is a footer with the text: 'Intern Placement Tracking (c) 2000 - 2014 by Alcea Software LLC (102214)'.

THE UNIVERSITY OF  
**MEMPHIS**

University of Memphis  
Logged in: **Jim Doe**  
supervisor (preview) (readonly)

Logout | Help

Home **Field Instructor Detail**

*Welcome to Intern Placement Tracking*

My Forms

Change Password


Intern Placement Tracking (c) 2000 - 2014 by Alcea Software LLC (102214)



# Updating Your Personal Information

- From the Homepage, click on Field Instructor Detail tab. Information is completed per the field instructor application.
  - \*Feel free to update information and please add a picture.
  - \*Please remember to click the “save” button when you are done making changes.

## Field Instructor Detail: Jim Doe

|   |  |              |   |
|---|--|--------------|---|
| Last Name   | <input type="text" value="Doe"/>               | Phone        | <input type="text" value="901-000-0000"/> |
| First Name  | <input type="text" value="jim"/>               | Fax          | <input type="text"/>                      |
| Street Address  | <input type="text" value="100 U of M Drive."/> | Cell         | <input type="text"/>                      |
| City, State Zip   | <input type="text" value="Memphis TN 38152"/>  | Training     | <input type="text"/>                      |
| Email  | <input type="text" value="jimdoe@wehelp.com"/> | Contact Type | <input type="button" value="v"/>          |


Edit Agency Detail

Active

MSW

BSW

Agency  [Change](#)



Comments:

### Internship Assignments


| Semester | Student Name | Phone Number | Student Group |
|----------|--------------|--------------|---------------|
|----------|--------------|--------------|---------------|

# Viewing Your Practicum Students

\*As a field instructor, you are able to view the details of students you are supervising.

1. From the Homepage click Field Instructor Detail tab.
2. Scroll down to the bottom of the page to see the students assigned to you.
3. Click on View button to see that particular student.

## Field Instructor Detail: Jim Doe

|   |  |              |   |
|---|--|--------------|---|
| Last Name   | <input type="text" value="Doe"/>               | Phone        | <input type="text" value="901-000-0000"/> |
| First Name  | <input type="text" value="Jim"/>               | Fax          | <input type="text"/>                      |
| Street Address  | <input type="text" value="100 U of M Drive."/> | Cell         | <input type="text"/>                      |
| City, State Zip   | <input type="text" value="Memphis TN 38152"/>  | Training     | <input type="text"/>                      |
| Email  | <input type="text" value="jimdoe@wehelp.com"/> | Contact Type | <input type="text" value=""/>             |


Edit Agency Detail

Active

MSW

BSW

Agency  [Change](#)



Comments:

### Internship Assignments

|                      | Semester | Student Name | Phone Number | Student Group |
|----------------------|----------|--------------|--------------|---------------|
| <a href="#">view</a> | Spring   | Doe, Jane    | 901-000-0000 | MSWNO         |

# Viewing Your Practicum Students

- You are able to see your student's agency and picture.
- If you see the word VIEW, you are able to view the document that the student has submitted (resume, liability insurance, NASW membership, etc.)

## Student Detail: Jane Doe

Group: **MSWNO**

|                 |  |
|-----------------|--|
| Last Name       | <input type="text" value="Doe"/>               |
| First Name      | <input type="text" value="Jane"/>              |
| Street Address  | <input type="text" value="100 Memphis Ave."/>  |
| City, State Zip | <input type="text" value="Memphis, TN 38119"/> |



Other Email

### Field Assignments:

| Semester | Agency               | Field Instructor     | Phone Number         | Codes                    |
|----------|----------------------|----------------------|----------------------|--------------------------|
| Spring   | We Help Agency       | Doe, Jim             | 901-000-0000 sp      | <input type="checkbox"/> |
| Summer   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Fall     | We Help Agency       | Doe, Jim             | 901-000-0000 sp      | <input type="checkbox"/> |
| Winter   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

# Viewing Your Practicum Students

- If your assigned student has uploaded a resume or his/her practicum application to IPT, you can click on view, and a pop up box will appear, allowing you to view whichever document you are looking at.

Resume  
HIPAA Certification  
Insurance Verification  
Application Part 3 (EBPP Application)  
Student's Agreement (Attachment A)  
Standing  
CWPEP?  
Application Submission Statement Review  
Desired Field Instructor:

View

FT

Job Des  
Job Perf  
Applicat  
Practicu  
Request  
Concent  
Student Self Assessment  
Tribal affiliation, if any.



# Utilizing and Tracking Forms

- Through the IPT database, forms will be released to the student. If there are due dates, it will be stated in the forms section.
- To access forms that are used by the student (s) you are supervising, click on My Forms on your homepage.

The screenshot shows the top navigation bar of the University of Memphis IPT system. On the left is the University of Memphis logo. The center of the bar displays the user's login information: 'University of Memphis', 'Logged in: Jim Doe', and 'supervisor (preview) (readonly)'. On the right are links for 'Logout' and 'Help'. Below the bar is a breadcrumb trail with 'Home' and 'Field Instructor Detail'. The main content area features a welcome message: 'Welcome to Intern Placement Tracking'. On the left side, there is a vertical menu with three items: 'My Forms', 'Change Password', and an unlabeled item.

THE UNIVERSITY OF  
**MEMPHIS**

University of Memphis  
Logged in: **Jim Doe**  
supervisor (preview) (readonly)

Logout | Help

Home | **Field Instructor Detail**

*Welcome to Intern Placement Tracking*

My Forms

Change Password

# Utilizing and Tracking Forms

- This is the list of forms currently available to you and your student (you will also receive an email notification when forms have been made available to you).
- If you have multiple students, click on the form with the student's name on it that you wish to view.
- The Learning Plan, Time Logs, and Evaluations will be in this section

**THE UNIVERSITY OF MEMPHIS** University of Memphis  
Logged in: **Jim Doe**  
supervisor (preview) (readonly) [Logout](#) | [Help](#)

[Home](#) [Field Instructor Detail](#)

[Home](#) > [Form List](#)

## Online Forms List For: Jim Doe

Hide Completed Forms

|                      | <a href="#">[ Template ]</a>   | Batch Name | Form ID     | Status | Signed | Waiting For      | Schedule Date | Due Date |
|----------------------|--------------------------------|------------|-------------|--------|--------|------------------|---------------|----------|
| <a href="#">View</a> | MSW Foundation Year Evaluation | Test       | ✉ Doe, Jane | new ** |        | Field Instructor | 2015-07-22    |          |
| <a href="#">View</a> | Time Log for Field Placement   | Test       | ✉ Doe, Jane | new    |        | Student          | 2015-07-22    |          |

# Utilizing and Tracking Forms

- The Waiting For section tells you which person is working on the document/needs to sign the document.
- To view a document, click on View.
- The Field Instructor needs to sign the Learning Plan, Time Log, and Evaluation. You know this because it states is it Waiting for the Practicum Instructor.

**THE UNIVERSITY OF MEMPHIS** University of Memphis  
Logged in: **Jim Doe**  
supervisor (preview) (readonly) [Logout](#) | [Help](#)

[Home](#) [Field Instructor Detail](#)

[Home](#) > [Form List](#)

**Online Forms List For: Jim Doe**

Hide Completed Forms

|                      | <a href="#">[ Template ]</a>   | Batch Name | Form ID     | Status | Signed | Waiting For      | Schedule Date | Due Date |
|----------------------|--------------------------------|------------|-------------|--------|--------|------------------|---------------|----------|
| <a href="#">View</a> | MSW Foundation Year Evaluation | Test       | ☑ Doe, Jane | new ** |        | Field Instructor | 2015-07-22    |          |
| <a href="#">View</a> | Time Log for Field Placement   | Test       | ☑ Doe, Jane | new    |        | Student          | 2015-07-22    |          |

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# Time Logs

- When you click View on the Time Log form, it pulls up the student's form.
- Field Instructors can verify hours and sign the form.

|   |             |                 |                    |  |
|---|-------------|-----------------|--------------------|--|
| Date:   | Start Time: | Departure Time: | Hours for the Day: | Hours for the Semester:  |
| 5/29/15   | 9:00        | 5:00            | 7.25               | 109  |
| <b>In the box below, please indicate your field activities for this day</b> |             |                 |                    | <b>Applicable Practice Behavior(s)</b>                           |
| Filed cases away into file room.<br>Made a home visit.                      |             |                 |                    | PC-F1, Pley-F1<br>PC-F1, PC-F3, Div-F1, Div-F2, Engg-F2, Asss-F2 |

**Attestation:**

By typing my name below, I attest that I have developed and/or reviewed the content of the document above:

Student Signature (Doe, Jane):

Field Instructor Signature: (Doe, Jim):

CLOSE



# Time Logs

- Field Instructors should get an email from IPT stating that the student has signed the form and it is waiting on the field instructor to sign the form.
- When you scroll down, you will see the rest of the form. Field Instructors sign the form by clicking on Click to Sign Completed Document.

## Attestation:

By typing my name below, I attest that I have developed and/or reviewed the content of the document above:

Student Signature (Doe, Jane):

Field Instructor Signature: (Doe, Jim): [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

# Learning Plan

- The field instructor and student can collaboratively complete the learning plan.
- Field Instructors should get an email from IPT stating that the student has signed the form and it is waiting on the field instructor to sign the form.
- When you scroll down, you will see the rest of the form. Field Instructors sign the form by clicking on Click to Sign Completed Document.

## Core Competencies

### **1) Ethical and Professional Conduct: To identify as a professional social worker and conduct oneself accordingly.**

- Social workers serve as representatives of the profession, its mission and core values.
- Identifying as a professional social worker involves knowing the history of social work, ways of enhancing the profession, and the importance of professional conduct and growth.

**PC-F1** Demonstrate an ability to make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making and additional codes of ethics as appropriate to context.

**In the box below, please indicate activities in which the student will be engaged this year in order that s/he will have opportunities to demonstrate this practice behavior.**

Student will maintain the confidentiality of the clients and client information of the agency.  
Student will maintain a professional relationship with agency clients.  
Student will follow the policies and procedures of the agency when providing services to clients.

**PC-F2** Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.

**In the box below, please indicate activities in which the student will be engaged this year in order that s/he will have opportunities to demonstrate this practice behavior.**

Student will be open and understanding to the values and beliefs of the client.  
Student will not push her own values and beliefs on the clients.  
Student will attempt to understand the cultural relativism of the client or client situation.

### **Attestation:**

By typing my name below, I attest that I have developed and/or reviewed the content of the document above:

Student Signature (Doe, Jane):

Field Instructor Signature: (Doe, Jim): [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

# Evaluation

- Toward the end of each semester, you will complete an evaluation of the student's performance.
- The student can view the evaluation, comment on the evaluation and sign it.

**Q6 Social & Economic Justice: Advance human rights and social and economic justice. Social workers: recognize that each person has basic human rights; recognize the global interconnections of oppression; are knowledgeable about theories of justice and strategies to promote human and civil rights; and incorporate social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.**

| Competency  | Rating |
|---|--------|
| SEJ-F1 Demonstrate the ability to apply an understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels. (1) | 7      |
| SEJ-F2 Engage in practices that advance social, economic, and environmental justice. (2)  | 7      |

**Q7 In regard to the Social & Economic Justice competency, please use the space below to explain any item for which you have given the student a rating of '1', '2', or '3'**

# Evaluation

- Field Instructors should get an email from IPT stating that the student has signed the form and it is waiting on the field instructor to sign the form.
- When you scroll down, you will see the rest of the form. Field Instructors sign the form by clicking on Click to Sign Completed Document.

## Attestation

Q26 Student comments on this evaluation:

Q24 By typing my name in the dialog box below, I attest that I have completed the above evaluation and that I am submitting it to the Department of Social Work at the University of Memphis for official review in regard to student performance in the Master of Social Work program

Student Signature: (Doe, Jane):

Field Instructor Signature: (Doe, Jim): [Click to sign Completed Document](#)

Q25 You have completed this evaluation. If you wish to submit the document to the Department of Social Work, please do so by signing below. If you would like to review your responses prior to submission, please do so before signing. Once the document is signed, you will not be able to make any additional changes.

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

# Agency Information

In IPT, every agency is also in the system. Students can see information about the different agencies. One person has access to view/edit information regarding their agency.

1. If you have access to edit your agency, there will be the one more tab on the homepage, Agency Detail tab
2. To view/edit the agency, click on Agency Detail tab

THE UNIVERSITY OF  
**MEMPHIS**

University of Memphis  
Logged in: We Help Agency  
Agency (preview) (readonly)

Logout | Help

Home | Agency Detail

Home > Agency Detail

### Agency Detail: We Help Agency

Save

Agency We Help Agency

Street Address 100 U of M Drive.

City, State Zip Memphis, TN 38152

Phone 901-000-0000

Fax

Location Code

Stipend 08/01/2010

MSW  BSW

Contact  John Doe Email  jdoe@wehelp.com

Agency Web Site:

Internship Information

Save

# Agency Information

- You can update all information on this page. There is very detailed information regarding the agency.
- Please verify that all the information is correct and all information added/edited is correct. Remember to click the Save button after any edits/updates.

## Agency Detail: We Help Agency

Save

|                        |  |   |  |
|------------------------|--|---|--|
| Agency                 | <input type="text" value="We Help Agency"/>                | Stipend                                 | <input type="text" value="08/01/2010"/>      |
| Street Address         | <input type="text" value="100 U of M Drive."/>             | <input checked="" type="checkbox"/> MSW | <input checked="" type="checkbox"/> BSW      |
| City, State Zip        | <input type="text" value="Memphis, TN 38152"/>             |   |  |
| Phone                  | <input type="text" value="901-000-0000"/>                  |   |  |
| Fax                    | <input type="text"/>                                       |   |  |
| Location Code          | <input type="text"/>                                       |   |  |
| Contact                | <input type="text" value="John Doe"/>                      | Email                                   | <input type="text" value="jdoe@wehelp.com"/> |
| Agency Web Site:       | <input type="text"/>                                       |   |  |
| Internship Information | <div style="border: 1px solid gray; height: 100px;"></div> |   |  |

Save

# Questions or Concerns

If you have any questions or concerns regarding IPT, please do not hesitate to contact the field coordinators. Our information is below:

BA Field Director – Kenya Anderson,

[kconley@memphis.edu](mailto:kconley@memphis.edu)

MSW Field Director – Cherry Malone,

[ccmalone@memphis.edu](mailto:ccmalone@memphis.edu)

Asst. MSW Field Director-Brandon Ousley,

[bcousley@memphis.edu](mailto:bcousley@memphis.edu)