

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.
- 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	memphis
User Name	
Password	
	Forgot your username or password?
	Login

Changing Username and Password

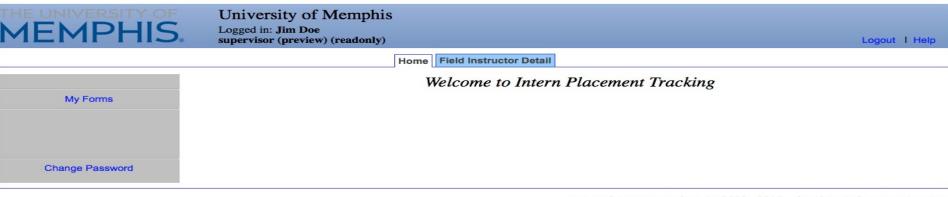
- IPT-Web accounts are automatically created for each agency, supervisor, and student as they are added to the database. These accounts are assigned a default username and password that must be used to log into the account for the first time.
- After you create your own password, the default will no 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 Logn Name New Password	
Confirm New Password	
	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.



Accessing Your Homepage

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



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

				36	ive
Last Name	Doe		Phone	901-000-0000	
First Name	Jim		Fax		
Street Address	100 U of M Drive.		Cell		
City, State Zip	Memphis TN 38152		Training		
Email 🔀	jimdoe@wehelp.com		Contact Type	÷	
☐ Edit Agency	Detail				
Active					
✓ MSW					
✓ BSW					
Agency	We Help Agency		4		
	Change				
Comments:					
	Internship Assignments				
Semester St	udent 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.

901-000-0000

Doe, Jane

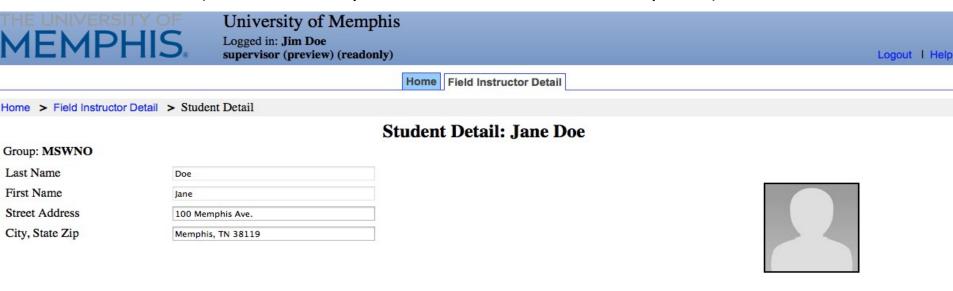
Field Instructor Detail: Jim Doe

			Save	
Last Name	Doe	Phone	901-000-0000	
First Name	Jim	Fax		
Street Address	100 U of M Drive.	Cell		
City, State Zip	Memphis TN 38152	Training		
Email 🔀	jimdoe@wehelp.com	Contact Type	÷	
☐ Edit Agency	Detail			
Active				
✓ MSW				
✓ BSW Agency	We Help Agency			
- Care	Change			
	Change			
Comments:				
	Internship Assignments			
Semeste	r Student Name Phone Number	Student Group		

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.)



Other Email

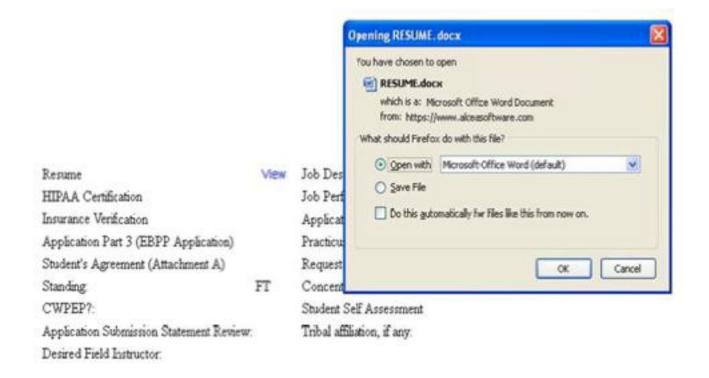
 Field Assignments:

 Semester Agency
 Field Instructor
 Phone Number
 Codes

 Spring We Help Agency
 Doe, Jim
 901-000-0000 sp
 901

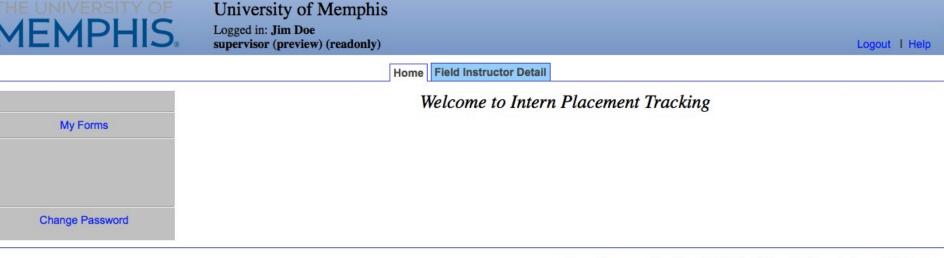
Viewing Your Practicum Students

 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.



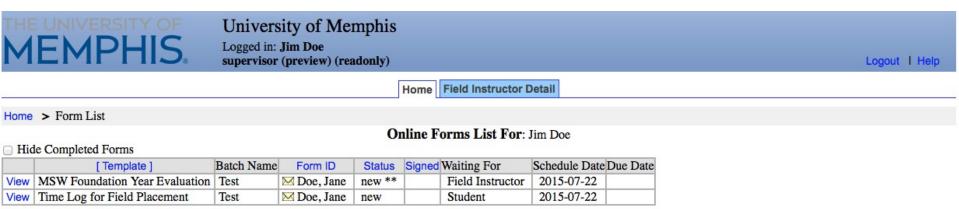
Utilizing and Tracking Forms

- 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.



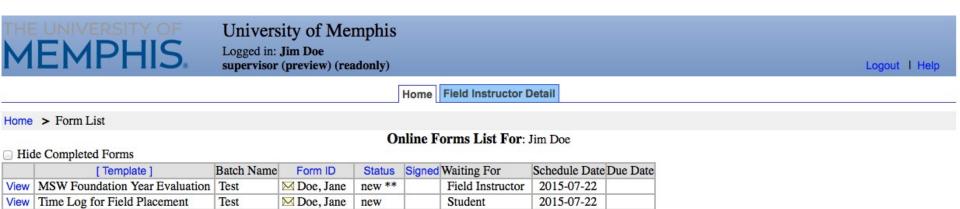
Utilizing and Tracking Forms

- 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



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.



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
In the box below, please indicate your field activities for this day			Applicable Practice Behavior(s)	
				17

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.



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)			

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



Agency Information

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



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

MSW Field Director – Cherry Malone, ccmalone@memphis.edu

Asst. MSW Field Director-Brandon Ousley, bcousley@memphis.edu