

Intern Placement Tracking (IPT) Overview

Field Instructors



Mandel School Field Education

Amy Korsch-Williams, Director

Phone: (216)368-4383

Email: amy.korsch@case.edu

Henrietta Jones, Department Assistant

Phone: (216)368-2292

Email: hpj@case.edu

<https://case.edu/socialwork/resources-for-students/field-education-student-resources>

IPT SYSTEM

The *Intern Placement Tracking* system (IPT) is a web-based data management system that allows us to manage student, field instructor, and, agency data to facilitate the student placement process.



IPT APPLICATIONS

Complete an Agency application & a Field Instructor application

Agency Application

- Only one Agency Application is required for the “Agency”.

MSASS Field Placement Agency Application

Please complete the following electronic form. This information will be available to students in the selection of their field placements.



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CASE WESTERN RESERVE
UNIVERSITY

After page 1: Continue to next page >

Page 2 of 3

AGENCY CONTACT PERSON INFORMATION

First Name *

Last Name *

Current Title

Field Instructor Application

- Each Field Instructor and Task Supervisor completes an application.

MSASS Field Instructor Application

Please complete the following electronic form. This information will be available to students in the selection of their field placements.



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After page 1: Continue to next page >

Page 2 of 2

FIELD INSTRUCTOR/TASK SUPERVISOR INFORMATION

First Name *

Middle Initial *

Last Name *

IPT ACCESS

The Field Department will review your completed application(s) and send you an email with information about activating your CWRU Affiliate ID.

After activation, you can log in to IPT. You will be prompted to immediately change your user name and password.



IPT LOG IN

Go to www.runipt.com

To login, use the default login information provided in the email.



The screenshot shows the IPT login interface. At the top left is the 'Ipt' logo with 'Intern Placement Tracking' and 'Alcoa Software' below it. The main header is 'Intern Placement Tracking'. The central text says 'Please Login to Ipt:' followed by a note: 'Note: The following information is UPPER / lower case sensitive.' Below this are three input fields: 'Organization ID' with 'msass', 'User Name' with 'HLZ4009Y', and 'Password' with masked characters. A link for 'Forgot your username or password?' is below the password field. A 'Login' button is at the bottom.

The screenshot shows a user profile page for Case Western Reserve University. The header includes the university logo and 'Case Western Reserve University'. It indicates the user is logged in as 'Henrietta Jones' with the role of 'supervisor' and a 'Logout' link. Below this is a section titled 'Change account login information:' with three input fields: 'New Login Name' (containing 'hbj555'), 'New Password' (masked), and 'Confirm New Password' (masked). A 'Save' button is at the bottom.

Create a new user name and password using your CWRU affiliate ID.



FIELD INSTRUCTOR HOME PAGE

From here, you can view important information and announcements, change your password, and access the My Forms section of IPT.

The screenshot shows the top navigation bar with the Case Western Reserve University logo and name, the user's login information (Henrietta Jones, Field Instructor), and links for Logout and Help. Below the navigation bar are two tabs: Home and Field Instructor Detail. The main content area features a welcome message, a section for Learning Contracts Due, and a section for Field Instructor Training Dates. A red arrow points from a callout box labeled 'Important Messages and Announcements' to the training dates section. On the left side, there is a sidebar with two buttons: 'My Forms' and 'Change Password', both circled in red.

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Case Western Reserve University
Logged in: **Henrietta Jones**
Field Instructor (preview) (readonly) [Logout](#) | [Help](#)

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

Welcome to Intern Placement Tracking

Learning Contracts Due
The learning contract for the Fall 2014 semester will be due December 4th.

Field Instructor Training Dates:
Training will be held from 9:00am-12:15pm or 1:30pm to 4:45pm on the following dates.
August 25, 2014
September 8, 2014
September 17, 2014
September 19, 2014
September 26, 2014
Field Instructors need only register for one session.
Free CEU's will be provided.

Important Messages and Announcements

[My Forms](#)

[Change Password](#)

FIELD INSTRUCTOR DETAIL PAGE

Field Instructor Detail: Henrietta Jones

Save

Last Name: Jones
First Name: Henrietta
Phone: (216)555-5551
Fax: (216)555-5552
Street Address: 12345 Placement Way
City, State Zip: Cleveland, OH 44118
Email: hpi@mbc.org
Agency: Mandel Behavioral Health Center
Picture Not Available

Preferred method of contact: [v]
Role: Field Instructor
Degree: MSSA
Licensure: LISW-S
Year started providing field instruction/task supervision: 2003
CWRU Alumni: Yes
Field Instructor Affiliate ID (ABC123): hpj555

Field Instructor Comments:

Scope of Practice (as a checklist) check all that apply:

<input type="checkbox"/> Aging	<input checked="" type="checkbox"/> Governance & Leadership
<input type="checkbox"/> AIDS	<input type="checkbox"/> Healthcare
<input checked="" type="checkbox"/> Alcohol and Drugs	<input type="checkbox"/> Homelessness
<input type="checkbox"/> Autism	<input checked="" type="checkbox"/> Mental Health – Adult
<input type="checkbox"/> Corrections	<input checked="" type="checkbox"/> Mental Health - Child
<input type="checkbox"/> Child Welfare	<input checked="" type="checkbox"/> Physical Disabilities
<input type="checkbox"/> Children Youth and Families	<input checked="" type="checkbox"/> Program Development
<input checked="" type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Program Evaluation
<input checked="" type="checkbox"/> Crisis Intervention	<input type="checkbox"/> Policy Making and Analysis
<input type="checkbox"/> Developmental Disabilities	<input type="checkbox"/> Poverty
<input type="checkbox"/> Employment	<input type="checkbox"/> School Social Work
<input type="checkbox"/> Forensic Social Work	<input type="checkbox"/> Other
<input type="checkbox"/> Fund Raising and Development	

From here, you can review and update your personal professional profile. We recommend not using your personal cell phone unless it is used primarily for business.

Define your scope of practice: be as broad as possible.

FIELD INSTRUCTOR DETAIL PAGE

The screenshot shows a web application interface for Case Western Reserve University. At the top, there is a blue header with the university's name and logo. Below the header, the user is logged in as Henrietta Jones, supervisor. The main content area is titled "Field Instructor Detail: Henrietta Jones" and contains a form with various fields for personal and professional information. The form includes fields for Last Name, First Name, Street Address, City, State Zip, Email, Agency, Preferred method of contact, Role, Degree, Licensure, Year started providing field instruction/task supervision, CWRU Alumni status, and Field Instructor Affiliates ID. There is also a section for Field Instructor Comments and a checkbox for "Scope of Practice (as a checklist) check all that apply:".

Case Western Reserve University
Logged in: Henrietta Jones
supervisor

Home | Field Instructor Detail

Home > Field Instructor Detail
Upload Picture | Forms

Field Instructor Detail: Henrietta Jones
Save

Last Name: Jones
First Name: Henrietta
Street Address: 12345 Placement Way
City, State Zip: Cleveland, OH 44118
Email: hpj@mbc.org
Agency: Mandel Behavioral Health Center
Picture Not Available

Preferred method of contact: [v]
Role: Field Instructor [v]
Degree: MSSA [v]
Licensure: LISW-S [v]
Year started providing field instruction/task supervision: 2003
CWRU Alumni: Yes [v]
Field Instructor Affiliates ID (ABC123): hpj555

Field Instructor Comments:
[Text Area]

Scope of Practice (as a checklist) check all that apply:
 Admin

At the bottom of the page, you will see your assigned students listed. On the right, the word "VIEW" in blue is a link to that student's detail page, which includes their contact information, resume, and basic program information. You will not have any interns assigned to you when you first log in. However, when a student is matched with you, you will be able to view the student's information to prep for an interview or contact them during the internship.

AGENCY DETAIL PAGE

 JACK, JOSEPH AND MORTON MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES
Case Western Reserve University
Logged in: Scott A. Wilkes, JD, Ph.D.
Field Director

Home | Agency List | Field Instructor List | Student List | Group List | Reports

Agency List > Agency Detail
PREV | NEXT | Field Instructors | Students

Agency Detail: Mandel Behavioral Health Center

Save

Agency: Mandel Behavioral Health Center Status: Active

Street Address: 12345 Field Placement Way Assigned Field Advisor: Beth Brindo

City, State Zip: Cleveland, OH 44118

Phone: (216)555-5551

Fax: (216)555-5552

County: Cuyahoga

Contact: Henrietta Jones Email: hpj@mbh.org

Contact Phone: (216)555-5553

Primary Specializations: Mental Health-Adult, Alcohol and Drug

Residential
Outpatient Treatment
Intake
School-Based

Multiple Locations: Yes

Additional Agency Locations: Canton, Lorain, Ashtabula

Agency Auspices: Public, Private, Nonprofit, For-Profit

If you are the agency liaison, you will also be granted permission to view and modify your agency's detail page.

From this page, students will be able to determine the agency's size and structure, on-boarding requirements, the number and type of students requested, and the learning opportunities available. Please be as detailed as possible when completing this page; information on this page can be amended anytime by the agency liaison.

AGENCY DETAIL PAGE

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SCHOOL OF APPLIED SOCIAL SCIENCES
CASE WESTERN RESERVE
UNIVERSITY

Case Western Reserve University
Logged in: Scott A. Wilkes, JD, Ph.D.
Field Director

Home | Agency List | Field Instructor List | Student List | Group List | Reports

Agency List > Agency Detail
PREV | NEXT | Field Instructors | Students

Agency Detail: Mandel Behavioral Health Center

Save

Agency: Mandel Behavioral Health Center **Status: Active**

Street Address: 12345 Field Placement Way
Assigned Field Advisor: Beth Brindo

City, State Zip: Cleveland, OH 44118

Phone: (216)555-5551
Fax: (216)555-5552
County: Cuyahoga

Contact: Henrietta Jones Email: hpj@mbh.org

Contact Phone: (216)555-5553

Primary Specializations: Mental Health-Adult Alcohol and Drug

Available Departments: Residential, Outpatient Treatment, Intake, School-Based

Multiple Locations: Yes

Additional Agency Locations: Canton, Lorain, Ashtabula

Agency Auspices: Public, Private, Nonprofit, For-Profit

The “Status” field informs students whether your agency is accepting students for the year or not. A status of “Active” indicates the agency is accepting students for the year, while a status of “Inactive” indicates an inability to accept students for the year. ***This is different from whether the agency has accepted the total number of students for the year and is full.*** Please communicate your status to the Field Advisor who will notify students of the availability of your agency once they have selected it as a potential interview site.

FORMS LIST



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Case Western Reserve University
Logged in: Henrietta Jones
Field Instructor (preview) (readonly)

Home Field Instructor Detail



My Forms

Learning Contracts
The learning contract

Welcome to Intern Placement Tracking



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CASE WESTERN RESERVE
UNIVERSITY

Case Western Reserve University
Logged in: Henrietta Jones
supervisor

Home Field Instructor Detail

Home > Field Instructor Detail
Upload Picture | Forms

Field Instructor Detail: Henrietta Jones
Save

Last Name	Jones	Phone	(216)555-5551
First Name	Henrietta	Fax	(216)555-5552
Street Address	12345 Placement Way		
Current Title	Social Work Supervisor		

There are two ways to access the Forms page: on the Field Instructor's Home page and on the Field Instructor's Detail Page. Generally, you will not need these documents until a placement starts.

FORMS LIST

This is your “Form List”. It shows what forms you have been assigned to complete.

The screenshot displays the user interface for a Field Instructor. At the top left is the logo for the Jack, Joseph and Morton Mandel School of Applied Social Sciences at Case Western Reserve University. To the right, the user is identified as Henrietta Jones, a Field Instructor, who is logged in. Navigation buttons for 'Home' and 'Field Instructor Detail' are visible. The main heading is 'Online Forms List For: Henrietta Jones'. There is a checkbox for 'Hide Completed Forms'. Below this is a table header with columns: '[Template]', 'Batch Name', 'Form ID', 'Status', 'Signed', 'Waiting For', 'Schedule Date', and 'Due Date'. A grey message box states: 'Learning Contracts for assigned students will appear here in this box.'

FORMS LIST

JACK, JOSEPH AND MORTON MANDEL
SCHOOL OF APPLIED SOCIAL SCIENCES
CASE WESTERN RESERVE
UNIVERSITY

Case Western Reserve University
Logged in: Henrietta Jones
Field Instructor

Home Field Instructor Detail

Home > Form List

Hide Completed Forms

[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
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DUE DATE: Date that the signing and submission your form is due.

STATUS: If the form has never been viewed, it will appear as “new”. If you have viewed it but not submitted it, it will be marked as “active”. After you electronically sign and submit the form, it will be marked as “complete”.

SIGNED & WAITING FOR: Because the forms require multiple signers – the student, Field Instructor, and Faculty Advisor - this column indicates who is next in line to sign or submit the form.

THE LEARNING CONTRACT

You will...

- only have access to the learning contract of the student or students assigned to you.
- receive an email notification every time a new learning contract is assigned to you.
- get a new learning contract at the start of each field period.
- Have to fill in every text field in order to submit the learning contract, even if you have no response. If you have nothing to say, just write “N/A”, “no comment” or “no response”. If you missed any questions or text fields, you will be prompted to complete them.

The completion of the learning contract is the primary responsibility of the student after the assignment of tasks by the Field Instructor. It can be revised and amended at any time by any member of the student's educational team, however, the Field Instructor's rating of the student's performance can only be accessed by the Field Instructor, thus insuring the integrity of the evaluation process.

The Learning Contract

Your student will be the first signer of the form; the form must be started by the student before you can view it. Once the form is submitted, your answers will be locked. The learning plan is considered a “living document”, meaning it should be revisited and amended as necessary throughout the internship. To make changes, simply contact your student’s Faculty Advisor to have the signatures removed; removal of signatures allows the form to be edited.



THE LEARNING CONTRACT

 JACK, JOSEPH AND MORTON MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES CASE WESTERN RESERVE UNIVERSITY	
SASS 603 FIELD EDUCATION STUDENT LEARNING CONTRACT AND EVALUATION	
<p><i>The Learning Contract/Evaluation will be completed accurately and in its entirety and submitted to the Field Education Department for assessment and review by the date of 12/16/14. Failure to do so may result in a grade of "No Pass."</i></p>	
603 Sign by all parties at time of conference	CONFERENCE WITH FIELD FACULTY ADVISOR Student: ((Student - name)): Jane Spartan Jun 24, 2014 Field Instructor: ((Field Instructor - name)): Conference with Advisor Task Supervisor (if applicable)((Task Supervisor - name)): Field Faculty Advisor ((Faculty Advisor - name)):
<p>The first section of the document indicates the due date at the end of the field period.</p>	
<p>The signature box in the middle of the document is where the parties indicate participation in the field conference.</p>	
STUDENT INFORMATION Student Name: Jane Spartan ID: 100200 Best Contact Number: (216)555-5553 Email: jane.spartan@case.edu	
FIELD PLACEMENT INFORMATION MSASS Field Faculty Advisor: Beth Brindo Agency: Mandel Behavioral Health Center Agency Code: X123 Agency Contact #'s: (216)555-5551 Telephone: (216)555-5555 Fax: (216)555-5552 Address: 12345 Field Placement Way City: Cleveland State: OH Zip Code: 44118 Field Instructor: Henrietta Jones	

Since these are electronic signatures, the signatories are indicating participation in the conference; therefore the signature can occur subsequent to the actual date of the field conference.

THE LEARNING CONTRACT

SAVE WORK

ALL SECTIONS OF THE LEARNING CONTRACT/EVALUATION MUST BE TYPED WRITTEN IN A PROFESSIONAL FORMAT AND PROOFREAD BEFORE SUBMISSION.

(SASS 603) - TO BE COMPLETED BY THE STUDENT IN COLLABORATION WITH FIELD INSTRUCTOR/TASK SUPERVISOR

I. Orientation to the Agency: Please describe the orientation provided by the field site:



II. Educational Plan: Identify all assignments for the field period and the abilities that the assignment is intended to focus on/develop.

III. Assignment #1:



Assignment #2:



Assignment #3:



Assignment #4:



Assignment #5:



Assignment #6:

For each section requiring text, you will notice an edit text icon. This icon will appear in every section of the learning contract requiring text by the Student or Field Instructor. To add or edit text in that section simply click on the icon.

THE LEARNING CONTRACT

SAVE WORK

ALL SECTIONS OF THE LEARNING CONTRACT MUST BE IN PROFESSIONAL FORMAT AND PROOFREAD BEFORE SUBMISSION.

I. Orientation to the Agency

II. Educational Plan: Identify your areas of interest and to focus on/develop.

III. Assignment #1:

Assignment #2:

Assignment #3:

Assignment #4:

Assignment #5:

Attend new employee orientation (three 8-hour sessions); Attend computer training to learn agency's electronic medical record system; Read social work orientation manual; Shadow trans-disciplinary team members; Attend relevant interagency training.

Save Save and Close

TO EDIT OR ADD TEXT, TYPE IN THE WINDOW, THEN CLICK "SAVE AND CLOSE". ONCE THE INFORMATION HAS BEEN SAVED IN THE TEXT BOX, YOU CAN GO BACK AND OPEN THE TEXT BOX TO EDIT THE INFORMATION. BOTH THE STUDENT, AND YOU AS THE FIELD INSTRUCTOR, CAN EDIT ANY INFORMATION IN THE DOCUMENT PRIOR TO THE TIME THE DOCUMENT CONTAINS FINAL SIGNATURES.

FIELD INSTRUCTOR (FI) RATINGS

To evaluate the student's performance at the end of the field period, you will complete the Field Instructor ratings.

This section is only accessible to you; just as the student rating will be only accessible to the student.

Evaluation and Narrative ratings are required for each of the ten competencies.



FI RATING: EVALUATION

IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER-603

4 Demonstrates high levels of competence		2 Developing competence		0 Does not demonstrate competence		RATING	
3 Demonstrates competence		1 Demonstrates inconsistent competence				Student	Field Instructor
TASKS:	RELEVANT ASSIGNMENT(S)	IMPLEMENTATION PLAN (COMPLETE BEFORE 603 FIELD CONFERENCE)	DESCRIBE WHAT YOU LEARNED FROM THIS TASK (COMPLETE AT THE END OF THE FIELD PERIOD)				
1. Utilizes strengths, weaknesses in order to comply with the mission and values of the organizational structure.	1,3,5	I will seek feedback from field instructor and co-workers on areas that I am doing well and areas that I need to improve. I will identify areas and tasks that I am uncomfortable or struggling to complete and implement strategies to deal effectively with weaknesses.	I learned that when encountering new situations I become very nervous and I always knew that I was shy but had no idea it would impact me to the extent that it did. I eventually opened up to my Field Instructor and she helped me recognize my fear of failure. This feedback was very useful in helping me begin to take risk with staff members and clients.			2	3
2. Recognizes the contributions of skills, knowledge, values and resources through professional collaboration.	1,2,3	I will introduce myself to the staff members during faculty meeting and schedule interviews with Program Directors to learn about	I learned the agency provides a wide range of services to children and families in the way of campus and community-based services.			3	3
3. Understands individual biases and vulnerabilities with a reflective awareness of their impact on practice.			Its community-			3	4
4. Seeks and utilizes appropriate supervision and consultation to enhance social work practice.	5,6	during supervision.	I had			3	3
5. Respects the mutual impact of the change process on workers and clients.	2,3,4	During the treatment planning process, I will allow the family to define their own goals before I make any recommendation for treatment. I will also review the treatment process every 30 days based upon the agency protocol.	I learned that it is very important to allow the client to progress at their own pace and recognize their own successes and failures toward meeting the treatment goals. The therapy and group sessions were not always helpful for the client, but demonstrated my commitment to working with them.			2	3

To evaluate the student's tasks, simply click on the button which will produce a drop down box with ratings from 0 through 4. Select the rating for each task. When you have rated each task, save your work.

SAVE WORK

FI RATING: NARRATIVE

The evaluation ratings will be averaged and included in the narrative evaluation. The narrative is required to show the integration of each competency.

- Describe the integration of theory into practice.
- Identify your educational goals for advanced practice.

TO BE COMPLETED BY STUDENT AT END OF THE FIELD PERIOD

This ability relates to the development of my professional identity, more specifically how I use myself in practice. By examining my strengths and growth areas, I will be more cognizant of myself. The assignment most applicable to this ability is the direct practice with clients. It allowed me to better understand my level of anxiety when working with individuals and groups I feel clients look to me for answers and I struggle not knowing how to respond. I want to be more helpful but realize I don't yet have the knowledge or skills to help in a way that is most useful to my clients. An example of this occurred when I attempted to develop a girls group and found it to be much more difficult than I originally thought.

ABILITY OVERALL RATING (AVERAGE OF STUDENT TASK RATINGS)

IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER	Rating Total	13	Rating Average	2.60
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(Field Instructor)

- Assess the student's performance with respect to this ability.

TO BE COMPLETED BY FIELD INSTRUCTOR AT END OF THE FIELD PERIOD

ABILITY OVERALL RATING (AVERAGE OF FIELD INSTRUCTOR TASK RATINGS)

IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER	Rating Total	14	Rating Average	2.80
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SUMMARY RATING/SIGNATURES

The final section of the learning contract sums the ratings of the Student and Field Instructor for each competency. Final statements may also be added.

OVERALL RATING OF STUDENT'S COMPETENCY FOR 603

ABILITIES	OVERALL RATING	
	ST	FI
IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER	2.80	1.60
ADVOCATE FOR SOCIAL, ECONOMIC AND ENVIRONMENTAL JUSTICE	3.00	3.00
APPLY SOCIAL WORK METHODS	2.67	3.00
UPHOLD SOCIAL WORK VALUES AND ETHICS	2.60	2.40
INTEGRATE CULTURAL, ECONOMIC, AND GLOBAL DIVERSITY	3.75	3.75
THINK CRITICALLY ABOUT THEORY AND RESEARCH KNOWLEDGE	3.25	2.75
COMMUNICATE EFFECTIVELY	2.60	2.80
DEVELOP AS A SOCIAL WORK LEADER	2.25	2.25
TOTAL	2.87	2.69

Student Comments:

Overall, I learned a great deal from this field placement. I began the year nervous and concerned that I would be able to effectively work with clients. With the help of my field instructor, I now believe I have the skills to function independently. 

Field Instructor Comments:

Jane did a great job this semester. She beginning to develop the skills to function independently as a social worker. In her final semester, she will be expected to carry a larger caseload and co-facilitate two groups. I anticipate she will excel in these responsibilities. 

SUMMARY RATING/SIGNATURES

OVERALL RATING OF STUDENT'S COMPETENCY FOR 603

ABILITIES	OVERALL RATING	
	ST	FI
IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER	2.80	1.60
ADVOCATE FOR SOCIAL, ECONOMIC AND ENVIRONMENTAL JUSTICE	3.00	3.00
APPLY SOCIAL WORK METHODS	2.67	
UPHOLD SOCIAL WORK VALUES AND ETHICS	2.60	
INTEGRATE CULTURAL, ECONOMIC, AND GLOBAL DIVERSITY	3.75	
THINK CRITICALLY ABOUT THEORY AND RESEARCH KNOWLEDGE	3.25	
COMMUNICATE EFFECTIVELY	2.60	
DEVELOP AS A SOCIAL WORK LEADER	2.25	
TOTAL	2.87	

Student Comments:

Overall, I learned a great deal from this field placement. I began the year nervous and confident. I have the skills to function independently. 📄

Field Instructor Comments:

Jane did a great job this semester. She began to develop the skills to function independently in two groups. I anticipate she will excel in these responsibilities. 📄

Signature of Field Instructor: ([Student - name]): [Click to sign Completed Document](#)

Signature of Student: ([Field Instructor - name]):

Signature of Task Supervisor (if applicable): ([Task Supervisor - name]):

Signature of Field Faculty: ([Faculty Advisor - name]):

SAVE WORK

An electronic signature line is provided for all members of the educational team. Members of the team will only have access to their own signature line. The signature box is outlined in blue. When clicked, a signature box will appear to enter your name. This will serve as a legally valid signature.

After signing, click "save" then "close".

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

[Printable Version](#)

QUESTIONS?

Contact henrietta.jones@case.edu or amy.korsch@case.edu

