Intern Placement Tracking (IPT) Overview

Field Instructors
Mandel School Field Education

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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.
Complete an Agency application & a Field Instructor application

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

**Field Instructor Application**
- Each Field Instructor and Task Supervisor completes an application.
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

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

Go to www.runipt.com
To login, use the default login information provided in the email.
FIELD INSTRUCTOR HOME PAGE

From here, you can view important information and announcements, change your password, and access the My Forms section of IPT.
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.
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.
If you are the agency liaison, you will also be granted permission to view, 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.
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.
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.
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”.

DUE DATE: Date that the signing and submission your form is due.

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.
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.
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

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.
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.
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.
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.
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

<table>
<thead>
<tr>
<th>ABILITIES</th>
<th>OVERALL RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER</td>
<td>2.80 1.60</td>
</tr>
<tr>
<td>ADVOCATE FOR SOCIAL, ECONOMIC AND ENVIRONMENTAL JUSTICE</td>
<td>3.00 3.00</td>
</tr>
<tr>
<td>APPLY SOCIAL WORK METHODS</td>
<td>2.57 3.00</td>
</tr>
<tr>
<td>UPHOLD SOCIAL WORK VALUES AND ETHICS</td>
<td>2.60 2.40</td>
</tr>
<tr>
<td>INTEGRATE CULTURAL, ECONOMIC, AND GLOBAL DIVERSITY</td>
<td>3.25 3.75</td>
</tr>
<tr>
<td>THINK CRITICALLY ABOUT THEORY AND RESEARCH KNOWLEDGE</td>
<td>3.25 2.75</td>
</tr>
<tr>
<td>COMMUNICATE EFFECTIVELY</td>
<td>2.60 2.80</td>
</tr>
<tr>
<td>DEVELOP AS A SOCIAL WORK LEADER</td>
<td>2.25 2.25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2.87 2.69</strong></td>
</tr>
</tbody>
</table>

**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

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.
QUESTIONS?

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