

Intern Placement Tracking (IPT) Overview

Students



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.



IPT ACCESS

A student account has been created for you in IPT.

Before accessing IPT, be sure that you have activated your CWRU Student ID here:

<https://its-services.case.edu/my-case-identity/activate/>

**You should have received default IPT log in information via email. Please contact the field department if you have not received it. You will need this to move on to the next step.*



IPT LOG IN



Ipt
Intern Placement Tracking
Aloca Software

Intern Placement Tracking

Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Go to www.runipt.com

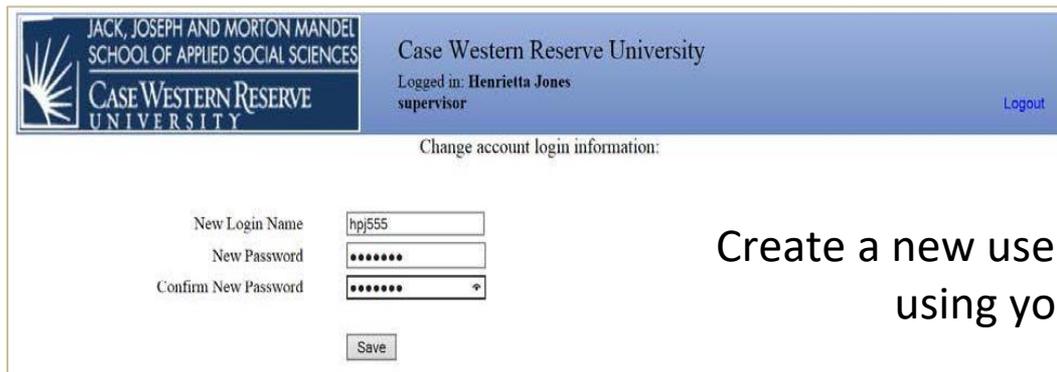
To login, use the default login information provided in the email.

Once you have successfully logged into IPT using the default login information, your name should appear in the middle of the page

Case Western Reserve University
Logged in: **Henrietta Jones**

IPT LOG IN

We strongly suggest using your CWRU ID (*abc123*) and password for IPT. Once you have successfully changed your user name and password, you will then have full access to IPT. Your password is case sensitive and allows for spaces, numbers, and special characters.



The screenshot shows the IPT login interface for Case Western Reserve University. At the top left is the university logo and name. The top right shows the user is logged in as 'Henrietta Jones supervisor' with a 'Logout' link. Below this is a section titled 'Change account login information:' containing three input fields: 'New Login Name' (with 'hpj555' entered), 'New Password' (with masked characters), and 'Confirm New Password' (with masked characters). A 'Save' button is located below the fields.

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

If you ever forget your password or username, don't worry – simply call or email our office and we'll reset it to default log in information. You won't lose any data in your account if this happens.

STUDENT HOME PAGE

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

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

Case Western Reserve University
Logged in: Jane Spartan
Student

Logout | Help

Home Student Detail Agency List

My Forms

Change Password

Welcome to Intern Placement Tracking

Learning Contracts Due

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

Professional Development Opportunities

Professional Development Training will be held from 12:50 to 1:50 on the following dates.

September 9, 2014
September 11, 2014
September 16, 2014
September 18, 2014
October 8, 2014

This area will be an important method of communication between you and our office, so it will be important to review it periodically.

The forms page will provide ongoing access to your learning contract.

Click here to change your password.

STUDENT DETAIL PAGE

The Student Detail tab holds your individual profile. You will find that some of the fields have already been filled in for you based upon your SIS information. Review this information and make any necessary revisions. You may also upload a copy of your resume and a picture here. Be sure to save any changes.

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

Case Western Reserve University
Logged in: Jane Spartan Student
[Logout](#) | [Help](#)

[Home](#) **Student Detail** [Agency List](#)

[CSWE Statistics](#) | [Forms](#) **Upload Picture**

Student Detail: Jane Spartan

Group: Test Group

Last Name:
First Name:
Street Address:
City, State Zip:

Birthdate (yyyy-mm-dd):

Picture Not Available

Student ID Number: 100200

Resume [View](#)

Year Entered Program	2013	Geographic Location	County Cuyahoga	State OH
Program	Full Time			
Sequence	Advanced Standing	Advanced Standing Type	18 month	
Degree Seeking	MSSA			
Semester Entered	Fall	Current Field Period	602	

STUDENT DETAIL PAGE

The information contained on this page is only visible to the Field Education staff and your individual Field Instructor or Task Supervisor. We have only solicited information from you that we believe will facilitate the matching process and assist us in meeting your educational needs. Your detail page includes your basic demographic information, student status, agency preferences, and placement assignments.



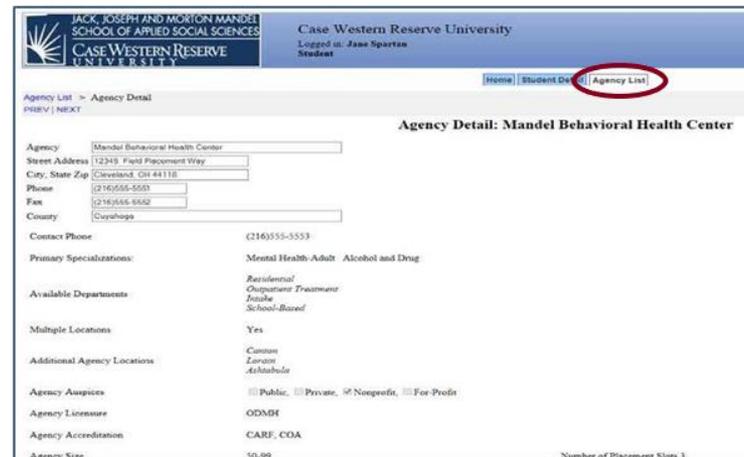
SELECTING AGENCIES

The first step of the placement process is to choose the agencies that you are most interested in scheduling interviews with. Open the “Agency List” tab to reveal a listing of all field placement agencies. Scroll through the list of agencies; click through those that interest you to learn more about them. You will choose three agencies in this process.

The “Agency Detail” page provides general information regarding the agency. Review the information on this page carefully, as it will help you in making decisions about which agencies to schedule interviews. It will also provide information regarding the number of field placements slots available.



The screenshot shows the top navigation bar of the Case Western Reserve University website. The header includes the university logo and name, and the user is logged in as Jane Spartan, a Student. The navigation menu includes Home, Student Detail, and Agency List, with Agency List circled in red. Below the navigation bar, there is a search bar and a list of agencies. The Agency List is titled "Agency List" and includes a link to "A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ". The list of agencies includes: (LMN) Lake Health, Legal Aid Society, Mandel Behavioral Health Center (highlighted), May Dugan Multi-Service Center, Menorah Park Centers for Senior Living, Montefiore Home, Murtis Taylor Human Services Systems, Network of Victims Assistance (NOVA), New Directions, Inc., and Nova Behavioral Health.



The screenshot shows the Agency Detail page for Mandel Behavioral Health Center. The header includes the university logo and name, and the user is logged in as Jane Spartan, a Student. The navigation menu includes Home, Student Detail, and Agency List, with Agency List circled in red. The page title is "Agency Detail: Mandel Behavioral Health Center". The page contains the following information:

Agency:	Mandel Behavioral Health Center
Street Address:	12345 Field Placement Way
City, State Zip:	Cleveland, OH 44118
Phone:	(216)555-5555
Fax:	(216)555-5552
County:	Cuyahoga
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, Ashland
Agency Assurances:	<input type="checkbox"/> Public, <input type="checkbox"/> Private, <input checked="" type="checkbox"/> Nonprofit, <input type="checkbox"/> For-Profit
Agency Licensure:	ODMHP
Agency Accreditation:	CARE, COA
Agency Size:	50-99

Number of Placement Slots: 3

AGENCY DETAIL PAGE

Provide Evidence Based Practice Models	Yes																																				
List Evidence Based Practice models	<i>Motivational Interviewing</i> <i>Cognitive Behavioral Therapy</i>																																				
Learning Opportunities for Students (MSSA/MNO)	<table><tr><td><input type="checkbox"/> Administration</td><td><input type="checkbox"/> Legislation & Policy</td></tr><tr><td><input checked="" type="checkbox"/> Advocacy</td><td><input type="checkbox"/> Marketing</td></tr><tr><td><input checked="" type="checkbox"/> Assessment/Diagnosis</td><td><input type="checkbox"/> Needs Assessment</td></tr><tr><td><input type="checkbox"/> Budget Analysis & Development</td><td><input type="checkbox"/> Policy Analysis</td></tr><tr><td><input checked="" type="checkbox"/> Case Management</td><td><input type="checkbox"/> Program Development</td></tr><tr><td><input type="checkbox"/> Community Assessments</td><td><input type="checkbox"/> Program Evaluation</td></tr><tr><td><input type="checkbox"/> Community Development</td><td><input checked="" type="checkbox"/> Referral Services</td></tr><tr><td><input type="checkbox"/> Community Organizing</td><td><input type="checkbox"/> Research</td></tr><tr><td><input checked="" type="checkbox"/> Counseling</td><td><input checked="" type="checkbox"/> Screening /Triage</td></tr><tr><td><input checked="" type="checkbox"/> Crisis Intervention</td><td><input type="checkbox"/> Social Entrepreneurship</td></tr><tr><td><input type="checkbox"/> Fund Raising</td><td><input checked="" type="checkbox"/> Strategic Planning</td></tr><tr><td><input type="checkbox"/> Governance & Leadership</td><td><input type="checkbox"/> Supervision & Management</td></tr><tr><td><input type="checkbox"/> Grant Writing</td><td><input checked="" type="checkbox"/> Termination</td></tr><tr><td><input checked="" type="checkbox"/> Group Work</td><td><input checked="" type="checkbox"/> Therapy</td></tr><tr><td><input type="checkbox"/> Human Resources</td><td><input checked="" type="checkbox"/> Training & education</td></tr><tr><td><input checked="" type="checkbox"/> Intake</td><td><input checked="" type="checkbox"/> Treatment Planning</td></tr><tr><td><input checked="" type="checkbox"/> Inter-Disciplinary Collaboration</td><td><input type="checkbox"/> Treatment Reviews</td></tr><tr><td></td><td><input type="checkbox"/> Other</td></tr></table>	<input type="checkbox"/> Administration	<input type="checkbox"/> Legislation & Policy	<input checked="" type="checkbox"/> Advocacy	<input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Assessment/Diagnosis	<input type="checkbox"/> Needs Assessment	<input type="checkbox"/> Budget Analysis & Development	<input type="checkbox"/> Policy Analysis	<input checked="" type="checkbox"/> Case Management	<input type="checkbox"/> Program Development	<input type="checkbox"/> Community Assessments	<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Referral Services	<input type="checkbox"/> Community Organizing	<input type="checkbox"/> Research	<input checked="" type="checkbox"/> Counseling	<input checked="" type="checkbox"/> Screening /Triage	<input checked="" type="checkbox"/> Crisis Intervention	<input type="checkbox"/> Social Entrepreneurship	<input type="checkbox"/> Fund Raising	<input checked="" type="checkbox"/> Strategic Planning	<input type="checkbox"/> Governance & Leadership	<input type="checkbox"/> Supervision & Management	<input type="checkbox"/> Grant Writing	<input checked="" type="checkbox"/> Termination	<input checked="" type="checkbox"/> Group Work	<input checked="" type="checkbox"/> Therapy	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Training & education	<input checked="" type="checkbox"/> Intake	<input checked="" type="checkbox"/> Treatment Planning	<input checked="" type="checkbox"/> Inter-Disciplinary Collaboration	<input type="checkbox"/> Treatment Reviews		<input type="checkbox"/> Other
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<input type="checkbox"/> Community Assessments	<input type="checkbox"/> Program Evaluation																																				
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<input type="checkbox"/> Grant Writing	<input checked="" type="checkbox"/> Termination																																				
<input checked="" type="checkbox"/> Group Work	<input checked="" type="checkbox"/> Therapy																																				
<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Training & education																																				
<input checked="" type="checkbox"/> Intake	<input checked="" type="checkbox"/> Treatment Planning																																				
<input checked="" type="checkbox"/> Inter-Disciplinary Collaboration	<input type="checkbox"/> Treatment Reviews																																				
	<input type="checkbox"/> Other																																				
Agency Transcript Codes	300 Hours B001																																				
Agency Transcript Codes																																					
Agency Transcript Codes																																					
Agency Web Site:	<input type="text" value="www.mandelbhc.org"/>																																				
Description of Agency	<p>Mandel Behavioral Health Center (Mandel BHC) has been providing comprehensive, compassionate mental health services to individuals of all ages since 1970. At Mandel BHC, we begin with a thorough examination of the problems, then therapist and client work together to develop a plan for change and put it into practice. Our therapists and behavioral specialists take an active part in the counseling, helping clients to understand the difficulties they encounter, sharing their expertise, and providing support. Clients can expect to take home information and skills that are useful in daily life.</p>																																				
View in printable form																																					
Add Preference																																					

Toward the bottom of the “Agency Detail” page, you will find a brief agency description and a link to the agency’s web page. Learn as much about the agency as you can. If the Agency interests you and you would like to schedule an interview, click the link “Add Preference”. The selected agency will automatically be added to your “Student Detail” page.

STUDENT DETAIL PAGE

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

Case Western Reserve University
Logged in: Jane Spartan
Student

Home Student Detail Agency List

CSWE Statistics | Forms | Upload Picture

Student Detail: Jane Spartan

Save Birthdate (yyyy-mm-dd)

Group: **Test Group**

Last Name: Spartan
First Name: Jane
Street Address: 555 Gilmore Drive
City, State Zip: Cleveland, Ohio 44106

Student ID Number: 100200
Resume: [View](#)

Year Entered Program: 2013 Geographic Location: County Cuyahoga State OH
Program: Full Time
Sequence: Advanced Standing Advanced Standing Type: 18 month
Degree Seeking: MSSA
Semester Entered: Fall Current Field Period: 602
Specialization: CYF Student Currently Placed: No

Agency Preferences
1 Mandel Behavioral Health Center [Down](#) [Delete](#)

Field Assignments:

Semester	Agency	Field Instructor	Phone Number	Codes
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The three agencies you select will be listed on your Student Detail Page. You may change the order of the agencies according to your preference.

Your chosen agencies will be approved by your Field Advisor, who will then provide you with times to contact each for an interview. Agencies have different application requirements, so be sure to review that information as well.

Your final Field Placements will be shown under Field Assignments on your Student Detail Page.

MY FORMS

Access the Forms page from the Student Home page and from the Student Detail Page:

The image shows two screenshots of the Case Western Reserve University student portal. The top screenshot is the Student Home page, featuring a navigation bar with 'Home', 'Student Detail', and 'Agency List' buttons. A 'My Forms' button is circled in red. Below the navigation bar, there are sections for 'Learning Contracts Due' and 'Professional Development Opportunities'. The bottom screenshot is the Student Detail page for Jane Spartan, showing a form with fields for Last Name, First Name, Street Address, and City, State Zip, along with a 'Save' button and a 'Picture Not Available' placeholder. The 'Forms' link in the navigation bar is also circled in red.

Learning Contract Reminders

- Completion of the learning contract is your responsibility after your Field Instructor assigns the tasks
- All members of your educational team will have access to the same document in real time
- The learning contract can be revised or amended any time by any member of your educational team
- Goals and objectives on the learning contract should be realistic, attainable and measurable
- Electronic signatures are permitted

MY FORMS

This is your “Form List”. It shows what forms you have been assigned to complete. You will receive a new learning contract at the start of each field period.

Click “View” allows you to view the form. Click on the tick box to hide completed forms.

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

Case Western Reserve University
Logged in: Jane Spartan
Student (preview) (readonly)

Home Student Detail Agency List

Home > Form List

Online Forms List For: Jane Spartan

Hide Completed Forms

[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View 603 DP Learning Contract and Evaluation	603	<input checked="" type="checkbox"/> Spartan, Jane	new **		Student	2014-07-28	2014-12-15

MY FORMS

You will be the first signer of the form, so you once you start your form, it will be viewable. If the form has never been viewed, the status will be “new”. If you have viewed the form but not submitted it, the status will be “active”. After you electronically sign and submit the form, the status will be “complete”.

View	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
	603 DP Learning Contract and Evaluation	603	☑ Spartan, Jane	new **		Student	2014-07-28	2014-12-15

View	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
	603 DP Learning Contract and Evaluation	603	☑ Spartan, Jane	new **		Student	2014-07-28	2014-12-15

The “Signed” and “Waiting For” columns indicate who is next in line to sign and submit the form. The “Due Date” column indicates the date by which you must sign and submit your learning contract to your Field Faculty Advisor.

THE LEARNING CONTRACT

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

The first section of the document indicates the due date at the end of the field period. The next section is the signature box in the middle of the document where the parties indicate participation in the field conference. The signature can occur subsequent to the actual date of the field conference. General student, field placement and program data follow the signature box.

THE LEARNING CONTRACT: ADDING TEXT

As you move through the learning contract, there are sections that will require text. Click the icon under the assignment to open the text editor.

SAVE WORK

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

Orientation to the Agency

II. Educational Plan: Identify your educational goals and objectives.

III. Assignment #1:

Assignment #2:

Assignment #3:

Assignment #4:

Assignment #5:

Assignment #6:

Edit Text

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

Type the text into the window; click “Save” to save and continue, or “Save and Close” to submit the text into the document. You and your Field Instructor can edit any information in the document prior to final submission. Even though your answers will be locked once you submit the form, the learning contract is considered a “living document”, meaning it can and should be revised and amended as often as necessary throughout your placement. To make changes to your submitted contract, contact your Field Faculty Advisor to reopen the document.

STUDENT RATINGS

To evaluate your performance at the end of the field period, you will complete the student ratings.

Evaluation and Narrative ratings are required for each of the ten competencies. These ratings can only be accessed by you, the student.



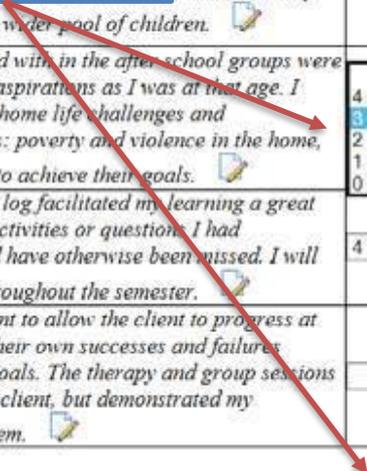
EVALUATION RATING

IDENTIFY AS A REFLECTIVE PROFESSIONAL SOCIAL WORKER-603

4 3	Demonstrates high levels of competence Demonstrates competence	2 1	Developing competence Demonstrates inconsistent competence	0	Does not demonstrate competence	RATING	
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)	Student	Field Instructor		
1. Utilizes strengths, weaknesses in order to comply with the mission and values of the organizational structure.	1,3,5	<i>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</i>	<i>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</i>	2	3		
2. Recognizes the contributions of skills, knowledge, values and resources through professional collaboration.	1,2,3	<i>the range of services offered by the agency</i>	<i>based services to better serve a wider pool of children.</i>	3	3		
3. Understands individual biases and vulnerabilities with a reflective awareness of their impact on practice.		<i>I recognize that I have never worked with a delinquent teen population. There are certain assumption I have made about their lifestyle and behavior that are different from my own experiences. I will gain greater awareness regarding my biases and assumptions while working with this population.</i>	<i>I learned that the teens I worked with in the after school groups were very similar in their goals and aspirations as I was at that age. I realize that many of them have home life challenges and environmental barriers, such as: poverty and violence in the home, that interfere with their ability to achieve their goals.</i>	4 3 2 1 0	2		
4. Seeks and utilizes appropriate supervision and consultation to enhance social work practice.	5,6	<i>I will ensure I meet with my Field Instructor each week to review my progress. I will maintain a weekly log of activities to discuss during supervision.</i>	<i>I learned that keeping a weekly log facilitated my learning a great deal. There were a number of activities or questions I had throughout the week that would have otherwise been missed. I will continue to maintain the log throughout the semester.</i>	4	3		
5. Respects the mutual impact of the change process on workers and clients.	2,3,4	<i>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>	<i>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.</i>		2		

SAVE WORK

To rate your tasks, click on the button to 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. These quantitative ratings will be averaged in the next section.



NARRATIVE RATING

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

Student ratings also include a narrative summary. Both you and your Field Instructor must summarize your mastery of each competency. Your average numerical rating will be reflected in the student section of the narrative evaluation and the Field Instructor's average numerical rating will be reflected in the Field Instructor section.

TO BE COMPLETED BY STUDENT

This ability relates to the development of my professional identity, more so than I was previously. I am now more cognizant of myself. The assignment most applicable to this ability is working with individuals and groups. I feel clients look to me for answers and I have the knowledge or skills to help in a way that is most useful to my clients. This was 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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- Assess the student's performance with respect to this ability.

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

During the initial orientation period, the student struggled to find her own identity within the organization and understand the full scope of services delivered by the agency. As time progressed, she became more knowledgeable about the organization. The student was very proactive in scheduling interviews with key program directors within the organization. Feedback I received from the managers stated she was very professional and inquisitive about the organization. She made a very good impression once she was able to overcome her initial anxiety about initiating contact.

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

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

The final section of the learning contract sums your ratings and your Field Instructor's ratings for each competency. It also provides space for a final statement to be added by each of you.

Student Comments:

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

Field Instructor Comments:

Jane did a great job this semester. She is beginning 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

Note: You must click on the SAVE button to save any information entered or changed on this page.

CLOSE

SAVE

[Printable Version](#)

When you have finished the evaluation, sign and submit the form. Members of your team will have access to only their own signature line. The signature box is outlined in blue; click in the box to provide yours. This electronic signature is legally valid.

You will have to fill in every text field of the learning contract in order to submit it, even if you have no response. If you have nothing to say, just write "N/A" or "no response". If you missed any questions or text fields, you will be prompted to complete them. You may also print your contract at this time.

QUESTIONS?

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

