Intern Placement Tracking (IPT) Overview

Students
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 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.
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.
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.

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.

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.
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.

Upload resume

Upload picture
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.
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.
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:

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
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.
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”.

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/Evaluation will be completed accurately and in its entirety and submitted to the Field Education Department for assessment and review by the date of ___________. Failure to do so may result in a grade of “No Pass.”

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.
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.

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.
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.
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.
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.

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