

Intern Placement Tracking (IPT) Instructions

For field instructors

Logging in:

1. Go to runipt.com
2. Organization ID: UISSW
3. Username and password will be provided to you via email

THE UNIVERSITY OF IOWA
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University of Iowa School of Social Work

Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

[Clear Organization Id](#)

Change Password:

Once logged in, you will be prompted to change your username and password. Please use your full name as your username. Example: Jane Doe

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Logged in: AAA AAA
Student

[Logout](#)

Change account login information:

New Login Name

New Password

Confirm New Password

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For field instructors

Field Instructor Homepage:

From the homepage, you can access,

1. Field Instructor detail: contains all of your personal information
2. Change password: allows you to modify your current password
3. If you are the person in charge of your agency page, you will also have a tab that says “Agency Detail.” You can toggle between the tabs to see the different profiles.


The screenshot shows the user interface of the Intern Placement Tracking (IPT) system. At the top, there is a red header bar. On the left, the University of Iowa logo is displayed with the text "THE UNIVERSITY OF IOWA" and "Be remarkable" below it. To the right of the logo, the text reads "University of Iowa School of Social Work", "Logged in: AAA AAA", and "FI or supervisor". On the far right of the header, there are links for "Logout" and "Help". Below the header, there is a navigation bar with two tabs: "Home" and "Field Instructor Detail". A circled number "1" with an arrow points to the "Field Instructor Detail" tab. Below the navigation bar, the text "Welcome to Intern Placement Tracking" is displayed. On the left side, there is a grey button labeled "Change Password" with a circled number "2" and a downward arrow pointing to it. At the bottom right of the page, there is a footer with the text "Intern Placement Tracking (c) 2000 - 2012 by Alcea Software (010510)".

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For field instructors

Updating your personal information

Please fill in your information. Don't forget to hit SAVE each time you update your page.



University of Iowa School of Social Work
Logged in: AAA AAA
FI or supervisor

Logout | Help

Be remarkable

Home | Field Instructor Detail

Home > Field Instructor Detail
[Upload Picture](#)

Field Instructor Detail: AAA AAA

Save









Last Name	AAA	Phone	
First Name	AAA	Fax	
Street Address		Cell	
Address Cont.			
City, State ZIP			
Email			
<input type="checkbox"/> MSW			
<input type="checkbox"/> BSW			
Agency			
MSW Year Awarded:			
BSW Year Awarded:			
UI SSW Alumni:	<input type="checkbox"/>		
License:			
Other Credential:			
Campus Location:			
Role:			
Resume on file:	<input type="checkbox"/>		
Resume/CV			
Date of Most Recent Resume/CV:			
Current Position Title:			
Current Place of Employment:			

Intern Placement Tracking (IPT) Instructions

For field instructors

How to view/edit your student's learning contract:

1. How to view learning contract from field instructor view?
2. Once you have accessed the learning contract, scroll down to view the different competencies required. Each student will have their learning contract filled in with multiple learning activities to fulfill each competency (view example below).
3. If you have questions about how the learning agreement is structured, sections "Social Work Competencies" and "Learning Contract Instructions" at the top of the page give a detailed explanations.

Student			Competency 1: Identify as a professional social worker and conduct oneself accordingly	Instructor(s) Score*
Unmet	In Progress	Met		
			<i>Practice Behaviors (Below)</i>	
			1a. Advocates for client access to the services of social work.	<input type="checkbox"/>
			1b. Practices personal reflection and self-correction to assure continual professional development.	<input type="checkbox"/>
			1c. Attends to professional roles and boundaries.	<input type="checkbox"/>
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	<input type="checkbox"/>
			1e. Develops a plan for career-long learning.	<input type="checkbox"/>
			1f. Uses supervision and consultation.	<input type="checkbox"/>
			<i>Learning Activities:</i> [label which practice behavior this supports 1a - 1f]	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dress professionally every day- 1d 	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Intern Placement Tracking (IPT) Instructions

For field instructors

How to complete the end of the year evaluation:

- View the student's self-reported progress on learning activities. You will see this in the left-hand columns.
 - *If you are supervising an MSW advanced practicum student, make sure you select the correct semester from the drop down menu on the far left column (not shown below).
- After reviewing the student's self-reported progress on learning activities, give a rating for each competency and practice behavior, noting Competency 10 has additional sub-competencies.
 - *You can rate the student on a scale of 1-5. To see information about scoring, scroll up and read sections "Monitoring Activities and Rating Behaviors/Competencies" and "End of Term Evaluation Process."

Student			Competency 1: Identify as a professional social worker and conduct oneself accordingly	Instructor (s) Score* 3
Unmet	In Progress	Met		
			<i>Practice Behaviors (Below)</i>	
			1a. Advocates for client access to the services of social work.	3
			1b. Practices personal reflection and self-correction to assure continual professional development.	4
			1c. Attends to professional roles and boundaries.	3
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	3
			1e. Develops a plan for career-long learning.	3
			1f. Uses supervision and consultation.	4
		x	<i>Learning Activities:</i>	
		x	1a, 1d- Discuss with Exec. Director agency policy for accepting clients.	
		x	1a, 1d- Interview two social workers in the community to identify client populations that are underserved.	
		x	1a, 1d- Attend monthly meetings of the Community Council to assist with planning the needs assessment for services among diverse persons in Johnson County. (also applies to 8a & 9a)	
		x	1b- Keep a list of observations about others' professional behavior throughout the semester, identifying both positive and negative conduct, and use this to evaluate my professional behavior.	
		x	1c, 1f. At weekly supervision, discuss my supervisor's observations of my professional behavior.	
		x	1c, 1f. Videotape my conducting at least 3 client interviews and review it with my supervisor and another professional to receive constructive feedback. (also applies to 10b,c,d,j,l,m)	
		x	1b, 1f. During weekly supervision, discuss my personal reactions to observed client issues and brainstorm resolution strategies for the client and for me, if appropriate. (also applies to 2a)	
		x	1e- Identify professional journals or associations that will support my learning after graduation	

Intern Placement Tracking (IPT) Instructions

For field instructors

How to complete the end of the year evaluation: (continued)

1. Scroll down to “Term Evaluation and Validation.”
*If you are supervising an MSW advanced student, make sure you pay attention to if you are filling out the fall or spring section.
2. Assign a grade recommended grade.
3. Look to see if the student’s recorded contact hours in placement match your estimations.
4. Complete the narrative assessment in the box provided when clicking on “Field Instructor Comments”, answering the listed three questions pertaining to the student’s performance and professional development.
5. Insert your Social Work degree or license, if applicable.
6. Sign the form electronically.
7. Make sure to save when finished.

Term Evaluation & Validation

Recommended Grade (select):

Number of Registered Credits:

Foundation Practicum: 3 credits = 240 hours


Field Experience: 8 credits = 450 hours

Total Hours of Fieldwork Logged:

Submission of timesheet is not required

In evaluating the student’s abilities and performance during practicum, please address the following questions in the space provided.

1. What were some of the most substantive activities and assignments that the student completed while in practicum with you?
2. What are some of the strengths and particular abilities that the student demonstrated during placement that you believe will assist them in being an effective social worker?
3. What suggestions do you have that would assist the student in their further professional development?

Field Instructor Comments: 

Task Supervisor Comments:

Student Comments:

Signatures

Student: ([Student - name]):

Field Instructor (SW degree or license): ([Field Instructor - name]): [Click to sign Completed Document](#)

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

SSW Coordinator: ([SSW Coordinator - name]):

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.