

# Intern Placement Tracking (IPT) Instructions

For students

## Logging in:

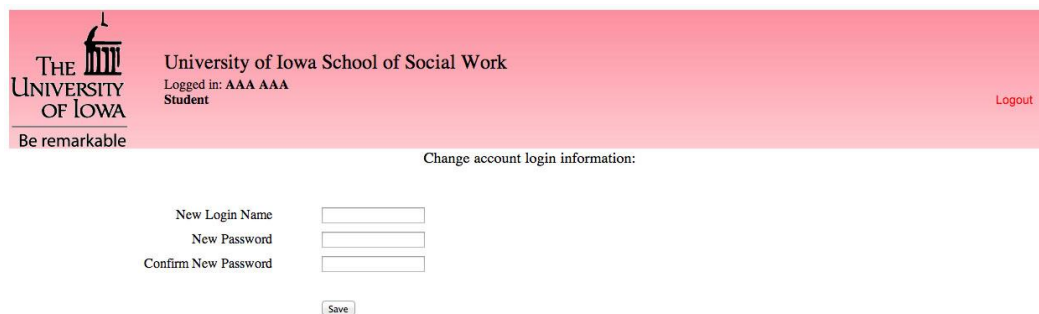
1. Go to [www.runipt.com](http://www.runipt.com)
2. Organization ID: UISSW
3. Username and password will be provided to you via email



The screenshot shows the login interface. At the top left is the University of Iowa logo with the text "THE UNIVERSITY OF IOWA" and "Be remarkable". To the right, it says "University of Iowa School of Social Work". The main heading is "Please Login to Ipt:". Below this is a note: "Note: The following information is UPPPER / lower case sensitive." There are three input fields: "Organization ID" (with "uissw" entered), "User Name", and "Password". A link "Forgot your username or password?" is below the password field. A "Login" button is at the bottom center. A "Clear Organization Id" link is at the bottom right.

## Changing your Password:

1. Once logged in, you will be prompted to change your username and password. Please use your full name as your username. Example: Jane Doe
2. Set a unique password which you will remember. If you forget, contact your center's administrator to reset it to the default access information.



The screenshot shows the password change interface. At the top left is the University of Iowa logo with the text "THE UNIVERSITY OF IOWA" and "Be remarkable". To the right, it says "University of Iowa School of Social Work". Below this, it says "Logged in: AAA AAA Student". A "Logout" link is at the top right. The main heading is "Change account login information:". There are three input fields: "New Login Name", "New Password", and "Confirm New Password". A "Save" button is at the bottom center.

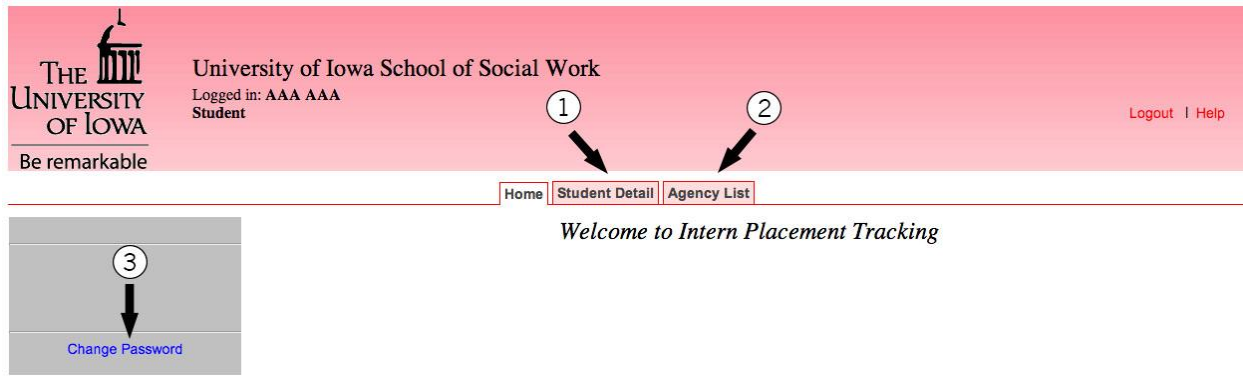
# Intern Placement Tracking (IPT) Instructions

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## Student Homepage:

From the homepage, you can access,

1. Student Detail: contains all of your personal information
2. Agency List: contains all agencies available for practicum opportunities
3. Change password: allows you to modify your current password




# Intern Placement Tracking (IPT) Instructions

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## Student Detail Tab:

1. Please complete all your personal information, including your current mailing address and phone number
2. Please upload a picture
3. Your field coordinator will be added automatically for you
4. Make sure to hit SAVE each time you update your page



University of Iowa School of Social Work  
Logged in: AAA AAA  
Student

Logout | Help


Be remarkable

Home Student Detail Agency List

Home > Student Detail  
CSWE Statistics | Upload Picture

### Student Detail: AAA AAA

Save

Last Name	AAA	Phone	
First Name	AAA	Cell	
Street Address		Birthdate (yyyy-mm-dd)	
City, State ZIP		Field Coordinator	
UI Email		Graduation Date (yyyy-mm)	
Emergency Contact			
Emergency Phone			
Home Street Address			
Home City, State ZIP			
Student ID			
Student ID:			
MSW Standing:			
MSW Advanced Concentration :			
Skills you would like to learn:			

# Intern Placement Tracking (IPT) Instructions

For students

## Student Detail Tab (continued):

Fill out information about skills, population and agency setting preferences, optimal learning environment, special considerations, work history, and education history so that field faculty and staff can better assist you with identifying placements.

The screenshot shows a web browser window with the URL <https://www.alceasoftware.com/web/stdetail.php?uid=0>. The page contains several form fields and instructions:

- MSW Standing:** A dropdown menu.
- MSW Advanced Concentration:** A dropdown menu.
- Skills you would like to learn:** A text area with an arrow pointing to the instruction: "Please list the skills you would like to learn during your field placement."
- Population & agency setting preferences:** A text area with an arrow pointing to the instruction: "Indicate any population/agency setting preferences that you have. Please note if you are completing a certificate or area of study that pertains to your placement selection."
- Describe optimal learning environment:** A text area with an arrow pointing to the instruction: "In terms of agency culture, please describe your optimal learning environment. Examples: Structured, fluid/evolving, rigorous, supportive, directive, etc."
- Considerations (ex: need nights/wkends):** A text area with an arrow pointing to the instruction: "Please list any other considerations or unique circumstances which affect your ability to accept a placement. Examples: the need for nights/weekend, limited or no personal transportation, specific geographic locations, etc."
- Please describe your work history:** A text area with an arrow pointing to the instruction: "Include organization/agency; duty and length of position."
- Education (degrees, school, years):** A text area with an arrow pointing to the instruction: "List your previous and current education here."

# Intern Placement Tracking (IPT) Instructions

For students

## Agency List:

1. Click on A-Z to produce a full list of available agencies
2. Click on an agency to see detailed information

The screenshot shows the IPT interface. At the top left is the University of Iowa logo and the text 'University of Iowa School of Social Work'. Below this, it says 'Logged in: Emily Urben Field Director'. On the top right, there are links for 'Logout | Help | Forum (New Posts)'. A navigation bar contains buttons for 'Home', 'Agency List', 'Field Instructor List', 'Student List', 'Group List', 'Reports', and 'Admin List'. Below the navigation bar, there are links for 'Add New Agency | Show Inactive | Sort | Search'. The main heading is 'Agency List', with a sub-menu containing 'A-Z', 'AAB', 'CDE', 'FGH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', and 'XYZ'. An arrow points to the 'A-Z' link. Below the sub-menu is a list of agency names, each followed by a right-pointing arrow icon. The list includes: 6th Judicial District Department of Correctional Services, 6th Judicial District Department of Correctional Services, Aging Services Inc., AIDS Project, Alzheimer's Association, American Friends Service Committee, Ankeny Public School, Area Substance Abuse Council, Avera Behavioral Health, Avera McKennan Hospital and University Health Center, Avera Sacred Heart Hospital, Berryhill CMHC, Bethany Christian Services, Bidwell Riverside Center, Big Brothers Big Sisters of Johnson County, Big Brothers Big Sisters of Muscatine County, Boys and Girls Home and Family Services, Inc., Boys Town, Brain Injury Alliance of Iowa, Broadlawns Medical Center - Crisis Team/In-Patient Psych, Broadlawns Medical Center - Medical Social Work, Burgess Mental Health, Calvin Community, Capstone Behavioral Health, Cass MHC, Catholic Charities, Catholic Charities - Hispanic Ministries, Catholic Charities - Pregnancy and Adoption Services, and Catholic Charities - Therapy.

# Intern Placement Tracking (IPT) Instructions

For students

## Agency Profile:

Once you click on an agency, you will be able to familiarize yourself with the agency and view the primary contact's information to get in touch with them if you are interested.

The screenshot shows a web browser window with the URL <https://www.alceasoftware.com/web/agdetail.php?uid=702>. The page title is "Ipt Agency Detail". The navigation menu includes "Home", "Student Detail", and "Agency List". The breadcrumb trail is "Agency List > Agency Detail".

### Agency Detail: Big Brothers Big Sisters of Johnson County

Agency	Big Brothers Big Sisters of Johnson County	Location Code	Iowa City Campus
Street Address	3109 Old Hwy 18 South	<input checked="" type="checkbox"/> MSW staff/vol	<input checked="" type="checkbox"/> BSW staff/vol
Address Cont.		Primary Classification	Family Services
City, State ZIP	Iowa City, IA 52246	Secondary Classification	Youth Services
Phone	(319) 337-2145		
Fax			
Program/Division			

Primary Contact & Title Jill Kromminga, Program Director      Email [jill@bbbsjc.org](mailto:jill@bbbsjc.org)

Alt. Contact & Title: Amanda Gallogly, LMSW  
Alt. Contact Email: [amanda-gallogly@uiowa.edu](mailto:amanda-gallogly@uiowa.edu)

Status: Active site  
Type(s) of Student Accepted: All Types  
Integrated or Family Centered: Both  
Accepting Students for Fall: Yes  
Accepting Students for Spring: Yes  
Accepting Students for Summer: Yes  
Employment-based placement possible: Yes  
Covered by agency's insurance: Yes  
Need UI Insurance Verification: No  
Background Check Required: Yes  
If so, who obtains the background check: Agency  
Allows felony background:  
If so, what is the waiting period:

# Intern Placement Tracking (IPT) Instructions

For students

## Agency Profile (continued):

If you scroll down to the second half of the page, you will see information describing the agency and what type of experience a student would have in a field placement at that agency, as well as their desired characteristics for students and any application instructions or site requirements.

Note: Please look at the “special procedures” section for instructions related to applying for a placement.

The screenshot shows a web browser window with the URL <https://www.alcesoftware.com/web/agdetail.php?uid=702>. The page title is "Ipt Agency Detail". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The form content is as follows:

Stipend or paid placement:

Physical space for student to work:

Most Recent Placement Term:

**Agency Description & Populations Served:**

Big Brothers Big Sisters of Johnson County mission is to provide an adult mentor to any child in Johnson County who wants and needs one. We do not have income guidelines though the majority of families served are low income. The children/youth range in age from 6 to 18. volunteers need to be 18 with no upper age limit.

**Learning Opportunity (skills/experience):**

"Hands on" student experiences are guaranteed. Interviewing/screening/orienting/training volunteers, Interviewing children and their families; we go to families' homes. We also provide group match activities which students are involved with. We also have a school based program so students working with us during the school year can have the experience of working in schools working with the School Buddy matches as well as working with school personnel.

If a student is interested in administration in a small non-profit experiences with Exec. Director and Community Relations staff can also be arranged.

This is a small non-profit so students experience the full range of activities; including help with the annual fundraiser: Bowl for Kids' Sake.

**Desired Student Characteristics:**

Curious, open, ability to work independently yet also collaborate. Good communicator, willingness to participate fully in agency activities.

**Special Procedures/Site Requirements:**

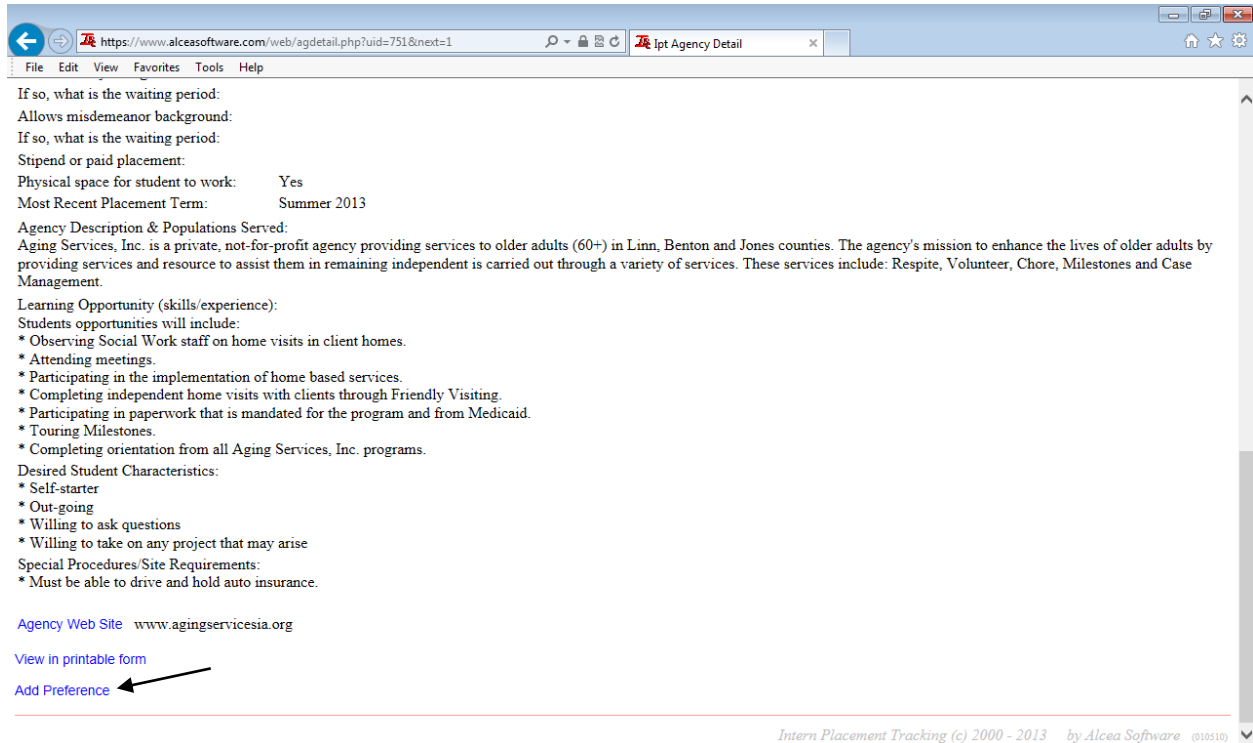
Our office is just outside of the Iowa City city limits so a student needs access to a car (unfortunately).

# Intern Placement Tracking (IPT) Instructions

For students

## Adding Agency Preferences:

1. Click on an agency profile you want to add as a preference
2. Scroll down to the very bottom of the page and select “add preference”



https://www.alceasoftware.com/web/agdetail.php?uid=751&next=1

ipt Agency Detail

File Edit View Favorites Tools Help

If so, what is the waiting period:  
Allows misdemeanor background:  
If so, what is the waiting period:  
Stipend or paid placement:  
Physical space for student to work: Yes  
Most Recent Placement Term: Summer 2013

Agency Description & Populations Served:  
Aging Services, Inc. is a private, not-for-profit agency providing services to older adults (60+) in Linn, Benton and Jones counties. The agency's mission to enhance the lives of older adults by providing services and resource to assist them in remaining independent is carried out through a variety of services. These services include: Respite, Volunteer, Chore, Milestones and Case Management.

Learning Opportunity (skills/experience):  
Students opportunities will include:  
\* Observing Social Work staff on home visits in client homes.  
\* Attending meetings.  
\* Participating in the implementation of home based services.  
\* Completing independent home visits with clients through Friendly Visiting.  
\* Participating in paperwork that is mandated for the program and from Medicaid.  
\* Touring Milestones.  
\* Completing orientation from all Aging Services, Inc. programs.

Desired Student Characteristics:  
\* Self-starter  
\* Out-going  
\* Willing to ask questions  
\* Willing to take on any project that may arise

Special Procedures/ Site Requirements:  
\* Must be able to drive and hold auto insurance.

Agency Web Site [www.aging-services-ia.org](http://www.aging-services-ia.org)

[View in printable form](#)

[Add Preference](#)

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# Intern Placement Tracking (IPT) Instructions

For students

## How to view and edit your preferences:

1. Make all your preference selections
2. Go to the "Student Detail" tab at the top to view your personal profile
3. Scroll to the bottom of your profile and look for "Agency Preferences"
4. Once there, you are able to view your preferences in order
5. If you would like to change the order of your preferences, use the "up" and "down" buttons
6. If you would like to delete a preference, use the "delete" button

### Agency Preferences



1	St. Luke's Medical Social Services	Down	Delete	
2	University of Iowa Hospitals and Clinics	Up	Down	Delete
3	Iowa KidsNet	Up	Delete	

### Field Assignments:

Placement Level	Agency	Field Instructor	Phone Number	Codes	Other Supervisor	Field Assignment 1	Field Assignment 2
BA Field							
MSW Foundation							
MSW Advanced							

Save

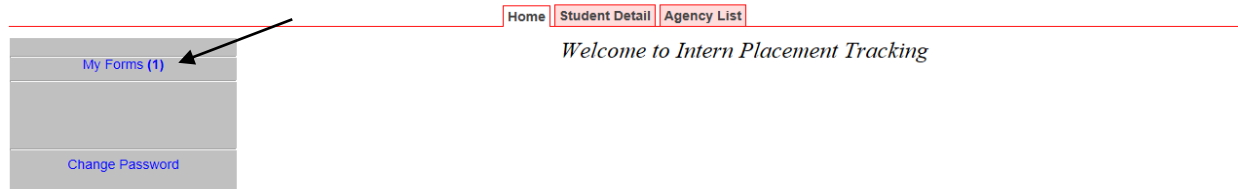
[View in printable form](#)

# Intern Placement Tracking (IPT) Instructions

For students

## How to complete an initial learning contract:

1. Go to “My Forms”



2. Once there, click on the blue “View” button on the left side of the screen.
3. Fill out the basic information such as name, agency, field instructor/task supervisor and their emails. Make sure to save your work.
4. Read the “Social Work Competencies” section “Learning Contract Instructions” for detailed explanations on how to fill your learning contract out.

Date of:  First site visit  Final site visit

Student Name:  Agency:

Field Instructor:  Instructor Email:

Task Supervisor:  Supervisor Email:

The Council on Social Work Education (CSWE) has established professional competencies that span the classroom and the field. During practicum, students must develop learning activities to demonstrate how they will achieve proficiency in each competency. Learning activities must be individualized using practice behaviors as abilities to strive toward.

### **Social Work Competencies**

The goal is for students to achieve proficiency in each competency and to find ways to integrate classroom knowledge with practice experiences focusing on the identified practice behaviors for each competency. With their field instructor and specific to their practicum agency, students develop learning activities that allow them to develop and demonstrate the outlined practice behaviors associated each competency. It may be helpful to think of the practice behaviors as core social work skills each student must develop and demonstrate in order to successfully complete his or her degree program.

### **Learning Contract Instructions**






1. Competencies are set in **bold type** and a range of practice behaviors are listed under each competency. Do not rewrite the competencies or the practice behaviors included.
2. Begin by brainstorming a list of activities and projects that the student and agency would like to engage in during the placement. Then examine where each would fit in demonstrating the required practice behaviors. Remember, this learning contract should reflect the educational desires of each student combined with the needs/interests of the agency. Every student's contract will be different.
3. Add at least one activity to meet each required practice behavior. This is the minimum expectation. Remember, the goal is to become competent in practicing specified professional behaviors; that may require more than one learning activity. *However, one activity may meet more than one practice behavior* (see sample learning activities on page 3).
4. Throughout placement, students are encouraged to add new activities. The learning contract is a “living document” that should be kept up-to-date and, ultimately, provides a record of what students did.

# Intern Placement Tracking (IPT) Instructions

For students

## How to complete an initial learning contract: (continued)

5. Next, scroll down to Competency 1 and begin filling in the learning activities that you plan to accomplish in your placement to fulfill the practice behaviors for this competency.
6. To do this, click on the paper and pencil icon to bring up a text box that you can write a learning activity in. To close each box when finished, press "Save and Close."
7. Complete the learning activities for each competency on the learning contract in this way.
8. If you are an advanced student, make sure to select which term you are filling this contract out for in the drop down column on the far left (not shown below).
9. Remember to click the "Save Work" button at the end of each competency section.




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.	▼
			1b. Practices personal reflection and self-correction to assure continual professional development.	▼
			1c. Attends to professional roles and boundaries.	▼
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	▼
			1e. Develops a plan for career-long learning.	▼
			1f. Uses supervision and consultation.	▼
			<i>Learning Activities:</i> [label which practice behavior this supports 1a - 1f]	
<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"/>		

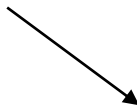
# Intern Placement Tracking (IPT) Instructions

For students

## How to complete the end of semester evaluation on the learning contract:

To complete your learning contract, select your progress for each learning activity. If you are an advanced student, make sure you are entering data for the correct semester by using the drop down menu on the far left column (not shown).

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="text"/>
			1b. Practices personal reflection and self-correction to assure continual professional development.	<input type="text"/>
			1c. Attends to professional roles and boundaries.	<input type="text"/>
			1d. Demonstrates professional demeanor in behavior, appearance, and communication.	<input type="text"/>
			1e. Develops a plan for career-long learning.	<input type="text"/>
			1f. Uses supervision and consultation.	<input type="text"/>
			<i>Learning Activities:</i> [label which practice behavior this supports 1a - 1f]	
<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 students

## How to complete the end of semester evaluation on the learning contract: (continued)

1. Scroll down to the bottom of the learning contract until you reach “Term Evaluation and Validation.”
2. If you are an advanced student, make sure to pay attention to if you are filling out the “Fall Evaluation and Validation” or “Spring Evaluation and Validation” section according to the semester.
3. Be sure to record site visit dates
4. Enter the number of registered credits and the total hours completed in placement
5. Make sure to save your work
6. Complete a self-assessment in the narrative box answering the three listed questions, pertaining to your performance and professional development.
7. Sign the form electronically- make sure you are completely done with this because after you sign it, it will be locked!
8. Remember to save your work

**Term Evaluation & Validation**

Recommended Grade (select):

Number of Registered Credits:  Total Hours of Fieldwork Logged:   
*Foundation Practicum: 3 credits = 240 hours*      *Submission of timesheet is not required*  
*Field Experience: 8 credits = 450 hours*

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)*: [Click to sign Completed Document](#)

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

Task Supervisor (if applicable) : *(Task Supervisor Name)*: [Click to sign Completed Document](#)

SSW Coordinator: *(SSW Coordinator Name)*: [Click to sign Completed Document](#)

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.