

Intern Placement Tracking System (IPT) Faculty Consultant Tutorial



Before you begin:

The [*Intern Placement Tracking System \(IPT\)*](#) is an online database system used by the Office of Field Education at the School of Social Work. IPT is used to ease Students' progress throughout practicum and minimize paperwork. Students complete required forms on IPT in consultation with Faculty Consultants and Field Instructors in order to meet practicum requirements.

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Log in



King's University College

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](#)



Log in

- Go to IPT [here](#) (or via the side bar in your owl account)
- Enter the Organization ID: kings
- A username and password will be provided at the Practicum Launch



Change password

 King's University College
Logged in: Sallie Smith
Student (preview) (readonly) [Logout](#) | [Help](#)

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

[Home](#) > [Change Password](#)

Change account login information

Current Password	<input type="password"/>
Login Name	<input type="text" value="ssmith@uwo.ca"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
<input type="button" value="Submit"/>	



Change password

- Once logged in, you will be prompted to change the username and password.
- Use your work email as a permanent username.
- Set a unique password you will remember.
- *If* you forget your password, please contact the Office of Field Education for a reset



Navigate: Home

King's University College
Logged in: John Doe
Faculty Consultant (preview) (readonly) Logout | Help | Forum (New Posts)

Home | Field Instructor List | Student List

Welcome to Intern Placement Tracking

My Forms (5)
Change Password

Service Agreement Privacy Policy Interns Placement Tracking (c) 2000 - 2016 by Alcea Software 010110



Home

- From the homepage you can access:
- Field Instructor List: contains relevant contact and Practicum information
- Student List: gives you access to your Students
- My Forms: contains required forms to sign and/or complete throughout the Student's Practicum



My Forms

- BSW3, BSW4, and MSW Students are responsible for completing 5 forms in total throughout Practicum. ***Failure to complete forms will impede Students' progress through the Social Work program***
- As such, it is imperative Students understand the process of completing forms on IPT



My Forms

- Forms will be released to Students by the Office of Field Education
- You can view forms on your homepage

The screenshot shows the user interface of King's University College. At the top left is the logo for King's University College. To its right, the text reads "King's University College", "Logged in: John Doe", and "Faculty Consultant (preview) (readonly)". Further right are links for "Logout", "Help", and "Forum (New Posts)". Below this is a navigation bar with "Home", "Field Instructor List", and "Student List". The main content area features a "Welcome to Intern Placement Tracking" message. On the left side, there is a sidebar with a button labeled "My Forms (5)" which is highlighted with a black arrow. Below it is a "Change Password" button. At the bottom of the page, there is a footer with "Service Agreement", "Privacy Policy", "Intern Placement Tracking (c) 2000 - 2016 by Alcoa Software 0315110", and the King's University College logo.

My Forms

- Clicking [My Forms](#) will open up a list of forms currently available to you
- Click [View](#) to open, edit, and complete forms

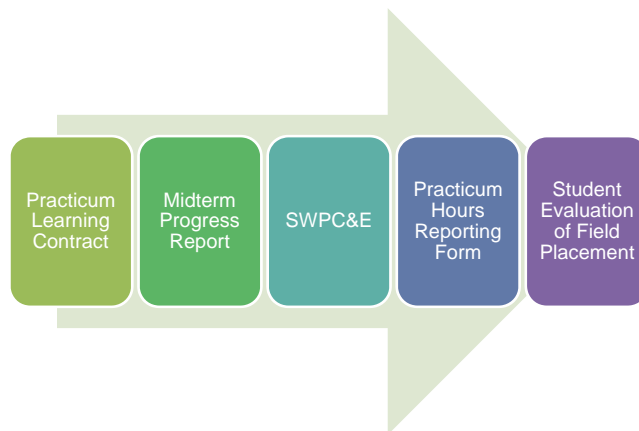
The screenshot shows the "Online Forms List For: Laura Beres" page. At the top, there are navigation links: "Home", "Field Instructor List", and "Student List". Below the navigation is a breadcrumb trail: "Home > Form List". The main heading is "Online Forms List For: Laura Beres". There is a checkbox labeled "Hide Completed Forms" which is checked. Below this is a table with the following columns: "View", "[Template]", "Batch Name", "Form ID", "Status", "Signed", "Waiting For", "Schedule Date", and "Due Date". The table contains 10 rows of data, all with a status of "complete". An arrow points to the "View" link in the first row.

View	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22
View	Fourth Year Practicum Learning Contract	BSW4 Learning Contract	Student	complete	123		2015-09-15	2015-10-22

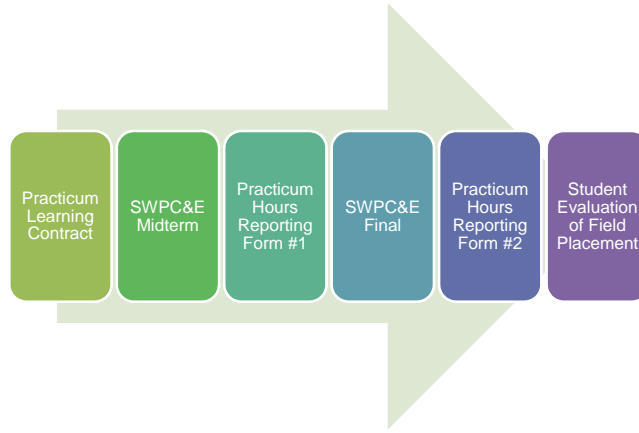
My Forms

- The following slides provide an overview of required forms for BSW3, BSW4, and MSW Students. Feel free to skip to the slides that are most relevant to your Students

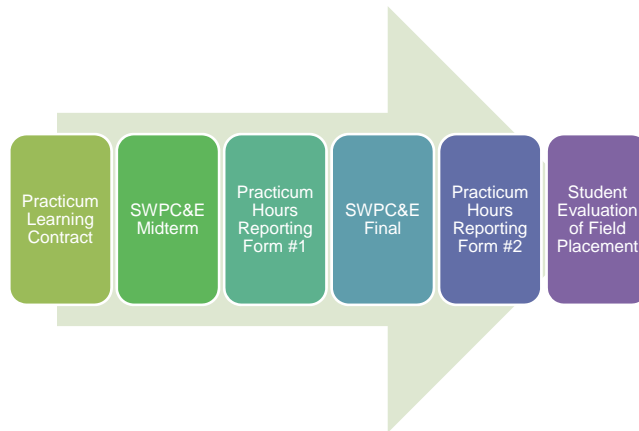
BSW3



BSW4



MSW



Practicum Learning Contract

- Students are responsible for drafting and completing the Learning Contract in consultation with Field Instructors and Faculty Consultants at the beginning of Practicum
- Students will be evaluated according to the content of the contract



BSW3 Midterm Progress Report

- Third year, Students must complete the Midterm Progress Report to share general information on how the placement is going
- This form is completed by the Student and signed off by: the Student, Field Instructor and Faculty Consultant.



SWPC&E Forms

- Field Instructors fill out this form to evaluate and sign off on Students' progress in Practicum as "satisfactory" or "unsatisfactory"
- Faculty Consultants sign off on student progress as "pass" or "fail"
- Students are responsible for corresponding with Field Instructors to discuss ratings and comments



SWPC&E Forms

- **3rd year:** Field Instructors complete this form ONCE at the end of Practicum.
- **4th year & MSW:** Field Instructors complete this form TWICE: A Midterm SWPC&E form and an Final SWPC&E



Practicum Hours Reporting Forms

- Students are required to report the total number of hours spent in Practicum each term. These hours are required by the Ministry of Training, Colleges and Universities
- **3rd Year:** Students complete this form once
- **4th Year & MSW:** Students complete this form twice



Evaluation of Field Placement

- Students will complete this form towards the end of Practicum to evaluate components of the Practicum experience (Agency Profile, Workload Summary, Learning Needs, and Valuable Learning Tools)
- This form should be completed ***after*** the SWPC&E has been submitted



Save

- Hit the button each time you update forms ***otherwise any changes you made will be lost***
- Longer forms will also have button within the form itself
- Each time you hit a green window will pop up confirming the information has been saved

Correspond

- The “Add Note” area, located at the bottom of all forms allows Students, Field Instructors, and Faculty Consultants to correspond with each other
- Notes can also be emailed
- ***Please note:*** once a user signs a form, the “Add Note” area is no longer displayed


Sign

- Once completed, forms accept electronic signatures from users
- When a form requires your signature, it will highlight this request in blue. Required signatures from other users will be highlighted only for them
- **You will be notified via email when it is your turn to sign a form**

Sign

- If you try to sign forms when there is missing information (i.e., required fields are empty), the system will prompt you to complete the fields, indicating missing fields with a red asterisk (*)
- **Please note:** once you sign a form, ***you cannot make changes to it.*** Make sure you have edited your information before submitting your signature

Print

- Scroll to the bottom of a form and click the [Printable Version](#) button and then scroll to the bottom again and click  to print a form anytime
- It is a good idea to keep a printed copy of important forms, such as the Learning Contract, as a backup, to review with others (e.g., Student, Field Instructor) or for your own records

Questions?

Contact Sarah Morrison at Sarah.Morrision@kings.uwo.ca if you have any questions regarding IPT

