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.
IPT How-To’s

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Log in

King’s University College

Please Login to Ipt:

Note: The following information is UPPERCASE.

Organization ID: [text]
User Name: [text]
Password: [text]

Forgot your username or password?

Login

Close 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

![Password Change Form](#)
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
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

My Forms

- Clicking **My Forms** will open up a list of forms currently available to you
- Click **View** to open, edit, and complete forms
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

Practicum Learning Contract
Midterm Progress Report
SWPC&E
Practicum Hours Reporting Form
Student Evaluation of Field Placement
BSW4

- Practicum Learning Contract
- SWPC&E Midterm
- Practicum Hours Reporting Form #1
- SWPC&E Final
- Practicum Hours Reporting Form #2
- Student Evaluation of Field Placement

MSW

- Practicum Learning Contract
- SWPC&E Midterm
- Practicum Hours Reporting Form #1
- SWPC&E Final
- Practicum Hours Reporting Form #2
- Student Evaluation of Field Placement
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 [SAVE] button each time you update forms otherwise any changes you made will be lost.
- Longer forms will also have [SAVE WORK] button within the form itself.
- Each time you hit [SAVE] 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 [Print] button and then scroll to the bottom again and click [Print] 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