

Intern Placement Tracking System (IPT) Field Instructor 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: Clark Kent
 Field Instructor (preview) (readonly)
 Logout | Help

Home | [Field Instructor Detail](#)

Home > Change Password

Change account login information

| | |
|---------------------------------------|--|
| Current Password | <input type="password" value="*****"/> |
| Login Name | <input type="text" value="ckent@liberty.on.ca"/> |
| New Password | <input type="password" value="*****"/> |
| Confirm New Password | <input type="password" value="*****"/> |
| <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, contact the Office of Field Education for a reset



Navigate: Home

King's University College
 Logged in: Clark Kent
 Field Instructor (preview) (readonly) [Logout](#) | [Help](#)

Home | [Field Instructor Detail](#)

My Forms

Change Password

Welcome to Intern Placement Tracking

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Home

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



Field Instructor Detail

King's University College
 Logged in: Clark Kent
 Field Instructor (preview) (readonly) [Logout](#) | [Help](#)

[Home](#) | [Field Instructor Detail](#)

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

Field Instructor Detail: Clark Kent

Last Name: Kent
 First Name: Clark
 Street Address: 12 Bayview St
 City, Province: London ON
 Email:
 Agency: Liberty Services

Phone:
 Fax:
 Cell:
 Credentials:

Current Position Title:
 Area of Practice:
 BSW 3rd:
 BSW 4th:
 MSW:
 Resume on file:
 Resume
 Yrs. Experience as FI at King's:

Internship Assignments

| Semester | Student Name | Phone Number | Student Group |
|----------|--------------|--------------|---------------|
|----------|--------------|--------------|---------------|



Field Instructor Detail

- Make sure the following information is up-to-date on your detail page:
 - work mailing address
 - work email
 - phone number
- Hit each time you update your page ***otherwise any changes you made will be lost***



Field Instructor Detail

- Be advised that some fields are ***not*** available for you to edit. ***Unless you are given access to edit the Agency detail****, feel free to send any updated agency information to the Office of Field Education
- “Internship Assignments” (the Students you receive in Practicum) are added for you by the Office of Field Education



My Forms

- BSW3, BSW4, and MSW Students are responsible for completing most forms throughout Practicum. ***Failure to complete forms will impede Students' progress through the Social Work program***
- Field Instructors are primarily responsible for signing forms, except for the SWPC&E forms of which they are required to fill out



My Forms

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

King's University College
 Logged in: Clark Kent
 Field Instructor (preview) (readonly) [Logout](#) | [Help](#)

Home | [Field Instructor Detail](#)

Welcome to Intern Placement Tracking

[My Forms \(5\)](#)

[Change Password](#)

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My Forms

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

King's University College
 Logged in: Clark Kent
 Field Instructor (preview) (readonly) [Logout](#) | [Help](#)

[Home](#) | [Field Instructor Detail](#)

Home > Form List

Online Forms List For: Sallie Smith

Hide Completed Forms

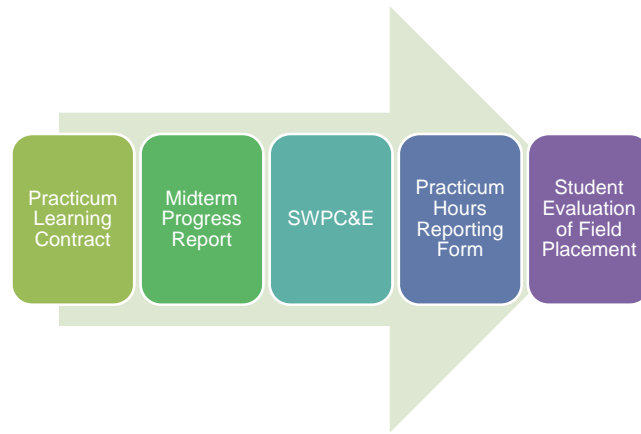
| | [Template] | Batch Name | Form ID | Status | Signed | Waiting For | Schedule Date | Due Date |
|----------------------|----------------------------|--|----------------|--------|--------|-------------|---------------|----------|
| View | | 3rd Year BSW - Midterm Progress Report | ✉ Smith.Sallie | new ** | | Student | 2016-08-18 | |
| View | | 3rd Year BSW - Practicum Learning Contra | ✉ Smith.Sallie | new ** | | Student | 2016-08-18 | |
| View | | 3rd Year BSW - Student Evaluation of Fie | ✉ Smith.Sallie | new ** | | Student | 2016-08-18 | |
| View | | 3rd Year BSW - Social Work Practice Comp | ✉ Smith.Sallie | new ** | | Student | 2016-08-18 | |
| View | | 3rd Year BSW - Practicum Hours Reporting | ✉ Smith.Sallie | new ** | | Student | 2016-08-18 | |

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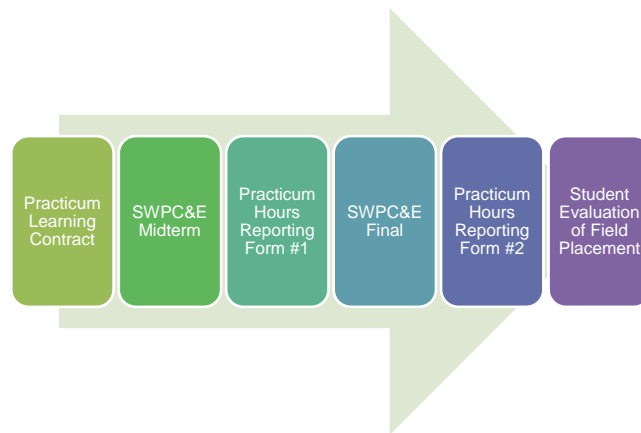
My Forms

- 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 you

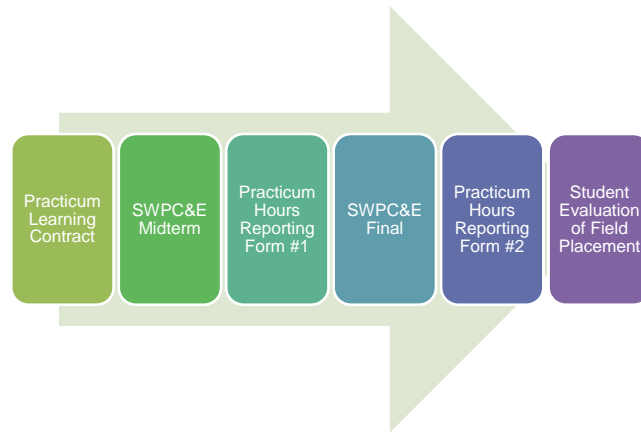
BSW3



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 a **Final SWPC&E**


SWPC&E Forms

- **4th year & MSW:** Field Instructors complete the **Midterm SWPC&E** form at the mid-point of the Student's Practicum
- At the end of Practicum, Field Instructors will **export** information from the Midterm to the **Final SWPC&E** by hitting the "get data button"
- Doing so will prevent you from having to re-fill certain fields



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Social Work**




**FOURTH YEAR – SOCIAL WORK
PRACTICE
COMPETENCIES AND EVALUATION
(SWPC&E) FORM**

The Social Work Practice Competencies and Evaluation form is a tool used to guide the development of the Learning Contract and evaluate student performance. Please refer to the Social Work Practice Competency Descriptors in completing the competency scale. The evaluation specifies learning expectations in five primary areas; Knowledge Acquisition, Practice Skills, Values/Ethical Practice, Professional Conduct and Personal Development This tool allows the student, Field Instructor and Faculty Consultant to track the student's growth and development during the Field Education experience(s), and specify areas of strength and ongoing development.

→ Copy Fields: Fill in fields from: Source Form Template

The SWPC & E form is designed to support a collaborative process, but unless otherwise indicated, the Field Instructor is responsible for, and assumed to be, the primary author of final ratings and comments.

Student Name: _____
 Academic Year: _____
 Field Education Setting: _____
 Field Instructor(s) Name: _____
 Faculty Consultant Name: _____



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, Faculty Consultant) or for your own records

Questions?

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

