

# Intern Placement Tracking System (IPT) Student 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 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="ssmeth@uwvo.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 uwo 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: Smith Sallie  
Student (preview) (readonly) Logout | Help

Home Student Detail Agency List

My Forms

Change Password

Welcome to Intern Placement Tracking

Intern Placement Tracking (c) 2000 - 2016 by Aloca Software 010110



# Home

- From the homepage you can access:
- Student Detail: contains relevant contact and Practicum information
- Agency List: available agencies in London and surrounding area for Practicum opportunities
- My Forms: contains required forms to complete throughout Practicum



# Student Detail

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

Home | Student Detail | Agency List

Home > Student Detail  
 CSWE Statistics | Forms | Upload Picture

### Student Detail: Sallie Smith

Group: BSW Extended Study [Save](#)

Last Name: Smith  
 First Name: Sallie  
 Street Address: 12 Bayview St  
 City, Province: London ON  
 Email:

Phone:   
 Cell:   
 Birthdate (yyyy-mm-dd):

[Picture Not Available](#)

Emergency Contact:   
 Emergency Phone:   
 Home Street Address:   
 Home City, Province:

Student Number:   
 Year:  Section:   
 ASIST 11 Completed:  AODA Completed:   
 H&S Training Completed:

Agency Preferences Status

Field Assignments:

Semester	Agency	Field Instructor	Phone Number	Codes	Second Field Instructor
1st Semester 2015					
2nd Semester 2016					
Block 2016					

[Save](#)



# Student Detail

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




# Student Detail

- Be advised that some fields are ***not*** available for you to edit. Your student number, Field Instructor and completion of:
  - ASIST 11 Training
  - AODA Training
  - H&S Trainingare updated and marked as complete/not-complete by the Office of Field Education



# Agency Detail



**King's University College**  
 Logged in: Sallie Smith  
 Student (preview) (readonly)

[Logout](#) | [Help](#)

Home | Student Detail | Agency List


Sort | Search


### Agency List

A-Z AAB CDE FGH UK LMN OPQ RST UWW XYZ

(CDE)

- Cambridge Memorial Hospital
- Canadian Cancer Society
- Canadian Forces Health Services Centre Detachment London
- Canadian Hearing Society
- Canadian National Institute of the Blind
- CAS - Family & Children's Services - St. Thomas and Elgin
- CAS - Haldimand Norfolk
- CAS - Huron/Perth
- CAS - London/Middlesex
- CAS - Oxford County
- CAS - Simcoe County
- Central Community Health Centre
- Central Grey Bruce Community Mental Health Team
- Centre for Addiction & Mental Health
- Centre for Family Medicine
- Changing Ways - London





**King's University College**  
 Logged in: Sallie Smith  
 Student (preview) (readonly)

[Logout](#) | [Help](#)

Home | Student Detail | Agency List

Agency List > Agency Detail

[PREV](#) | [NEXT](#)

### Agency Detail: CAS - Huron/Perth


Agency	CAS - Huron/Perth	Primary Classification Child Welfare
Street Address	639 Lorne Avenue East	
City, Province	Stratford, ON N5A 6S4	
Phone	(519) 271-5290	
Fax	(519) 272-0963	
Program/Division		

BSW 3rd: BSW 4th: 1  
 MSW:  
 Specified Placement Hours: Varies. Car Needed: Yes  
 Criminal Background Check Required : Yes  
 Learning Opportunities :  
 Family, Policy, Assessment, Group, Individual, Report Writing, Presentation to Agency Staff, Committee Team Membership.

Population Served:  
 Adolescent, Families, Child, Child Welfare.

[Agency Web Site](#) [www.h-peas.ca/](http://www.h-peas.ca/)

Agency Summary  
 Huron Perth Children's Aid Society advocates for and protects children's rights, supports and strengthens families; and is a leader for change in the community.  
 Child Protection: includes the assessment and investigations of allegations of child abuse and neglect, and the provision of support and services to families in crisis regarding parenting and child management.



# Agency Detail

- Click on [A-Z](#) to produce a complete list of available agencies, or sort agencies alphabetically
- Click on an agency to see detailed information
- The agency detail allows you to see what type of services are provided as well as specific requirements for Practicum
- It is also a great tool to get you thinking about agency preferences



# Agency Preferences

Program/Division

BSW 3rd: BSW 4th: 1

MSW:

Specified Placement Hours: Varies. Car Needed: Yes

Criminal Background Check Required : Yes

Learning Opportunities :

Family, Policy, Assessment, Group, Individual, Report Writing, Presentation to Agency Staff, Committee/Team Membership.

Population Served:

Adolescent, Families, Child, Child Welfare.

Agency Web Site [www.h-peas.ca/](http://www.h-peas.ca/)

Agency Huron Perth Children's Aid Society advocates for and protects children's rights, supports and strengthens families; and is a leader for change in the community.

Summary

Child Protection: includes the assessment and investigations of allegations of child abuse and neglect, and the provision of support and services to families in crisis regarding parenting and child management.

Family Support: provides services as child management, parenting education, and family counseling.

Sexual Abuse Awareness and Prevention: provides education and resources regarding prevention of sexual abuse. This service also provides counseling and support services to children who have been victims of sexual abuse.

[View in printable form](#)

[Add Submission](#)





# Agency Preferences

- Click on an agency profile you want to add as a preference to your Student detail
- Scroll down to the very bottom of the agency detail and select [Add Submission](#)
- You can select a maximum of three agency preferences
- You can view your agency preferences on your Student detail under [Agency Preferences](#)



# My Forms

- BSW3, BSW4, and MSW Students are responsible for completing 5-6 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

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

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

Welcome to Intern Placement Tracking

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

[Change Password](#)

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KING'S  
Western University, Canada

# 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: Sallie Smith  
 Student (preview) (readonly) [Logout](#) | [Help](#)

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

Home > Form List

Online Forms List For: Sallie Smith

Hide Completed Forms [\[ Template \]](#)

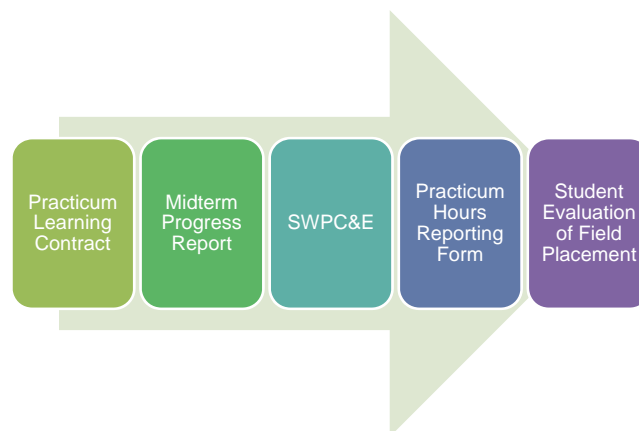
	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
<a href="#">View</a>	3rd Year BSW Mid Term Progress Report	☒ Smith.Sallie	new **		Student	2016-08-18	
<a href="#">View</a>	3rd Year BSW - Practicum Learning Contra	☒ Smith.Sallie	new **		Student	2016-08-18	
<a href="#">View</a>	3rd Year BSW - Student Evaluation of Fie	☒ Smith.Sallie	new **		Student	2016-08-18	
<a href="#">View</a>	3rd Year BSW - Social Work Practice Comp	☒ Smith.Sallie	new **		Student	2016-08-18	
<a href="#">View</a>	3rd Year BSW - Practicum Hours Reporting	☒ Smith.Sallie	new **		Student	2016-08-18	

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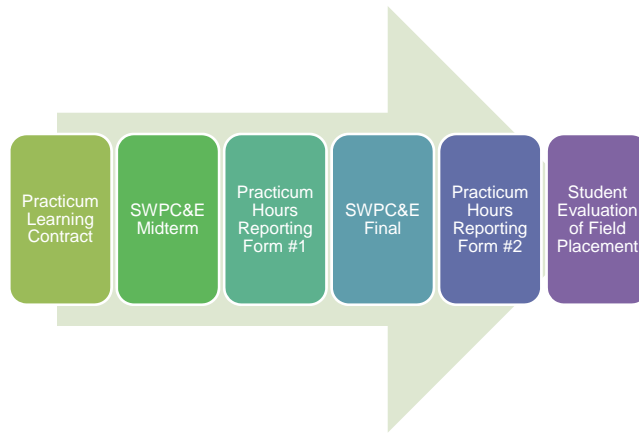
# My Forms

- 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

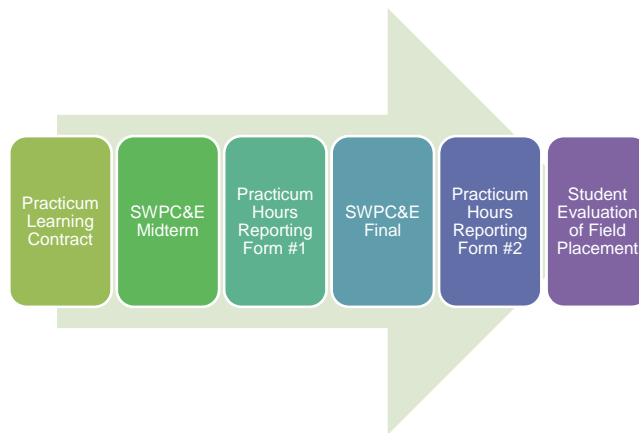
## BSW3



# BSW4



# MSW




# Practicum Learning Contract

- You are responsible for drafting and completing the Learning Contract in consultation with your Field Instructor and Faculty Consultant at the beginning of Practicum
- You will be evaluated according to the content of the contract



- Read the form carefully and enter text in each required area
- Make sure you click save work


3<sup>rd</sup> Year BSW – Practicum Learning Contract

Student Name: \_\_\_\_\_  
 Academic Year: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Field Instructor(s): \_\_\_\_\_  
 Faculty Consultant: \_\_\_\_\_

**SIGNATURES:**

Student Signature: *([Student Name]): Click to sign Completed Document*  
 Field Instructor Signature: *([Field Instructor Name]): Click to sign Completed Document*  
 Second Field Instructor Signature: *([Second Field Instructor Name]): Click to sign Completed Document*  
 Faculty Consultant Signature: *([Faculty Consultant Name]): Click to sign Completed Document*

**I. ADVANCED PRACTICE**

Objectives (concrete, relevant, timely, measurable, attainable)	Means (Specific actions)	Outcome (Date & Evidence of Accomplishment)	Comments
Goal #1: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Goal #2: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 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

- **3<sup>rd</sup> year**: Field Instructors complete this form ONCE at the end of Practicum
- **4<sup>th</sup> 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
- **3<sup>rd</sup> Year**: Students complete this form once
- **4<sup>th</sup> 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., Field Instructor, Faculty Consultant) or for your own records

# Questions?

Contact Sarah Morrison at  
[Sarah.Morrison@kings.uwo.ca](mailto:Sarah.Morrison@kings.uwo.ca) if you have any  
questions regarding IPT

