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?

Log in

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
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

Welcome to Intern Placement Tracking
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

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**Student Detail**

Student Detail: Sallie Smith

- **Last Name**: Smith
- **First Name**: Sallie
- **Street**: 12 Thames St
- **City/Post**: London
- **Phone**:
- **Email**: sallie@email.com

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Student Performance Score:

- **Field Assignments**:
  - **Placement**: Winter 2016
  - **Additional**: Summer 2016
  - **Field Time**: 120 hours
  - **Field Notes**:

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Log in: Sallie Smith

Student Name: Sallie Smith

Home: Student Detail | Agency List
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 [SAVE] 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 Training
- are updated and marked as complete/not-complete by the Office of Field Education
Agency Detail

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Agency List

Agency Detail - CAS - Huron/Perth

Primary Classification: Child Welfare

BSW Act: BW4-AH-1
MBH

Specified Client Groups: Child, Co-Workers: Yes
Clinical Background Check Required: Yes

Services Offered:

- Family Therapy
- Group Therapy
- Individual Therapy
- Group Counseling

Population Served:

- Adolescents
- Families
- Child Welfare

Agency Website: www.gov.on.ca

Agency Name: Huron/Perth Children's Aid Society

Mission: 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.

Emergency: Child Protection includes the assessment and investigations of allegations of child abuse and neglect, and the provision of support and services to families in crises, including restraining 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:  
IBW Ind.  IBW Ind. 1
MSW
Specified Placement State:  Vic.  Car Needed:  Yes
Criminal Background Check Required:  Yes
Learning Opportunities:  
Family, Policy, Assessment, Group, Individual, Report Writing, Presentations to Agency Staff, Committee Team Membership.

Population Served:  
Adolescent, Families, Child, Child Welfare

Agency Web Site:  www.agency.ca
Agency:  Harron Park 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 preventing and child management.
Family Support: provides services as child management, promoting education, and family counseling.
Sexual Abuse: Treatment 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 to Favorites
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. \textit{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 you

BSW3

- Practicum Learning Contract
- Midterm Progress Report
- SWPC&E
- Practicum Hours Reporting Form
- Student Evaluation of Field Placement
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
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 **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., Field Instructor, Faculty Consultant) or for your own records.
Questions?

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