



SAN DIEGO STATE
UNIVERSITY

School of Social Work

IPT Instruction Manual
Student Version

Table of Contents

What is IPT?	1
Setting Up Your IPT Access.....	2
Contact Information.....	2
Trouble Logging In?	2
Signing Your Documents	3
Field Application	3
Learning Agreement	4
Comprehensive Skills Evaluations	6
CSWE Statistics.....	7
Student Detail Page.....	7
Agency List Page.....	8
Technical Assistance with IPT	8

What is IPT?

IPT (Intern Placement Tracking) is an online database for SDSU social work students and Field Instructors to complete Applications, Learning Agreements and Evaluations for the Field Placement portion of the social work education. IPT is a web-based software program used by field programs across the country. IPT allows for easier, more direct completion and discussion of documents amongst field liaisons, field instructors, and students.

IPT eliminates the need to submit paper copies of student Field Applications, Learning Agreements, and field evaluations, as both field instructors and students can prepare, review and sign documents electronically. Each field instructor and student will have a unique password that restricts access to each document, assuring the confidentiality of this information.

As a Field Instructor, your IPT login provides access to necessary documents for your interns, including the ability to review your interns' submissions, complete the Field Instructor sections, and electronically sign these documents.

Details below address how to log in to the IPT system and set up your individual username and password, how to access the individual Learning Agreement and evaluations for each of your students, and how to get help if you have any problems with the IPT system or need assistance with the forms.

NOTE: The IPT database does not always work well with Safari. If you have a Mac computer and are having problems with Safari, try Mozilla Firefox, Internet Explorer or Google Chrome.

Setting Up Your IPT Access

1. Go to www.runipt.com
2. A temporary, personalized, default username will be sent to you via e-mail from a SDSU representative. On the opening screen, enter that username and the following information:

Organization ID: sdsu (*all lowercase*)

Default Username: *enter personal username per your e-mail from SDSU Field Faculty*

Default Password: ipt (*all lowercase*)

The first time you log in in using the default username and password above, you'll be prompted to set up your personal password. Please make a note of this information and keep it accessible, as you will need your personal login information any time you want to access your students' Learning Agreements or complete their evaluations in the IPT system.

*** Students moving from the BSW to the MSW program or students going into their second year of the MSW program should use their same log in information from the previous year.**

Contact Information

The IPT system allows both SDSU and field agencies to communicate with students working in their field practicum. Because of this, it is essential for students and field instructors to keep all information current. Please become familiar with this system and contact Field Administration staff at swfield@mail.sdsu.edu with any questions.

Privacy Notice: Though IPT is a web-based system, none of your personal information is available to the general public via search engines such as Google. Your information is password protected and the only people who may view your full information are the SDSU Social Work faculty and staff, and your current field instructor – only after you have been placed in practicum.

Trouble Logging In?

For security reasons, we cannot retrieve either your user name or password information. If you forget your user name or password please click the 'Forgot Your Username or Password' link at the bottom of the login page. You will be prompted to enter:

Organization ID: sdsu (*all lowercase*)

User Type: *Student*

Your SDSU email address

A reset password link will be emailed to you in 5-10 minutes. If you are still unable to login please contact Field Administration Support at swfield@mail.sdsu.edu

Signing Your Documents

Some of these documents you will sign only once, but some will require signatures for each section or different semesters of the document. It is important to note that you should **only** sign the section that you and your student are working on. Please **do not** sign any section of a document until it is fully completed. Providing your signature locks the document, therefore you will not be able to make any changes after signing the document. If you have questions about the document, please contact your student's Field Faculty to get your questions answered **before** signing the document.

If due to an error an item needs to be edited after signature, please contact your assigned field faculty to adjust the content. Such modifications require special access and new signatures by both the student and the field instructor.

Field Application

NOTE: The Field Application is a form that is completed online and takes about an hour. After you complete the form, you save your work, exit the form, and then our Field Department reviews it online. You do not need to print out the field application.

1. Go to www.runipt.com and on the opening screen, enter the Organization ID, your Username and your Password (see instructions in "Setting up your IPT Access" above).
2. In your student profile, the database asks for basic information such as your name, current address, e-mail, your home phone number, etc. If there is something that you see needs to be updated, please do so. Click the "Save Work" button to save your changes.
3. After you log on, you will see a box on the left side of the screen that says "My Forms". Click on that box. That is where you will find your "Field Application".
4. Complete the form, and click the "Save Work" button to save your work and any changes you make.

Learning Agreement

NOTE: Be sure to save your work frequently on the Learning Agreement, by clicking the "Save Work" box at the end of each section.

Accessing and completing your Learning Agreement form (generally completed about six weeks after you start with your agency).

SECTIONS I-VII

1. Go to www.runipt.com and on the opening screen, enter the Organization ID, your Username and your Password.
2. On the "Home" page for IPT, you will see a gray box on the left side of the screen. Click on "My Forms" and a list appears with a Learning Agreement, titled either "SW 489 Learning Agreement and Comprehensive Skills Evaluation" (for undergraduate students), "SW 650 Learning Agreement and Foundation 1st Year Comprehensive Skills Evaluation" (for 1st year MSW students), "SW 750 Learning Agreement and Concentration Year Comprehensive Skills Evaluation" (for 2nd year MSW direct practice students), or "SW 755 Learning Agreement and Concentration Year Comprehensive Skills Evaluation" (for 2nd year MSW administration/community development students).
3. Click on "View" in the left column and you can access your Learning Agreement form. This form is the working draft to be used by both you and your Field Instructor.
4. Fill in sections I-IV (Identifying Information, The Agency and the Community, General Time Management, and Field Education Assignments) referencing your Field Instructor and your agency's website, brochures, etc., as necessary.
5. Fill in sections V-VI (Self-Awareness Assessment and Student's Expectation for Field/Instruction), introspectively exploring your thoughts on each question.
6. Your form will not allow you to fill in section VII (Field Instructor Teaching Plan). This section is to be filled out by your Field Instructor.
7. Review and discuss sections I-VII with your Field Instructor. Make any final changes *before* signing, as your signature locks this section of the document and prevents further changes.
8. Do not sign the document until you have completed the Orientation Checklist with your field instructor

ORIENTATION CHECKLIST

9. Review and complete the "Orientation Checklist" with your Field Instructor.

10. Sign the Learning Agreement and the Orientation Checklist in one place by filling in your name under the “Signatures” heading for “Student” at the bottom of that section.

***If due to an error an item needs to be edited after signature, please contact your assigned field faculty to adjust the content. Such modifications require special access and new signatures by both the Student and the Field Instructor.**

COMPREHENSIVE SKILLS EVALUATION

11. Note the shaded box, titled “Learning Agreement Instructions.” In the following sections, fill in at least two sample activities to demonstrate each of the 10 Competencies. Note the descriptions in the white boxes in the left column; at the end of each semester, you will be rated on your progress in each of these areas. Therefore, use these as a guideline to describe activities specific to your agency that will demonstrate your achievement of those goals.

Example: Competency #1 – Professionalism
Sample Activities –

“Student will maintain a professional appearance (dress, name badge, organization, etc).”
“Student will maintain appropriate boundaries with coworkers and patients, considering ethics and self-disclosure guidelines.”

12. Review and discuss your work with your Field Instructor and Field Liaison as necessary.

13. DO NOT sign the document under “Comprehensive Skills Evaluation” at this time. You will sign these portions after evaluations are completed at the end of each semester.

Comprehensive Skills Evaluations

NOTE: Be sure to save your work frequently on the Learning Agreement, by clicking the "Save Work" box at the end of each section.

Accessing and completing the Comprehensive Skills Evaluations, which is completed twice in an academic year: **at the end of the fall semester and the end of the spring semester**. In this form, you and your Field Instructor provide ratings of your progress on each of the ten competencies. **The Comprehensive Skills Evaluation forms are included within the Learning Agreement document.**

1. On the "Home" page for IPT, you will see a gray box on the left side of the screen. Click on "My Forms." The Semester Evaluation is in the same document as the Learning Agreement, titled either "SW 489 Learning Agreement and Comprehensive Skills Evaluation" (for undergraduate students), "SW 650 Learning Agreement and Foundation 1st Year Comprehensive Skills Evaluation" (for 1st year MSW students), "SW 750 Learning Agreement and Concentration Year Comprehensive Skills Evaluation" (for 2nd year MSW direct practice students), or "SW 755 Learning Agreement and Concentration Year Comprehensive Skills Evaluation" (for 2nd year MSW administration/community development students).
2. Click on "View" in the left column.
3. Scroll down to the section titled "Field Evaluation" (for undergraduate students), "SW 650 Foundation Year Comprehensive Skills Evaluation" (for 1st year MSW students) or "Concentration Year Comprehensive Skills Evaluation" (for second year MSW students).
4. Find the column marked for the appropriate semester (Fall or Spring).
5. For each competency, use the drop down menus to rate yourself on each item for the current semester. Use the "Instructions for Rating Interns" to choose the appropriate rating, based on your perception of your performance. The ratings (0 to 4) are described in the instructions at the start of this section.
6. Your Field Instructor will also assign ratings and provide comments as necessary. Review and discuss the evaluation with your Field Instructor, especially noting variances between your ratings and your Field Instructor's ratings. Make any final changes *before* signing, as your signature locks this section of the document and prevents further changes.
7. Sign the document by filling in your name under the "Signatures" heading for "Student" for the appropriate semester. The database will automatically date your signature.

***If due to an error an item needs to be edited after signature, please contact your assigned Field Faculty to adjust the content. Such modifications require special access and new signatures by both the Student and the Field instructor.**

CSWE Statistics

To be completed by November 1st of each year.

1. Go to www.runipt.com and on the opening screen, enter the Organization ID, your Username and your Password.
2. Underneath the pink banner at the top of the page, you will see three tabs. Click the tab titled “Student Detail.”
3. On the left side of the page in the grey banner, click the red button titled “CSWE Statistics.”
4. Using the drop-down buttons, make the appropriate selections for each category.
5. For the section titled “Year,” select the number which corresponds to your year in field (1 for first year, 2 for second year, etc.).

Student Detail Page

The student detail page serves to provide the School of Social Work with the most current contact information about you and also allows you to view your internship information.

Please make sure this information is correct and always up to date. On this page we ask you to enter the following information: street address, city/state/zip, phone, birthdate, and emergency contact name phone and address. We request that you set up and SDSU email address. This is more secure and avoids email going into spam. You can have your campus email forwarded to your personal account. To set up and SDSU email address go to Web-Portal and Click in “Get an Email Account”.

Upload a photo: The School of Social Work asks that you provide a photo of yourself on this page that will be viewable only by the Social Work faculty and staff and your field instructor. Please note that the picture file must be less than 100MB to be uploaded correctly.

Field Assignments: On the lower portion of the Student Detail page you will see a section called Field Assignments. This section lists where you will be doing your practicum. Field Assignments are input by the School of Social Work staff. Students are not able to link their own practicum agencies. If you need to get in touch with your Field Instructor their phone number will be listed next to their name. If your practicum agency or field instructor information is incorrect, please contact Field Administration Support at swfield@mail.sdsu.edu

Agency Preferences: Just below the Emergency Contact information field is the Agency Preferences section. This section allows you to do some preliminary research on agencies you would like to intern in your **final** year. Once you select your preferences, you have the ability to rank them in order from 1 to 3 or delete a preference using the commands to the right. Students **should not** contact any agency inquiring about placement opportunities until after the first meeting with the Field Faculty to discuss the placement process and your practicum interests.

Agency List Page

To view all participating agencies Click on “Agency List” tab. Click on the name of any agency you wish you investigate. This will direct you to that agency’s detail page. Basic information such as agency location and internship information is provided by the agency and listed here. The School of Social Work encourages all agencies to provide detailed information and to keep their agency page current.

Sorting Agencies: IPT allows students to sort agencies using a variety of criteria. To access this function from the Agency List page Click “Sort” of the top left of the page. Using the “Sort” function you can filter your agency search based on Agency Name, Address, BSW, MSW Location Code and Primary Classification. This function is particularly helpful when doing initial research for an agency.

Technical Assistance with IPT

NOTE: Many questions can be answered by your student's Field Faculty!

Where to find a tutorial and getting help with problems logging in or difficulty navigating forms.

For a brief tutorial with helpful information, go to the IPT “Home” page. Click on the “Help” button on the pink horizontal bar at the top right corner of the page.

For problems or assistance with IPT please contact Field Administration Support at swfield@mail.sdsu.edu or (619) 594-5197.