SAN DIEGO STATE UNIVERSITY

School of Social Work

IPT Instruction Manual

Field Instructor Version

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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.

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 its IPT administrators. Additionally, students you supervise will have access to your phone number only.

Trouble Logging In?

For security reasons, we cannot retrieve 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 prompted to enter:

> Organization ID: sdsu *(all lowercase)*
> User Type: *Field Instructor/Supervisor*
> Your 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.

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 the Learning Agreement form (generally completed about six weeks after the student's start date with your agency).

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). If you are the Field Instructor for more than one SDSU student intern, you will find one such document for each intern.
3. Click on "View" in the left column and you can access each student's individual Learning Agreement form. This form is the working draft to be used by both you and your student.
4. The student drafts Sections I through VI, the "Orientation Checklist", and sample activities to demonstrate each of the ten Competencies (these are located AFTER the Orientation Checklist.) As Field Instructor, you complete "Section VII "Field Instructor Teaching Plan". Be sure to click the "Save Work" button at the end of each section.
5. Review and discuss the Learning Agreement content with your intern (the intern's content and your content.) Make any final changes *before* signing, as your signature locks this portion of the document and prevents further changes.

*Before signing, make sure your student has completed Learning Opportunities and Activities for each of the TEN competencies. Again, this section is located after the Orientation Checklist.

6. Sign the Learning Agreement document by typing in your name under the "Signatures" heading for "Field Instructor", in *one* place only: **at the end of the "Orientation Checklist" section.** The database will automatically date your signature.

*In the rare case that 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 Evaluations

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

Accessing and completing the **Comprehensive Skills Evaluation (a form in which you and your student provide ratings of your student's progress on each of the ten competencies). The Comprehensive Skills Evaluation forms are included within the Learning Agreement document and one is completed for each student at the end of each semester.**

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".
3. Click on "View" in the left column to access the student's Learning Agreement form 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). The Semester Evaluation is included within each student's Learning Agreement document.
4. Scroll down in the Learning Agreement past the "Orientation Checklist" page 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).
5. Review the "Instructions for Rating Students" and "Narrative Sections".
6. Beginning with "Competency #1: Professionalism" review the statements describing

the student performance areas to be rated for that Competency (for example, the first one starts with "Demonstrates appropriate social work roles and boundaries"). Locate the heading for the applicable rating column (either "First Semester - Supervisor"; "Second Semester - Supervisor"), and review the student's self-ratings for that semester.

7. For each numbered statement, rate the intern (per the 0 to 4 rating scale as provided), using the drop down menu. Review to assure that you have placed the appropriate rating in the box for the applicable semester. Be sure to save your work by clicking the "Save Work" box at the end of each section.

8. Fill in the "Comments" box after each competency as appropriate (*required* for any competency ratings of 0 or 4).

9. For MSW students only, after completing the competency ratings, proceed to the next section headed "1st year /2nd year) Comprehensive Skills Evaluation". In the area applicable to the current semester (Fall/Spring) summarize the intern's overall performance for that semester, including strengths and areas needing further development.

10. Click the "Save Work" box frequently, to save your work on each section. *Do not* sign the document until after you have reviewed your evaluation with your student.

11. Review and discuss the content of the document with the student. Make any final changes *before* you and the student sign, as your signature locks this section of the document and prevents further changes.

12. Sign the document by typing your name under the "Signatures" heading for "Field Instructor" for that semester. Your student also signs the form. 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.

Agency Field Instructor Detail Page

The agency field instructor detail page provides the School of Social Work with the most up to date information about you. When your profile was created your name, email, agency and phone number was entered for you. **Please make sure this information is correct and always up to date.**

Upload a photo: We do not require that you upload a photo. Do so if you wish.

Internship Assignments: The section lists all the students who are currently interning with you agency and have you as their field instructor. If you need contact information for these student Click on "View" to the left of their name. You will then be directed to the Student Detail page that lists contact information as well as each student's Field Faculty.

Event Management

We are excited that IPT has an Event Management System where field instructors can view and register for upcoming events. From the IPT "Home" page Click on "Event Registration" to view upcoming events, please use IPT to register for the Field Instructor Annual Meeting, training seminars and other events.

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.