

IPT Field Instructor Instructions

Intern Placement Tracking (IPT) Instructions for CSUSB Social Work Students

Introduction

The Intern Placement Tracking system is a web-based software system designed to keep track of students placed in internships with various agencies. The CSUSB School of Social Work implemented IPT in order to more effectively track student placements while providing students a valuable tool to more effectively research prospective field agencies.

The IPT system allows both the School of Social Work and field agencies to communicate with students. Because of this, it is an essential part of all students' fieldwork responsibilities to keep all information current.

Getting Started

The IPT website is located at <http://www.runipt.com>.

Ipt
Intern Placement Tracking
Alcea Software

Intern Placement Tracking - Login

Please login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Intern Placement Tracking (c) 2000 - 2009 by Alcea Software (111409)

On this page you will find three fields: **Organization ID**, **User Name**, and **Password**. All information entered in these fields is upper/lower case sensitive.

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The Organization ID is csusb. The School of Social Work will supply you with a default User Name and Password. When you first login to IPT using your default password, you are required to set a new user name and password. Your User Name and Password may be anything you like, just make sure to write down the information to reference later. For security reasons, CSUSB does not retain your new User Name/Password. Should you lose it, contact Patsy Andrada at pandrada@csusb.edu or call (909) 537-5568, or Dr. Herb Shon at hshon@csusb.edu or call (909) 537-5532 to have your User Name and Password reset to the default.


The screenshot shows a web browser window titled "Ipt Change Password - Windows Internet Explorer". The address bar shows the URL "https://www.alceasoftware.com/web/chgpwd.php" and the search bar contains "homer simpson pics". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, mail, and other functions. The main content area displays the CSU San Bernardino logo and the text "CSU San Bernardino Logged in: Homer Simpson supervisor" with a "Logout" link. Below this, the heading "Change account login information:" is followed by three input fields for "New Login Name", "New Password", and "Confirm New Password". A "Security Question" section includes a dropdown menu for the question and a text box for the answer. A "Save" button is located at the bottom of the form. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "2:15 PM".

Ipt Change Password - Windows Internet Explorer
https://www.alceasoftware.com/web/chgpwd.php
homer simpson pics

File Edit View Favorites Tools Help

Google Search Sidewiki Bookmarks Check Translate Sign In

Ipt Change Password

 **CSU San Bernardino**
Logged in: **Homer Simpson**
supervisor [Logout](#)

Change account login information:

New Login Name
New Password
Confirm New Password

Security Question If you forget your login name and password, this is a question we will ask in order to identify you and reset your password and username to their default settings. The answer you type in below is the answer you will be expected to supply.

Security Question
Answer

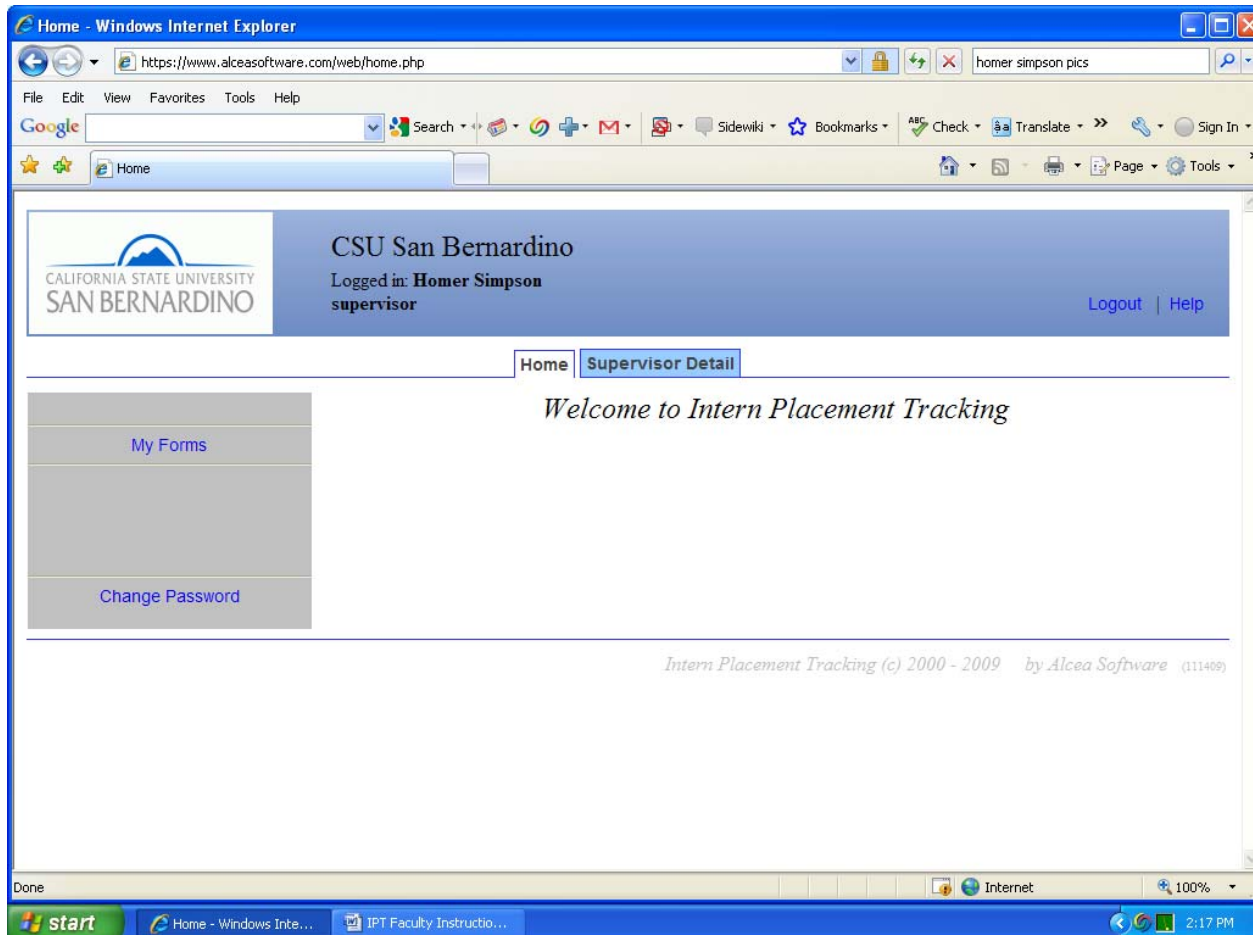
Done Internet 100%

start Ipt Change Password... IPT Faculty Instructio...

2:15 PM

IPT Field Instructor Instructions

After you submit your User Name and Password, you will be directed to the IPT Home Page.



At the Home Page, two tabs are at the top of the page, **Home** and **Supervisor Detail**. On the left hand side of the page are links to **My Forms** and **Change Password** (yours).

Top Menu Information

Supervisor Detail Page

This page contains information about you, where your agency is located, how to contact you by email, phone, and fax, as well as when you completed the Field Instructor Training. Please try to keep this information current.

You will be able to upload an image of yourself by clicking on the **Upload Picture** tab on the top left-hand menu of your Supervisor Detail page. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.

Your Supervisor Detail page also allows you to view the pages of the interns assigned to you. The bottom left-hand side of the screen will show which students are assigned to you. The IPT system is set up in such a way that students are assigned to you by quarter, so each student will show up on your screen

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three times, once for each quarter they are assigned to your agency. You can view the student's detail page by clicking on the blue word **View** just to the left of your student's name.


Home > Supervisor Detail
[Select Picture](#) | [Upload Picture](#) | [Forms](#)

Supervisor Detail: Homer Simpson

Last Name: Phone:
 First Name: Fax:
 Street Address: Training:
 City, State Zip:
 Email :
 Agency:

Internship Assignments:

	Semester	Student Name	Phone Number	Student Group
view	Fall 2009	Simpson,Lisa	(909) 555-7467	7. 9-10 3/pt/msw
view	Winter 2010	Simpson,Lisa	(909) 555-7467	7. 9-10 3/pt/msw



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Forms – Learning Plan Agreement

By clicking on **Forms** on the top left-hand menu of your Supervisor Detail page or on the left-hand menu of your Home page, you will be directed to your students Learning Plan Agreement. Click on the blue word View on the left side of the student's name to access their Learning Plan Agreement (LPA).

Online Forms List - Windows Internet Explorer

https://www.alceasoftware.com/web/usersformlist.php?uid=451&sbb=sp

homer simpson pics

File Edit View Favorites Tools Help

Google Search

Online Forms List

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

CSU San Bernardino
Logged in: Patsy Andrada
Field Director

Logout | Help | Forum

Home Agency List Supervisor List **Student List** Group List Reports

Supervisor List > Supervisor Detail > Form List

Online Forms List For: Nancy Whitney

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	Advanced 2nd Year Learning Plan Agreement	9/24/09 - 6/14/10	Fickas, Heather	active	1-3-5- ---	Student	2009-09-08	

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Done

start Online Forms List - Wi... IPT Field Instructo... IPT Student Instructi...

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The LPA will look like this:

FOUNDATION/1ST Year Learning Plan Agreement and Comprehensive Skills Evaluation - Windows Internet Explorer

https://www.alceasoftware.com/web/form.php?formid=546

**FOUNDATION/1ST Year Learning Plan Agreement
and
Comprehensive Skills Evaluation
INSTRUCTIONS FOR USE**

The Learning Plan Agreement (LPA) and Comprehensive Skills Evaluation serves a dual purpose.

First, it is the instrument which is used for students to develop goals and objectives *in addition to* those listed below. MSW program objectives 1, 2, 4, 8, and 11 meet CSWE accreditation standards. To further enhance the field experience, it is vital for the student to meet with their Field Instructor who will assist in identifying agency specific learning opportunities based upon the student's interests and personal goals. Suggested learning activities for students include reviewing case files, assignment of cases with both individuals and families, attending staffing, observing client groups, co-facilitating groups, etc

Secondly, the LPA serves as a method of evaluating student progress in the field. Below is the Evaluation Key which defines the numbers (1 through 5) which measures student performance. The Field Instructor can use evaluation strategies such as: observation, documentation review, discussion in weekly supervision, review of process recordings, etc for assessing student progress. Towards the end of the quarter, the student is responsible for making an appointment with the Field Instructor to go over the LPA, to assess their progress, to determine the functionality of goals and update/change for the following quarter, and to get direct feedback.

Once the Comprehensive Skills Evaluation is complete, the Field Liaison will review the LPA's and he/she will assign a grade. The Field Liaison is also responsible for reviewing the LPA with both the field instructor and student when he/she does site visits.

Evaluation Key

0 (0%) Student needs to approach Field Instructor to find ways to find ways to meet this learning objective

1 (0-15% of time) Student is rarely able to effectively achieve the behavior

2 (15-50% of time) Student is sometime able to effectively achieve the behavior

3 (50-80% of time) Student usually able to effectively achieve behavior

4 (80-95% of time) Student has frequent/very good achievement

5 (95-100% of time) Student has consistent/superior achievement

Quarter: Fall Winter Spring

Student:

Done

start Online Forms List - Wi... FOUNDATION/1ST Ye... IPT Student Instructi...

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IPT Field Instructor Instructions

Once you open the LPA, you will see the Instructions for Use followed by blank fields within which your student is to list which quarter they are currently in, their name, agency, field instructor, dates and times of field as well as supervision, their field liaison, and field seminar dates. Your student is expected to fill in this information as soon as possible. Scroll a little farther down to a box labeled Agency Specific Goals and Objectives. In this box, your student will be expected to detail some of the learning experiences they expect to have during the year, including a plan to obtain some of the required macro experiences. This section should be discussed between you and your student and completed by the student by the third week of the quarter. At this point it is also a good idea for the student and field instructor to review the Objectives and grading criteria included in the LPA to get a feel for what is required in terms of learning and experiences.

FOUNDATION/1ST Year Learning Plan Agreement and Comprehensive Skills Evaluation - Windows Internet Explorer

https://www.alceasoftware.com/web/form.php?formid=546

Faculty Field Liaison:

Integrative Field Seminar Dates:

1. Field Instructor:

Mid Quarter Summary – **(Due the 5th week of each quarter):**
(Indicate quarter, name & date; example: Fall, 2009, Susie Ing, Field Instructor, 10/1/09. Newest entry begins at the top.)

b. End of Quarter Student Evaluation – **(Due the week before finals.)**
(Indicate quarter, name & date; example: Fall, 2009, Susie Ing, Field Instructor, 10/1/09. Newest entry begins at the top.)

c. Grade Recommendation: **(Due the week before finals and when the quarter evaluation is complete.)**
Fall Winter: Spring:

2. Liaison:
Liaison Field Notes –(Indicate quarter, name & date; example: Fall, 2009, James Long, Field Liaison, 10/1/09. Newest entry begins at the top.)

Collaborative Notes

Add Note

Email Note To: Hunt, Lisa Renee Andre, Cathy Steve Steinberg

Done Internet 100% 12:15 PM

During the quarter, the field instructor will post a short narrative of the student's progress in the Mid Quarter Summary section. This is due by the 5th week of the quarter. Please retain a copy of the field calendar for field due dates. The calendar can be found here for MSW students:

http://socialwork.csusb.edu/majorsPrograms/msw/FP_main.htm, and here for BASW students:

<http://socialwork.csusb.edu/majorsPrograms/BA/field-practicum.htm>.

There is also a Collaborative Notes section within the LPA that allows you to communicate with your student and their field liaison. Simply type the message you want to send in the Add Note box and check the names of the people you want to send the note to. This method sends an email to the person as well as saving it in the LPA for future reference.

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At the end of the quarter, students will do a self evaluation followed by the instructor evaluation. Scores will be recorded in drop down menus for each learning objective. Generally, scores should average 2's and 3's for fall quarter, 3's and 4's for winter quarter, and 4's and 5's for spring quarter. Any zero's will have to include a plan for how the student can bring up that score in the next quarter. There are no N/A options because students are required to be addressing all of these objectives in their fieldwork; for example, students may meet some of the harder to achieve categories by reading some literature related to the topic. Comparing the self-scores of the student with the scores given by the instructor can be used as a discussion tool between the student and field instructor.

FOUNDATION/1ST Year Learning Plan Agreement and Comprehensive Skills Evaluation - Windows Internet Explorer
 https://www.alceasoftware.com/web/form.php?formid=546

MSW PROGRAM OBJECTIVE #1: Students will demonstrate knowledge of how developmental, psychological, and social theories influence life span human development, and the evolution of the community and societal change.

A. Application: Demonstrates ability to use knowledge and theoretical concepts in work with systems

	Fall		Winter		Spring	
	Student	Agency Field Instructor	Student	Agency Field Instructor	Student	Agency Field Instructor
1. Applies life span developmental theory	<input type="button" value="v"/>					
2. Applies systems theory	0					
3. Applies ecological theory	1					
4. Applies knowledge of the effects of culture on behavior, parenting and social functioning	2					
	3					
	4					
5. Applies knowledge of the potential effects of poverty, racism, sexism, homophobia, violence and other forms of oppression	<input type="button" value="v"/>					
6. Applies knowledge of attachment theory and its application to the trauma of separation and loss	<input type="button" value="v"/>					
7. Demonstrates awareness of the value systems on which theories are based.	<input type="button" value="v"/>					

MSW PROGRAM OBJECTIVE #2: Students will demonstrate Micro Practice knowledge and skills at a generalist Foundation level by understanding theories and models of practice with individuals, families, and groups and having introductory practice skills.

A. Application: Demonstrates the micro engagement skills of the generalist intervention model

	Fall		Winter		Spring	
	Student	Agency Field Instructor	Student	Agency Field Instructor	Student	Agency Field Instructor

Done Internet 100% 12:15 PM

Field Instructors are also required to submit a narrative of the student's achievements and challenges for the quarter in the End of Quarter Student Evaluation box. This is due along with the scores and signatures at the beginning of the last week of classes. You will also need to select Credit or No Credit in the Grade Recommendation box just after the evaluation box.

Once the scores are filled in, you will click the blue link at the bottom of the LPA that says Click Here to Sign Fall Scores which will bring up an additional box to type your name into. Once you type your name and click Submit Signature, your scores will be locked and your student can receive credit for the quarter. Again, the student will not receive credit for their Field course if scores, signatures, narratives, and grade recommendations are not recorded in the LPA in a timely manner. It is essential that students and field instructors keep track of due dates to avoid receiving a No Credit for the quarter.

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https://www.alceasoftware.com/web/form.php?formid=546

2. Demonstrates flexibility in working with different types of populations	<input type="button" value="v"/>						
3. Intervention methods/services for clients are chosen based on knowledge and understanding of diversity issues	<input type="button" value="v"/>						
4. Addresses issues of difference, ie age, gender, ethnicity, and physical							

Sign by typing your name below when you have completed selecting all scores for fall. After signing you will no longer be able to change any of the scores for fall.

[SUBMIT SIGNATURE](#) [CANCEL](#)

the client							
9. Works effectively in diverse organizational environments	<input type="button" value="v"/>						
10. Demonstrates an understanding of the principles of diversity and equity in interactions with colleagues.	<input type="button" value="v"/>						

	Fall	Winter	Spring
Student Signatures	Click Here to sign Fall Scores		(Hunt, Lisa Renee):
Agency Field Instructor Signatures			(Andre, Cathy):
Liaison Signatures			(Steve Steinberg):

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

javascript:showSign('sec1')

start Online Forms List - Wi... FOUNDATION/1ST Ye... IPT Student Instructi... Internet 100% 12:45 PM

Final Note on IPT

If you forget either your User Name or Password, or have any questions regarding the IPT system, please contact Patsy Andrada or Herb Shon. Also, please forward any suggestions on how to make the IPT site more helpful or informative, or if you come across any operational errors.

Thank you for supporting our students!