

Student IPT Instructions

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

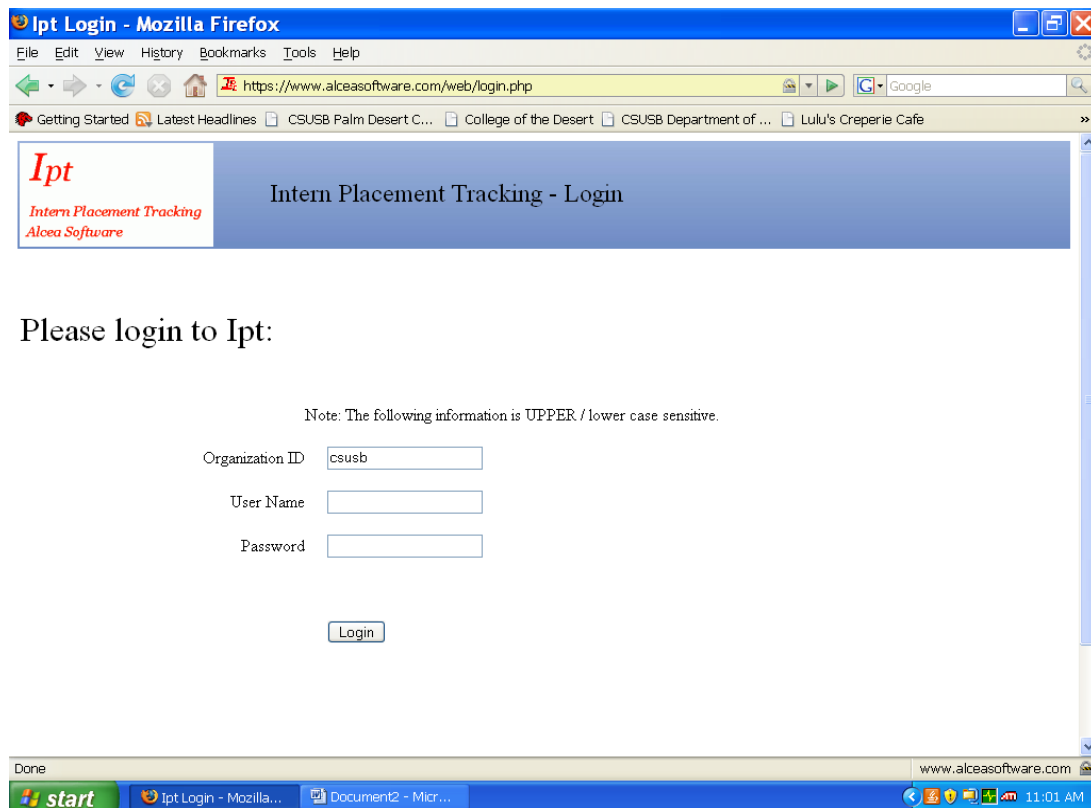
Introduction

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> or <https://www.alceasoftware.com/web/home.php>.



The screenshot shows a Mozilla Firefox browser window titled "Ipt Login - Mozilla Firefox". The address bar displays "https://www.alceasoftware.com/web/login.php". The page content includes the "Ipt Intern Placement Tracking Alcea Software" logo on the left and the heading "Intern Placement Tracking - Login" on the right. Below the heading, the text "Please login to Ipt:" is followed by a note: "Note: The following information is UPPPER / lower case sensitive." There are three input fields: "Organization ID" with "csusb" entered, "User Name", and "Password". A "Login" button is positioned below the fields. The Windows taskbar at the bottom shows the Start button, the browser window, and the system tray with the time 11:01 AM.

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.

Student IPT Instructions

The Organization ID is csusb in lowercase letters. 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, students in the MSW program should contact Patsy Andrada at pandrada@csusb.edu or call (909) 537-5568, and BASW students should contact 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 Windows Internet Explorer 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 engine is set to Google. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, navigation, and utility. The main content area displays the CSU San Bernardino logo and the text "CSU San Bernardino", "Logged in: Lisa Simpson", and "Student". A "Logout" link is visible in the top right corner. The main heading is "Change account login information:". Below this, there are three input fields for "New Login Name", "New Password", and "Confirm New Password". A "Security Question" section follows, with a dropdown menu for the question and an input field for the answer. A "Save" button is located at the bottom of the form. The status bar at the bottom of the browser shows "Done" and "Internet" with a 100% zoom level.

Ipt Change Password - Windows Internet Explorer
https://www.alceasoftware.com/web/chgpwd.php
the simpsons address

File Edit View Favorites Tools Help

Google Search Sidewiki Bookmarks Check Sign In

Ipt Change Password

 CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

CSU San Bernardino
Logged in: Lisa Simpson
Student [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.

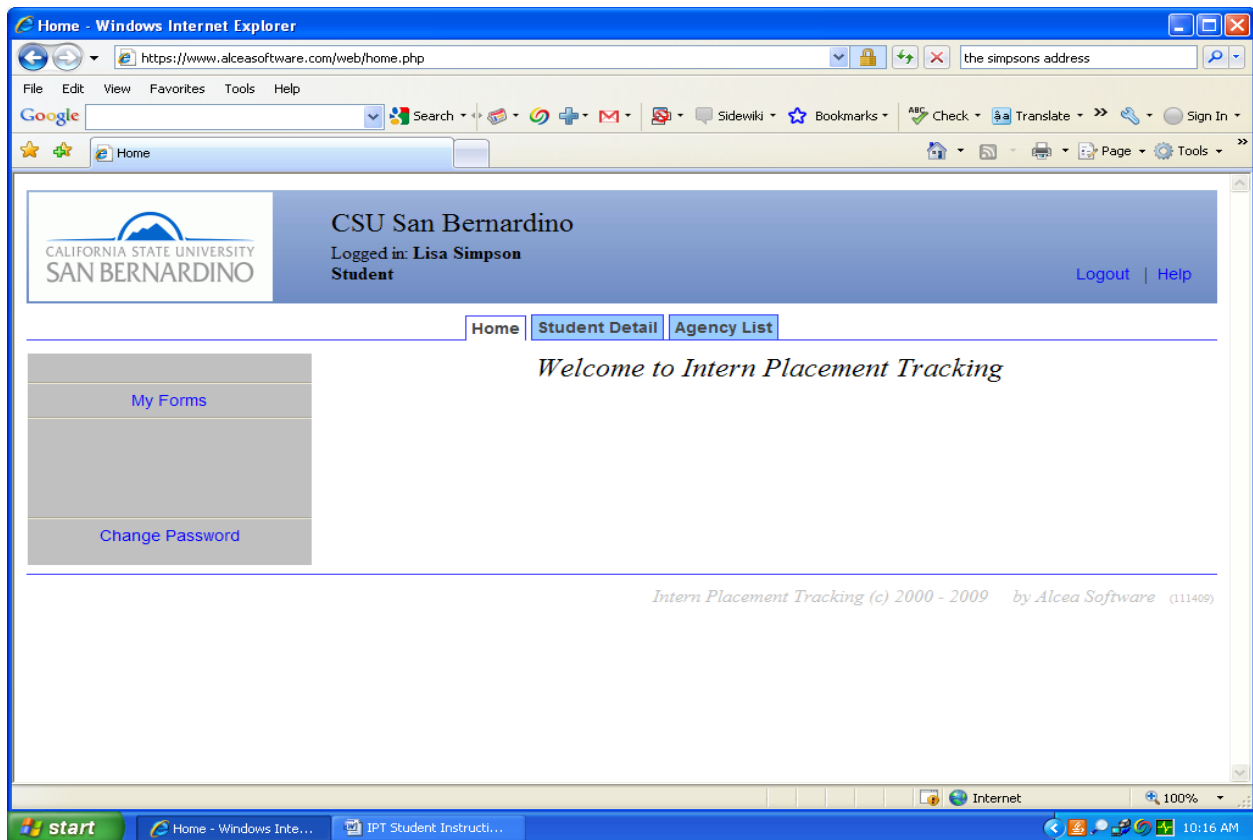
Security Question

Answer

Done Internet 100%

Student IPT Instructions

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

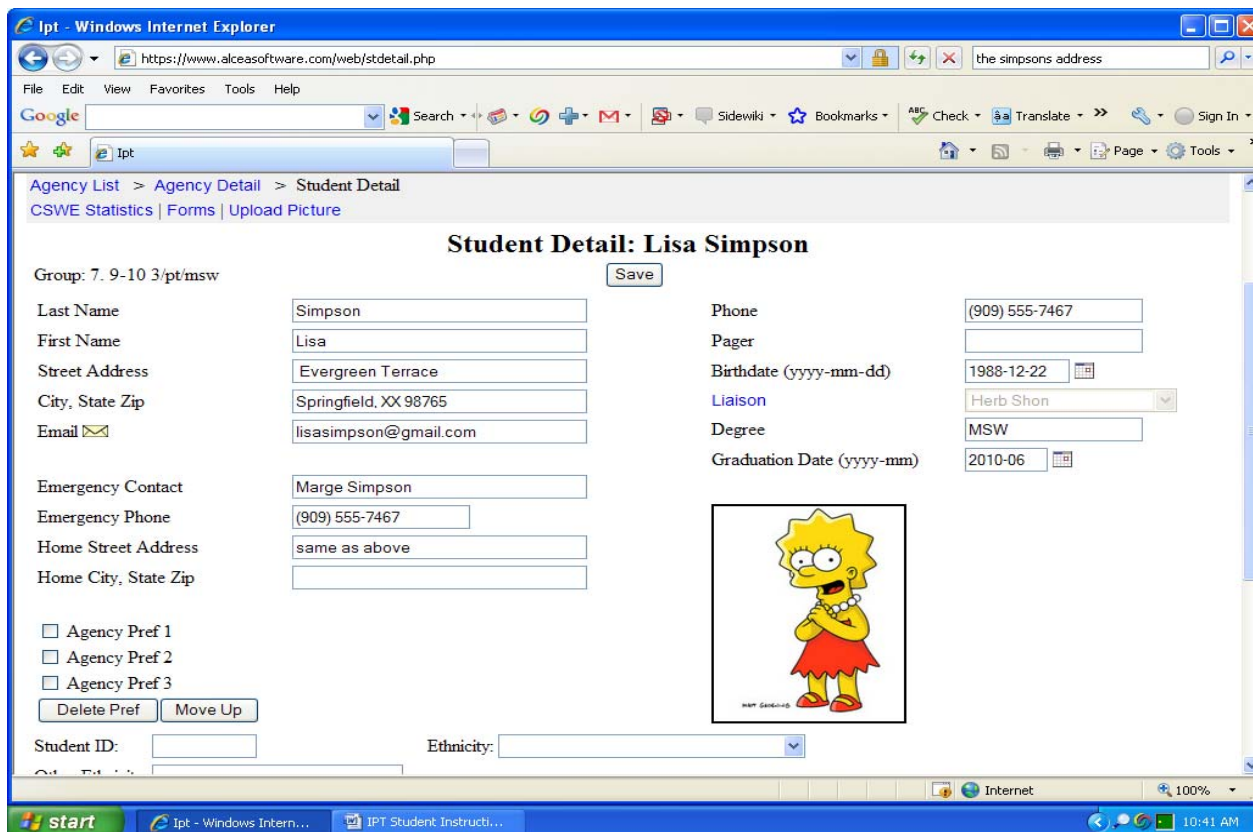


At the Home Page, three links are provided along the top of the page including **Home**, **Student Detail**, and **Agency List**. On the left hand side of the page are links to **My Forms**, which is where you can find your Learning Plan Agreement, and **Change Password** (yours).


Top Menu Information

Student Detail

By clicking on the **Student Detail** tab you will be directed to your personal information page which includes your name and address, phone number, email, emergency contact information, demographic information, and field placement information. This information will be used regularly by the School of Social Work to contact you, making it crucial that you keep this information updated. Additionally, your email address in the IPT system **must** be your CSUSB email address or it will be erased. If you have any problems with your student email account, contact the Data Center and Helpdesk at (909) 537-7677 or go to their office in PL-022 in the Library basement.



The screenshot shows a web browser window displaying the 'Student Detail' page for Lisa Simpson. The page is titled 'Student Detail: Lisa Simpson' and includes a 'Save' button. The form contains the following fields:

Group: 7. 9-10 3/pt/msw			
Last Name	Simpson	Phone	(909) 555-7467
First Name	Lisa	Pager	
Street Address	Evergreen Terrace	Birthdate (yyyy-mm-dd)	1988-12-22
City, State Zip	Springfield, XX 98765	Liaison	Herb Shon
Email	lisasimpson@gmail.com	Degree	MSW
Emergency Contact	Marge Simpson	Graduation Date (yyyy-mm)	2010-06
Emergency Phone	(909) 555-7467		
Home Street Address	same as above		
Home City, State Zip			
<input type="checkbox"/> Agency Pref 1 <input type="checkbox"/> Agency Pref 2 <input type="checkbox"/> Agency Pref 3 Delete Pref Move Up			
Student ID:		Ethnicity:	

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 Student Detail page. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.

Student IPT Instructions

CSWE Statistics

Each year the School of Social Work is required to submit certain information about students to retain Council for Social Work Education (CSWE) accreditation. You will need to fill out this information by clicking in the **CSWE Statistics** tab on the upper left-hand menu on the student detail page. Fill in the Gender, Age, and Ethnic Group questions as they apply to you. Under Financial Aid, Select Child Welfare IV-E if you are in the Title IV-E program, State of Local Government if you receive the Mental Health Stipend, Veteran's Benefits if you receive benefits through the GI Bill, Loan Unsubsidized or Subsidized if you receive financial aid, or another option if it applies to you. Leave the field blank if none of the options apply to you. If you receive any type of stipend or payment from your agency, select Paid by Field Instruction Agency under Fund Type. If you are not paid by the agency, select Not Tied to current Field Work. Select Full-Time or Part-Time Enrollment as it applies to you. Under Field Instruction as well as Fields of Practice, choose the option that most closely describes your internship. Under the Methods of Practice tab, choose Direct unless you have an internship that is specifically macro or policy related. Under Degree, choose the degree that you are working on, Baccalaureate for the BASW program and Masters for the MSW program. Under Year, select which year you are in the program. If you have any questions regarding how to fill out this section, MSW students should contact Patsy Andrada at pandrada@csusb.edu or call (909) 537-5568, and BASW students should contact Dr. Herb Shon at hshon@csusb.edu or call (909) 537-5532.

The screenshot shows a web browser window titled "Ipt CSWE Statistics - Windows Internet Explorer". The address bar shows the URL "https://www.alceasoftware.com/web/stdcats.php?uid=2101". The page header includes the CSU San Bernardino logo and the text "Logged in: Lisa Simpson Student". Below the header are navigation tabs: "Home", "Student Detail", and "Agency List". The main content area is titled "Student CSWE Statistics: Simpson,Lisa" and contains a form with the following fields:

Gender	Female
Age	25 and under
Racial/ethnic Group	Other
Financial Aid	Child WelfareIV-E
Fund Type	Not Tied to current Field work
Enrollment	Part Time
Field Instruction ... Classification	Child Welfare
Fields of Practice	Child Welfare
Methods of Practice	1. Direct
Degree	Masters
Year	Third

A "Save" button is located at the bottom right of the form.

Student IPT Instructions

Agency List

By clicking on the Agency List page you will be directed to all the agencies currently in the IPT system. To see the full detail on any agency, simply click its name and you will be directed to the agency contact page.

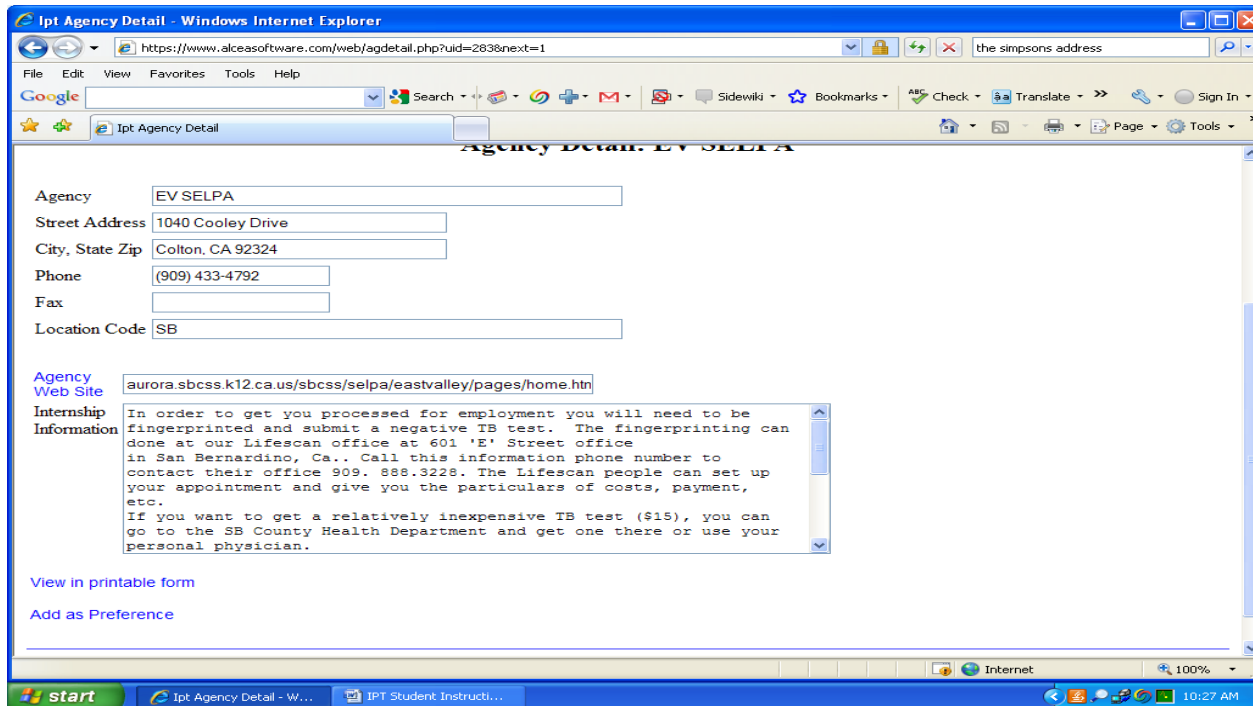
We ask each agency to fill in their contact information and to keep it current. You may use this information to get information such as phone number, address, Web site, whether they take MSWs, BSWs, or both, and more.

The screenshot shows a web browser window titled "Ipt Agency List - Windows Internet Explorer". The address bar displays the URL: <https://www.alceasoftware.com/web/aglist.php?range=A-Z>. The browser's search bar contains "Google". The page content includes the CSU San Bernardino logo and navigation links for "Home", "Student Detail", and "Agency List". The "Agency List" page is displayed, showing a list of agencies under the heading "Agency List". The list includes:

- (A-Z)
- A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ
- Aegis Medical
- American Recovery Center
- ANKA Behavioral Health
- Barstow Counseling Center
- Bilingual Family Counseling
- Building a Generation
- Canyon Ridge Hospital
- Care Connexus
- Caritas Counseling Services
- Carole Cole Center
- Carolyn E. Wylie Center for Children
- Children's Center/CCAMPIS Program
- Children's Plus Foster Family Agency
- Children's Way FFA
- Claremont Unified School District
- Community Access Network FFA

The browser's taskbar at the bottom shows the Windows Start button and several open applications, including "Ipt Agency List - Win..." and "IPT Student Instructi...". The system tray shows the time as 10:25 AM.

Student IPT Instructions



By clicking on the words Agency Web Site in blue, a new window will open in your browser with that agency's website for you to research the agency, the population served, the types of programs they offer, etc.

Also, read through the Internship Information box to find out what types of clearances you will need to begin your internship, as well as other pertinent information.

Click on the Add as Preference link to create a bookmark to the agency website on your Student Detail page. You are able to save 3 Agency links on your student page to reference and order by preference, which can help in the selection of your next year's internship site.

Student IPT Instructions

Learning Plan Agreement

Students in Field receive credit for the course through the Learning Plan Agreement. This Agreement serves as your contract with the agency and outlines the areas in which you are expected to achieve appropriate mastery. Click on the **Forms** link on the upper left-hand corner of the Student Detail page or the left-hand menu on your home page to access the Learning Plan Agreement. The next screen will show you which forms are assigned to you. Click **View** on the left-hand side of the appropriate form to access your Learning Plan Agreement (LPA). For Bachelor's students, your form will be named BASW Learning Plan Agreement and Skills Evaluation, for 1st year MSW field students your form will be named Foundation 1st Year Learning Plan Agreement and Evaluation, and 2nd year MSW Field Students will have the Advanced 2nd Year Learning Plan Agreement.

Online Forms List - Windows Internet Explorer

https://www.alceasoftware.com/web/usersformlist.php?uid=763&sb=st

CSU San Bernardino
 CALIFORNIA STATE UNIVERSITY
 SAN BERNARDINO
 Logged in: Patsy Andrada
 Field Director
 Logout | Help | Forum

Home | Agency List | Supervisor List | Student List | Group List | Reports

Student List > Student Detail > Form List

Online Forms List For: Heather Fickas - 7. 9-10 3/pt/msw

Include Forms from all Groups for this Student

	[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	
View	Foundation 1st Year Learning Plan Agreement & Evaluation	9/26/08 to 12/16/08	✉ Marshall, Heather	complete	123		2008-09-26	2008-12-01

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

Done

start | Online Forms List - Wi... | IPT Student Instructi... | 11:48 AM

Student IPT Instructions

FOUNDATION/1ST Year Learning Plan Agreement and Comprehensive Skills Evaluation
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:

Once you open the LPA, you will see the Instructions for Use followed by blank fields within which you are to list which quarter you are currently in, your name, agency, field instructor, dates and times of field as well as supervision, your field liaison, and your field seminar dates. You are 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 you should detail some of the learning experiences you expect to have during the year, including a plan to obtain some of the required macro experiences. This section should be discussed with your field instructor 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.

Student IPT Instructions

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:

a. 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. It behooves the student to remind their field instructor when the due date is approaching.

There is also a Collaborative Notes section within the LPA that allows you to communicate with your field instructor and 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.

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 you 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.

Student IPT Instructions

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Applies systems theory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Applies ecological theory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Applies knowledge of the effects of culture on behavior, parenting and social functioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Applies knowledge of the potential effects of poverty, racism, sexism, homophobia, violence and other forms of oppression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Applies knowledge of attachment theory and its application to the trauma of separation and loss	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Demonstrates awareness of the value systems on which theories are based.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Once the scores are filled in, the student 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 you can receive credit for the quarter. Again, it is the student who 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 the student keep track of due dates and remind their instructor to avoid receiving a No Credit for the quarter.

Student IPT Instructions

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

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		(<i>Hunt, Lisa Renee</i>):
Agency Field Instructor Signatures			(<i>Andre, Cathy</i>):
Liaison Signatures			(<i>Steve Steinberg</i>):

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.

Have a Great Year in Field!