



California State University  
**Northridge**

Master of Social Work Program

# IPT Instruction Manual

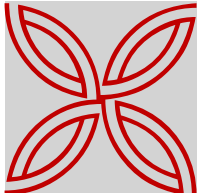
## *Field Instructor Version*

### Table of Contents

What is IPT? .....	1
Setting Up Your IPT Access.....	2
Signing Your Completed Documents .....	2
Learning Agreement .....	3

Mid-Term Evaluations .....	5
Semester Evaluations .....	6
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Technical Assistance with IPT .....	7

## What is IPT?



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

## Setting Up Your IPT Access

1. Go to [www.runipt.com](http://www.runipt.com)

2. A temporary, personalized, default username will be sent to you by e-mail from a CSUN representative. On the opening screen, enter that username and the following information:

Organization ID: csun (*all lowercase*)

Default Username: *enter personal username per your e-mail from CSUN Field Liaison*

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.

## 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 Liaison to get your questions answered **before** signing the document.

If due to an error an item needs to be edited after signature, please contact Janice Ollis (contact information listed at the end of this manual) 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

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

1. Go to [www.runipt.com](http://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 "Foundation Agreement and Evaluation" (for first year students) or "Concentration Agreement and Evaluation" (for second year students). If you are the Field Instructor

for more than one CSUN MSW student intern, you will find one such document for each CSUN MSW 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.)

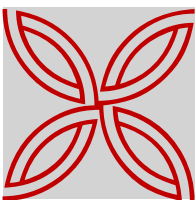
As Field Instructor, you complete “Section VII “Field Instructor Teaching Plan”. Be sure to click the “Save Work” button at the end of each section.

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 NINE or 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.



7. In the rare case that an item needs to be edited after signature, please contact Janice Ollis (contact information listed at the end of this manual) to adjust the content. Such modifications require special access and new signatures by both the student and the field instructor.

## Mid-Term Evaluations

Accessing and completing the Mid-Term Evaluation form (a brief progress report on each student which is

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completed at the midpoint of each semester).

1. Go to [www.runipt.com](http://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.” The list includes a “Mid-Term Evaluation” form for each CSUN MSW student intern for whom you are the Field Instructor.
3. Click on “View” in the left column and you can access each student's Mid-Term Evaluation form for the current term (whether First or Second semester). This form is to be completed by you and signed by both you and your intern.
4. For each evaluation component, use the drop down menu in the right column to select the intern’s level of skill development (“Progressing”, “Beginning”, “Needs Improvement”, or “Poor”). Use the “Key Definitions for Level of Skill Development” as a guideline for use of each of these terms.
5. Fill in the comment boxes near the bottom of the document as appropriate.
6. Review the content of the document with the student. Make any final changes before signing, as your signature locks the document and prevents further changes.
7. Sign the document by typing in your name under the “Signatures” heading for “Field Instructor” (located at the end of this manual). Your student also signs the form. The database will automatically date your signature.

## End of Semester 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.

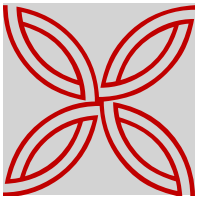
**Accessing and completing the Semester Evaluations (a form in which you and your student provide ratings of your student’s progress on each of the ten competencies).** The Semester Evaluation forms are included within the Learning Agreement document, and one is completed for each student at the end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

1. Go to [www.runipt.com](http://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 “Foundation Year Agreement and Evaluation” (for first year students) or

“Concentration Year Agreement and Evaluation” (for second year 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 “Foundation Year Comprehensive Skills Evaluation” (for first year students) or “Concentration Year Comprehensive Skills Evaluation” (for second year students).
5. Review the “Instructions for Rating Students” and “Narrative Sections.”
6. Beginning with “Competency #1: ETHICAL AND PROFESSIONAL BEHAVIOR” 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. After completing the competency ratings, proceed to the next section headed “1<sup>st</sup> Year (or 2<sup>nd</sup> Year) Comprehensive Skills Evaluation”. In the area applicable to the current semester (First Semester or Second Semester) 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.

13. If due to an error an item needs to be edited after signature, please contact Janice Ollis (contact information listed at the end of this manual) to adjust the content. Such modifications require special access and new signatures by both the student and the Field Instructor.

## Technical Assistance with IPT

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

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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 Janice Ollis, the administrator of the IPT Database for the MSW Program at the CSUN Department of Social Work.

Janice Ollis can be reached as follows:

Email [janice.ollis@csun.edu](mailto:janice.ollis@csun.edu)

Phone 818-677-4638 Fax 818-677-7662