California State University
Northridge

Master of Social Work Program

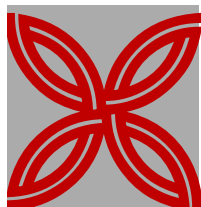## IPT Instruction Manual

Student Version

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What is IPT?

IPT (Intern Placement Tracking) is the online database for CSUN MSW students and field instructors to complete Learning Agreements and Evaluations. 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 between 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 student, your IPT log-in provides access to your Field Application, Learning Agreement, and field evaluations. You will be able to complete your documents online, review your Field Instructor's submissions, and electronically sign these documents.

This manual addresses how to log in to the IPT system and set up your individual username and password; how to submit your Field Application; how to access your Learning Agreement and Field Evaluations; and how to get help if you have any problems with the IPT system or need assistance with the forms.

Setting Up Your IPT Access

1. Go to www.runipt.com
2. A default, personalized username will be sent to you by the CSUN MSW office. 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 MSW Field Department Staff
   Default Password: ipt (all lowercase)

The first time you log in using the default username and password above, you'll be prompted to set up your personal username and password. You may want to choose something that is easy to remember, such as your CSUN username and password. Your username and password can be any combination of characters, and it is case sensitive. 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 the IPT system for your Field Application or (during the school year) your Learning Agreement and Evaluations.

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 you are working on. Please **do not** sign any section of a document until it is fully completed by all parties. Entering your signature locks that section of 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 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** (janice.ollis@csun.edu) to adjust the content. Such modifications require special access and new signatures by both the student and the field instructor.

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.

First Year Field Application

> **For incoming, first-year students. Due 48 hours before your field placement interview.**

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 (this *must* include your CSUN e-mail address), alternate email, 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.
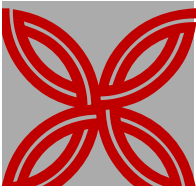
Learning Agreement

Accessing and completing your Learning Agreement form (generally completed about six weeks after your start date 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 "Foundation Agreement and Evaluation" (for first year students) or "Concentration Agreement and Evaluation" (for second year 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.
11. If due to an error an item needs to be edited after signature, please contact **Janice Ollis** (janice.ollis@csun.edu) to adjust the content. Such modifications require special access and new signatures by both the Student and the Field Instructor.

FOUNDATON OR CONCENTRATION YEAR COMPREHENSIVE SKILLS EVALUATION

12. 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."

13. Review and discuss your work with your Field Instructor and Field Liaison as necessary.
14. DO NOT sign the document under **"2nd Year Comprehensive Skills Evaluation"** at this time. You will sign these portions after evaluations are completed at the end of each semester.

Mid-Term Evaluations

Accessing and completing the Mid-Term Evaluation form (a brief progress report which is completed by the Field Instructor at the midpoint 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 next to your Midterm Evaluation. This form is to be completed by your Field Instructor and signed by both you and your Field Instructor.
4. Review and discuss your Field Instructor's ratings and comments. Your Field Instructor must make any final changes *before* signing, as your signature locks this document and prevents further changes.
5. Sign the document by filling in your name under the "Signatures" heading for "Student." The database will automatically date your signature.
6. If due to an error an item needs to be edited after signature, please contact **Janice Ollis** (janice.ollis@csun.edu) to adjust the content. Such modifications require special access and new signatures by both the Student and the Field Instructor.

Semester Evaluations

Accessing and completing the Semester 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 Semester 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 "Foundation Agreement and Evaluation" (for first year students) or "Concentration Agreement and Evaluation" (for second year students).
2. Click on "View" in the left column.
3. Scroll down to the section titled "Foundation Agreement and Evaluation" (for first year students) or "Concentration Agreement and Evaluation" (for second year students).
4. Find the column marked for the appropriate semester (Fall/Winter, Spring, or Summer).
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.
8. If due to an error an item needs to be edited after signature, please contact **Janice Ollis** (janice.ollis@csun.edu) 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 "Degree," select "Masters."
6. For the section titled "Year," select the number which corresponds to your year in field (1 for first year, 2 for second year, etc.).

Second Year Field Application

To be completed during the second semester of your first year.

You will receive an email specifying instructions for your Second Year Field Application, including due date. Please note that this form will be similar to the First Year Field Application. After completing the form, you may sign it. The database will automatically date your signature.

Technical Assistance with IPT

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 in the CSUN Department of Social Work.

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

Janice Ollis can be reached as follows:

Email	janice.ollis@csun.edu (try e-mail first!)
Phone	818-677-4638
Fax	818-677-7662