IPT Field Instructor Manual

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Logging on to IPT

Go to www.runipt.com:

Enter the Organization ID: **ouswk**

Enter your username and password (these will be provided by OU):

Once you have logged on for the first time, it is recommended that you change your username and password to something that will be easy to remember.
After you log in, you will be taken to your IPT Home Page:

On this page you will find helpful information, including campus policies, resources, and contact information for the Field Education offices in both Norman and Tulsa. For Tulsa Campus information, just scroll down the page.

Some field instructors will be affiliated with more than one agency in IPT. If so, you will use the drop down menu and select your agency:

If you do not see a drop down menu, don’t worry. Your agency will show up automatically.
From your IPT homepage, you can view your instructor details by clicking the **Field Instructor Detail** tab:

The information on the Field Instructor Detail tab has been entered by an OU IPT administrator, and was taken from your Field Instructor Application. You are able to make changes to this information as needed. Please keep your email address, mailing address, phone number, and agency updated:

```
<table>
<thead>
<tr>
<th>Last Name</th>
<th>Social Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Super</td>
</tr>
<tr>
<td>Street Address</td>
<td>1234 Agency Row</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Metro Area, Ok</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:supersocialworker@gmail.com">supersocialworker@gmail.com</a></td>
</tr>
</tbody>
</table>
```

Field Instructor Detail: Super Social Worker
The Field Instructor Detail tab will also show you the students that are assigned to you. Scroll down to view your students:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Student Name</th>
<th>Phone Number</th>
<th>Student Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>view</td>
<td>Sooner, Boomer</td>
<td>xxx-xxxx-xxxx</td>
<td>Norman FTFY 15/16</td>
</tr>
<tr>
<td>view</td>
<td>Sooner 1, Boomer</td>
<td>xxx-xxxx-xxxx</td>
<td>Norman FTFY 15/16</td>
</tr>
</tbody>
</table>

You may click on view to look at the student's IPT page. You can find the student’s contact information as well as other relevant practicum information.

Click on the Home tab to go back to your IPT homepage:
Forms in IPT

To view forms assigned to you, click on the link on the left side titled **My Forms**:

Under **My Forms**, you will find your students’ forms that may require your signature, including weekly supervision logs, practicum proposals, and practicum contracts:
To view a form, click on the link titled **View** on the left side of the table:

This will open a new browser window where you can view, edit, and sign the form. Here is an example of what a Field Education Contract will look like:

**UNIVERSITY OF OKLAHOMA**

**THE ANNE AND HENRY ZARROW SCHOOL OF SOCIAL WORK**

**SWK 4315 Practicum I Field Practicum Contract and Student Evaluation**

<table>
<thead>
<tr>
<th>Student:</th>
<th>Boomer Sooner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Instructor:</td>
<td>Super Social Worker</td>
</tr>
<tr>
<td>Practicum Site:</td>
<td>Super Social Services, Inc.</td>
</tr>
<tr>
<td>Program/Unit:</td>
<td>BSW</td>
</tr>
<tr>
<td>Field Liaison:</td>
<td>Anna Riley</td>
</tr>
<tr>
<td>Semester/Year:</td>
<td>First</td>
</tr>
</tbody>
</table>

**Description of field setting; specific program/unit:**

Child welfare

The field education contract serves as an ongoing resource for practicum activity and assignment planning; instructor feedback and student self-evaluation; and the student's final evaluation. It is based on core social work competencies defined by our accrediting body, the Council on Social Work Education.

In 2008 the CSWE adopted a competency-based approach to social work education and revised its educational standards. The Council established ten (10) core competencies comprised of social work knowledge, values and skills. The Council further suggested forty-one (41) practice behaviors by which students could demonstrate the integration and application of the ten competencies. The University of Oklahoma Anne & Henry Zarrow School of Social Work is accountable to the Council to ensure that students have the opportunity to acquire each competency and to evaluate each student to determine the extent to which the competencies have been achieved. Therefore, the School has based its own program requirements on the CSWE framework. The requirements, the Zarrow School Practice Behaviors, have been designed into this contract.
The Practicum Contract & Evaluation is an important document that will be referred to throughout the semester. The first signatures due will be for the Practicum Contract. Your student will fill out the sections titled **Plan for Supervision, Work Plan and Revisions**:

### Educational Plan
**Competency Area, Practice Behaviors & Practice Tasks**

Work Plans: Specific Practicum Activities & Assignments

This section of the Contract includes competencies which establish guidelines for the student's professional approach to the practicum experience. It offers ways that a student may take advantage of the mentoring relationship in the practicum. And, it helps the student situate the practicum in a social services context and begin exploring what it means to be a professional social worker.

All social work students must be familiar with and are bound by the provisions of the University of Oklahoma Anne & Henry Zarrow School of Social Work Academic and Professional Behavior Policy. Included in this policy are standards for professional behavior which must be incorporated into and met this practicum.

#### A.1 SUPERVISION:
Exhibit personal responsibility for effective use of supervision and consultation; develop a practice of soliciting, receiving, accepting and utilizing constructive feedback to improve practice.

### Practice Tasks
1. Utilize supervision for feedback and ongoing development of the field education contract.
2. Prepare for supervision with questions, cases, concerns and issues to analyze, critique, and discuss.
3. Use supervision to explore and integrate differential use of self in professional relationships.
4. Actively seek out and utilize supervisory feedback to evaluate and improve practice.
5. Use supervision to integrate classroom learning in the practice setting.

### Plan for Supervision:

- Revisions

### Evidence to support rating:

- Strategies to increase competence:

Please note that the evaluation will be completed at a later date. After you have reviewed the contract and are satisfied with the practicum activities and tasks, you may sign the contract. Scroll down to the section titled **Part 1 - WORKPLAN DEVELOPMENT COMPLETION SIGNATURES** and click on the link titled Workplan Development:

### Part 1 - WORKPLAN DEVELOPMENT COMPLETION SIGNATURES

- **Student:** (Sooner, Boomer):
- **Field Instructor:** (Social Worker, Super) *Workplan Development*
- **Faculty Liaison:** (Ann Riley):
The text box will open for your signature. Please click “SUBMIT SIGNATURE” once you’ve typed in your name:

Sign by typing your name when you have completed this workplan.

[Signature field]

SUBMIT SIGNATURE  CANCEL

---

Part 1 - WORKPLAN DEVELOPMENT COMPLETION SIGNATURES

Student:     (Sooner, Boomer):
Field Instructor:    (Social Worker, Super):  Workplan Development
Faculty Liaison:    (Ann Riley):

Make sure to click save when you are finished:

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.

CLOSE  SAVE
Practicum Contract & Evaluation - Evaluation

At the end of the semester (or mid-semester for block placements), you will return to the Practicum Contract & Evaluation to complete the evaluation. You will see a drop-down box next to each section of the contract:

Educational Plan
Competency Area, Practice Behaviors & Practice Tasks
Work Plans: Specific Practicum Activities & Assignments

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4. Actively seek out and utilize supervisory feedback to evaluate and improve practice.
5. Use supervision to integrate classroom learning in the practice setting.

Plan for Supervision:

Revisions:

Evidence to support rating:

Strategies to increase competence:

Rate your student on each section of the Practicum Contract. Once you have assigned a rating, click on the pencil and paper icon to fill out the sections titled Evidence to support rating and Strategies to increase competence:
When you get to the I-1 Practice section of the contract, there will be an additional box for you to fill out titled Learning Process Involved:

Learning Process
1 = Read about or receive oral information
2 = Shadowed during client system interactions
3 = Shared responsibility for parts of an interaction/project
4 = Took full responsibility for parts of interaction/project
5 = Took full leadership in organizing interaction/project
6 = Took full leadership in implementing interaction/project

Practice - Preparation I
Practice Tasks
1. Actively prepare for work with clients by collecting, organizing and interpreting client system information.
2. Affectively prepare for action with client systems.
3. Demonstrate the ability to know when to seek out supervisory guidance.

Work Plan:

When you have finished rating all of the sections of the contract, scroll down to the section titled EVALUATION OF STUDENT PERFORMANCE:
Click on the pencil and paper icon to enter your comments. When you are finished, enter your grade recommendation using the drop down box:
EVALUATION OF STUDENT PERFORMANCE – SWK 5413

I. Summary of Student’s Primary Responsibilities

II. Summary of Student Achievement

III. Student Strengths:

IV. Student Limitations or Areas Identified for Additional Experience, including Performance Improvement Plans

V. Student Comments

VI. Faculty Liaison Comments

Grade Recommendation:

Before you make your grade recommendation, please review the practicum grading policy in the Field Practicum Manual.

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.

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.

Don’t forget to click save:

Printable Version
Weekly Practicum Report

Each week, your student will fill out a weekly practicum report for you to sign. This can be found under My Forms:

Scroll down to Weekly Practicum Report and click View:

A new window will open showing the Weekly Practicum Report. The first section, titled Supervision Conference- Student, will be filled out by the student. Scroll down to the section titled Supervision Conference- Field Instructor:
Click the pen and paper icon to enter your comments. If you have any concerns, use the drop down menu to select Yes, then click SAVE to display additional questions:

**Supervision Conference – Field Instructor**

**Field Instructor:** Social Worker, Super

1. Please comment about this week’s conference:
   
2. Please comment about your student’s performance/progress in practicum:
   
3. Do you have any concerns regarding the following areas?

   If so, please check which area(s).
   
   - Practicum assignments
   - Practicum performance
   - Work plan progress
   - Professional behavior
   - Other: ________

   [SAVE WORK]

If you don’t have any concerns, simply click no. Be sure to click SAVE WORK to save your progress!

Once you have filled out the **Supervision Conference- Field Instructor** section, scroll down to review your student’s Weekly Activity Log. Your student will fill this out weekly and you will need to review and sign. Add your comments under **Weekly Activities- Field Instructor Comments:**
Student Weekly Activity Log

Week ending date:

Placement week #

Hours Interned for Week: 0

Total Hours to Date: 9

Weekly logs must include specific practicum activities and correspond to Work Plans in the field contract. Do not include employment activities that have not been approved as part of the practicum.

Logs for the practicum week reported are due the following week on the day specified by the field office on the student’s campus. Failure to submit logs will result in suspension of practicum, and possibly a grade of Unsatisfactory for the course.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Activity</th>
<th>Total Time (decimal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click to add activities

**Total Hours** 0

*Once signed, this log becomes locked. If this log needs to be unlocked, please notify by email the Field Education Office. If your Field Instructor has already signed, requests to unlock this log must be initiated by your instructor.*

Weekly Activities – Field Instructor Comments:

Click on the link titled **Click to sign Completed Document** to sign the Weekly Practicum Report:

Student Signature: (Sooner 1, Boomer):

Field Instructor Signature (Social Worker, Super): **Click to sign Completed Document**

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.

A text box will open for your signature. Click **Submit Signature** when you are finished:

**Weekly Practicum Report**

Supervision Conference – Student

Student: Sooner 1, Boomer

Sign this document by entering your name in the box below. Once you have signed here you will no longer be able to change fields in document.

Sign: 

Submit Signature Cancel

Again, don’t forget to click **Save** in order to save your signature:
Student Signature: (Sooner 1. Boomer).

Field Instructor Signature (Social Worker, Super). Click to sign Completed Document

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.

[SAVE] [CLOSE]