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Intern Placement Tracking (IPT) Instructions

Getting Started: Logging In
The IPT database is how you will complete everything for your practicum. The following is brief introduction on how to access this database.

Log In Information:

The IPT website is online at: www.runipt.com.

Once you access the webpage, there are three fields that must be completed. The fields are case sensitive. For OU Social Work students, field liaisons, field instructors, and agencies, the organization ID will always be:

Organization ID: ouswk

User Name and Password will be provided to you via email.
Change Password:

Once logged in, you will be asked to change your user name and password

Student Homepage:

Getting started

*When you are on your homepage, you can access:

1. **Student Detail** - contains all your personal information
2. **Agency List** - contains all the agencies that are options for practicum opportunities
3. **Change Password** - allows you to change your password
4. **My Forms** - contains all your practicum forms

Welcome to Intern Placement Tracking

I have entered all the agencies in IFT. If you do not see the site you are supposed to begin your practicum this week, please email me ASAP.

Foundation Year Students: Remember there are mandatory practicum labs this first week.

Concentration Year Students: Remember there is a mandatory Pre-Practicum Orientation the first week.

Leslie Foster
Practicum Graduate Assistant
lf@ou.edu
**Student Detail Tab**

*Click on the Student Detail tab from your Home Page.*

1. Please complete all your personal information.
2. Please upload a picture.
3. Your Advisor will be added automatically for you.
4. Hit SAVE after you update things on this page.
5. Please complete the CSWE Statistics section.

*EMAIL address and PICTURE are MANDATORY*
**Agency List**

*Click on the Agency List tab from your Home Page.*

1. Click on A-Z to bring up the whole list.
2. Click on an agency to see more information about that agency.
3. Information on agency will say if the agency serves:
   * Foundation or Concentration year students or Both
   * ACP or DP Concentration year students
   * Lot of other information

<table>
<thead>
<tr>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A New Leaf</td>
</tr>
<tr>
<td>Alzheimer's Association</td>
</tr>
<tr>
<td>Bethesda Family Services</td>
</tr>
<tr>
<td>Brookhaven Hospital</td>
</tr>
<tr>
<td>Center for Employment Opportunities</td>
</tr>
<tr>
<td>Cherokee Nation Three Rivers Health Center</td>
</tr>
<tr>
<td>Child Welfare Families &amp; Youth Development Field Unit</td>
</tr>
<tr>
<td>Community Service Council</td>
</tr>
<tr>
<td>Crossroads, Inc</td>
</tr>
<tr>
<td>Cushing Regional Hospital-Senior Concepts</td>
</tr>
<tr>
<td>DaVita, Inc</td>
</tr>
<tr>
<td>DSIDS Field Unit</td>
</tr>
<tr>
<td>FSSS Field Unit</td>
</tr>
<tr>
<td>Family &amp; Children's Services: Early Childhood</td>
</tr>
<tr>
<td>Family &amp; Children's Services: Children MH School based</td>
</tr>
<tr>
<td>Good Shepherd Hospital</td>
</tr>
<tr>
<td>Grand Lake Mental Health Center, Inc.</td>
</tr>
<tr>
<td>Health &amp; Medical Field Unit</td>
</tr>
<tr>
<td>Hillcrest Medical Center-Mental SW</td>
</tr>
<tr>
<td>Hillcrest Medical Center: Child Adolescent BHS</td>
</tr>
<tr>
<td>Lakeside Home</td>
</tr>
<tr>
<td>Laura's Agency</td>
</tr>
<tr>
<td>Mental Health Association in Tulsa</td>
</tr>
<tr>
<td>Mental Health Field Unit</td>
</tr>
<tr>
<td>Muskogee Community Hospital</td>
</tr>
<tr>
<td>National Resource Center for Youth Services (NRCY)</td>
</tr>
<tr>
<td>OKDHS-OFDM-Adoption</td>
</tr>
<tr>
<td>OKDHS-Child Welfare</td>
</tr>
<tr>
<td>Okmulgee Memorial Hospital: The HOPE Program</td>
</tr>
<tr>
<td>On Physicians</td>
</tr>
<tr>
<td>Saint Francis Hospital: Care Management</td>
</tr>
<tr>
<td>Shadow Mountain Behavioral Health</td>
</tr>
<tr>
<td>Social Workers Plus</td>
</tr>
<tr>
<td>Sol Amor Hospice</td>
</tr>
<tr>
<td>Tulsa CARES</td>
</tr>
<tr>
<td>Tulsa Center for Behavioral Health</td>
</tr>
<tr>
<td>Tulsa County Juvenile Bureau</td>
</tr>
<tr>
<td>Tulsa Day Center for the Homeless</td>
</tr>
</tbody>
</table>
Identifying your Agency and Field Instructor

Once you have completed your interviews and have made a final decision about your practicum placement site and your field instructor, please follow the directions detailed below:

From your homepage, click on “Agency List”

Click on “A-Z” to make the whole list appear
How to designate your agency

1. If your site is listed on your agency list, click on the agency that is your practicum site.

2. Scroll down to the bottom of the page.

3. Click on “add as placement site”
4. Placement site will appear under Agency Preference on your Student Detail page

**How to designate your Field Instructor**

1. Click on Student Detail tab
2. Find Field Instructor Field
3. Enter the name of your field instructor
4. Practicum staff will verify if field instructor is in IPT.
   - **if field instructor is in IPT, no other steps are necessary**
   - **if field instructor is NOT in IPT, practicum staff will notify you that your field instructor is not in the system and that they will need to complete a field instructor application.**
What if your practicum site that is NOT in IPT?

1. If the agency you will compete your practicum at is NOT in IPT:
   a. The site application will need to be completed. It is found on the school’s website, [http://socialwork.ou.edu/how-do-i-get-involved](http://socialwork.ou.edu/how-do-i-get-involved)
   b. The site application is sometimes completed by the field instructor and sometimes completed by someone else at the agency. Please discuss with the field instructor who in the agency would be the best person to complete this form.
   c. Once an agency completes a site application – they will NOT have to complete one the next time they take a student, because they will already be in the system.

2. Once the agency completes the site application and is added to IPT, the student must follow the directions above to designate their practicum site.
**Forms**

*Click on My Forms from your Home Page. (refer to page 2)*

This tab is where you will utilize your weekly forms and your Field Education Contract.

1. **View** - Access/edit the form
2. **Status:**
   - New - has not been accessed
   - Active - has been edited/updated/saved
   - Complete - has all necessary signatures
3. **Waiting For:**
   - Student - student is still accessing/editing/etc.
   - Practicum instructor - student has signed and it is now waiting for Practicum Instructor to sign
4. **Hide Completed Forms** - if you check this box, it will only show new and active forms

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* Supervisory Conference Report & Weekly log of Practicum Activities and Field Education Contract will be distributed at the beginning of the year
1. Complete top half of form is the Supervision Conference part. Complete this section per your weekly Supervision.

2. Fill in blanks and complete numbers 1-4. You cannot sign the form until those are completed.

---

**Supervision Conference – Student**

<table>
<thead>
<tr>
<th>Student:</th>
<th>Johnny, Boomer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time conference began:</td>
<td></td>
</tr>
<tr>
<td>Time conference ended:</td>
<td></td>
</tr>
</tbody>
</table>

1. Topic and issues student brought to conference:

2. Other topics and issues discussed:

3. Assignments for next week’s conference:

4. Student comments:

---

**Supervision Conference – Field Instructor**

Field Instructor:

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?

   - Practicum assignments
   - Practicum performance
   - Work plan progress
   - Professional behavior
   - Other:

---

**Student Weekly Activity Log**

Week ending date: 

Placement week #: 

Hours worked for Week:

Total Hours to Date: 

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>
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</tr>
</tbody>
</table>

**Click to add activities**

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**Weekly Activities – Field Instructor Comments:**

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SAVE WORK

**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.**

SAVE WORK

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11
Weekly log

1. Week Ending Date: practicum dates
2. Placement Week #: Enter placement week number
3. Hours Interned for Week: Automatically updated from your Total Hours
4. Total Hours to Date: Automatically updated from Previous Week and Hours Interned for Week
5. Click to Add Activities: Will elaborate in next section
6. Save Work:
7. Click to Sign Completed Document: **ONLY SIGN AT THE END OF THE WEEK WHEN ALL YOUR ACTIVITIES AND SUPERVISION HAVE BEEN COMPLETED**

### Student Weekly Activity Log

<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>
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</tbody>
</table>

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.

**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:**
Weekly Activities

1. Click on Click to Add Activities – it will make a row appear
2. Click the pencil icon to add text
3. Enter the date, hours, activity, and Total Time (hours again in .25 increments)
4. Hit Save after each daily entry

**When you add activities, 1 line should contain all the information for 1 day.**
Example of a Completed Weekly Form

Supervision Conference - Student

Student: Sooner, Boomer
Date: 8-24-16
Time conference began: 3pm
Time conference ended: 4pm

1. Topics and issues student brought to conference:

   Topics and issues

2. Other topics and issues discussed:

   Other topics

3. Assignments for next week’s conference:

   Next week assignments

4. Student comments:

   Student comments

Supervision Conference – Field Instructor

Field Instructor:

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:

Student Weekly Activity Log

Week ending date: 8-26-16
Placement week #: 1
Hours Invested for Week: 15
Total Hours to Date: 15

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 weeks 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>8-22-16</td>
<td>4</td>
<td>Practicum Orientation 3pm-7pm</td>
<td>4</td>
</tr>
<tr>
<td>8-23-16</td>
<td>6</td>
<td>Site Activities 9am-12pm, 1pm-4pm</td>
<td>6</td>
</tr>
<tr>
<td>8-24-16</td>
<td>5</td>
<td>Site activities 11am-3pm</td>
<td>5</td>
</tr>
</tbody>
</table>

Click to add activities

Total Hours: 15

**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.

SAVE WORK
Create a New Weekly Form

1. You will only be distributed the Supervisory Conference Report Form & Weekly Log of Practicum Activities.
2. Each week you will create a new blank copy of the form by clicking on the paper icon.

ANNE AND HENRY ZARROW SCHOOL OF SOCIAL WORK
FIELD EDUCATION PROGRAM

Weekly Practicum Report

<table>
<thead>
<tr>
<th>Supervision Conference - Student</th>
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</thead>
<tbody>
<tr>
<td>Student:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Time conference began:</td>
</tr>
<tr>
<td>Time conference ended:</td>
</tr>
</tbody>
</table>

1. Topics and issues student brought to conference:
   - Topics and issues

2. Other topics and issues discussed:
   - Other topics

3. Assignments for next week’s conference:
   - Next week assignments
New Weekly Form

1. Click on paper icon
2. A box will open and ask “Create and Open a new empty copy of this document? Click Ok
3. It will automatically update your Total Hours to Date from the previous week.

Supervision Conference - Student

<table>
<thead>
<tr>
<th>Student:</th>
<th>Score, Boom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
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1. Topics and issues student brought to conference:
2. Other topics and issues discussed:
3. Assignments for next week's conference:
4. Student comments:

SAVE WORK

Supervision Conference – Field Instructor

Field Instructor:
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?
   - Practicum assignments
   - Practicum performance
   - Work plan progress
   - Professional behavior
   - Other:

SAVE WORK

Student Weekly Activity Log

Week ending date: 
Placement week #: 
Hours entered for week: 
Total Hours to Date: 15

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.

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**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**

SAVE WORK

Weekly Activities - Field Instructor Comments:
Field Education Contract & Student Evaluation

Workplan Development

1. Verify that all the information is correct

2. Complete all the Plan for Supervisions/Work Plans with the paper and pencil icon for both the 1’s and 2’s
Electronic Signature on Field Education Contract

3. Sign your Workplan Development ONLY after your field instructor and faculty liaison have checked it and approve it.

**** Once the Workplan Development section is completed, it WILL NOT say complete. This is due to the fact that the contract is used all practicum long and must also be signed for the Evaluation of Student Performance Part 1 and 2. The Field Education Contract will not say COMPLETE until the very end of the practicum****
Evaluation of Student Performance
The Field Education Contract has 3 parts:

1. **Workplan Development** - signed by deadline on calendar
2. **Evaluation of Student Performance Part 1 (Mid-practicum)** - signed by deadline given half way through the practicum after field instructor completes Evaluation of Student Performance.
3. **Evaluation of Student Performance Part 2 (Final)** - signed by deadline given at the end of the practicum after field instructor completes Evaluation of Student Performance.

**** Once the Workplan Development section is completed and/or Evaluation of Student Performance Part 1, it **WILL NOT** say complete. This is due to the fact that the contract is used all practicum long and must also be signed for the Evaluation of Student Performance Part 1 and 2. The Field Education Contract will not say COMPLETE until the very end of the practicum****