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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
**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
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**

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**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
   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

* Supervisory Conference Report & Weekly log of Practicum Activities and Field Education Contract will be distributed at the beginning of the year
Supervisory Conference Report & Weekly Log of Practicum Activities

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 1-3. You cannot sign the form until those are completed.

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THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK
PRACTICUM PROGRAM

Supervisory Conference Report Form &
Weekly Log of Practicum Activities

Student: [Student Name]
Date: ____________________________
Time conference began: ____________________________
Time conference ended: ____________________________

1. Topics and issues student brought to conference:

2. Other topics and issues discussed:

3. Assignments for next week’s conference:

4. Is student making expected progress toward learning objectives?

5. Problems/Concerns: If you have concerns about professional behavior or work performance, please use the space below to identify the specific problems or concerns you have discussed with the student, the recommendations for improvement or remediation that you have made, and the time frame in which the student has to act upon your recommendations. **

**If the practicum instructor has concerns that may result in termination of placement, specific behaviors or work performance MUST be noted in the comment field above and the faculty liaison notified immediately.

Week ending date: ____________________________
Placement week # ____________________________
Hours Interned for Week: ____________________________
Total Hours to Date: 24
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

**If the practicum instructor has concerns that may result in termination of placement, specific behaviors or work performance MUST be noted in the comment field above and the faculty liaison notified immediately.**

Weekly logs must include specific practicum activities and must correspond to activities named on the FPC. Failure to submit logs will result in a grade of Unsatisfactory for the course.
**Weekly Activities**

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

**Assignments for next week’s conference:**

4. Is student making expected progress toward learning objectives?

5. Problems/Concerns: If you have concerns about professional behavior or work performance, please use the space below to identify the specific problems or concerns you have discussed with the student, the recommendations for improvement or remediation that you have made, and the timeframe in which the student has to act upon your recommendations:

**If the practicum instructor has concerns that may result in termination of placement, specific behaviors or work performance MUST be noted in the comment field above and the faculty liaison notified immediately.

Week ending date: 
Placement week:  
Hours Interned this Week: 
Total Hours to Date: 24

Weekly logs must include specific practicum activities and must correspond to activities named on the FFC. Failure to submit logs will result in 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

**Click to Add Activities**

**Total Hours**

**SAVE WORK**

Student Signature: (Your Name)  Click to sign Completed Document

Practicum Instructor Signature: (Your Name)

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.

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

THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK
PRACTICUM PROGRAM

Supervisory Conference Report Form &
Weekly Log of Practicum Activities

Student: Boomer, Sooner
Date: 1/1/12

Time conference began: 8:00 am
Time conference ended: 9:00 am

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

2. Other topics and issues discussed:
   - Ethics, Professional Identity

3. Assignments for next week's conference:
   - Find an article related to Ethics

4. Is student making expected progress toward learning objectives?
   - Yes

5. Problems/Concerns: If you have concerns about professional behavior or work performance, please use the space below to identify the specific problems or concerns you have discussed with the student, the recommendations for improvement or remediation that you have made, and the time frame in which the student has to act upon your recommendations: **

**If the practicum instructor has concerns that may result in termination of placement, specific behaviors or work performance MUST be noted in the comment field above and the faculty liaison notified immediately.

---

Week ending date: 1/8/12
Placement week: # 1
Hours Interned for Week: 16
Total Hours to Date: 16

Weekly logs must include specific practicum activities and must correspond to activities named on the FPC. Failure to submit logs will result in 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>1/1/12</td>
<td>8</td>
<td>8-9 Supervision</td>
<td>8</td>
</tr>
<tr>
<td>1/2/12</td>
<td>8</td>
<td>9-5 Staff</td>
<td>8</td>
</tr>
</tbody>
</table>

Clock to add activities

Total Hours: 16

Student Signature (Boomer, Sooner): Boomer, Sooner Aug 8, 2012 2:30 PM
Practicum Instructor Signature (Joe, Jane): Joe, Jane Aug 8, 2012 2:51 PM

Close

Printable Version
Create a New Weekly Form

1. You will only be distributed the Supernavit 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**.

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.
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

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
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****