Intern Placement Tracking (IPT) Tutorial

for Agency Field Instructors

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Introduction

The Intern Placement Tracking (IPT) system is a web-based practicum monitoring system designed to keep track of students placed in internship programs with various agencies. The CSU, Chico School of Social Work implemented IPT in order to more effectively track student placements while providing students a valuable tool allowing students to research prospective field agencies. IPT also provides a paperless solution for tracking and archiving online field forms.
Contact Information

• The IPT system allows both Chico State and field agencies to communicate with students working in practicum. Because of this, it is essential for students & field instructors to keep all information current. Please become familiar with this system and contact Nicole Davis with any questions – nmdavis@csuchico.edu

Privacy Notice
• Though IPT is a web-based system, none of your personal information is available to the general public via search engines such as Google. Your information is password protected and the only people who may view your full information are the CSU, Chico Social Work faculty and its IPT administrators. Additionally, students you supervise will have access to your phone number only.
Getting Started

• IPT website is located at www.runipt.com. Please bookmark this page for easy reference.

• There are three fields required for login: organization ID, user name, password. All information entered in these fields is upper/lower case sensitive.

• The Organization ID for anyone using the Chico State IPT system is: csuchico

• The School of Social Work will supply all field instructors with a unique default user name & password. If you did not receive this information please contact Nicole Davis – nmdavis@csuchico.edu.
Getting Started cont’d.

• When you first login to IPT using your default user name & password, you are required to set a new user name and password. Your user name and password may be anything you like, just make sure to write down the information for future reference. Please remember that user name and password are case sensitive.

• Once you have done this you will be directed to the IPT home page

![Change account login information](image)
Trouble Logging in?

- For security reasons, we cannot retrieve either your user name or password information.
- If you forget your user name or password please click on the ‘Forgot your username or password’ link at the bottom of the login page - www.runipt.com
- You will be prompted to enter three things:
  1. Organization ID: csuchico
  2. User Type: Field Instructor/Supervisor
  3. Your email address.
- A reset password link will be emailed to you.
- If after trying this you are still unable to login, please contact Nicole Davis – nmdavis@csuchico.edu so that she can reset it for you.
IPT Home Page

- First make sure that your name appears in the upper left hand of the page. If it does not, please contact Nicole Davis – nmdavis@csuchico.edu

- The home page contains a link on the left – My Forms (detailed later in this tutorial) and change password. If you wish to change your password please use this link.

- Located above the welcome message you will see two tabs with the following links: Home and Agency Field Instructor Detail.

![Image of IPT Home Page](image_url)
The agency field instructor detail page provides the School of Social Work with the most up to date information about you. When your profile was created your name, email, agency and phone number was entered for you. Please make sure this information is correct and always up to date.

**Upload picture:** We do not require that you upload a photo.

**Forms:** A complete discussion of the forms function will be discussed on the next page.

**Internship Assignments:** This section lists all the students who are currently interning with your agency and have you as their field instructor. If you need contact information for these students, click on the View link to the left of their name. You will then be directed to that student’s Student Detail page that lists contact information as well as each student’s faculty liaison.
Forms

- The forms function is one of the most important aspects of the IPT system and its imperative that CSU, Chico students and field instructors understand and look for scheduled forms.
- Forms are online documents that allow students, field instructors, and the field liaisons to complete fieldwork materials electronically rather than in hardcopy form. Several forms will be generated through IPT and it is each user’s responsibility to complete their portion of a Form in a timely manner.
- Currently, the forms completed via the IPT system are Ethical Guidelines and Consent, Safety Orientation Checklist, Student Learning Contract and Final Field Evaluation.
- If you have any questions on a Form, please contact Nicole Davis – nmdavis@csuchico.edu

- Notifications of when forms are generated are sent via email.
- It is the student and field instructor’s responsibility to complete all forms by the scheduled deadlines.
Forms cont’d.

- To access or view a scheduled Form, click on My Forms link on the left hand side of your home page or in the upper left hand section of the Agency Field Instructor Detail page. Also, any form needing action will be indicated by the View Uncompleted Forms link located on the upper right portion of the screen. Click on either link to access your Online Form List.
Forms cont’d.

- Each scheduled Form will be listed along with information regarding the progress of the Form. Here you will find a variety of summary information for each form including the name of the form, the student name (along with an e-mail link if you need to ask the student a question regarding the Form), the status of the Form (whether it is active or complete), whose action is needed (Students, Supervisor, or Field Liaison), and the due date for when the Form should be completed.

- To complete your portion, click on the View link on the left-hand side of the page. This will bring up the Form along with required fields for you to fill out. After filling out the Form, you must electronically sign the document by typing your name. Because IPT is a password protected site, meaning only you know your user name and password, your electronic signature constitutes a legally binding document.

- Once a form has been signed, if changes need to be made you will need to email Nicole Davis – nmdavis@csuchico.edu to request the signature be cleared.
Final Note on IPT

• If you have any questions regarding the IPT system, please contact Nicole Davis – nmdavis@csuchico.edu

• Also, please forward any suggestions on how to make the IPT site more helpful or informative, or if you come across any operational errors.

• In addition, if you have any suggestions on ways to improve this tutorial, please contact Nicole Davis. We appreciate your suggestions