Intern Placement Tracking (IPT) Tutorial

for Students

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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 staff, and your current field instructor – only after you have been placed in practicum.
Getting Started

• IPT website is located at [www.runipt.com](http://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 students with a unique default user name & password. If you did not receive this information please contact Nicole Davis – [nmdavis@csuchico.edu](mailto:nmdavis@csuchico.edu).

• Students moving from the BSW to the MSW program or students going into their second year of the MSW program should use their same login information from the previous year.
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
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: Student
  (3) Your CSU, Chico email address
- A password reset 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.

Please enter the following information to have a password reset link emailed to you.

- Organization ID: csuchico
- User Type: 
- Email Address:
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).

• Located just above the welcome message you will see three tabs: Home, Student Detail and Agency List.
Student Detail Page

- The student detail page serves to provide the School of Social Work with the most current contact information about you and also allows you to view your internship information. Please make sure this information is correct and always up to date.

- On this page, we ask you to enter the following contact information:
  - Street address
  - City/state/zip
  - Phone
  - Birthdate
  - emergency contact name, phone, address

* Please do not change your email address to a personal email account. It is CSU, Chico campus policy that student contact is through campus email accounts. You can have your campus email forwarded to your personal account by going to the portal.
CSWE Statistics

- From the Student Detail page click on the CSWE Statistics link and you will be directed to a form with drop down menus.

- Please fill in these statistical categories to the best of your knowledge and hit the save button.

- Once you have saved this information, return to your Student Detail page by clicking on the Student Detail tab.

*The School of SWRK provides this information to CSWE in an aggregated format for demographic purposes.*
Upload Photo

- The School of Social Work asks that you provide a photo of yourself on this page that will be viewable only by the Social Work faculty & staff, and your field instructor.
- To upload a photo from your computer click on the Upload Picture link on the top left of the Student Detail page.
- You will then be prompted to browse your computer and select the picture you wish to upload. After selecting the picture on your computer, click on Upload File. The file will then be uploaded from your computer to the IPT site, resized if necessary, and displayed to you on a confirmation page.
- Please note that the picture file must be less than 100MB in size to be uploaded correctly. If your picture is larger than this you must first reduce its size using a picture editor before uploading it to IPT.
Field Assignments

• On the lower portion of the Student Detail page you will see a section called Field Assignments. This section lists where you will be doing your practicum.

• Field Assignments are input by the School of Social Work staff. Students aren’t able to link their own practicum agencies.

• Listed next to the name of your Agency Field Instructor/Task Supervisor will be their phone number if you need to get in touch with them and don’t have their contact information.

• If your practicum agency or field instructor information is incorrect, please contact Nicole Davis – nmdavis@csuchico.edu with the correct information.
Agency List Page  (practicum agency research)

- Now that you have set up your Student Detail page, let’s take a look at the Agency List page. Click on the Agency List tab to view all of our participating agencies.
- You can view all agencies by clicking on the A-Z link or only view agencies that begin with certain sections of the alphabet by clicking on those links.
- Click on the name of any agency you wish to investigate. This will direct you to that agencies detail page. Here we have basic information on where the agency is located, and internship information. All of this information is provided by the Agency itself. The School of Social Work works with our agencies to encourage them to provide detailed information and keep this information current.
Agency Preferences

• Just below the Emergency Contact information fields is the Agency Preferences section. The agency preferences allow you to do some preliminary research on agencies where you think may be a good fit for your practicum.

• Once you select your preferences, you have the ability to rank them in order from 1 to 3 or delete a preference using the commands to the right. Students should not contact any agency inquiring about placement opportunities until after first meeting with the Field Director/Coordinator to discuss the placement process and your practicum interests.

Setting Up Agency Preferences:
At the bottom of any Agency Detail page is a link Add Submission. By clicking this link, your Student Detail page will be populated with this agency as one of your preferences. When you meet with the Field Director, these agencies will be available for viewing as a starting point for discussions for your practicum placement and assists the fieldwork staff with the placement process.
Sorting Agencies

• The IPT system allows students to sort agencies using a variety of criteria. To access this function, go to the Agency List page by clicking on the Agency List tab. Next hit the sort link located on the top left of the page.

• The Sort page provides a number of parameters for searching agencies including Agency Name, Address, BSW, MSW, Location Code (city), and Primary Classification. Select the criteria for your sort and the system will list agencies based on your sort. For example, you can search using MSW and Location Code as your parameters and then hit the save button. The resulting sort will list all agencies and indicate whether that agency accepts MSW students and the city where the agency is located.

• The sorting function is very helpful when doing your initial research for the best fit for your placement.
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, the status of the Form (whether it is new, 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.

Click here to complete your portion of the form
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.