

School of Social Work
Field Education
Renison University College
Intern Placement Tracking
(IPT)

INSTRUCTIONS MANUAL

Please refer to the BSW Practicum Manual, or MSW Practicum Manual, for policies associated with the BSW, or MSW, practicum

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FINDING THE IPT DATABASE ONLINE

Find our Intern Placement Tracking (IPT) field database online at: [IPT](#). This will take you to the database log-in page. The first time you go to this URL, you will see a screen like this:

It is a good idea to bookmark this website as you will be coming back to it many times.

You can also find a link to the database from [the Renison University College, School of Social Work Website](#)

Logging in to the Database for the First Time

At the IPT database log-in page, you will need to enter three fields, as follows:

Organization ID: *renswk* for all students in Renison-based programs and their Field Instructors

Username: *[will be provided to you]*

Password: *ipt*

A default or temporary username will be sent to you by e-mail from the School of Social Work. If you do not receive your username, please contact us (see Appendix 1 for IPT help contact information) and we will provide you with your default username.

Please note that the IPT log-in is case sensitive. This means that IPT treats upper and lower case letters differently from one another - i.e. "Jamie Lee" does not equal "JAMIE LEE". When you log-in, make sure that the Organization ID, User Name and Password are all typed in the correct case. If you

are having trouble logging in, be sure that the Caps Lock key on your keyboard is not on.

URL: <http://www.runiptca.com>

[Please note that you MUST include 'ca' in the URL as specified above – to denote the CANADIAN site]

- To access the IPT database, enter your username and password and click the "Login" button.

Setting up Your Personal User Name

- The first time you log-in to IPT, the program will automatically ask you to create your own permanent username and password. Please make a note of them!
- Click the "Save" button once you've submitted your username and password. If your username is already being used by another person, the program will ask you to select a different user name.

This will take you to the welcome page/homepage.

Congratulations! You have successfully entered the IPT online field education database and created your permanent log-in information.

What if... I Forget my Username or Password?

If you forget your username or password before your first log-in (i.e., you have never entered the database), then please contact us (see Appendix 1 for IPT help contact information) for your default log-in information.

If you are an existing user of the IPT database and forget your user name or password, the database has a function to help you retrieve it, as follows:

1. From the log-in page, click the "*Forgot your username or password?*" button
2. The database will ask you to enter some information - please enter the following (remember these are case sensitive!):

Organization ID: *renswk* for students in Renison-based programs, and their Field Instructors.

User type: from the pull down menu, select "*student*" if you are a student or "*Field Instructor*" if you are a Field Instructor

E-mail address: [enter your e-mail address] **Username:** [leave blank if you have forgotten it]

Click the "*Submit*" button

3. If you are successful in retrieving your password, the system will give you a message that your password and username have been reset and e-mailed to you. Click "*OK*" and check your e-mail for the new log-in information - which you will once again be able to customize when you log-in to the system.

If you are unsuccessful in retrieving your password, please contact us (see Appendix 1 for IPT help contact information) and we can reset your password and provide you with your default username - which you will once again be able to customize when you log-in to the system.

What if... I Want to Change My Username or Password?

You can easily change your IPT database user name and/or password anytime. To do this:

1. Log-in to the database using your existing user name and password
2. From the homepage/welcome page, click the "*Change Password*" button from the main menu on the left side.
3. Enter your current password, then enter your desired new username and password.
4. Click the "*Save*" button to make the changes.

PLEASE NOTE: The default IPT log-in screen (pictured on page 2 and 3) will be replaced by the 'Renison' log-in screen after you've logged in successfully for the first time – see below for screen shot detail.

FOR STUDENTS: NAVIGATING AND USING THE DATABASE:

The IPT Student Homepage

Whenever you log-in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

My Forms Button - including the learning agreement, timesheet and evaluation forms

Agency List Tab - gives you access to the list of active placements

Student Detail Tab - allows you to edit your personal information

Logout Button – click on this button anytime to exit the database

Change Password Button - allows you to change your log-in name, password, and/or security question anytime

The screenshot shows the IPT Student Homepage. At the top left is the Renison University College logo. To its right, the text reads "School of Social Work, Renison University College" and "Logged in: Social Work Student". Further right, there are links for "View Uncompleted Forms" and "Logout". Below this is a navigation bar with "Home", "Student Detail", and "Agency List" tabs. The main content area is titled "Welcome to Intern Placement Tracking" and contains a "WELCOME" message, a description of the system's purpose, instructions on how to use the forms, and contact information for the field team. A left-hand menu contains "My Forms" and "Change Password" buttons. Red arrows from the text above point to these buttons and the "Student Detail" and "Agency List" tabs.

Editing Your Personal Information

1. From the homepage/welcome page, click on the "Student Detail" tab across the top to see your details page and make changes to your personal information.
2. Some fields will be available for you to edit, and some will not. Please enter/review your current mailing address, e-mail, phone number and emergency contact information to make sure they are up-to-date. You can even upload a (small sized) picture here if you want!
3. Remember to click the "Save" button when you are done making changes.

RENISON UNIVERSITY COLLEGE

School of Social Work, Renison University College

Logged in: Social Work Student Student

View Uncompleted Forms Logout

Home Student Detail Agency List

Home > Student Detail

Forms | Upload Picture

Student Detail: Social Work Student

Group: BSW FT Students 2010/2011

Last Name: Student

First Name: Social Work

Street Address:

City, Province Postal Code:

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, Province Postal Code:

Student Number:

Agency:

Birthdate (yyyy-mm-dd):

Picture Not Available

Save

FOR FIELD INSTRUCTORS: NAVIGATING AND USING THE DATABASE

The IPT Field Instructor Homepage

Whenever you log-in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

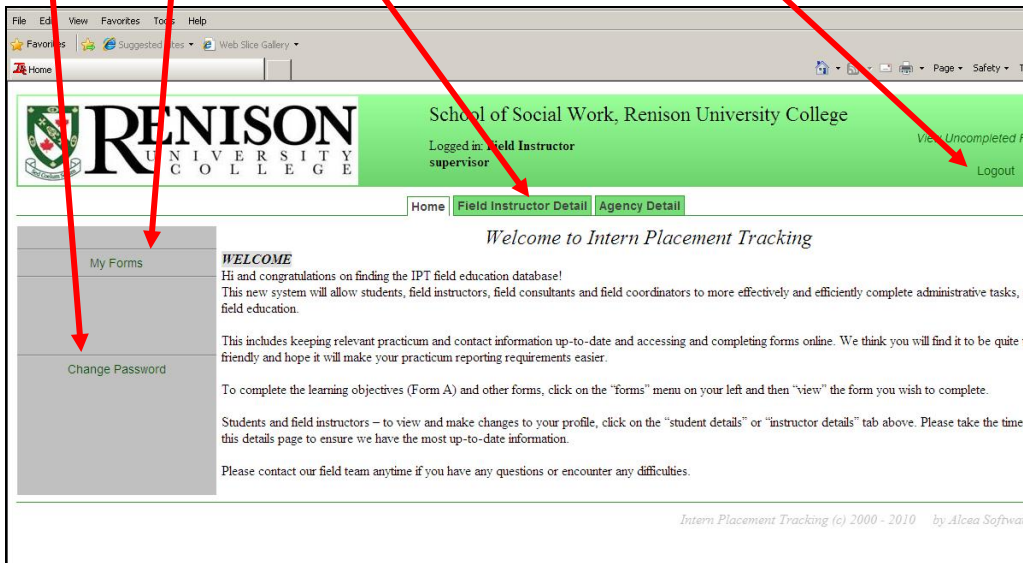
Agency Detail Tab – if you are the placement agency’s main contact with the faculty, this field may be available to you and will allow you to edit the agency and practicum information

My Forms Button - including the learning objectives, timesheet and evaluation forms

Field Instructor Detail Tab - allows you to edit your personal information

Logout - click on this button anytime to exit the database

Change Password Button - allows you to change your user name or password anytime



Editing Your Personal Information

1. From the homepage/welcome page, click on the "Field Instructor Detail" tab across the top to see your details page and make changes to your personal information.
2. Some fields will be available for you to edit, and some will not. Please enter/review your current mailing address, e-mail, phone numbers, and credential/registration information to make sure these are accurate and up-to-date.
3. Please remember to click the "Save" button when you are done making changes.

Home > Field Instructor Detail
Upload Picture | Forms

Field Instructor Detail: Field Instructor

Save

Last Name: Instructor
First Name: Field
Street Address:
City, Province Postal Code:
Email:
Phone:
Fax:
Training:
 Edit Agency Detail
 MSW
 BSW
 Agency: Social Work Agency

Picture Not Available

Internship Assignments			
	Semester	Student Name	Student Group
view	Fall 2010	Student, Social Work	BSW FT Students 2010/2011
view	Fall	Student, SWK	BSW PT Students 2010 start

Viewing Student Details

You can view the details (contact information, emergency contacts, etc.) of students you are supervising if you wish to do so. To view the student details:

1. From the homepage/welcome page, click on the "Field Instructor Detail" tab across the top.
2. Scroll to the bottom of the page to see the list of students assigned to you.
3. Click on the "view" button to see the details for that particular student.

Editing Agency Information

If you are the placement agency's main contact with the faculty, you may be able to access the agency detail page. This page will allow you to edit the agency and practicum information on our records. To do this:

1. From the homepage/welcome page, click on the "Agency Detail" tab across the top.
2. Some fields will be available for you to edit, and some will not. Please enter/review the agency/practicum information to make sure these are accurate and up-to-date. "Active" means that

you are a potential or current Field Instructor.

The screenshot shows the 'Agency Detail: Social Work Agency' form. The form is titled 'Agency Detail: Social Work Agency' and is located within the 'Field Instructor Detail' section of the 'Agency Detail' page. The form contains the following fields and options:

- Agency: Social Work Agency
- Street Address: 240 Westmount Road North
- City, Province Postal Code: Waterloo, On N2L 1T2
- Phone: [Empty]
- Fax: [Empty]
- Location Code: [Empty]
- Contact: Field Instructor
- Police Check Required:
- Vaccinations Required:
- Vehicle Required:
- Agency Web Site: [Empty]
- Internship Information: [Empty]

Two 'Save' buttons are circled in red, one at the top and one at the bottom of the form area, with red arrows pointing to them.

- Remember to click the "Save" button (at the top or bottom of the screen) when you are done making changes.

INTRODUCTION TO IPT FORMS

Accessing and Completing Forms

Through the IPT database, the School of Social Work will make available to students and Field Instructors the various forms that need to be completed at different times throughout the practicum.

To access and complete these forms:

1. From the IPT homepage, select "My Forms" from the menu on the left.
2. You will see a list of forms that are currently available to you. Click "view" on the row of the form that you wish to access - for example, the learning agreement.

Field Instructors, if you have multiple students, click on the form with the student's name on it that you wish to open.

RENISON UNIVERSITY COLLEGE
School of Social Work, Renison University College
Logged in: Social Work Student
View Uncompleted Forms
Logout | Help

Home > Student Detail > Form List

Online Forms List For: Social Work Student

Hide Completed Forms Include Forms from all Groups for this Student

	[Template]	Batch Name	Form ID	Status	Signed/Waiting For	Schedule Date	Due Date
View	End of Term Evaluation of Student Performance	Evaluation - Form B - FT Spring	Student,Social Work	new **	Student	2011-04-12	2011-06-24
View	End of Term Evaluation of Student Performance	Form B - FT - Winter 2011	Student,Social Work	new **	Student	2011-01-04	2011-03-25
View	Learning Objectives	Form A - FT - Winter 2011	Student,Social Work	new **	Student	2011-01-04	2011-02-11
View	Learning Objectives	Learning Objectives - Form A - FT Spring	Student,Social Work	new **	Student	2011-04-12	2011-05-13
View	Student Evaluation of Practicum (Form C)	Student Evaluation of Practicum - Form C	Student,Social Work	new **	Student	2011-04-12	2011-04-29

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3. The form will open in a new window, and you can navigate the form by scrolling up and down. Some forms are available to single users, such as evaluation forms – a blank form will be available and viewable to individual users only (e.g. the student or Field Instructor).

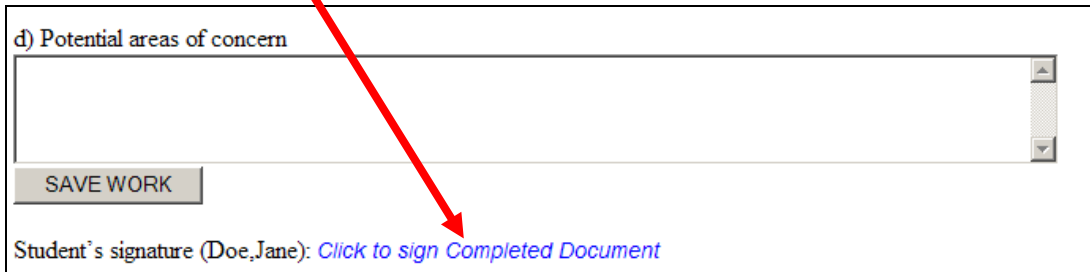
Forms that require input from multiple users will be available to multiple users - for example, the learning objectives form is available to a student, their Field Instructor and Faculty Field Consultant. This will allow the three of you to access and complete the learning agreement together. When you open this kind of form, you will be able to view all information that has been entered by you and the other users. However, you will only be able to enter/edit information for fields assigned to you (for example, the student or Field Instructor parts of the learning objectives).

Signing Forms

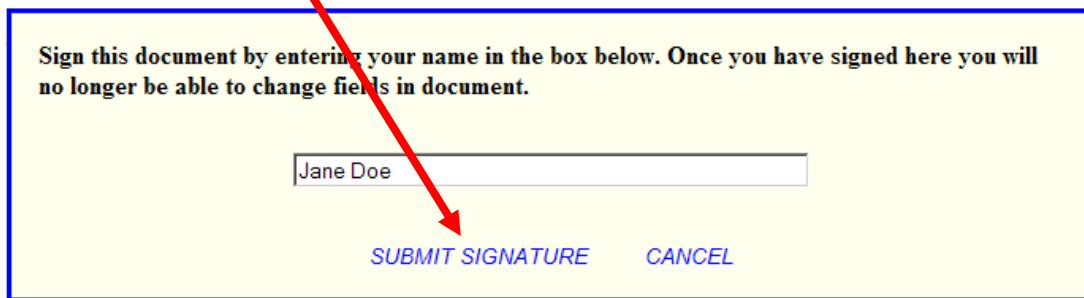
Once completed, forms accept electronic signatures from users. For example, the learning objective requires signatures from the student, Field Instructor and Faculty Field Consultant. When a form requires your signature, it will highlight this request in blue. Required signatures from other users will be highlighted only for them.

To sign a form:

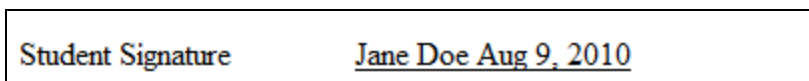
1. Click on the blue request to sign the form



2. A new window will appear. Sign the form by typing your name in the space provided and clicking "submit signature".



3. The system will confirm your signature has been recorded and the form will now indicate this, as well as the date the form was signed.



If you try to sign the form when there is missing information (i.e., required fields are not completed), the system will prompt you to complete required fields before signing the form and will indicate the missing fields with a red asterisk (*). You will need to complete these before signing the form.

Saving Forms

All IPT forms can be saved on the database system at any time. This allows for easy access and editing of forms – particularly forms such as the learning objective and timesheet, which are completed at multiple times throughout the term.

To save your work, scroll down to the bottom of the form and click on the “Save” button. Longer forms will also have “save work” buttons within the form itself, which you can also use anytime.

“Save work” buttons in some forms, such as in the time sheet, activate new, empty rows for the form. This means that when students “save work” after entering the first week’s hours, a blank row for entering the second week’s hours will appear, and so on. This way, the timesheet form will accommodate as many weeks as required. Entering learning activities on the learning objective forms works the same way.

Each time you save your work, a green window will pop up for a moment that confirms the information has been saved to the database. This means you can exit the database, log-in later (anytime, anywhere), come back to the form and all your saved information will be there for further completion or editing. Still, it is a good idea to have a printed copy of key forms, such as the learning objective and timesheet, as a backup.

Remember to click on “save” frequently as you complete the forms so that they are saved on the system!

Printing Forms

Scroll to the bottom of a form and click on the “Print” button to print a form anytime. If you prefer, you can click to view the “printable version” first and then print the form. It is a good idea to keep a print copy of important forms, such as the learning objective and time sheet record, as a backup, to review with others (e.g., Field Instructor, Faculty Field Consultant) or for your own records.

FORMS TO BE COMPLETED BY BSW STUDENTS

BSW Learning Objectives – Form A

Full Time and Part Time BSW Students will be evaluated according to the BSW Learning Objectives (Form A) which they complete at the beginning of their first term of placement and update in the subsequent terms. This form is completed by the student in consultation with the Field Instructor and Faculty Field Consultant. All three sign Form A. Refer to the Practicum Manual for further details.

To access and complete this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *Learning Objectives – Form A*.

Renison University College
School of Social Work, Renison University College
Logged in: Social Work Student
View Uncompleted Forms
Logout | Help

Home Student Detail Agency List

Home > Student Detail > Form List

Online Forms List For: Social Work Student

Hide Completed Forms Include Forms from all Groups for this Student

	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	End of Term Evaluation of Student Performance	Evaluation - Form B - FT Spring	Student, Social Work	new **	Student	2011-04-12	2011-06-24
View	End of Term Evaluation of Student Performance	Form B - FT - Winter 2011	Student, Social Work	new **	Student	2011-01-04	2011-03-25
View	Learning Objectives	Form A - FT - Winter 2011	Student, Social Work	new **	Student	2011-01-04	2011-02-11
View	Learning Objectives	Learning Objectives - Form A - FT Spring	Student, Social Work	new **	Student	2011-04-12	2011-05-13
View	Student Evaluation of Practicum (Form C)	Student Evaluation of Practicum - Form C	Student, Social Work	new **	Student	2011-04-12	2011-04-29

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3. The form will open in a new window. Please read the form carefully and then enter text in each required area. Finally, sign it by clicking on the blue button, then typing and submitting your name.

The screen shot below shows the first part of Form A: Learning Objectives

Renison University College

LEARNING OBJECTIVES (FORM A)

STUDENT: DATE:

FIELD INSTRUCTOR: TERM:

AGENCY: CITY:

FACULTY FIELD CONSULTANT:

Collaborative Notes

Add Note

Email Note To:

Submit

1. KNOWLEDGE ACQUISITION

LEARNING OBJECTIVE	MEANS TO ACHIEVE	MEANS OF EVALUATION	LONG TERM	SHORT TERM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE WORK

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “*PRINT*” button, or close the form and return to the previous window by clicking on the “*CLOSE*” button.
5. This form is completed and signed each term. The second and third forms, for the second and third terms, have a ‘**get data**’ button near the top of the form. Click this button to populate the form with last term’s text. Then you’ll be ready to add more text in new rows, underneath the old text.
6. To add new rows: click the green ‘plus’ sign.
7. To delete rows: click the red ‘cross’ sign.

BSW Student End of Term Evaluation: Form B

Full Time and Part Time Students will complete Form B towards the end of each term of their practicum. This form is completed by the student and signed off by the Field Instructor and Faculty Field Consultant. Further details can be found in the BSW Practicum Manual.

To access and complete this form:

1. Click on “*My Forms*” from the IPT homepage/main menu.
2. Click on the “*View*” button for the form *End of Term Evaluation – Form B*.
3. The form will open in a new window. Please read the form carefully and then enter text in each required area. Finally, sign it by clicking on the blue button, then typing and submitting your name.

The screen shot below shows the first part of Form B: End of Term Evaluation of Student Performance

End of Term Evaluation of Student Performance (Form B)

EVALUATION OF STUDENT IN PLACEMENT

STUDENT: DATE:

FIELD INSTRUCTOR: TERM:

AGENCY: CITY:

FACULTY FIELD CONSULTANT:

GUIDELINES FOR EVALUATION

This outline is provided to the student, Field Instructor and Faculty Field consultant in evaluating student performance in the placement setting and Integration Seminar. It is to be used to identify the student’s level of competency, the growth that has taken place, and learning needs and goals. The sections are to be completed as follows:

Section I Field Instructor
 Section II Student
 Section III Field Instructor & Student
 Section IV Field Instructor & Student
 Section V Field Instructor & Student
 Section VI Faculty Field Consultant
 Section VII Faculty Field Consultant

Please write clarifying comments beneath each item as needed. Usually the Field Instructor, student and Faculty field Consultant will then meet for an evaluation conference. The final evaluation form is retained in the student’s placement file for a period of five years after

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “*PRINT*” button, or close the form and return to the previous window by clicking on the “*CLOSE*” button.
5. This form is completed and signed each term. The second and third forms, for the second and third terms, have a ‘**get data**’ button near the top of the form. Click this button to populate the form with last term’s text. Then you’ll be ready to add more text in new rows, underneath the old text.

6. To add new rows: click the green 'plus' sign.
7. To delete rows: click the red 'cross' sign.

BSW Student Evaluation of Practicum: Form C

Full Time and Part Time Students will complete Form C towards the end of their practicum to evaluate the components of the practicum experience (Practicum Setting, Practice Assignments, Field Instructor, and Faculty Field Consultant). This form is completed by the student and signed off by the Field Instructor and Faculty Field Consultant. Completion of this form is mandatory.

To access and complete this form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form *Student Evaluation of Practicum – Form C*.
3. The form will open in a new window. Please read the form carefully and then enter text in each required area. Finally, sign it by clicking on the blue button, then typing and submitting your name.

The screen shot below shows the first part of Form C: Student Evaluation of Practicum

Student Evaluation of Practicum (Form C)

UNDERLYING PRINCIPLES

As the practicum component is a core element of the curriculum and because students evaluate classroom instruction, similar practices are appropriate in relation to field instruction and faculty consultation. This process is expected to be ongoing between both the student and Field Instructor and the student and Faculty Field Consultant throughout placement. During supervision and consultation, the student will be sharing positives and negatives with regard to the placement. This ongoing evaluation also prepares the student for professional life and the performance appraisal process. The following guidelines are intended to assist the student in developing a near end of Practicum evaluation of both Field Instructor and Faculty Field Consultant. This form will also assist the Field Education Coordinator in the future selection of practicum settings.

Completion of the evaluation is mandatory.

Please submit completed evaluations to the Field Education Coordinator.

Student	<input type="text"/>
Placement Period (dates)	<input type="text"/>
Location (city, town)	<input type="text"/>
Practicum Agency	<input type="text"/>
Department and General Area of Service (if applicable)	<input type="text"/>
Field Instructor on Site	<input type="text"/>
External Field Instructor (if relevant)	<input type="text"/>
Faculty Field Consultant	<input type="text"/>
Date	<input type="text"/>

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the "PRINT" button, or close the form and return to the previous window by clicking on the "CLOSE" button.

Practicum Time Sheet

(Completed by Part-Time BSW Students)

To meet the practicum requirements, a specific number of hours in placement need to be completed. This form is completed monthly and signed off by the student and Field Instructor.

To access this form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form Practicum Time Sheet. This form is available to students and Field Instructors.
3. The form will open on a new page. Enter the month and year at the top of the form. Enter the week/date and enter your practicum hours in the cells provided. ONLY enter numbers into 'Hours' columns. Add the total number of hours each week in the TOTAL column.
4. Click the "SAVE WORK" button to save the information entered for the week. Clicking on this button will also automatically create a new blank row for you to enter the next week's information. In this way, as you enter and save your work, the form will create additional space for you to enter information, as needed, for one month.
5. Once you have recorded one month's practicum hours you will need to clone a new form, to record the next month's practicum hours. To do this, with the current Time Sheet open, click the 'copy' icon, to be found top-right of the form. (As you hover the mouse over the 'copy' icon the text 'Create a new blank copy of this form' is displayed.) The new form will bring forward the total from the month before. Keep creating new forms each month in this way, to accurately maintain a record of your practicum hours.

The screen shot below shows the first part of the Practicum Time Sheet:

Renison University College

PRACTICUM TIME SHEET

PLEASE NOTE: COMPLETE ONE TIME SHEET FOR EACH MONTH

Month: January Year: 2014

WEEK		HOURS							TOTAL
Start Date	End Date	M	TU	W	TH	F	SA	SU	
Jan. 6	Jan. 11				7	7			14
Jan. 13	Jan. 17	2.5	4.5	7	7				21
Jan. 21	Jan. 25	2.5	5	7	6.5				21
Jan. 27	Jan. 31	3	3.5	7	7				20.5
MONTHLY TOTAL									76.5

(03/07)	76.5
(03/07)	112.5
ACCUMULATIVE TOTAL	189

Name of Agency:

Student Name:

Field Instructor Name:

FORMS TO BE COMPLETED BY BSW FIELD INSTRUCTORS

Learning Objectives – Form A

The student is responsible for drafting the learning objectives in consultation with you, their Field Instructor and the Faculty Field Consultant. The Practicum Manual also contains detailed information.

To access the student's completed Learning Objectives Form A:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the learning objectives form. This form is available to students, Field Instructors and Faculty Field Consultants. If you have multiple students, click on the form with the student's name on it that you wish to complete.
3. The form will open in a new window. Click "SAVE WORK" if you are editing information so that it is saved on to the system.

You will notice that there are some parts of the form that you can't fill in. This is because each user (student, Field Instructor & Faculty Field Consultant) can only fill in his or her parts of the learning agreement.

4. When you are done reviewing/editing the learning objectives form, let the student know so that the Faculty Field Consultant can review the agreement. You may also want to print a copy of the learning agreement for your records. To do this, scroll all the way to the bottom of the form and click on the "print" button.
5. Once you, the student and Faculty Field Consultant are satisfied with the learning objectives form, you will need to sign the agreement.

The Learning Objective Form A is reviewed, revised and completed at the beginning of each term to reflect the student's focus and learning in practicum.

Evaluation of Student Performance – Form B

A formal evaluation of the student by the Field Instructor and Faculty Field Consultant must be completed at the end of each practicum course (SWREN441R, SWREN442R, and SWREN443R). The evaluation should be recorded on the End of Term Evaluation of Student Performance (Form B). Sections I – V must be signed off by the Field Instructor, Student, and the Faculty Field Consultant. Sections VI and VII must be signed off by the Faculty Field Consultant and the student. Copies should also be retained by the Field Instructor, Faculty Field Consultant and student. Please refer to the Practicum Manual for further details.

NOTE: *Field Instructors need to evaluate and sign off on student progress as 'satisfactory' or 'unsatisfactory'.*

BSW Student Evaluation of Practicum: Form C

Full Time and Part Time Students will complete Form C towards the end of their practicum to evaluate the components of the practicum experience (Practicum Setting, Practice Assignments, Field Instructor, and Faculty Field Consultant). This form is completed by the student and signed off by the Field Instructor and Faculty Field Consultant. Completion of this form is mandatory.

Field Instructor Evaluation – Form D

An evaluation of the service provided by the School of Social Work is completed toward the end of each practicum. The evaluation should be recorded on the Field Instructor Evaluation (Form D). Please refer to the Practicum Manual for further details.

The screen shot below shows the first part of the Field Instructor Evaluation (Form D):

Field Instructor Questionnaire (Form D)

THE PRACTICUM COMMITTEE'S AIM IS TO ENSURE THAT WE MEET THE NEEDS OF OUR FIELD INSTRUCTORS. WHILE COMPLETION OF THIS QUESTIONNAIRE IS VOLUNTARY, YOUR EXPERIENCES AS A FIELD INSTRUCTOR AND YOUR FEEDBACK BELOW WILL PROVIDE US WITH IDEAS FOR IMPROVEMENT. PLEASE REVIEW THE QUESTIONS BELOW AND PROVIDE US WITH THE ANSWER THAT IS CLOSEST TO YOUR POINT OF VIEW. THE FEEDBACK WILL BE QUANTIFIED AND SHARED WITH THE FIELD EDUCATION COORDINATOR, FIELD INSTRUCTORS AND PRACTICUM ADVISORY COMMITTEE.

A) Would you please answer a few questions about yourself?

1. How long have you been a Field Instructor with the School of Social Work?
2. Have you attended the Beginning Practicum Instruction workshop?

Comments:
3. Did you attend the orientation for Field Instructors in September?

Comments:
4. Do you attend the Field Group Seminars?

Comments:
5. (a) Have you attended or registered for any other workshops or training opportunities at the school? (e.g. Advanced training Workshop for Field Instructors)

(b) Have you used the online Community of Service site for Field Instructors?

Comments:

Practicum Time Sheet

(Completed by Field Instructors for Part-Time BSW Students)

To meet the practicum requirements, a specific number of hours in placement need to be completed. This form is completed monthly and signed off by the student and Field Instructor.

To access this form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form Practicum Time Sheet. This form is available to students and Field Instructors.
3. The form will open on a new page.
4. The Field Instructor signs the form each month, after the BSW student has completed entering his/her hours.

FORMS TO BE COMPLETED BY MSW STUDENTS

MSW Learning Contract

All MSW Students will be evaluated according to the MSW Learning Contract which they complete early in the placement. This form is completed by the student in consultation with the Field Instructor and Field Education Coordinator Liaison. All three sign the form. Refer to the MSW Practicum Manual for further details.

To access and complete this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form MSW Learning Contract.

The screenshot shows the IPT system interface for Renison University College. The header includes the university logo and name, and the school of social work. Below the header are navigation tabs: Home, Agency List, Field Instructor List, Student List, Group List, and Reports. The main content area shows the 'Online Forms List For:' section with a table of forms. A red arrow points to the 'View' button for the 'MSW Learning Contract' form.

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	MSW Learning Contract	MSW Learning Contract PT 2012	✉	new **		Student	2013-01-02	
View	MSW Mid-Practicum Evaluation	MSW Mid-Practicum Eval PT 2012	✉	new **		Student	2013-01-02	
View	MSW Practicum Final Evaluation	MSW Practicum Final Eval PT 2012	✉	new **		Student	2013-01-02	
View	Practicum Time Sheet	MSW Practicum Time Sheet	✉	new **		Student	2013-01-03	

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3. The form will open in a new window. (See screen shot below)
4. Please read the form carefully and then enter text in each required area.
5. NOTE: The tables containing a green plus sign indicate that you can add multiple lines.
6. The Collaborative Notes feature is for use while you are working on the forms. You can send notes via email to one another with comments/questions about the form from within IPT. This feature is not to be confused with the evaluation comments sections.
7. Finally, sign it by clicking on the blue button, then typing and submitting your name.
8. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “PRINT” button, or close the form and return to the previous window by clicking on the “CLOSE” button.

The Screen shot below shows the first part of the Learning Contract

MASTER OF SOCIAL WORK LEARNING CONTRACT

Student:

Field Instructor:

Practicum Agency & Program:

Practicum Period: beginning (date):
ending (date):

Days and Hours of Practicum:

Collaborative Notes

Add Note

Email Note To: Potter, Gwen Dori Ferr

1. PRACTICUM CONTEXT

The student must have an understanding of the legislation, as well as the social and organizational policy issues and concerns relevant to the field placement agency. In order to understand the broader context within which the field placement agency operates, the student should plan learning around the following points:

- Knowledge and analysis of relevant legislation, social, and organizational policies.
- Critical analysis of the underlying political ideologies of the agency's policies and practices
- Analysis of specific individual concerns in the context of larger organizational and social responses
- Critical assessment of the nature and characteristics of the placement agency's organizational culture, structure and political context and identification of relevant strategies for social and/or organizational change
- Understanding of the service delivery system of which the placement agency is a part

(Complete these details in the table below)

Objective	Means to Achieve	Means to Evaluate	Target Completion Date
+ Click to add objectives			

2. PRACTICUM CONTENT

This section should address goals for the practicum related to knowledge and skills in the student's area of practice. The student is expected to define learning goals in the following three areas:

Click the green 'plus sign' to add multiple objectives, line by line.

Collaborative Notes:

The Collaborative Notes feature is for use while you are working on the forms. You can send notes via email to one another with comments/questions about the form from within IPT. This feature is not to be confused with the evaluation comments sections.

Practicum Time Sheet

Completed by all MSW Students

To meet the practicum requirements, a specific number of hours in placement need to be completed. This form is completed monthly and signed off by the student and Field Instructor.

To access this form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form Practicum Time Sheet. This form is available to students and Field Instructors.
3. The form will open on a new page. Enter the month and year at the top of the form. Enter the week/date and enter your practicum hours in the cells provided. ONLY enter numbers into 'Hours' columns. Add the total number of hours each week in the TOTAL column.
4. Click the "SAVE WORK" button to save the information entered for the week. Clicking on this button will also automatically create a new blank row for you to enter the next week's information. In this way, as you enter and save your work, the form will create additional space for you to enter information, as needed, for one month.
5. Once you have recorded one month's practicum hours you will need to clone a new form, to record the next month's practicum hours. To do this, with the current Time Sheet open, click the 'copy' icon, to be found top-right of the form. (As you hover the mouse over the 'copy' icon the text 'Create a new blank copy of this form' is displayed.) The new form will bring forward the total from the month before. Keep creating new forms each month in this way, to accurately maintain a record of your practicum hours.

The screen shot below shows the first part of the Practicum Time Sheet:

Renison University College

PRACTICUM TIME SHEET

PLEASE NOTE: COMPLETE ONE TIME SHEET FOR EACH MONTH

Month: January Year: 2014

WEEK		HOURS							TOTAL
Start Date	End Date	M	TU	W	TH	F	SA	SU	
Jan. 6	Jan. 11				7	7			14
Jan. 13	Jan. 17	2.5	4.5	7	7				21
Jan. 21	Jan. 25	2.5	5	7	6.5				21
Jan. 27	Jan. 31	3	3.5	7	7				20.5
MONTHLY TOTAL									76.5

(03/07)	76.5
(03/07)	112.5
ACCUMULATIVE TOTAL	189

Name of Agency:

Student Name:

Field Instructor Name:

MSW Mid-Practicum Evaluation

Full Time and Part Time MSW Students will be evaluated according to the MSW Learning Contract which they completed early in the placement. At the mid-point of their practicum the 'Mid-Practicum Evaluation' form is to be completed by the student in consultation with the Field Instructor and Field Education Coordinator Liaison. All three sign the form. Refer to the MSW Practicum Manual for further details.

To access and complete this form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form MSW Mid-Practicum Evaluation.

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	MSW Learning Contract	MSW Learning Contract PT 2012	✕	new **		Student	2013-01-02	
View	MSW Mid-Practicum Evaluation	MSW Mid-Practicum Eval PT 2012	✕	new **		Student	2013-01-02	
View	MSW Practicum Final Evaluation	MSW Practicum Final Eval PT 2012	✕	new **		Student	2013-01-02	
View	Practicum Time Sheet	MSW Practicum Time Sheet	✕	new **		Student	2013-01-03	

3. The form will open in a new window. (See example below)
4. Please read the form carefully and then enter text in each required area.
5. The Collaborative Notes feature is for use while you are working on the forms. You can send notes via email to one another with comments/questions about the form from within IPT. This feature is not to be confused with the evaluation comments sections.
6. NOTE: The 'Get Data' button near the beginning of the form will populate areas further down the form with information taken from the MSW Learning Contract. *This feature will only work ONCE.*
7. ALSO NOTE: tables containing a green plus sign indicate that you can add multiple lines.
8. Finally, sign it by clicking on the blue button, then typing and submitting your name.
9. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the "PRINT" button, or close the form and return to the previous window by clicking on the "CLOSE" button.

The Screen shot below shows the first part of the Mid-Practicum Evaluation form:

RENISON UNIVERSITY COLLEGE

MASTER OF SOCIAL WORK MID-PRACTICUM EVALUATION

Student:

Field Instructor:

Practicum Agency & Program:

GET DATA Fill in fields from: MSW Learning Contract

The student and field instructor will review objectives in the Learning Contract to determine whether each objective has been met, partially met or not met. Comment section allows for additional information regarding progress and, as needed, plans and revisions to meet an objective. Should the student and field instructor agree a new objective will benefit the student's learning it may be added.

Collaborative Notes

Add Note

Email Note To: Potter, Gwen Dori Ferr

1. PRACTICUM CONTEXT

Objective	Means to Achieve	Means to Evaluate	Target Completion Date
+ Click to add objectives			

COMMENTS – STUDENT:
Please comment on progress to date. For those objectives partially met or not met, please create a revised objective by clicking on the green cross in the above table and be sure to add means to achieve, means to evaluate and target completion date. You may also add a new objective, etc., by clicking on the green cross in the above table (not required).

COMMENTS – FIELD INSTRUCTOR:
Please comment on progress to date and for student's plan(s) for meeting objectives(s) including any additional revisions that are needed.

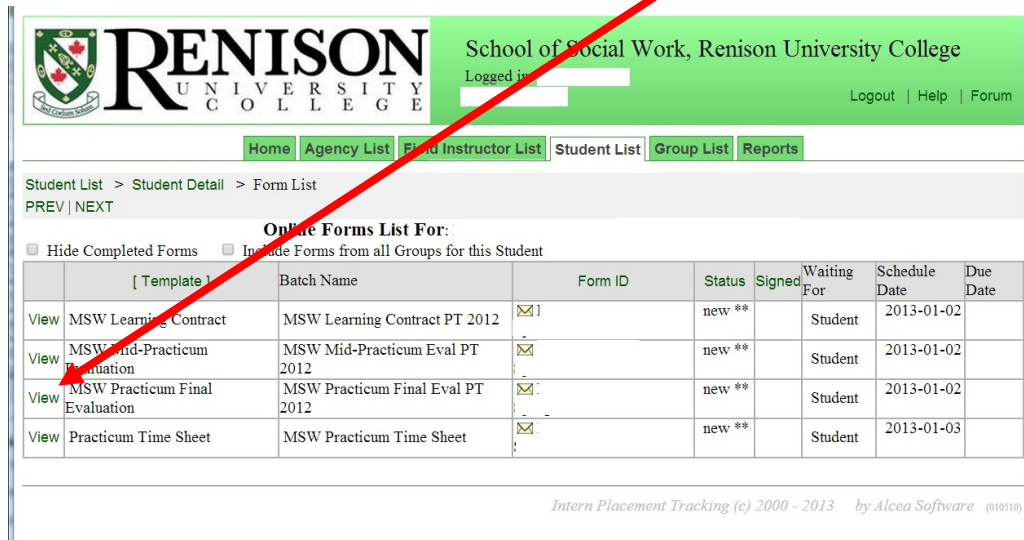
NOTE: The 'Get Data' button near the beginning of the form will populate areas further down the form with information gathered from the MSW Learning Contract. **This feature will only work ONCE.**

MSW Practicum Final Evaluation

The MSW Practicum Final Evaluation follows the same format as the MSW Mid-Practicum Evaluation.

To access and complete this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *MSW Practicum Final Evaluation*.



RENISON UNIVERSITY COLLEGE
School of Social Work, Renison University College
Logged in as [redacted] Logout | Help | Forum

Home | Agency List | Find Instructor List | Student List | Group List | Reports

Student List > Student Detail > Form List
PREV | NEXT

Online Forms List For:
 Hide Completed Forms Include Forms from all Groups for this Student

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	MSW Learning Contract	MSW Learning Contract PT 2012	✕ 1	new **		Student	2013-01-02	
View	MSW Mid-Practicum Evaluation	MSW Mid-Practicum Eval PT 2012	✕	new **		Student	2013-01-02	
View	MSW Practicum Final Evaluation	MSW Practicum Final Eval PT 2012	✕	new **		Student	2013-01-02	
View	Practicum Time Sheet	MSW Practicum Time Sheet	✕	new **		Student	2013-01-03	

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3. The form will open in a new window. (See example below)
4. Please read the form carefully and then enter text in each required area.
5. NOTE: The ‘Get Data’ button near the beginning of the form will populate areas further down the form with information taken from the MSW Learning Contract and the Mid-Practicum Evaluation. This feature will work only ONCE.
6. The Collaborative Notes feature is for use while you are working on the forms. You can send notes via email to one another with comments/questions about the form from within IPT. This feature is not to be confused with the evaluation comments sections.
7. ALSO NOTE: tables containing a green plus sign indicate that you can add multiple lines.
8. Finally, sign it by clicking on the blue button, then typing and submitting your name.
9. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “PRINT” button, or close the form and return to the previous window by clicking on the “CLOSE” button.

The Screen shot below shows the first part of the Practicum Final Evaluation form:

RENISON UNIVERSITY COLLEGE

MASTER OF SOCIAL WORK PRACTICUM FINAL EVALUATION

Student:

Field Instructor:

Practicum Agency & Program:

Fill in fields from: MSW Mid-Practicum Evaluation

Following the process outlined in the MSW Practicum Manual and led by the student, the student, field instructor and MSW Practicum Coordinator will review objectives in the Learning Contract to determine whether each objective has been met. The comment section allows for additional information, including dissenting points of view, following the discussion to review the objectives.

Collaborative Notes

Email Note To: Potter, Gwen Dori Ferr

1. PRACTICUM CONTEXT

Objective	Means to Achieve	Means to Evaluate	Target Completion Date
+ Click to add objectives			

COMMENTS – STUDENT:

COMMENTS – FIELD INSTRUCTOR:

2. PRACTICUM CONTENT

Objective	Means to Achieve	Means to Evaluate	Target Completion Date
+ Click to add objectives			

FORMS TO BE COMPLETED BY MSW FIELD INSTRUCTORS

MSW Learning Contract

All MSW Students will be evaluated according to the MSW Learning Contract which they complete at the beginning of their first term of placement. This form is completed by the student in consultation with the Field Instructor and Faculty Field Consultant. All three sign the form. Refer to the MSW Practicum Manual for further details.

MSW Mid-Practicum Evaluation

Full Time and Part Time MSW Students will be evaluated according to the MSW Learning Contract which they completed early in the practicum. At the mid-point of their practicum the 'Mid-Practicum Evaluation' form is to be completed by the student in consultation with the Field Instructor and Field Education Coordinator

Liaison. All three sign the form. Refer to the MSW Practicum Manual for further details.

MSW Practicum Final Evaluation

Full Time and Part Time MSW Students will complete the MSW Practicum Final Evaluation according to the MSW Learning Contract which they complete at the beginning of their first term of placement and the Mid-Practicum Evaluation. The form is to be completed by the student in consultation with the Field Instructor and Field Education Coordinator Liaison. All three sign the form. The 'get data' button brings information through to this form from the Mid-Practicum Evaluation. Refer to the MSW Practicum Manual for further details.

Field Instructor Evaluation – Form D

An evaluation of the service provided by the School of Social Work is completed toward the end of each practicum. The evaluation should be recorded on the Field Instructor Evaluation (Form D). Please refer to the Practicum Manual for further details.

The screen shot below shows the first part of the Field Instructor Evaluation (Form D):

The screenshot shows a web browser window titled "Field Instructor Questionnaire - Google Chrome" with the URL <https://www.runiptca.com/web/form.php?formid=5533&uid=1071&num=1>. The page content is as follows:

Field Instructor Questionnaire (Form D)

THE PRACTICUM COMMITTEE'S AIM IS TO ENSURE THAT WE MEET THE NEEDS OF OUR FIELD INSTRUCTORS. WHILE COMPLETION OF THIS QUESTIONNAIRE IS VOLUNTARY, YOUR EXPERIENCES AS A FIELD INSTRUCTOR AND YOUR FEEDBACK BELOW WILL PROVIDE US WITH IDEAS FOR IMPROVEMENT. PLEASE REVIEW THE QUESTIONS BELOW AND PROVIDE US WITH THE ANSWER THAT IS CLOSEST TO YOUR POINT OF VIEW. THE FEEDBACK WILL BE QUANTIFIED AND SHARED WITH THE FIELD EDUCATION COORDINATOR, FIELD INSTRUCTORS AND PRACTICUM ADVISORY COMMITTEE.

A) Would you please answer a few questions about yourself?

- How long have you been a Field Instructor with the School of Social Work?
- Have you attended the Beginning Practicum Instruction workshop?

 Comments:
- Did you attend the orientation for Field Instructors in September?

 Comments:
- Do you attend the Field Group Seminars?

 Comments:
- (a) Have you attended or registered for any other workshops or training opportunities at the school? (e.g. Advanced training Workshop for Field Instructors)

 (b) Have you used the online Community of Service site for Field Instructors?

 Comments:

The browser's taskbar at the bottom shows icons for Internet Explorer, Outlook, Skype, and Word, along with a system tray area.

FIELD EDUCATION OFFICE ADDRESS, CONTACTS - AND IPT HELP DESK CONTACT

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240 Westmount Road North, Waterloo, Ontario, N2L 3G4
Fax: 519-489-1347

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Bianca Bitsakakis

BSW Program Manager
[Bianca Bitsakakis](#)
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Shella Zagada

MSW Program Manager
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