

WMU School of Social Work: Intern Placement Tracking (IPT) - AFTER
completing your field application

- 1) After you have completed your Field Application on IPT (website: www.runipt.com, Org. ID: wmic) the process of finding a placement begins. Completed Field Applications are due by the following dates:
 - a. Kalamazoo: Oct. 1 for spring and Feb. 1 for fall, or within two weeks of confirmed enrollment
 - b. Grand Rapids: Two weeks prior to interview date with field coordinator
 - c. Southwest: Jan. 15 for fall
- 2) Refer to the WMU School of Social Work website for tip sheets and video tutorials on how to complete documents in IPT and how to navigate within the IPT system. (<http://wmich.edu/socialwork/academics/field/tracking>)
- 3) After the due date has been reached, field coordinators will begin to review applications.
- 4) Field coordinators will contact each student within 2 weeks after the due date.
- 5) The first time your field coordinator contacts you, they will either let you know if there are any suggested edits to be made to some part of your application, or they will notify you that everything looks good.
- 6) If the field coordinator makes suggestions for changes, please make whatever changes you desire, then let your field coordinator know via email that you have made changes to your IPT application.
- 7) After you and your field coordinator have reached a “go ahead” with the final version of your application, the field coordinator will begin to link you up with your first preference field organization for an interview. The field coordinator will let you know when and where they send your application.
- 8) During this process, please be patient as the field coordinators are sending your application to potential field instructors. Field instructors will be reviewing your – and other - applications to identify which students they would like to interview.
- 9) The field coordinator will email you once they have received word that the potential field instructor would like to interview you. They will provide you with the field instructor’s contact information, and you may contact the field instructor to set up an interview.
- 10) Once you have set up an interview, let your field coordinator know of the time and date your interview is scheduled for.
- 11) After the interview, your potential field instructor will decide whether to offer you a placement (sometimes pending a background check). If offered a placement, you will decide whether or not to accept; please notify your field coordinator of your decision. If you choose to accept, you will receive an email confirmation of the placement. If there is not a match, your application will be sent to another potential field instructor until a placement is offered and accepted.

- 12) At that point, the field placement application process is complete, and you will start your field placement on the date set with your field instructor.
- 13) Congrats on your field placement and happy fielding!

If you have any questions, please contact the field office support staff:

- Rosemary Andrews at rosemary.l.andrews@wmich.edu or (269) 387-3188

Or Field Coordinators:

- Paul Mailloux at paul.mailloux@wmich.edu or (269) 387-3172
- Vicki Poleni at vicki.poleni@wmich.edu or (616) 771-9484
- Marian Tripplett at marian.l.tripplett@wmich.edu (269) 934-1512

Field Application to Confirmation process

