

## WMU School of Social Work: Intern Placement Tracking (IPT)

### Completing Your Field Application

- 1) Log-on to IPT (website: [www.runipt.com](http://www.runipt.com), Org ID: wmich) if you have not already and set-up your username and password (you will have an initial username and password sent to you by the field office – let us know if you still need one.)
- 2) In your student detail section, update information about yourself in the demographic section.
- 3) Go to the “CSWE statistics” tab and upload demographics that will not be shared with field site, but only for non-identified reporting purposes.
- 4) If you want, upload a picture of yourself by clicking the “UPLOAD PICTURE” button.
- 5) Upload your resume – make sure to include volunteer or previous social service internship experience.
- 6) Upload your cover letter/narrative responses – these are the responses to the 10 questions listed at the bottom of the application page – check it over for completeness and grammar/spelling as this also counts as your writing sample.
- 7) If you have a criminal history, upload a short statement about it.
- 8) Complete the self-assessment (1-10) for each item. Start with a base of 5 and go up or down based upon your experience and expertise.
- 9) Go to the field organization detail, and select specific agencies to review, or click SORT to sort by practice area, county, etc.
- 10) Once you find an agency you want to preference in your top 3, click “ADD PREFERENCE” which is located at the bottom of the agency page.
- 11) You can have up to three top preferences, and can re-order them as you prefer.
- 12) Go to “My Forms” and sign the Field Application Consent.
- 13) Give yourself a big hand, because you are done.

**Need help? Please contact:**

Field Graduate Assistant - [swrk-field@wmich.edu](mailto:swrk-field@wmich.edu) or (269) 387-3206