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

Secure server password protected software to assist students, faculty liaisons, and field instructors with field from application to placement, and start of field to finish

Website: www.runipt.com

Organizational ID: wmich (all lowercase)

Username: we will send a temporary one, and then change to your choice (perhaps use your wmich email)

Password: ipt (all lowercase) for first log-in, then change to your choice

Student Cohort:	Field Start:	Courses and Semesters:
BSW Fall 2018/Spring 2019	8/29/2018 – 400 hours	SWRK 4100 Fall 2018 SWRK 4110 Spring 2019
BSW Spring 2019/Summer I 2019	1/7/2019 – 400 hours	SWRK 4100 Spring 2019 SWRK 4110 Summer I
MSW Foundation Fall 2018/Spring 2019	8/29/2018 – 400 hours	SWRK 6710 Fall 2018 SWRK 6720 Spring 2019
MSW Concentration Fall 2018/Spring 2019	8/29/2018– 500 hours	SWRK 6760 (IP) or SWRK 6770 (PPA) Fall 2018 SWRK 6780(IP) or SWRK 6790(PPA) Spring 2019

To complete field forms:

1) Update contact information in student detail.
2) Check for accuracy of field assignment in student detail.
3) In My Forms>Time Log: student is to complete, and Field Instructor is to initial each entry.
4) In My Forms>Safety and Orientation Checklist: add information at top, and review each item (with Field Instructor); student and Field Instructor initial each section, indicating it has been reviewed.
5) In My Forms>Learning Contract: add information at top, then add activities for each practice behavior (paper and pencil icon), and student and Faculty Liaison sign first semester learning contract. Near end of first semester, complete self-assessment (1-5 Likert scale) and prompt Field Instructor to complete evaluation; then student, Field Instructor, and Faculty Liaison sign. Faculty Liaison is to sign any changes that occur by the beginning of the second semester.

Need help? Please contact:
Field Graduate Assistant - swrk-field@wmich.edu or (269) 387-3206