College of Health and Human Services
School of Social Work
WESTERN MICHIGAN UNIVERSITY

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 lower case)

Username: we will send a temporary one, then change to your choice

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

Task:	Where:	Why:
Students assigned to you	View students alphabetically on student list tab	Student contact information, current field assignments, contact information for field placement
Forms	Access your forms by clicking on "my forms" on left hand side of home tab	Forms to complete: 1. Time logs 2. Safety and orientation checklist 3. Learning contracts 4. Learning contract evaluation
Making a Comment	Under student list in the comments section	Communicate a student's progress or concerns that only the field team can view
Uploading Documents	Paper/Pencil Icon on Student, field instructor, or organizational profile	Upload documents such as resume, journals, case notes, process records, narrative responses and employment based proposals.

To complete field forms:

1) In My Forms>Time Log: student is to complete, and Field Instructor is to initial each entry.
2) In My Forms>Safety and Orientation Checklist: when complete student and Field Instructor initial each section, indicating it has been reviewed.
3) In My Forms>Learning Contract and Evaluation: at the end of the first semester, the student will provide a self-rating of their progress for each practice behavior. You will then rate the student on each practice behavior (1 is the worst, 5 is the best). Once finished, the document will be signed by the student, Field Instructor, and Faculty Liaison. The Faculty Liaison will also sign when any changes are made to the learning contract.

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