

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

- 1) Contact Field Placement Coordinator –
 - Stephanie Lagalo at stephanie.lagalo@wmich.edu for Kalamazoo
 - Vicki Poleni – vicki.poleni@wmich.edu for Grand Rapids
 - Marian Tripplett - marian.tripplett@wmich.edu for Southwest
- 2) An organizational account will be created for your agency in IPT.
- 3) Log on to IPT (website: www.runipt.com, Org ID: wmich) You will have an initial username and password sent to you by the field office.
- 4) Complete the organizational profile by completing all information on the organization detail page. The information you provide will serve as an outreach tool to prospective students interested in your organization.
- 5) An affiliation agreement will be developed between your organization and WMU. The Field Coordinator will provide the document to you for signature and you will process back to the field office for signature. A signed copy will be added to your IPT account.
- 6) Notify the field office of all Field Instructors for your agency. The field office will create accounts for all Field Instructors and notify them of initial login information.
- 7) If you are the organizational contact and a Field Instructor, you will have two accounts in IPT that will be linked together. You will have the same login for both accounts and will be able to toggle back and forth between them. One account is the “agency profile” which is information about your agency, and the other is the ‘Field Instructor’ which is where the students you are supervising will be linked to.
- 8) Students will be able to search for your agency by field of practice, location, and available BSW, MSW Foundation, or MSW IP or PPA Concentration placements. They can then read information you have placed on your organizational and Field Instructor profile. Students may select up to three first choice agencies as part of their initial field application.

Need help? Please contact:

Field Graduate Assistant at swrk-field@wmich.edu or (269) 387-3206