



Intern Placement Tracking (IPT) Instructions for Students

Department of Social Work

Introduction

The Intern Placement Tracking (IPT) system is a web-based practicum monitoring system designed to keep track of students placed in internship programs with various agencies. The University of Memphis Department of Social Work implemented IPT in order to more effectively track student placements. IPT also provides a paperless solution for tracking and archiving online field forms.

Getting Started: Logging In

- The IPT database is how you will complete everything for your practicum. The following is a brief introduction on how to access this database.
- **Log In Information:**
The IPT website is online at: www.runipt.com.
- Once you access the webpage, there are three fields that must be completed. The fields are case sensitive. For U of M Social Work students, field liaisons, field instructors, and agencies, the organization ID will always be:
- Organization ID: memphis
User Name and Password will be provided to you via email.

Getting Started: Logging In

University of Memphis

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

Changing Username and Password

- IPT-Web accounts are automatically created for each agency, supervisor, and student as they are added to the database. These accounts are assigned a default username and password that must be used to log into the account for the first time.
- After you create your own password, the default will no longer work. You must use the new username and password for any future access. If you forget the username and/or password they created, the field directors can reset your password to the default and you can login with the default again and repeat the above first time login process.

Changing Username and Password

Change account login information:

New Login Name

New Password

Confirm New Password

Save

Accessing Your Homepage

- There are 3 tabs located in the middle of the homepage; Home, Student Detail, and Agency List as well as links on the left; My Forms and Change Password .
After you change your password, it will take you to the homepage. This is the screen you will see every time you log into IPT. There will be different messages/reminders on the home page for students.
- My Forms: Ability to view which forms have been released to you for completion.

The screenshot shows the IPT homepage for a student. The header is blue with the University of Memphis logo on the left. The user is logged in as Jane Doe, a student in preview mode with read-only access. Navigation tabs for Home, Student Detail, and Agency List are in the center. On the left, there are links for My Forms (1) and Change Password. The main content area displays a welcome message.

THE UNIVERSITY OF
MEMPHIS

University of Memphis
Logged in: **Jane Doe**
Student (preview) (readonly)

[Logout](#) | [Help](#)

[Home](#) [Student Detail](#) [Agency List](#)

Welcome to Intern Placement Tracking

[My Forms \(1\)](#)

[Change Password](#)

Student Detail Page

- The student detail page serves to provide the School of Social Work with the most current contact information about you and also allows you to view your internship information. **Please make sure this information is correct and always up to date.**

Student Detail: Jane Doe

Group: Test Group

Save

| | |
|----------------------|--|
| Last Name | <input type="text" value="Doe"/> |
| First Name | <input type="text" value="Jane"/> |
| Street Address | <input type="text" value="100 Memphis Ave."/> |
| City, State Zip | <input type="text" value="Memphis, TN 38119"/> |
| Emergency Contact | <input type="text"/> |
| Emergency Phone | <input type="text"/> |
| Home Street Address | <input type="text"/> |
| Home City, State Zip | <input type="text"/> |
| Group | <input type="text" value="Test Group"/> |

Birthdate (yyyy-mm-dd)

1990-01-01



Other Email

MSW Concentration Year Track (MSW Only): MSW-PDI (MSW Students Only): ☐

Agency Preferences

Field Assignments:

| Semester | Agency | Field Instructor | Phone Number | Codes |
|----------|----------------------|----------------------|----------------------|--------------------------|
| Spring | We Help Agency | Doe, Jim | 901-000-0000 sp | <input type="checkbox"/> |
| Summer | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| Fall | We Help Agency | Doe, Jim | 901-000-0000 sp | <input type="checkbox"/> |
| Winter | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

CSWE Statistics

- From the Student Detail page click on the CSWE Statistics link and you will be directed to a form with drop down menus.
- Please fill in these statistical categories to the best of your knowledge and hit the save button.
- Once you have saved this information, return to your Student Detail page by clicking on the Student Detail tab.
- *The Dept. of SWRK provides this information to CSWE in an aggregated format for demographic purposes.*

Student CSWE Statistics: Doe, Jane

| | |
|---|----------------------|
| Gender | <input type="text"/> |
| Age | <input type="text"/> |
| Racial/ethnic Group | <input type="text"/> |
| Financial Aid | <input type="text"/> |
| Fund Type | <input type="text"/> |
| Enrollment | <input type="text"/> |
| Field Instruction ... Classification | <input type="text"/> |
| Fields of Practice | <input type="text"/> |
| Methods of Practice | <input type="text"/> |
| Degree | <input type="text"/> |
| Year | <input type="text"/> |

Save

Upload Photo

- The Department of Social Work asks that you provide a photo of yourself on this page that will be viewable only by the Social Work faculty & staff, and your field instructor.
- To upload a photo from your computer click on the Upload Picture link on the top left of the Student Detail page.
- You will then be prompted to browse your computer and select the picture you wish to upload. After selecting the picture on your computer, click on Upload File. The file will then be uploaded from your computer to the IPT site, resized if necessary, and displayed to you on a confirmation page.
- Please note that the picture file must be less than 100MB in size to be uploaded correctly. If your picture is larger than this you must first reduce its size using a picture editor before uploading it to IPT.

[Home](#) [Agency List](#) [Field Instructor List](#) [Student List](#) [Group List](#) [Reports](#)

[Student List](#) > [Student Detail](#) > Upload Picture

Select Picture to Upload for: student - Doe, Jane

no file selected

Note: Picture file must be in .jpg format.

Field Assignments

- On the lower portion of the Student Detail page you will see a section called Field Assignments. This section lists where and when you will be doing your practicum.
- Field Assignments are input by the Field Coordinators. Students aren't able to link their own practicum agencies.
- Listed next to the name of your Agency Field Instructor will be their phone number if you need to get in touch with them and don't have their contact information.

Agency Preferences

Field Assignments:

| Semester | Agency | Field Instructor | Phone Number | Codes |
|----------|----------------------|----------------------|----------------------|----------------------|
| Spring | We Help Agency | Doe, Jim | 901-000-0000 sp | <input type="text"/> |
| Summer | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fall | We Help Agency | Doe, Jim | 901-000-0000 sp | <input type="text"/> |
| Winter | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Agency List Page

- You can view all agencies by clicking on the A-Z link or only view agencies that begin with certain sections of the alphabet by clicking on those links.
- Click on the name of any agency you wish to investigate. This will direct you to that agencies detail page. Here we have basic information on where the agency is located, and internship information. All of this information is provided by the Agency itself. The Department of Social Work works with our agencies to encourage them to provide detailed information and keep this information current.

| Home | Student Detail | Agency List |
|--|----------------|-------------|
| Sort Search | | |
| Agency List | | |
| A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ | | |
| (AAB) | | |
| Achievement School District (ASD) | | |
| Agape Child and Family Services, Inc. | | |
| Alliance Healthcare | | |
| Alpha Maxx Healthcare | | |
| AR Department of Human Services (DCS) | | |
| Area Relief Ministries | | |
| ArtsMemphis (HCD site) | | |
| ASPIRE Charter Schools | | |
| Athena Project | | |
| Ave Maria Home | | |
| Baptist Memory Care Center | | |
| Behavioral Health Initiatives (HCD site) | | |

| Home | Student Detail | Agency List |
|-------------------------------|--|-------------|
| Agency List > Agency Detail | | |
| PREV NEXT | | |
| Agency Detail: Ave Maria Home | | |
| Agency | Ave Maria Home <input checked="" type="checkbox"/> MSW <input checked="" type="checkbox"/> BSW | |
| Street Address | 2805 Charles Bryan Road | |
| City, State Zip | Memphis TN 38134 | |
| Phone | 386-3211 | |
| Fax | | |
| Location Code | | |
| Agency Web Site: | http://www.avemariahome.org/avemariafoundation.htm | |
| Internship Information | Hours: contact agency Services: Assisted Living Adult Day Care Nursing Facility Long Term Care Home Care Services Pastoral Care | |

Agency Preferences

- Just below the Emergency Contact information fields is the Agency Preferences section. The agency preferences allow you to do some preliminary research on agencies where you think may be a good fit for your practicum in your final year.
- Once you select your preferences, you have the ability to rank them in order from 1 to 3 or delete a preference using the commands to the right. Students **should not** contact any agency inquiring about placement opportunities until after first meeting with the field coordinators to discuss the placement process and your practicum interests.
- **Setting Up Agency Preferences:**
- At the bottom of any Agency Detail page is a link Add Submission. By clicking this link, your Student Detail page will be populated with this agency as one of your preferences. When you meet with field faculty these agencies will be available for viewing as a starting point for discussions for your practicum placement and assists the field coordinators with the placement process.

| Agency Preferences | | Status |
|--------------------|--|----------------|
| 1 | BCBH - Chico Community Counseling Center | Down Delete |
| 2 | Passages | Up Down Delete |
| 3 | Marsh Junior High School | Up Down Delete |

Forms

- Forms are online documents that allow students, field instructors, and the field liaisons to complete fieldwork materials electronically rather than in hardcopy form. Several forms will be generated through IPT and it is each user's responsibility to complete their portion of a Form in a timely manner.
- **Currently, the only forms generated via the IPT system are the Learning Agreement/Plan, Time Log, Liaison Visit, and Final Evaluation.**
- **Notifications of when forms are generated are sent via email so it is very important that you keep your email address up to date.**
- **It is the student, liaison and field instructor's responsibility to complete all forms by the scheduled deadlines.**

Forms

- To access or view a scheduled Form, click on My Forms link on the left hand side of your home page Click on the link to access your Online Form List.

[Home](#) [Student Detail](#) [Agency List](#)

Welcome to Intern Placement Tracking

[My Forms \(1\)](#)

[Change Password](#)

Forms

- Each scheduled Form will be listed along with information regarding the progress of the Form. Here you will find a variety of summary information for each form including the name of the form, the student name, the status of the Form (whether it is new, active, or complete), whose action is needed (Students, Supervisor, or Field Liaison), and the due date for when the Form should be completed.
- To complete your portion, click on the View link on the left –hand side of the page. This will bring up the Form along with required fields for you to fill out. After filling out the Form, you must electronically sign the document by typing your name. Because IPT is a password protected site, meaning only you know your user name and password, your electronic signature constitutes a legally binding document.
- **Once a form has been signed, if changes need to be made you will need to email the field coordinator to request the signature be cleared.**

[Home](#) [Student Detail](#) [Agency List](#)

[Home](#) > [Form List](#)

Online Forms List For: Jane Doe

☐ Hide Completed Forms

| | [Template] | Batch Name | Form ID | Status | Signed | Waiting For | Schedule Date | Due Date |
|----------------------|--------------------------------|------------|-------------|--------|--------|------------------|---------------|----------|
| View | Time Log for Field Placement | Test | ✉ Doe, Jane | new ** | | Student | 2015-07-22 | |
| View | MSW Foundation Year Evaluation | Test | ✉ Doe, Jane | new | | Field Instructor | 2015-07-22 | |

Questions or Concerns

If you have any questions or concerns regarding IPT, please do not hesitate to contact the field coordinators. Our information is below:

BA Field Coordinator – Kenya Anderson,
kconley@memphis.edu

MSW Field Coordinator – Laura Taylor,
lctylor1@memphis.edu