Intern Placement Tracking (IPT) Instructions for CSUSB Social Work (Field Instructors and Students)

Introduction

CSUSB was the first graduate program in the State of California to implement a field software tracking program known as 'IPT'. Rather than students having to maintain hard copies of learning plans and outcome evaluations, they are completed on-line through the I.P.T. program. This program allows for a centralized way to track and maintain student progress in field.

The Intern Placement Tracking system is a web-based software system designed to keep track of students placed in internships with various agencies. The CSUSB School of Social Work implemented IPT in order to effectively track student placements, provide students a more effective way to research prospective field agencies, and maintain an electronic Learning Plan and Outcome Evaluation.

The IPT system allows both the School of Social Work and field agencies to communicate with students.

Because of this, it is an essential part of all your fieldwork responsibilities to keep all information current.

Getting Started

Default Login

On the main page you will find three fields: Organization ID, User Name, and Password. All information entered in these fields is upper/lower case sensitive. The Organization ID will always be: csusb (all lower case).

Students: Once you have been accepted into the SW program (BASW/MSW), your information will be entered into the IPT system, and you will be emailed a default user name and password.

Field Instructors: Once your Field Instructor Information Form has been completed, submitted and received the CSUSB Field Team, your information will be entered into the IPT system, and you will be emailed a default user name and password.
https://csbs.csusb.edu/sites/csusb_csbs/files/Field%20Instructor%20Information%20Form.pdf

Please Note: If you have not received an email from Alcea Software / IPT with your default login information, please check your “SPAM” before contacting the Field Team. If you have not received this in either of your inbox or SPAM, please contact your field coordinator, and we will do our best to assist you.
Changing your username and password

When you first log into IPT using the default login information provided by email (refer to previous page for details), you will be required to set a new user name and password. Your User Name and Password may be anything you like, but keep in mind that it is case sensitive. We ask that you make sure to write down your new login information just in case you may need to reference it at later time. For security reasons, CSUSB does not retain your new User Name/Password. However, should you forget or misplace it, field instructors and students can either contact the Administrative Assistant at 909-537-5565 or email any of the Field Coordinators to request that the User Name and Password be reset to the default. We will reset your login, and the IPT system will generate and auto-response email back to you which will have a new default login; you will be required to set a new user name and password.
IPT Home Page

Once your personal User Name and Password are established and saved, you will be directed to the IPT Home Page.

Field Instructors:
At the Home Page, two links are provided along the top of the page including Home and Supervisor Detail. On the left hand side of the page are links to My Forms, which is where you can find your Learning Plan Agreement, and Change Password (yours).

Students:
At the Home Page, three links are provided along the top of the page including Home, Student Detail, and Agency List. On the left hand side of the page are links to My Forms, which is where you can find your Learning Plan Agreement, and Change Password (yours).
Top Menu Information

Supervisor Detail Page:

By clicking on the Supervisor Detail tab, you will be directed to your personal information page, which includes your name and address, phone number, email, agency you are with, fax, training information, and the students assigned to you. This information will be used regularly by the School of Social Work to contact you, making it crucial that you keep this information updated.

We also ask that you upload an image of yourself by clicking on the Upload Picture tab on the top left-hand menu of your Supervisor Detail page. This feature allows the CSUSB Field Team to “put a name with a face,” allowing them see who they can expect to work with. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.
**Student Detail Page:**

By clicking on the **Student Detail** tab you will be directed to your personal information page which includes your name and address, phone number, email, emergency contact information, demographic information, and field placement information. *This information will be used regularly by the School of Social Work to contact you, making it crucial that you keep this information updated.*

Additionally, you may notice that your email address in the IPT system is set to your CSUSB email account, and cannot be changed. It is the CSUSB School of SW policy that all emails are to be sent and received from your CSUSB email. If you have any problems with your student email account, contact the Data Center and Helpdesk at (909) 537-7677 (24/7) or go to their office in PL-1108 in the Library “Wedge.”

We also require that you upload an image of yourself by clicking on the **Upload Picture** tab on the top left-hand menu of your Student Detail page. This feature allows the CSUSB Field Team to “put a name with a face,” allowing them see who they can expect to work with. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.
Student Detail: Student Demo

Group: 15, Student Demo

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Demo</td>
</tr>
<tr>
<td>First Name</td>
<td>Student</td>
</tr>
<tr>
<td>Street Address</td>
<td>5500 Univeristy Pkwy</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>San Bernardino, CA 92407</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Demo Mom</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>909-537-5000</td>
</tr>
<tr>
<td>Home Street Address</td>
<td>Same as above</td>
</tr>
<tr>
<td>Home City, State Zip</td>
<td></td>
</tr>
<tr>
<td>Birthdate (yyyy-mm-dd)</td>
<td>2012-12-25</td>
</tr>
<tr>
<td>Liaison</td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
</tr>
</tbody>
</table>
**Field Assignments**

Toward the bottom of the page, Field Instructors will be able to see the students who have been assigned to them, and be able to view their student profiles by clicking the ‘view’ link in blue next to their name. With this information, you will be able to stay in contact with your student.

Students will also be able to see the Field Instructors / Agencies they have been assigned to.

**Students:** If you find that you are assigned to the wrong agency and/or Field Instructor, or if there is no agency /Field Instructor information listed on the bottom of your Student Detail Page, please contact your assigned Field Coordinator so this can be corrected. This information being listed accurately ensures that the Field Instructor has access to your field forms.
Uploaded Forms

In the middle of the page, just below the Student Information and Profile Picture, you will see a list of document titles followed by a paper/pencil icon. These are areas for you to upload specific field-related documents. You will only upload when directed to do so by a member of the CSUSB Field Team.

You will be able to upload by clicking on the paper/pencil icon, and following the prompts. Once you have uploaded your document successfully, you will see the word “view” shows alongside the paper/pencil icon. If you click on “view” you will be able to view the uploaded document. If, by chance, you ever need to delete an existing document, you can click on the paper/pencil icon, and select “delete.” This will then, allow you to re-upload the correct document. Please be sure that you are uploading the document in the correct designated area, and for the correct year.
CSWE Statistics (Students Only):

Each year the School of Social Work is required to submit certain information about students to retain Council for Social Work Education (CSWE) accreditation. You will need to fill out this information during your second year in field by clicking in the CSWE Statistics tab on the upper left-hand menu on the student detail page. Fill in the Gender, Age, and Ethnic Group questions as they apply to you. Under Financial Aid, Select one of the following:

- Child Welfare IV-E if you are in the Title IV-E program,
- State of Local Government if you receive the Mental Health Stipend,
- Veteran’s Benefits if you receive benefits through the GI Bill,
- Loan Unsubsidized or Subsidized if you receive financial aid or another option if it applies to you. Leave the field blank if none of the options apply to you.
- If you receive any type of stipend or payment from your agency, select Paid by Field Instruction Agency under Fund Type.
- If you are not paid by the agency, select Not Tied to current Field Work.

Select Full-Time or Part-Time Enrollment as it applies to you. Under Field Instruction as well as Fields of Practice, choose the option that most closely describes your internship. Under the Methods of Practice tab, choose Direct unless you have an internship that is specifically macro or policy related.

Under Degree, choose the degree that you are working on and under Year, select which year you are in the program. If you have any questions regarding how to fill out this section, you should contact Wendy Takahashi (WTakahashi@csusb.edu), or call 909-537-5565.

![Image of CSWE Statistics interface](https://www.humansoftware.com/web/sites/files/0181.png)
Agency List (Students Only):

By clicking on the Agency List Tab, you will be directed to all the field agencies currently in the IPT system. To see the full detail on any agency, simply click its name and you will be directed to the agency contact page.

Please Note: This information is made available for reference purpose only. Students are not to use this information to seek out their own placement opportunities, and/or to contact the agencies on behalf of the Field Team or School of Social Work.

By clicking on the words Agency Web Site in blue, a new window will open in your browser with that agency's website for you to research the agency, the population served, the types of programs they offered, etc.
Final Note on IPT

Reminder: If you forget either your User Name or Password, have any questions and/or come across any operational errors regarding the IPT system, please contact Wendy Takahashi (WTakahashi@csusb.edu), or your Field Coordinator. We also welcome any feedback and/or suggestions for how to make the IPT site more effective.

Have a Great Year in Field!