**University of Northern Iowa Social Work Department**

**Intern Placement Tracking (IPT) Guide**

The UNI Social Work Department utilizes Intern Placement Tracking (IPT), which is a database which allows students, site supervisors, and faculty liaisons to efficiently and effectively complete tasks relating to a student’s social work field experience.

Logging in:

1. Go to [www.runipt.com](http://www.runipt.com)
2. Organization ID: unisw
3. Default username: provided by Jenny Becker
4. Password: ipt

Changing your password:

* Once successfully logged in, you will be prompted to change your username and password.
* Set a unique password that you will remember. If you forget, click on “Forgot your username or password” at the login screen and your default username will be emailed to you. Or contact Jenny Becker at jennifer.becker@uni.edu.

**For Students:**

* Create student profile (found under STUDENT DETAIL)
* Explore approved field partners (found under AGENCY LIST)

Once at the field site……...

* Complete field experience learning plan (found under FORMS)
* Complete field experience log of hours (found under FORMS)
* Agree to and sign off on the midterm and final field evaluations (found under FORMS)

**For Site Supervisors:**

* Access to student’s release of information, resume, autobiographical sketch (BSW students only) and contract (found under CUSTOM FORMS)
* Collaborate on field experience learning plan (found under FORMS)
* Access to field experience log of hours, signed off at the end of the field experience (found under FORMS)
* Complete midterm and final field evaluations, sign off when all parties are in agreement (found under FORMS). You will rate the student on the 9 social work competencies practice behaviors established by the Council on Social Work Education on a scale of 1-5. NA may be appropriate if the student has not yet had the opportunity to demonstrate the skill in agency setting, in which you can indicate in the comments section when that student will have an opportunity to demonstrate that skill. **NAs are not allowed on the final field evaluation.**

**For Faculty Liaisons:**

* Access to students release of information, resume, autobiographical sketch (BSW students only) and contract (found under CUSTOM FORMS)
* Collaborate on field experience learning plan (found under FORMS)
* Access to field experience log of hours, signed off at the end of the field experience (found under FORMS)
* Access to midterm and final field evaluations, sign off when all parties are in agreement (found under FORMS)

Questions or issues with this site, please contact Jenny Becker at 319-273-7881, 319-240-8192 or [jennifer.becker@uni.edu](mailto:jennifer.becker@uni.edu)

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