Intern Placement Tracking (IPT) Instructions for Students

The Social Work Department utilizes an online system that allows students to explore approved field sites for their internships and for agency supervisors to complete field evaluations. Please follow the directions provided below for establishing a personal username and password, developing your student profile, searching for field placements, and, once at your field site, reviewing the evaluation results. Your faculty liaison and field director have access to the information you provide. Please contact Jenny Becker at 319-273-7881, 319-240-8192 or jennifer.becker@uni.edu if you have any questions.

Logging in:
1. Go to www.runipt.com
2. Organization ID: unisw
3. Default username will be provided to you by Jenny Becker, Field Director
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.

Homepage: From the homepage, you can access
- Student Detail (Hit save each time you update your page) - Complete any personal information you see fit.
- Agency List: contains all agencies available for your field experience
  - Click on A-Z to produce a full list of approved agencies for field experiences. You can sort by address, MSW, BSW, and/or agency type to narrow down your search.
  - Click on an agency to see detailed information
  - The agency detail screen allows you to view information regarding demographics, points of contacts, supervision, mission, population(s) served, programs, typical field days/hours and brief examples of the field experience.
  - Put agency on your “preference” list, if desired
- Change password: allows you to modify your current password
- For assessments (found under FORMS) your agency instructor will rate your social work skills and provide comments. It is required that your agency instructor shares the midterm and end evaluations with you prior to the faculty
liaison visit as some skills may be addressed and observed during class, in which you can share with your agency instructor.

- Once your agency instructor, your faculty liaison and you meet for the midterm and end evaluation meetings AND all agree upon the results of the assessment, please click on your name to indicate your agreement with the assessment.
- Everyone clicks on their name to accept the evaluation results.
- No changes can be made to the evaluation once someone clicks on their name. Jenny Becker can clear the signatures if needed.

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