

## **Student Instructions**

### **Intern Program Tracking (IPT)**

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, these are completed on-line through the IPT program. This program allows a centralized way to track and maintain student progress in field.

### **Intern Placement Tracking (IPT) Instructions for CSUSB Social Work Students Introduction**

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, maintain an electronic Learning Plan Agreement and Comprehensive Skills Evaluation, and provide a “green solution” to a significant component of our field education program.

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**

The IPT website is located at <http://www.runiptca.com> or <https://www.alceasoftware.com/web/home.php>. 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. **Input the default username and password sent to you via email.**



Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

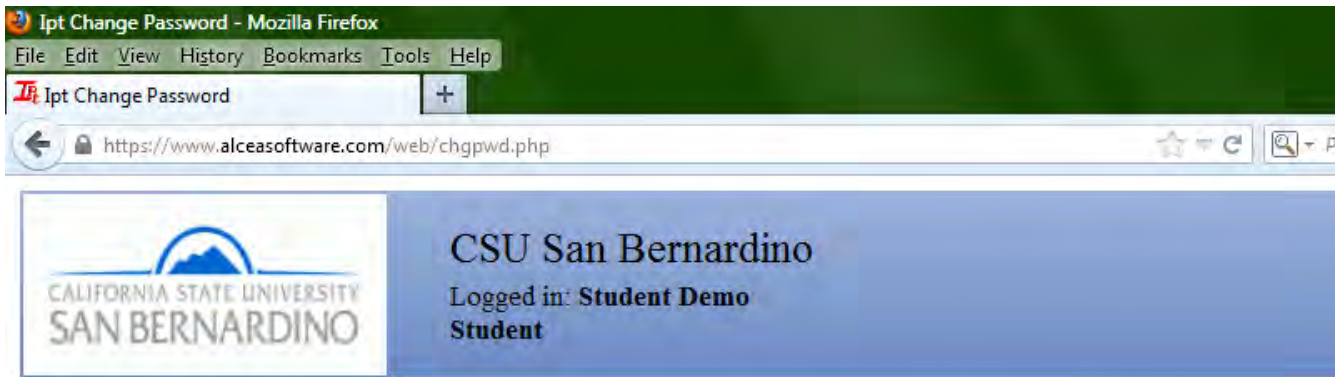
[Clear Organization Id](#)

Input default username and password sent to you via email.

### **Creating your username and password**

You will be required to create a new login name and password. This may be anything you like, but keep in mind that it is case sensitive. For security reasons, CSUSB does not retain your information. Once completed be sure to Save.





Change account login information:

New Login Name	<input type="text"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
	<input type="button" value="Save"/>


### **IPT Home Page**

After you submit your User Name and Password, go to the IPT Home Page.  
At the Home Page, you will see two links along the top of the page, **Home** and **Student Detail**.



Windows | College of Social and Behavioral Sciences | Home

altoaofteam.com/web/interm.plp

 **CSU San Bernardino**  
Logged in: **Student Demo**  
Role: **Student** [Logout](#) | [Help](#)

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

*Welcome to Intern Placement Tracking*

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

[Change Password](#)

*Intern Placement Tracking (c) 2000 - 2019 by Altea Software LLC*

8:44 AM 12/20/2019



## Top Menu Information Student Detail

Clicking on the **Student Detail** tab and complete all fields, which include your name, address, phone number, emergency contact, and birthdate. The School of Social Work uses this information to contact you, making it crucial that you keep it updated.

You will need to upload a photo of yourself by clicking on the **Upload Picture** tab on the top left-hand menu of your Student Detail page. The upload process allows you to choose any picture in your computer, similar to attaching a file to an email.

Web browser: Webview | College of Social an... | Student Detail  
URL: alisoalife.com/webui/student.php

CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO

Logged in: **Student Demo**  
Role: **Student**      Logout | Help

Home   Student Detail

Home > Student Detail  
[CSWE Statistics](#) | [Upload Picture](#)

### Student Detail: Student Demo

Group: **Student Demo**      Save

Last Name	Demo	Phone	909-537-5000
First Name	Student	Birthdate (yyyy-mm-dd)	2012-12-25
Street Address		Liaison	DEMO FACULTY
City, State Zip	San Bernardino, CA 92407	Advisor	
Emergency Contact	Demo Mom		
Emergency Phone	909-537-5000		
Home Street Address	Same as above		
Home City, State Zip			

8:22 AM 12/28/2019

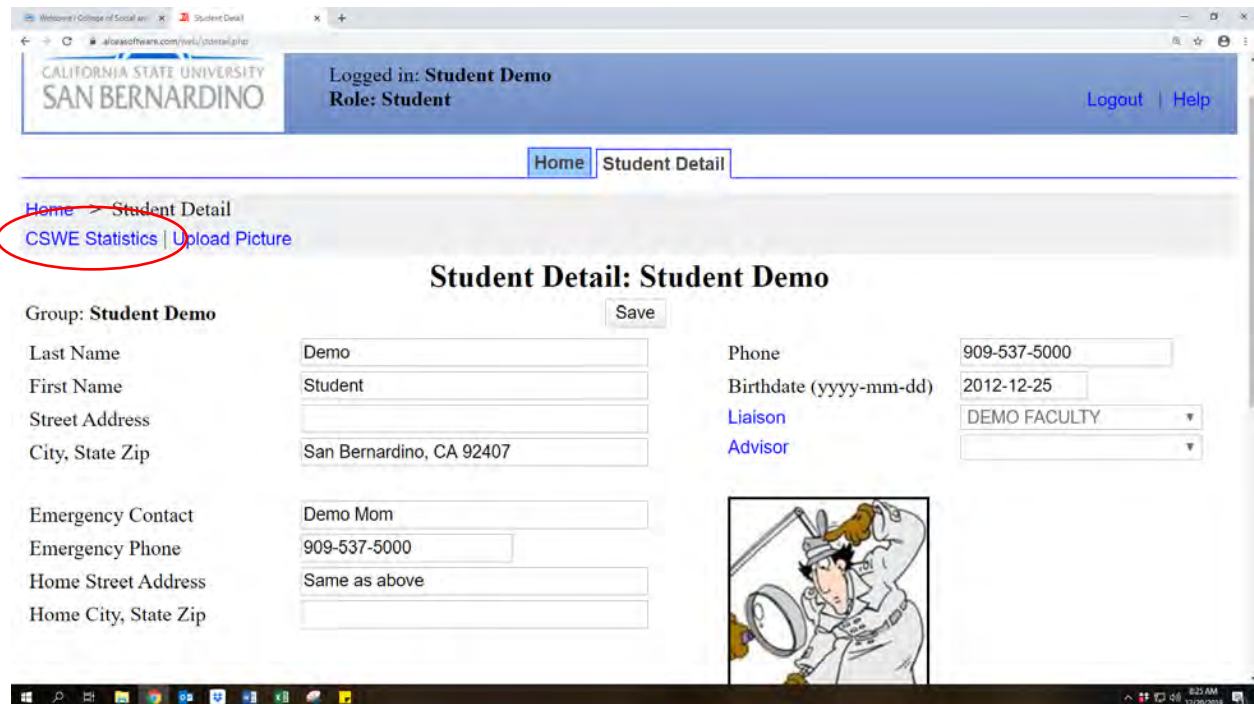
## CSWE Statistics

Each year the School of Social Work is required to submit certain information about students to retain Council for Social Work Education (CSWE) accreditation. We request that you 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 applies to you.
- If you receive any type of stipend or payment from your agency, select Paid by Field Instruction Agency under Fund Type.
- If 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.



Web browser: Web browser | College of Social an... | Student Detail  
URL: alasoftware.com/webui/student.php

CALIFORNIA STATE UNIVERSITY  
SAN BERNARDINO


Logged in: Student Demo  
Role: Student  
Logout | Help

Home | Student Detail

Home > Student Detail  
**CSWE Statistics** | Upload Picture

### Student Detail: Student Demo

Group: Student Demo

Last Name	Demo	Phone	909-537-5000
First Name	Student	Birthdate (yyyy-mm-dd)	2012-12-25
Street Address		Liaison	DEMO FACULTY
City, State Zip	San Bernardino, CA 92407	Advisor	
Emergency Contact	Demo Mom		
Emergency Phone	909-537-5000		
Home Street Address	Same as above		
Home City, State Zip			

Windows taskbar: 8:22 AM 12/28/2019



# CSU San Bernardino

Logged in: **Student Demo**  
Role: **Student**

[Home](#) > [Student Detail](#) > [CSWE Categories](#)

Gender	Male
Age	Under 25 years
Racial/ethnic Group	Multiple Race/Ethnicity
Financial Aid	Dept of Education
Fund Type	Not Tied to current Field work
Enrollment	Full Time
Field Instruction ... Classification	School Social Work
Fields of Practice	Rehabilitation
Methods of Practice	Combination of 1 with either 2 or 3
Degree	Masters
Year	First



## My Forms

On the left side of the page is a link to **My Forms**. This is where you can find your Field Practicum Application, and after attending summer orientation, additional forms for your completion and signature. These forms will include Student Professional Field Commitment Form, Orientation Checklist, Field Time Log and Learning Plan Agreement and Comprehensive Skills Evaluation.

Click on **My Forms** to access your Filed Practicum Application.

The screenshot shows a web browser window displaying the CSU San Bernardino Intern Placement Tracking system. The browser's address bar shows the URL [alocia.com/ucsb/forms.php](http://alocia.com/ucsb/forms.php). The page header features the CSU San Bernardino logo and the text "CSU San Bernardino", "Logged in: Student Demo", and "Role: Student". There are links for "Logout" and "Help". Below the header, there are two tabs: "Home" and "Student Detail". The main content area has a sidebar on the left with a button labeled "My Forms (1)" circled in red, and a "Change Password" button. The main content area displays the text "Welcome to Intern Placement Tracking". The footer includes the copyright notice "Intern Placement Tracking (c) 2000-2019 by Alocia Software LLC (102216)".





Click **VIEW** to access form and complete all applicable fields.

CSU San Bernardino  
Logged in: Student Demo  
Role: Student  
Logout | Help

Home Student Detail

Home > Form List  
Add New Form

Online Forms List For: Student Demo

Hide Completed Forms

	[ Template ]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date	Num
<a href="#">View</a>	1st Year MSW Foundation Field Practicum Application	student demo	✉ Demo, Student	new **		Student	2019-12-19		14022

Intern Placement Tracking (c) 2000 - 2019 by Aleea Software LLC ID: 5426 (1/22/11)

**Upload Resume**, you will not be able to sign off on application until resume has been uploaded. If you do not have a current resume, please call Career Development Center 909-537-5250 to schedule an appointment.

Can you provide proof of automobile liability insurance? [ ] Name of insurance carrier: [ ]

Choice of field placement for Foundation year students is made in conjunction with interviews with the Field Director or assigned Field Coordinator. Even though you are NOT choosing a concentration in the first year, rank 1 to 5 (1=Highest and 5=Lowest), concentration areas that interest you time. **Title IV-E Students do not need to complete this section.**

Mental Health [ ] Medical [ ] Geriatrics [ ] Substance Abuse [ ] Family & Children [ ] Admin/Management [ ]

Other: [ ]

Students are **required** to upload a current resume prior to signing this form and scheduling a Field Interview with the Director of Field Education assigned Field Coordinator for placement interview. If you do not have a current resume, please call Career Development Center (909) 537-5250 to schedule an appointment.

**Upload Resume:** [ ]


**Useful information for discussion & matching students with agencies:**

The internship is meant to provide a hands-on learning experience in generalist practice areas of both micro and macro practice. In helping to determine the most appropriate match of an agency to your learning needs, provide information in each of the areas listed below. Please review for errors prior to submitting the form.

A summary of your skills including identifying your areas of:

What strengths do you bring to practicum (internship)?	[ ]
What challenges might impact your ability to be	[ ]

Carefully read all items in **Statement of Understanding** and check the corresponding boxes. Once application is complete and you have signed, IPT will notify Administrative Support.

Job Title and Duties: 


**1st Year MSW Foundation  
Field Practicum Application Form**  
**CAREFULLY READ THE FOLLOWING STATEMENT OF UNDERSTANDING**

- I hereby give permission to the CSUSB School of Social Work Field Education Program, its faculty members to verify any and all information contained within this application. Further, I give permission for field agencies I am referred to also verify this information. Information requests can include contacting former employers, field practicum agencies, and/or field supervisors, and reviewing school records.
- I understand that any criminal record (infraction, charge, misdemeanor or felony) may make a student ineligible for placement in certain agencies. Students must disclose to the Director of Field Education or designated Field Coordinator any criminal background, even expunged charges, as they will still appear on background checks. Students may be ineligible for placement or terminated from an agency if criminal background information comes to light without prior disclosure. The Field Director or Program/Field Coordinator can provide advice to students as to possible consequences of being able to secure a field practicum site but cannot guarantee placement. Information disclosed will be used only for the purpose of determining appropriate field options.
- In the event I am charged with a new offense during the program, I understand that I am **required** to disclose this information to the Director of Field Education and designated Field Coordinator, Director of the School of Social Work and Academic Advisor immediately. I understand that I will be referred to Student Review Committee for review prior to being allowed to continue in or resume field placement.
- I agree to participate in any pre-screenings the agency mandates for fingerprint checks, drug screens, physical examinations, TB Tests, immunization verification, valid CA driver's license, etc. Clearance can cost up to \$300.

accordance with CSUSB's academic standards, School of Social Work Student Standards, Field Standards, and the NASW Code of Ethics, and understand that failure to meet any of these standards may result in disciplinary action, including a Student Review Committee hearing, termination from my field placement, and dismissal from the MSW program, and/or CSUSB.

- I agree to complete 16 hours in the field practicum per week per semester, and maintain consistent days and times at the assigned Field Agency during their normal business hours. I understand that there are no field placements that offer evenings only and/or weekend hours, and that field placements hours are expected to be full, 8-hour days on Monday-Friday UNLESS first discussed with and approved by the Director of Field or designated Field Education Coordinator.
- If I need to terminate the internship before fulfilling my internship commitment, I shall notify the Director of Field or designated field coordinator IMMEDIATELY and prior to initiating the termination. The termination will be in an appropriate, professional manner and will provide written and verbal notice as required by CSUSB, the field agency, and the NASW Code of Ethics.
- Winter Intersession Policy (Starting Fall 2020):** The CSUSB Academic Calendar lists an eight (8) week Winter Intersession between the Fall and Spring semesters. Students in the BASW and MSW Field Program will not be off for the entire eight (8) week intersession. Students must continue internship through the intersession. Some internship placements will allow up to three/ four weeks off in December, while other internship placements will only allow students to take one/two weeks off during the Winter Intersession due to continuity of care. It is important for students to discuss placement agency requirements, during the initial interview prior to accepting an internship placement. All students are required to resume internship the first week of January. Students in employee-based internship (county program or Title IV-E) are usually required to resume full-time work status during any winter or summer break. Students in these situations are required to discuss the agency policy prior to applying for and accepting the internship opportunity.

I certify that the statements contained in this application and other supporting documents are correct and true.

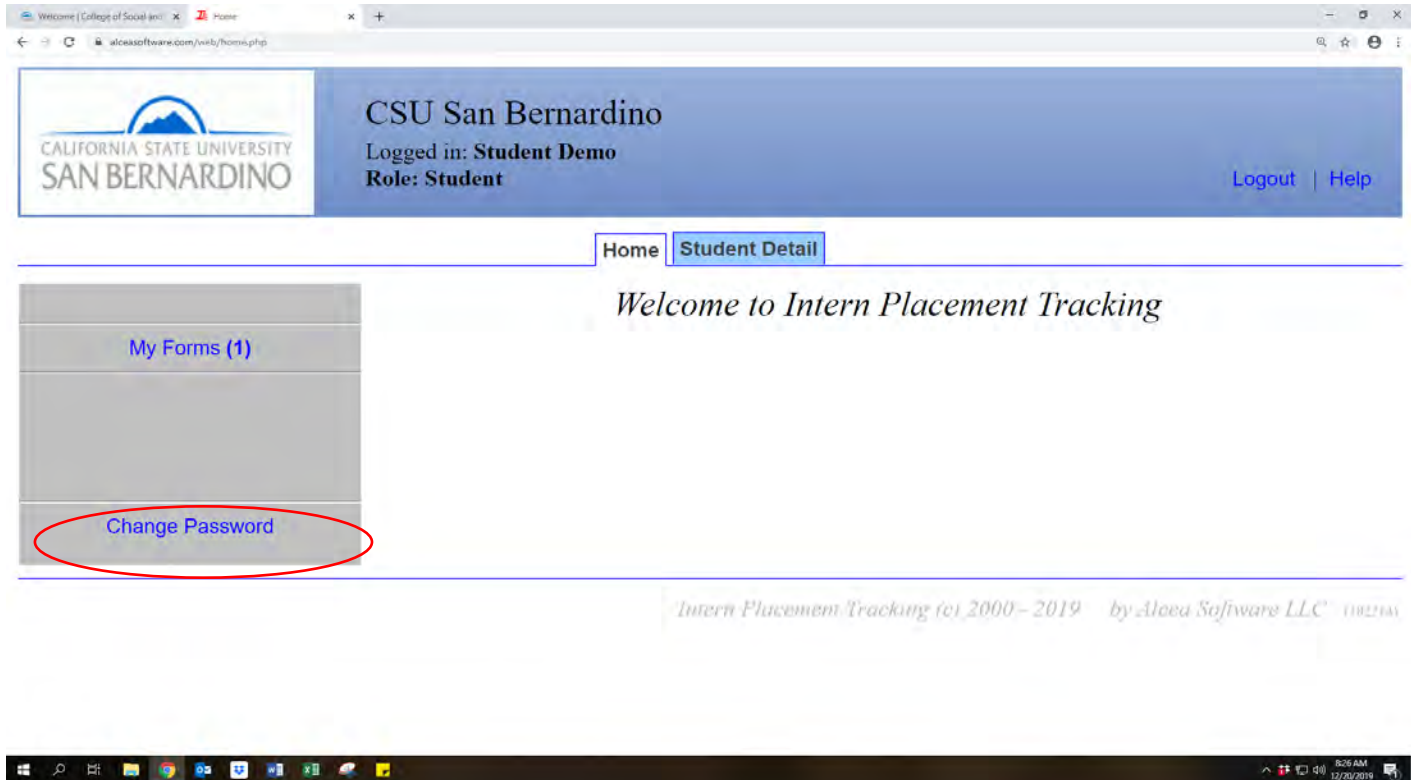
Student Signature: [Click to sign Completed Document](#) 

Administrative Support Staff Signature: (Jolynne Morgan):



## Password Changes

For security reasons, it is good to change your password periodically. On Home page, click **Change Password**. The IPT system will generate an auto-response email to you with a default login; you will be required to create a new user name and password.



CSU San Bernardino  
Logged in: **Student Demo**  
Role: **Student** [Logout](#) | [Help](#)

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

*Welcome to Intern Placement Tracking*

My Forms (1)

**Change Password**

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In the event that you **Forgot Username or Password** click link shown below on your login page. An email with Default Username and Password will be sent. You will then be required to create new login information.

Organization ID

User Name

Password

[Forgot your username or password?](#)

[Clear Organization Id](#)