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, there 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.

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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.

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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**.

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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.

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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.

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Home	>	Student	Detail	>	CSWE	Categories
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Gender	Male 🔻	
Age	Under 25 years 🔹	
Racial/ethnic Group	Multiple Race/Ethnicity	•
inancial 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	Ŧ
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.



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



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.

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assigned Field Coordinator for placement interview. schedule an appointment. Upload Resume: Useful information for discussion & matching The internship is meant to provide a hands-on learning	or to signing this form and scheduling a Field Interview with the Director of Field Educa If you do not have a current resume, please call Career Development Center (909) 537-5 ng students with agencies: g experience in generalist practice areas of both micro and macro practice. In helping to your learning needs, provide information in each of the areas listed below. Please
A summary of your skills including identifying your a	areas of:
What strengths do you bring to practicum (internship)?	
What challenges might impact your ability to be	
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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.

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Student Signature: Click to sign Completed Document	 a B. B. S. A. S. A. S. S. S. S. Souge Grome accordance with CSUSB's academ Ethics, and understand that failure Committee hearing, termination fr B. I agree to complete 16 hours in Field Agency during their normal weekend hours, and that field plac and approved by the Director of Fi B. I I need to terminate the interr field coordinator IMMEDIATELY 	nc standards, School of Social Work Student Standards, Field Standards, and the NASW Code of to meet any of these standards may result in disciplinary action, including a Student Review om my field placement, and dismissal from the MSW program, and/or CSUSB. In the field practicum per week per semester, and maintain consistent days and times at the assigned business hours. I understand that there are no field placements that offer evenings only and/or ements hours are expected to be full, 8-hour days on Monday-Friday UNLESS first discussed with ield or designated Field Education Coordinator. nship before fulfilling my internship commitment, I shall notify the Director of Field or designated and prior to initiating the termination. The termination will be in an appropriate, professional
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dministrative Support Staff Signature: (Jolynne Morgan):	 MSW founded Field Pactors Accords - Google Group Section and Control of Coogle Group Section and Control of Coogle Group Ethics, and understand that failure Committee hearing, termination fir 8. I agree to complete 16 hours in Field Agency during their normal I weekend hours, and that field plac and approved by the Director of Fi 9. If I need to terminate the interr field coordinator IMMEDIATELY manner and will provide written an 10. Winter Intersession Policy (S) between the Fall and Spring semes intersession. Students must continu off in December, while other interr due to continuity of care. It is impu- accepting an internship placement. internship (county program or Title Students in these situations are required. 	Inc standards, School of Social Work Student Standards, Field Standards, and the NASW Code of to meet any of these standards may result in disciplinary action, including a Student Review from my field placement, and dismissal from the MSW program, and/or CSUSB. In the field practicum per week per semester, and maintain consistent days and times at the assigned business hours. I understand that there are no field placements that offer evenings only and/or ements hours are expected to be full, 8-hour days on Monday-Friday UNLESS first discussed with ield or designated Field Education Coordinator. Inship before fulfilling my internship commitment, I shall notify the Director of Field or designated and prior to initiating the termination. The termination will be in an appropriate, professional ind verbal notice as required by CSUSB, the field agency, and the NASW Code of Ethics. Starting Fall 2020): The CSUSB Academic Calendar lists an eight (8) week Winter Intersession sters. Students in the BASW and MSW Field Program <u>will not</u> be off for the entire eight (8) week ue internship through the intercession. Some internship placements will allow up to three/ four wee nship placements will only allow students to take one/two weeks off during the Winter Intersession ortant for students to discuss placement agency requirements, during the initial interview prior to . All students are required to resume internship the first week of January. Students in employee-base e IV-E) are usually required to resume full-time work status during any winter or summer break, upired to discuss the agency policy prior to applying for and accepting the internship opportunity.
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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.



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.

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