



IPT (Intern Placement Tracking)

Field Education Database

Instructions Booklet:

BSW

Social Work 3300: First Practicum

Social Work 4302: Second Practicum

This booklet includes information on how to use the IPT Field Database.

Please refer to the [BSW Field Education Manual](#) for policies associated with Memorial University BSW practica

September 2020 Edition

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Welcome and Overview

Greetings from the Field Education team! Field education (practicum) is the signature pedagogy for social work. This means that field education is the key method of instruction and learning through which our profession socializes students to become practitioners. Field education is such a critical part of becoming a social worker that the field practicum is often considered the “heart” of social work education.

Intern Placement Tracking (IPT) is a database which allows students, field instructors, and Field Education Coordinators (field liaisons) to efficiently and effectively complete administrative tasks relating to field education. This includes keeping relevant practicum and contact information up-to-date, and accessing and completing forms online. IPT is used by a number of accredited social work programs across Canada and we are excited to implement it at Memorial. This manual will provide users with information on how to access and complete forms in IPT.

Additional Resources

Please note, the IPT user manual is a companion document to the **[BSW Field Education Manual](#)**.

Before the practicum starts, students and field instructors are strongly encouraged to review the additional following resources to assist in preparing and planning for the practicum. (These resources are linked below to the Field Education section on the School's **[website](#)**.)

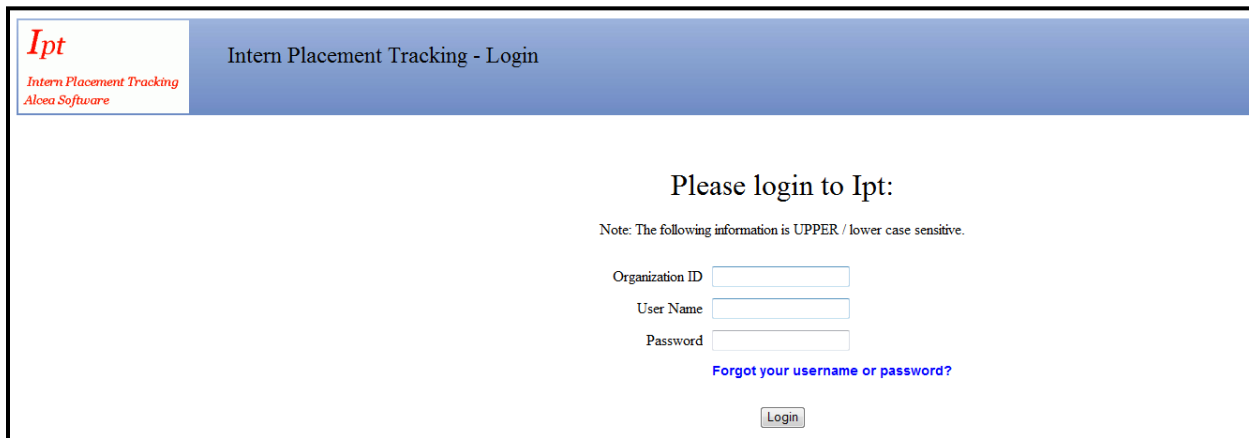
Please review:

- **[Online Field Instructor and Student Orientations](#)**
- **[Checklist for Students](#)**
- **[Checklist for Field Instructors/Agency Mentors](#)**
- **[Student School Agreement](#)**
- **[Student School Agreement \(for students completing practica with CSSD\)](#)**
- **[Reflective and Reflexive Practice](#)**
- **[Guide to Completing the Learning Contract SCWK 3300](#)**
- **[Guide to Completing the Learning Contract SCWK 4302](#)**
- **Field Education Resource Manual** (e-mailed by Lisa)

Logging in to the IPT Database

Finding the IPT Database Online

Find our Intern Placement Tracking (IPT) field database online at: www.runiptca.com. This will take you to the database login page. It is a good idea to bookmark this website as you will be coming back to it many times.

The screenshot shows the login page for the Intern Placement Tracking (IPT) database. At the top left is the 'Ipt' logo with the text 'Intern Placement Tracking' and 'Alcea Software' below it. To the right of the logo is a blue header bar with the text 'Intern Placement Tracking - Login'. The main content area is white and contains the text 'Please login to Ipt:'. Below this is a note: 'Note: The following information is UPPER / lower case sensitive.' There are three input fields: 'Organization ID', 'User Name', and 'Password'. Below the 'Password' field is a link that says 'Forgot your username or password?'. At the bottom center is a 'Login' button.

You can also find a link to the database from the Memorial University of Newfoundland, School of Social Work website: [BSW Field Education page](#).

Logging in to the Database for the First Time

1. At the IPT database login page, you will need to enter three fields, as follows:

Organization ID: mun

Username: [will be provided to you, typically via e-mail].
Please note that all default or temporary usernames provided to you are made up of a series of capital letters and numbers. e.g. XYZ1234A

Password: ipt

A default or temporary username will be provided to you by e-mail (scwkfield@mun.ca). If you do not receive your username, please contact us.

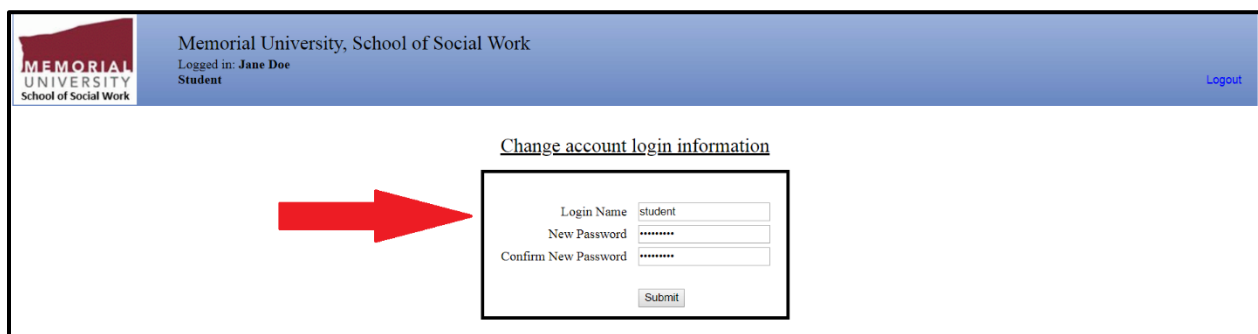
Please note that the **IPT login** is **case sensitive**. This means that IPT treats upper and lower case letters differently from one another - i.e. "Jamie Lee" does not equal "JAMIE LEE". When you log in, make sure that the Organization ID, Username and Password are all typed in the correct case. If you are having trouble logging in, be sure that the **Caps Lock key** on your keyboard is not on.



2. To access the IPT database, enter your login details and click the "Login" button.

Setting up Your Permanent Username and Password

1. The first time you log in to IPT, the program will automatically ask you to create your own permanent login/username and password. Please make note of them!



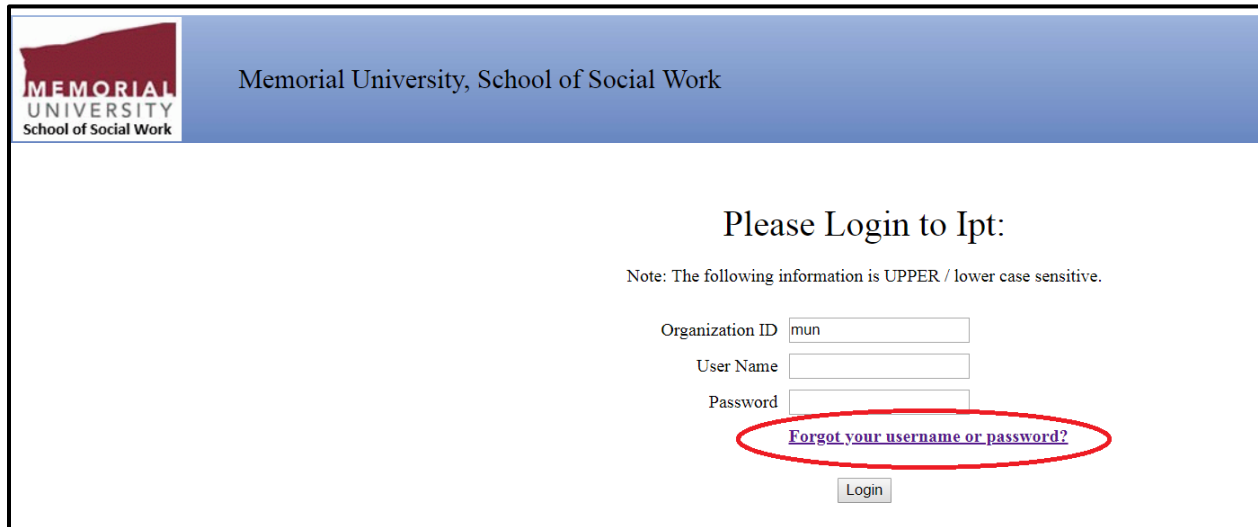
2. Click the "Save" button once you've submitted your login name and password. If your login name is already being used by another person, the program will ask you to select a different login name.

This will take you to the welcome page/homepage. Congratulations! You have successfully entered the IPT online field education database and created your permanent login/username information.

What if... I Forget my Username or Password?

If you forget your login/username or password **before** your first login (i.e., you have never entered the database), then please contact scwkfield@mun.ca for your default login information. If you are an existing user of the IPT database and forget your login/username or password, the database has a function to help you retrieve it, as follows:

1. From the login page, click the "Forgot your username or password?" button



Memorial University, School of Social Work

Please Login to Ipt:

Note: The following information is UPPER / lower case sensitive.

Organization ID

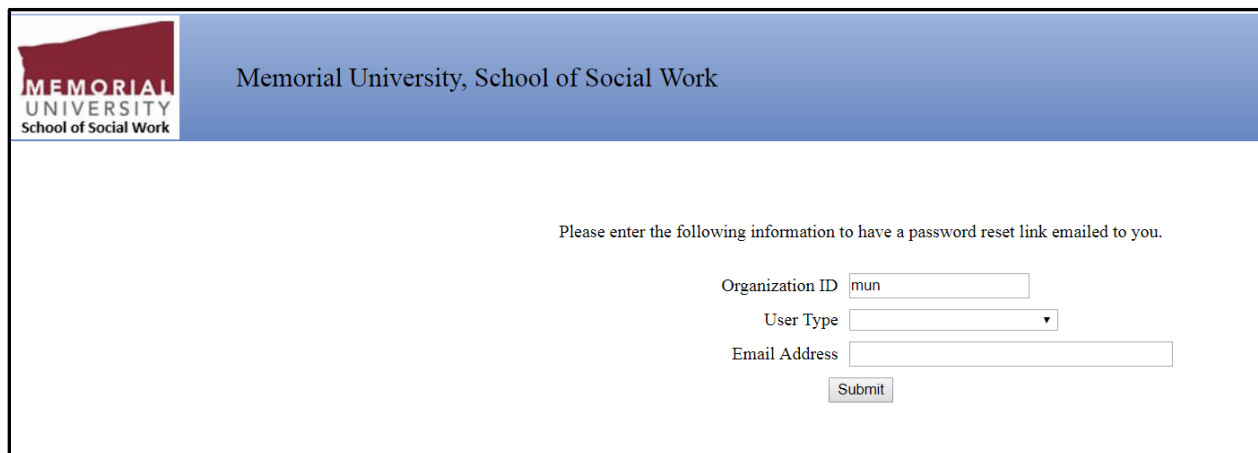
User Name

Password

[Forgot your username or password?](#)

Login

2. The database will ask you to enter some information - please enter the following (remember these are case sensitive!):



Memorial University, School of Social Work

Please enter the following information to have a password reset link emailed to you.

Organization ID

User Type

Email Address

Submit

Organization ID: Type mun

User type: From the pull down menu, select student if you are a student or field instructor/supervisor if you are a field instructor or agency mentor

E-mail address: Enter the e-mail address that you are using in this system; then click

Submit: Click Submit once information entered

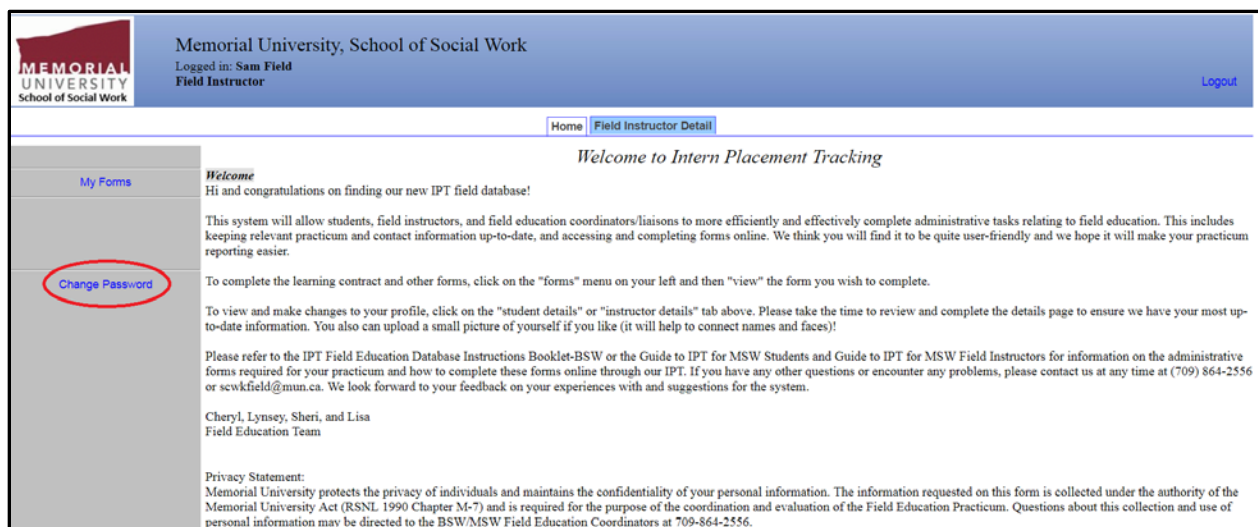
3. If you are successful in retrieving your password, the system will give you a message that your password and username have been reset and e-mailed to you. Click "OK" and check your e-mail for the default login information - which you will once again be able to customize when you log in to the system.

If you are unsuccessful in retrieving your password, please contact us and we can reset your password and provide you with your default login - which you will once again be able to customize when you log in to the system.

What if... I Want to Change My Username or Password?

You can easily change your IPT database login/username or your password anytime. To do this:

1. Log in to the database using your existing username and password
2. From the homepage/welcome page, click the "Change Password" button from the main menu on the left side.



3. Enter your current password, then enter your desired new login/username and password as indicated.
4. Click the "Save" button to make the changes.

The screenshot shows the Memorial University, School of Social Work login interface. The header includes the university logo, the name 'Memorial University, School of Social Work', and user information 'Logged in: Jane Doe Student'. There are links for 'View Uncompleted Forms (5)', 'Logout', and 'Help'. The main content area is titled 'Change Password' and contains a form to 'Change account login information:'. The form has four input fields: 'Password', 'New Login Name', 'New Password', and 'Confirm New Password'. A 'Save' button is located at the bottom of the form, circled in red.

Memorial University, School of Social Work

Logged in: Jane Doe Student

[View Uncompleted Forms \(5\)](#)

[Logout](#) | [Help](#)

[Home](#) > Change Password

Change account login information:

Password

New Login Name

New Password

Confirm New Password

[Save](#)

For Students: Navigating and Using the Database

The IPT Student Homepage

Whenever you log in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

The screenshot shows the IPT Student Homepage for Memorial University, School of Social Work. The page includes a header with the university logo and a user login status. A left sidebar contains navigation links. The main content area has a welcome message and a list of links. A right sidebar contains a 'Logout' button. Callout boxes provide detailed instructions for each of these elements.

My Forms Button - gives you access to all forms, including the learning contract, timesheet and evaluation forms

Student Detail Tab - allows you to edit your personal information

Logout Button - click on this button anytime to exit the database

Change Password Button - allows you to change your login/username or password anytime

Bulletin Board Area - contains important announcements. Click on the "More details" button to display the entire announcement if it does not display in full

Editing Your Personal Information

1. From the homepage/welcome page, click on the "Student Detail" tab across the top to see your details page and make changes to your personal information.

Memorial University, School of Social Work
Logged in: Jane Doe
Student

Home Student Detail

Welcome to Intern Placement Tracking

My Forms

Change Password

Welcome everyone!
Hi and congratulations on finding our new IPT field database!

This system will allow students, field instructors, and field education coordinators/liaisons to more efficiently and effectively complete administrative tasks relating to field education. This includes keeping relevant practicum and contact information up-to-date, and accessing and completing forms online. We think you will find it to be quite user-friendly and we hope it will make your practicum reporting easier.

To complete the learning contract and other forms, click on the "forms" menu on your left and then "view" the form you wish to complete.

To view and make changes to your profile, click on the "student details" or "instructor details" tab above. Please take the time to review and complete the details page to ensure we have your most up-to-date information. You also can upload a small picture of yourself if you like (it will help to connect names and faces)!

Please refer to the IPT Field Education Database Instructions Booklet-BSW or the Guide to IPT for MSW Students and Guide to IPT for MSW Field Instructors for information on the administrative forms required for your practicum and how to complete these forms online through our IPT. If you have any other questions or encounter any problems, please contact us at any time at (709) 864-2556 or scwkfield@mun.ca. We look forward to your feedback on your experiences with and suggestions for the system.

Cheryl Lynsey, Sheri, and Lisa
Field Education Team

Privacy Statement:
Memorial University protects the privacy of individuals and maintains the confidentiality of your personal information. The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is required for the purpose of the coordination and evaluation of the Field Education Practicum. Questions about this collection and use of personal information may be directed to the BSW/MSW Field Education Coordinators at 709-864-2556.

2. Some fields will be available for you to edit, and some will not. **Please enter/review your current home mailing address, MUN e-mail, personal phone number and emergency contact information to make sure they are up-to-date.** It is helpful to upload a picture of yourself – if you are comfortable doing so. You can even upload a (small sized) picture here if you want! If you do upload a photo, please make sure it is current and looks professional.

Memorial University, School of Social Work
Logged in: Jane Doe
Student

Home Student Detail

Home > Student Detail
Forms Upload Picture

Student Detail: Jane Doe

Save

Group: BSW Winter 2020 1st Deg

Last Name: Doe

First Name: Jane

Address:

City/Town:

Province/Postal Code:

Email: jdoe@mun.ca

Emergency Contact:

Emergency Phone:

Home Address:

Home Province/Postal Code:

Rural / Urban: FRD

Phone:

Birthdate (yyyy-mm-dd):

Home Address & Phone #

Emergency Contact Information

3. Remember to click the "**Save**" button when you are finished making changes.

For Field Instructors: Navigating and Using the Database

The IPT Field Instructor Homepage

Whenever you log in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

The screenshot shows the IPT Field Instructor Homepage. At the top, there is a blue header bar with the Memorial University logo on the left, the text "Memorial University, School of Social Work" and "Logged in: Sam Field Field Instructor" in the center, and a "Logout" button on the right. Below the header, there are two tabs: "Home" and "Field Instructor Detail". The main content area is titled "Welcome to Intern Placement Tracking" and contains a welcome message, instructions on how to use the system, and a list of links. A left sidebar contains links for "My Forms" and "Change Password".

My Forms Button - gives you access to all forms, including the learning contract, timesheet and evaluation forms

Field Instructor Detail Tab - allows you to edit your personal information

Logout - click on this button anytime to exit the database

Change Password Button - allows you to change your login/username or password anytime

Bulletin Board Area - contains important announcements. Click on the "More details" button to display the entire announcement if it does not display in full

Editing Your Personal Information

1. From the homepage/welcome page, click on the "Field Instructor Detail" tab across the top to see your details page and make changes to your personal information.

Memorial University, School of Social Work
Logged in: Generic Instructor
Field Instructor

Home | **Field Instructor Detail**

Welcome to Intern Placement Tracking

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My Forms
Change Password

2. Some fields will be available for you to edit, and some will not. **Please enter/review your current work and home mailing addresses, work e-mail, work phone number, and credential (i.e. BSW and/or MSW) information to make sure these are accurate and up-to-date.**

Your home address is needed in order to process your honorarium. Students will only see your work address, and will not have access to your home address information.

It is helpful to upload a picture of yourself – if you are comfortable doing so.

Memorial University, School of Social Work
Logged in: Sam Field
Field Instructor

Home | Field Instructor Detail

Field Instructor Detail: Sam Field

Save

Work Address, Work Email, Work Phone

Home Mailing Address

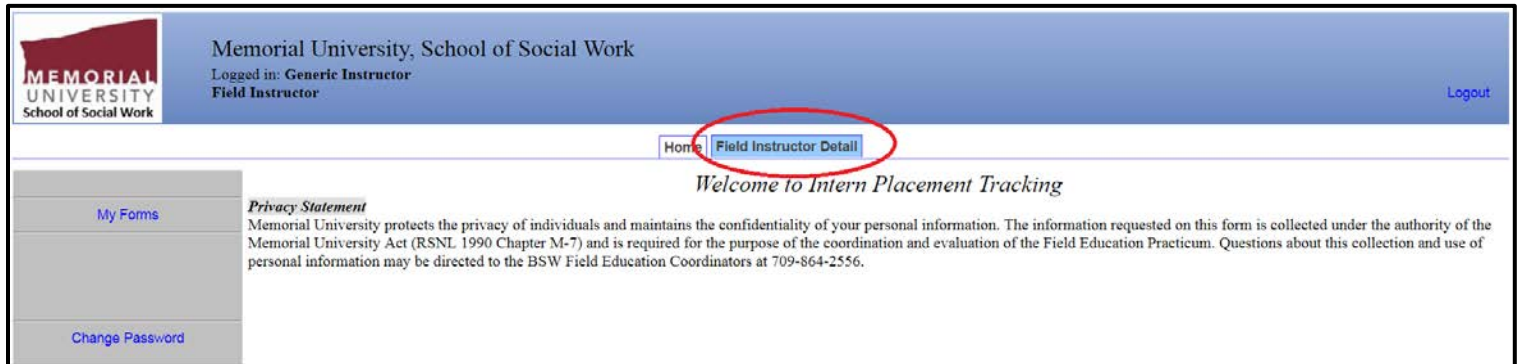
Last Name: Field
First Name: Sam
Address:
City/Town:
Province/Postal Code:
Email: sfield@agency.com
MSW
BSW
Agency:
Home Address:
City/Town:
Province/Territory: NL
Postal Code:
Location Outside Canada (if applicable):

3. Please remember to click the "Save" button when you are finished making changes.

Viewing Student Details

Once a match has been confirmed, you can view the student's profile page (contact information, emergency contacts, etc.). To view the student details:

1. From the homepage/welcome page, click on the "Field Instructor Detail" tab across the top.



2. Scroll to the bottom of the page to see the list of students completing their practicum with you.

Internship Assignments				
view	Semester	Student Name	Phone Number	Student Group
	Fall 2018	Doe, Jane	709-555-5556	BSW Fall 2018

3. Click on the "view" button to see the details for that particular student.

For Students and Field Instructors: Completing Forms

Accessing Blank Forms

Through the IPT database, the various forms that need to be completed (e.g., learning contract, timesheet, evaluations) will be available on the first day of the practicum. To access and complete these forms:

1. From the IPT homepage, select "My Forms" from the menu on the left.

Memorial University, School of Social Work
Logged in: Jane Doe
Student

Home | Student Detail

Welcome to Intern Placement Tracking

My Forms

Welcome everyone!
Hi and congratulations on finding our new IPT field database!

This system will allow students, field instructors, and field education coordinators/liaisons to more efficiently and effectively complete administrative tasks relating to field education. This includes keeping relevant practicum and contact information up-to-date, and accessing and completing forms online. We think you will find it to be quite user-friendly and we hope it will make your practicum reporting easier.

To complete the learning contract and other forms, click on the "forms" menu on your left and then "view" the form you wish to complete.

To view and make changes to your profile, click on the "student details" or "instructor details" tab above. Please take the time to review and complete the details page to ensure we have your most up-to-date information. You also can upload a small picture of yourself if you like (it will help to connect names and faces)!

Please refer to the IPT Field Education Database Instructions Booklet-BSW or the Guide to IPT for MSW Students and Guide to IPT for MSW Field Instructors for information on the administrative forms required for your practicum and how to complete these forms online through our IPT. If you have any other questions or encounter any problems, please contact us at any time at (709) 864-2556 or scwkfield@mun.ca. We look forward to your feedback on your experiences with and suggestions for the system.

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2. You will see a list of forms that are currently available to you. Click "view" on the row of the form that you wish to access - for example, the learning contract. Field instructors, if you have multiple students, click on the form with the student's name on it that you wish to open.

Memorial University, School of Social Work
Logged in: Jane Doe
Student

Home | Student Detail

Home > Form List
Add New Form

Online Forms List For: Jane Doe

☐ Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date/Due Date
View	BSW Field Practicum - Student Brief Resume	BSW Winter 2020	101 Doe, Jane	new **		Student	2019-07-23
View	BSW Student Application for Field Practicum	BSW Winter 2020	102 Doe, Jane	new **		Student	2019-07-23
View	BSW Field Practicum #2 - SCWK 4302 Learning Contract and Evaluation	BSW Winter 2020	103 Doe, Jane	new		Field Instructor	2019-07-23

3. The form will open in a new window, and you can navigate the form by scrolling up and down. Some forms are available to single users, such as forms for evaluating the field practicum – a blank form will be available and viewable to individual users only (e.g. the student or field instructor).

Forms that require input from multiple users will be available to multiple users - for example, the learning contract form is available to a student, their field instructor (and agency mentor, if applicable) and the field liaison. This will allow each of you to access and work on the same learning contract form. When you open this kind of form, you will be able to **view** all information entered by all users. However, you will only be able to **enter/edit** information for fields assigned to you (for example, the student or field instructor parts of the learning contract).

Signing Forms

Once completed, forms accept electronic signatures from users. For example, the learning contract requires signatures from the student, field instructor, and field liaison. When a form requires your signature, it will highlight this request in blue. Required signatures from other users will be highlighted only for them. To sign a form:

1. Click on the blue request to sign the form

Student Consent – Disclosure of Information

I understand that in order to determine a suitable BSW Field Practicum for me and to facilitate any reasonable accommodations that may be required during my BSW Field Practicum, I agree and consent to the disclosure and sharing of personal information with or among the Field Education Coordinators, Student Services Coordinators, Agency Coordinator, and your prospective Field Instructors/Agency Mentors concerning any personal circumstances or particular learning, mental health, physical, or environmental challenges or conditions that may require reasonable accommodation during my BSW Field Practicum.

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

Memorial University protects your privacy and maintains the confidentiality of your personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL 1990 Chapter M-7). It is required for facilitating your BSW field practicum, academic administration, and BSW program planning. Questions about this collection and use of personal information may be directed to the Field Education Coordinators.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

2. A new window will appear. Sign the form by typing your name in the space provided and clicking “SUBMIT SIGNATURE”.

Student Signature:

Sign this document by entering your name in the box below. Once you have signed here you will no longer be able to change fields in document.

Jessie Smith


3. The system will confirm your signature has been recorded and the form will now indicate this, as well as the date the form was signed.

Student Signature: (Smith, Jessie): Jessie Smith Aug 16, 2018 2:32 PM

If you try to sign the form when there is missing information (i.e., required fields are not completed), the system will prompt you to complete required fields before signing the form and will indicate the missing fields with a red asterisk (*). You will need to complete these before signing the form.

b) Beginning

Please complete the marked fields before signing the form.
[\[Close\]](#)




Saving Forms

All IPT forms can be saved on the database system at any time. This allows for easy access and editing of forms – particularly forms such as the learning contract and timesheet, which are completed at multiple times throughout the term.

Timesheet & Field Instruction Record

Notes to student: In the 'Hours of Practice' rows, please record the number of hours you were at your practicum each day. In the 'Hours of Supervision' rows, please record the number of hours you received supervision each day. Each 15 hours of placement includes a minimum of 1 hour educational supervision.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK	- WEEK OF							
Hours of Practice:								
Hours of Supervision:								

Add Week: 

SAVE WORK

Midterm

Total Practicum Hours at Midterm:

Total Supervision Hours at Midterm:

Student Signature [Midterm Signature](#)

Field Instructor Signature ():

Field Instructor 2 Signature ():

Final

Total Practicum Hours at Final:

Total Supervision Hours at Final:

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

Field Instructor Signature ():

Field Instructor 2 Signature ():

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[CLOSE](#) **SAVE**

To save your work, scroll down to the bottom of the form and click on the “Save” button. Longer forms will also have “Save Work” buttons within the form itself, which you can also use anytime.

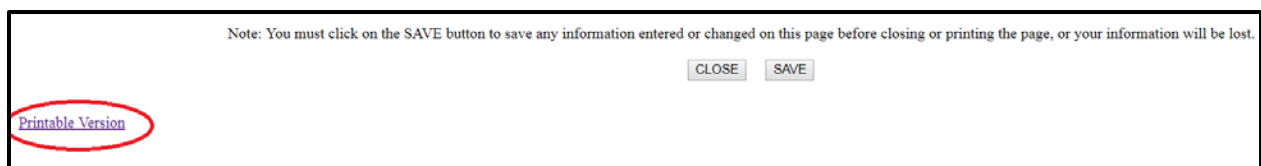
“Save Work” buttons in some forms, such as in the timesheet and supervision record form (pictured here), activate new, empty rows for the form. This means that when students “Save Work” after entering the first week’s hours, a blank row for entering the second week’s hours will appear, and so on. This way, the timesheet form will accommodate as many weeks as required. Entering learning activities on the learning contract forms works the same way.

Each time you save your work, a green window will pop up for a moment that confirms the information has been saved to the database. This means you can exit the database, log in later (anytime, anywhere), come back to the form, and all your saved information will be there for further completion or editing. **It is a good idea to have a printed copy of key forms, such as the learning contract and timesheet, as a backup.**

Remember to click on **"save"** frequently as you complete the forms so that they are saved on the system!

Printing Forms

Scroll to the bottom of a form and click “Printable Version” to print a form anytime. If you prefer, you can click to view the “Printable Version” first and then print the form. It is a good idea to keep a print copy of important forms, such as the learning contract and timesheet record, as a backup, to review with others (e.g., field instructor, field liaison) or for your own records.



Forms to be completed in IPT:

- BSW Student Application for Field Practicum – Student
- BSW Student Brief Resume – Student
- Time Sheet and Supervision Record - Student and Field Instructor (Agency Mentor, if applicable)
- Learning Contract (SCWK 3300 and SCWK 4302) - Student and Field Instructor (Agency Mentor, if applicable)
- Learning Contract: Midterm Evaluation (SCWK 3300 and SCWK 4302) - Student and Field Instructor (Agency Mentor, if applicable)
- Learning Contract: Final Evaluation (SCWK 3300 and SCWK 4302) - Student and Field Instructor (Agency Mentor, if applicable)
- Student Evaluation of BSW/MSW Field Practicum - Student
- Field Instructor Evaluation of BSW/MSW Field Practicum – Field Instructor/Agency Mentor

BSW Student Application for Field Practicum and BSW Student Brief Resume (Students only)

Preceding the practicum, students will complete the BSW Student Application for Field Practicum and BSW Student Brief Resume in IPT. Students will be advised when applications are due.

To access these forms:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the BSW Student Application for Field Practicum or BSW Student Brief Resume. **These forms are only available to be completed by students.**
3. The form will open on a new page.
4. Click on the “Save Work” button to save the information.
5. On the BSW Student Application form, sign the form by clicking on the “Click to sign Completed Document” button by “Student Signature” at the bottom by typing and submitting your name. The form will then be submitted to the Field Education Coordinator.

6. On the BSW Student Brief Resume form, click “Save” at the bottom to be submitted to the Field Education Coordinator. Please **do not** “sign” the form until you have met with a Field Education Coordinator as they may suggest revisions. Once you and your Field Education Coordinator are satisfied with the BSW Student Brief Resume, you will need to sign the form by clicking on the “Click to sign Completed Document” button by “Student Signature” at the bottom by typing and submitting your name.

Timesheet and Supervision Record

To help ensure attainment of practice objectives, a specific number of hours in practicum are required. Students are required to complete a minimum of 350 hours for each practicum (SCWK 3300 and SCWK 4302) in the BSW program. 1.5 hours of field instruction (educational supervision) are required each week of the practicum. Students record their time in practicum each week, and supervision time with their field instructor, using the timesheet and supervision record form.

Students

To access this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form Timesheet and Supervision Record. This form is available to students and field instructors.
3. The form will open on a new page. Enter the week of practicum and date, your hours in practicum for each day and your hours of supervision in the space provided.

Please Note:

Hours of supervision only includes the tracking of weekly field instruction time (i.e. typically 1.5 hours of field instruction a week)

Hours of practice is the amount of time spent in practicum (i.e. typically 7-8 hours a day; 28-32 hours a week)

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK 1 - WEEK OF Sep 13								
Hours of Practice:		8	8	8				
Hours of Supervision:				2				
<div>SAVE WORK</div>								

4. Click on the “Save Work” button to save the information entered for the week. Clicking on this button will also automatically create a new blank row for you to enter the next week’s information. In this way, as you enter and save your work, the form will create additional space for you to enter information, as needed.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK 1 - WEEK OF Sep 13								
Hours of Practice:		8	8	8				
Hours of Supervision:				2				
WEEK - WEEK OF								
Hours of Practice:								
Hours of Supervision:								
<div>SAVE WORK</div>								

5. At midterm evaluation time, add your practicum and supervision hours to date and enter them in the **pink area** of the form.
6. Sign the form by clicking on the blue “Midterm Signature” button, then typing and submitting your name. Then notify the field instructor that your timesheet is available for their review and signature. You also may want to print a copy of the timesheet for your records.

Midterm

Total Practicum Hours at Midterm:

Total Supervision Hours at Midterm:

Student Signature

Field Instructor Signature ():

Field Instructor 2 Signature ():

7. At final evaluation time, repeat steps 5 and 6 in the **blue area** of the form.

Final

Total Practicum Hours at Final:

Total Supervision Hours at Final:

Student Signature

Field Instructor Signature ():

Field Instructor 2 Signature ():

Field Instructors

To access this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form Timesheet and Supervision Record. This form is available to students and field instructors. Field instructors with multiple students click "View" on the row containing the name of the student whose form they wish to access. The form will open in a new window. Only students can enter and edit the hours of practicum and field instruction.

Timesheet & Field Instruction Record

Notes to student: In the 'Hours of Practice' rows, please record the number of hours you were at your practicum each day. In the 'Hours of Supervision' rows, please record the number of hours you received supervision each day. Each 15 hours of placement includes a minimum of 1 hour educational supervision.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK	- WEEK OF							
Hours of Practice:		7	7	7	7	7		35
Hours of Supervision:						1.5		1.5

Add Week:

[SAVE WORK](#)

Midterm

Total Practicum Hours at Midterm:

Total Supervision Hours at Midterm:

Student Signature [Midterm Signature](#)

Field Instructor Signature (Field, Sam):

Field Instructor 2 Signature ():

Final

Total Practicum Hours at Final:

Total Supervision Hours at Final:

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

Field Instructor Signature (Field, Sam):

Field Instructor 2 Signature ():

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[CLOSE](#) [SAVE](#)

Please Note:

Hours of supervision only includes the tracking of weekly field instruction time (i.e. typically 1.5 hours of field instruction a week)

Hours of practice is the amount of time spent in practicum (i.e. typically 7-8 hours a day; 28-32 hours a week)

3. Field instructors (and agency mentors, if applicable) review and confirm the student's hours at midterm and final evaluation times. At the time of the midterm evaluation, the student will tally the total number of practicum and field instruction hours to date, enter the totals in the pink area of the form, and sign the form. Once the student advises you that they have signed the form, review the hours entered by the student and sign the form to confirm that these hours are correct. If the hours are incorrect, advise the student to make the required changes before you sign the form. Sign the form by clicking on "Midterm Signature", then type your name, and "Submit". You may print the form by clicking on "Print" at the bottom of the form.

Midterm
Total Practicum Hours at Midterm:
Total Supervision Hours at Midterm:

Student Signature (Doe, Jane):
Field Instructor Signature [Midterm Signature](#)
Field Instructor 2 Signature ():

This screenshot shows the 'Midterm' section of a form, which has a pink background. It contains fields for 'Total Practicum Hours at Midterm:' and 'Total Supervision Hours at Midterm:'. Below these are signature lines for the 'Student Signature (Doe, Jane):', 'Field Instructor Signature', and 'Field Instructor 2 Signature ()'. A red oval highlights the blue hyperlink 'Midterm Signature' next to the Field Instructor Signature line.

4. At the end of the practicum (final evaluation), repeat the process in the **blue area** of the form.

Final
Total Practicum Hours at Final:
Total Supervision Hours at Final:

Student Signature (Doe, Jane):
Field Instructor Signature [Click to sign Completed Document](#)
Field Instructor 2 Signature ():

This screenshot shows the 'Final' section of a form, which has a light blue background. It contains fields for 'Total Practicum Hours at Final:' and 'Total Supervision Hours at Final:'. Below these are signature lines for the 'Student Signature (Doe, Jane):', 'Field Instructor Signature', and 'Field Instructor 2 Signature ()'. A red oval highlights the blue hyperlink 'Click to sign Completed Document' next to the Field Instructor Signature line.

The Learning Contract (SCWK 3300 and SCWK 4302)


Please refer to [**Guide to Completing the Learning Contract SCWK 3300**](#) or [**Guide to Completing the Learning Contract SCWK 4302**](#) for more specific guidelines and examples on completing learning contracts. The [**BSW Field Education Manual**](#) also contains detailed information on the field education model, learning contract, and practice objectives for each practicum.

Please note: The Learning Contract is a “living document,” which means that it can be revised at any point throughout the practicum to reflect the student’s focus and learning opportunities. Any changes need to be made by the student in consultation with the field instructor (and agency mentor, if applicable) and the field liaison.

Students

For students to access and complete the learning contract form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the **Learning Contract**. This form is available to students, their field instructor, (agency mentor, if applicable), and their field liaison.
3. The form will open in a new window. The form begins with a request for basic information about yourself and your practicum, then with a description of Practice Objective 1. After the description, a table is provided where you can enter the learning activities and other required information for this practice objective. Enter information in the spaces provided, or click on the “paper and pencil” icons (for longer fields) to open a new text window and enter information.


BSW Field Practicum #1 - SCWK 3300
Learning Contract, Midterm Evaluation, Final Evaluation

Student Information:	
Name	
MUN Email Address	
Field Instructor Information:	
Name(s)	
Email address(es)	
Telephone number(s)	
Agency Mentor Information (where no on-site Field Instructor):	
Name(s)	
Email address(es)	
Telephone number(s)	
Field Setting:	
Agency	
Program	
Location	
<input type="button" value="SAVE WORK"/>	

Below is an example of what each outcome looks like in the learning contract. There are Five Outcomes. Each outcome has their own set of objectives and activities.

OUTCOME 1: To Function Efficiently and Effectively Within Field Setting and Community Context		
Objectives: By the end of the FIRST practicum, the student is expected to:		
1.1 explain field setting mandates, programs, services, policies, and procedures;	MIDTERM	FINAL
<ul style="list-style-type: none"> Review policy/procedure manual or equivalent Review organizational chart or equivalent Review website/pamphlets Review field setting standards regarding safety, dress code, and respectful workplace behavior Review with staff formal and informal behavioral norms within the field setting Shadow agency staff to learn their roles Identify how agency roles overlap and complement each other Discuss with field instructor/agency mentor how the field setting integrates social justice, advocacy, and human rights into service delivery 		

- Click a "Save Work" or "Save" button when you are finished entering information on the row.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

- An additional empty row will appear each time you press the "Save Work" button for a learning objective. This will allow you to have as much room as you need to enter your learning activities.

6. Once you are finished entering information under Practice Objective 1, scroll down to read the description for Practice Objective 2. Then, enter your learning activities, etc. for this objective. Remember to click on the "Save Work" button to bring up new rows to enter your information in!

7. Enter the information for all five Practice Objectives. Remember to save your work often!

You will notice that there are some parts of the form that you cannot complete. This is because each user (student, field instructor, (and agency mentor if applicable) and field liaison) can fill in only their parts of the learning contract.

8. When you have completed the learning contract, be sure to tell the field instructor so that they can review the form. The field instructor can review and edit the information relating to the objectives and learning activities online by entering the database with their own username and reviewing the form. It's a good idea to print and save a hard copy for yourself.
9. Once you, the field instructor (and agency mentor, if applicable) is satisfied with the learning contract – likely after your initial meeting – you will need to sign the agreement. To do this, find the section immediately below the "Final Evaluation" section, called "Electronic Signature Page". Click on the "Learning Agreement" signature button to sign the learning contract electronically. The field instructor (and agency mentor, if applicable), and field liaison will each have to sign the form.

Electronic Signature Page	
Learning Contract	
Student	Learning Agreement
Field Instructor	(Sam Field):
Agency Mentor	():
(Memorial University Use Only)	
Field Liaison	(Sally Test):

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

Field Instructors

For field instructors (and agency mentors) to access the learning contract form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the Learning Contract. This form is available to students, their field instructor, (agency mentor, if applicable), and their field liaison.

Field instructors with multiple students click "View" on the row containing the name of the student whose form they wish to access. The form will open in a new window.

3. When the student(s) notifies you that they are finished completing the learning contract, you can then review and edit the information relating to the objectives and learning activities.
4. Once you and the student are satisfied with the learning contract – likely after your initial meeting – you will need to sign the agreement. To do this, find the section immediately below the “Final Evaluation” section, called “Electronic Signature Page”. Click on the “Learning Agreement” signature button to sign the learning contract electronically. The student and field liaison will each have to sign the form.

Electronic Signature Page

Learning Contract	
Student	(Doe, Jane): <u>Jane Doe Jul 24, 2019</u>
Field Instructor	<u>Learning Agreement</u>
Agency Mentor	():
(Memorial University Use Only)	
Field Liaison	():

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

CLOSE

SAVE

Learning Contract: Midterm Evaluation (SCWK 3300 and SCWK 4302)

Please refer to **Section 2.11 Evaluation** in the **BSW Field Education Manual** for more detailed information on evaluation processes and procedures.

The student and field instructor complete two formal evaluations of the student's performance in the practicum. The midterm evaluation takes place when the student is about halfway through the required hours; the final evaluation occurs as the student is completing the required hours. Please see **Guide to Completing the Learning Contract SCWK 3300** and **Guide to Completing the Learning Contract SCWK 4302** for detailed guidelines on completing the midterm and final evaluation.

Prior to the midterm evaluation meeting, the student is expected to complete and submit the '**BSW Field Practicum Midterm Reflection**' (not in IPT) to their field instructor (and agency mentor is applicable) for review.


The field instructor will use the Learning Contract to formally rate the students' learning and performance on each objective and practice activity to determine whether or not the student is meeting the requirements of the practicum. The field instructor also will provide summative comments for each objective as indicated in the learning contract.

A midterm determination is made indicating whether or not the student is meeting the requirements of the practicum. If the student is determined to be at risk of not meeting the practicum requirements, a review meeting is held to determine a course of action. Please refer to the BSW Field Education Manual for policies and procedures regarding a student at-risk of failing practicum.






The student, field instructor (and agency mentor is applicable), and field liaison are each required to sign the completed midterm evaluation. This is done electronically on the electronic signature page of the learning contract.

Field Instructors

1. Click on "My Forms" from the IPT homepage/main menu page, then click on the "View" button for the Midterm Evaluation. Field instructors with multiple students click "View" on the row containing the name of the student whose form they wish to access. The form will open in a new window.
2. Select a rating, from the midterm pull down menu **for each learning objective**, which best reflects the student's performance in the objective to date (see [Guide to Completing the Learning Contract SCWK 3300](#) and [Guide to Completing the Learning Contract SCWK 4302](#) for a description of each rating).

OUTCOME 1: To Function Efficiently and Effectively Within Field Setting and Community Context					
Objectives: By the end of the FIRST practicum, the student is expected to:					
1.1 explain field setting mandates, programs, services, policies, and procedures;	<table border="1"><tr><td>MIDTERM</td><td>FINAL</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	MIDTERM	FINAL	<input type="text"/>	<input type="text"/>
MIDTERM	FINAL				
<input type="text"/>	<input type="text"/>				
<ul style="list-style-type: none">• Review policy/procedure manual or equivalent• Review organizational chart or equivalent• Review website/pamphlets• Review field setting standards regarding safety, dress code, and respectful workplace behavior• Review with staff formal and informal behavioral norms within the field setting• Shadow agency staff to learn their roles• Identify how agency roles overlap and complement each other• Discuss with field instructor/agency mentor how the field setting integrates social justice, advocacy, and human rights into service delivery					
Midterm comments:					
					
SAVE WORK					

- Enter relevant midterm comments for each learning objective in the midterm comments section. Remember to click on the "Save" or "Save Work" button to save your work as you complete the form!

MIDTERM EVALUATION (To be completed by Field Instructor during the sixth week of the practicum)	
List completed recordings and comment on their quality:	
	
List goals to be achieved between midterm and the end of the field practicum:	
	
Do you have any concerns about the student's values, knowledge, skill, performance and professional suitability? Please elaborate.	
	
Is the student at risk of failing? <input type="text"/>	
If Yes, please clearly describe where the student is encountering problems in any of the five outcome areas, what the problems are, and what the student must do to meet or exceed expectations.	
	
The number of hours completed to date: <input type="text"/>	
Has this midterm evaluation been read by the student? <input type="text"/>	
SAVE WORK 	

- Once you and the student are satisfied with the midterm evaluation - likely after your midterm meeting - you both will need to sign the midterm evaluation electronically. To do this, go to the signature page at the end of the learning contract. The field liaison will review the completed midterm evaluation and sign electronically as well.

Midterm Evaluation	
Student	Midterm Evaluation
Field Instructor	Midterm Evaluation
Agency Mentor	Midterm Evaluation
(Memorial University Use Only)	
Field Liaison	Midterm Evaluation

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

CLOSE [SAVE](#)

Students

1. Click on “My Forms” from the IPT homepage/main menu page, then click on the “View” button for the Midterm Evaluation. The form will open in a new window.
2. Once you and the field instructor are satisfied with the midterm evaluation - likely after your midterm meeting - you both will need to sign the midterm evaluation electronically. To do this, go to the signature page at the end of the learning contract. The field liaison will review the completed midterm evaluation and sign electronically as well.

Midterm Evaluation	
Student	Midterm Evaluation
Field Instructor	Midterm Evaluation
Agency Mentor	Midterm Evaluation
(Memorial University Use Only)	
Field Liaison	Midterm Evaluation

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

[CLOSE](#) [SAVE](#)

Learning Contract: Final Evaluation (SCWK 3300 and SCWK 4302)




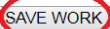
At the end of the practicum, the field instructor evaluates the student's performance on each objective once again – similar to the midterm evaluation. The field instructor will use the same learning contract form and **complete the areas designated for the final evaluation**.

Field Instructors

1. Click on “My Forms” from the IPT homepage/main menu page, then click on the “View” button for the Final Evaluation. Field instructors with multiple students click "View" on the row containing the name of the student whose form they wish to access. The form will open in a new window.
2. Select a rating, from the final evaluation pull down menu **for each learning objective**, which best reflects the student's performance in the objective to date (see [Guide to Completing the Learning Contract SCWK 3300](#) and [Guide to Completing the Learning Contract SCWK 4302](#) for a description of each rating).

OUTCOME 4: To Function with Appropriate Self-Awareness		
Objectives: By the end of the FIRST practicum, the student is expected to:		
4.1 utilize reflective thinking and relate knowledge derived from personal/familial experiences to practice situations;	MIDTERM	FINAL
	ME ▾	▾
<ul style="list-style-type: none"> Reflect on differences and similarities between yourself and service recipients Critically analyze how personal, social, and cultural experiences impact your practice 		
4.2 critically reflect on strengths and address areas for growth;	MIDTERM	FINAL
	NI ▾	▾
<ul style="list-style-type: none"> Identify your personal and professional strengths and challenges in weekly logs Reflect on - then explore with field instructor/agency mentor your personal beliefs and behaviours which inhibit building and maintaining effective relationships Strategize with field instructor/agency mentor how to address these beliefs and behaviours Continue to build your skills in self-reflective practice and critical thinking 		
4.3 develop and implement strategies for self-care.	MIDTERM	FINAL
	ME ▾	▾
<ul style="list-style-type: none"> Review course material and other resources on self-care strategies Discuss self-care strategies with field instructor/agency mentor Select preferred strategies and record in weekly log Plan and implement self-care strategies 		

- Enter comments on the final evaluation summary page. Remember to click on the "Save" or "Save Work" button to save your work as you complete the form!

FINAL EVALUATION (To be completed by Field Instructor during the last week of the practicum)	
List recordings completed since midterm and comment on their quality:	
	
Do you have any concerns about the student's values, knowledge, skill, performance, and professional suitability? Please elaborate.	
	
Final summary of student learning and areas for growth, including recommendations for second practicum.	
	
The number of hours completed: <input type="text"/>	
Has this final evaluation been read by the student? <input type="text"/>	
	

- Once you and the student are satisfied with the final evaluation - likely after your final meeting - you both will need to sign the final evaluation electronically. To do this, go to the signature page at the end of the learning contract.
- The field liaison will review the completed final evaluation and sign electronically as well. The Field Education Coordinator (field liaison) is responsible for assigning and submitting the final grade for the practicum.

Final Evaluation	
Student	Click to sign Completed Document
Field Instructor	Click to sign Completed Document
Agency Mentor	Click to sign Completed Document
(Memorial University Use Only)	
Field Liaison	Click to sign Completed Document

Remember to **save** the form! You also may use the “print” button at the bottom of the form to print a copy for your records.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.	
CLOSE	SAVE

Students

1. Click on “My Forms” from the IPT homepage/main menu page, then click on the “View” button for the Final Evaluation. The form will open in a new window.
2. Once you and the field instructor are satisfied with the final evaluation - likely after your final evaluation meeting - you both will need to sign the final evaluation electronically. To do this, go to the signature page at the end of the learning contract.
3. The field liaison will review the completed final evaluation and sign electronically as well. The Field Education Coordinator (field liaison) is responsible for assigning and submitting the final grade for the practicum.

You also may use the “print” button at the bottom of the form to print a copy for your records.

Final Evaluation	
Student	Click to sign Completed Document
Field Instructor	Click to sign Completed Document
Agency Mentor	Click to sign Completed Document
(Memorial University Use Only)	
Field Liaison	Click to sign Completed Document

Practicum Feedback/Evaluation Forms

Two evaluation forms are available at the end of practicum for completion through the IPT system: one for students and the other for field instructors/agency mentors. The **Student Evaluation of Field Practicum** and the **Field Instructor Evaluation of Field Practicum** provide students and field instructors/agency mentors with the opportunity to provide feedback about their field practicum experiences.

To access each of these forms:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Students will click on the "View" button for the form **Student Evaluation of Field Practicum**. Field instructors/agency mentors will click on the "View" button for the form **Field Instructor Evaluation of Field Practicum**.
3. The form will open on a new page. Complete the form as indicated. Remember to "Save" or "Save Work" as you complete the form.



Student Evaluation of Field Practicum

Field Instructor Name	<input type="text"/>
Field Practicum Setting	<input type="text"/>
Dates of Field Practicum	<input type="text"/>
Practicum type (select one)	<input type="text"/>

Thank you for taking the time to complete this evaluation. Student feedback is critical in the ongoing monitoring and development of the field education component of the curriculum.

Please select one of the following:

<input type="radio"/>	I have shared this form with my field instructor(s) and agency mentor (if applicable).
<input type="radio"/>	I have not shared this form with my field instructor(s) and agency mentor (if applicable). I am willing to have the Field Education Coordinators provide feedback in general terms to my field instructor(s) and agency mentor (if applicable).
<input type="radio"/>	I have not shared this form with my field instructor(s) and agency mentor (if applicable). I would like access to this form and its contents limited to the Field Education Coordinators.

Scale for Items 1 and 2

1	2	3	4	5
Never	Rarely	Sometimes	Often	Always



Field Instructor Evaluation of Field Practicum

Field Instructor Name	<input type="text"/>
Field Practicum Setting	<input type="text"/>
Dates of Field Practicum	<input type="text"/>
Practicum type (select one)	<input type="text"/>

Please use the scale provided to rate the following statements based on your current field practicum experience:

Strongly disagree	SD
Disagree	D
Neither agree or disagree	N
Agree	A
Strongly agree	SA
Not applicable	NA

1. The Field Education Coordinator facilitated:

• An appropriate match between the student, field instructor, and the field setting.	<input type="text"/>
• A close, reciprocal, and ongoing relationship with the field instructor.	<input type="text"/>
• Opportunities to exchange important information and to monitor the student's educational experiences.	<input type="text"/>
• Opportunities to consult and collaborate regarding student progress and challenges.	<input type="text"/>

Please comment on your experience of field practicum coordination:



4. When the form is complete, sign the form at the bottom of the page to submit it.

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

Thank you for taking the time to complete this evaluation.

Your feedback is valuable to the field education team and is greatly appreciated.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

Field Instructor Electronic Signature [Click to sign Completed Document](#)

Thank you for taking the time to complete this evaluation.

Your feedback is valuable to the field education team and is greatly appreciated.

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

Thank you for taking the time to provide us with feedback on your practicum experience. If you have further feedback or concerns to discuss, please contact a member of the Field Education Team.

IPT Help and Field Education Contacts

If you have further questions, please contact us:

Mailing Address:

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Box 4200
St. John's, NL A1C 5S7

Email: scwkfield@mun.ca

Fax: 709-864-2408

Website: www.mun.ca/socialwork/field/

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