

**Memorial University School of Social Work  
MSW Field Education Manual  
Step-by-Step Guide to IPT (Intern Placement Tracking) for  
Field Instructors and Agency Mentors**

This step-by-step guide contains information on IPT (Intern Placement Tracking), a field education database for students, field instructors, agency mentors, and Field Education Coordinators. The guide includes instructions for accessing and using the database.

IPT allows students, field instructors (and agency mentors), and Field Education Coordinators to complete administrative tasks relating to MSW field practica, including keeping relevant practicum and contact information up-to-date, and accessing and completing forms online.

### TO LOG INTO IPT

The login page of the IPT is available online at <http://www.runiptca.com>. You also can find a link to IPT on the Field Education website at <https://www.mun.ca/socialwork/field/>. You may want to bookmark the website for easy access.

#### To Log into IPT for the First Time

You will receive an email with your user name and temporary password from the Field Secretary. You then will need to enter three fields on the IPT login page:

Organization ID: **mun**

Username: [provided in an email from the Field Secretary]. All default/temporary usernames consist of a series of capital letters and numbers (e.g., XYZ1234A).

Password: **ipt**

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

The Organization ID, Username, and Password are **case sensitive**. If you are having trouble logging in, check the *Caps Lock* key on your keyboard.

Memorial University, School of Social Work

Please Login to Ipt:

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

Organization ID: mun

User Name: XYZ1234

Password: \*\*\*

[Forgot your username or password?](#)

Login

#### To Set Up Your Permanent Username and Password

The first time you log into IPT, you automatically will be required to create your own unique username and password. Please make a note of them!

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

[Logout](#)

Change account login information

Login Name: student  
New Password: \*\*\*\*\*  
Confirm New Password: \*\*\*\*\*  
Submit

Click the "Save" button once you have submitted your login name and password. (If your desired login name is already in use, you will be required to select a different login name.)

This will take you to the welcome page.

### If You Forget Your Username or Password

If you forget your username before your first login (you have never entered IPT), you can email [scwkfield@mun.ca](mailto:scwkfield@mun.ca) or call 709-864-2556.

If you have previously logged into IPT and you forget your username or password, click the "Forgot your username or password?" button on the login page.

Memorial University, School of Social Work

Please Login to Ipt:

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

Organization ID: mun  
User Name:  
Password:  
[Forgot your username or password?](#)  
Login

[Clear Organization Id](#)

Intern Placement Tracking (c) 2000 - 2018 by Alcea Software LLC

You will be required to enter:

Organization ID: **mun**

User type: from the pull down menu, select **student** or **field instructor**

Email address: [enter the email address that you are using in this system]

Click "Submit"

If you are successful, the system will give you a message that your password and username have been reset and emailed to you. Click "OK" and check your email for the default login information. Log into IPT and customize your username and password.

If you are unsuccessful, email [scwkfield@mun.ca](mailto:scwkfield@mun.ca) or call 709-864-2556. We can provide you with your default username and reset your password. You will be required to customize your user name and password when you log into IPT.

## To Change Your Password

To change your password, log into IPT using your existing username and password. From the welcome page, click the "Change Password" button from the main menu on the left side.

Enter your current password, login name, and your desired new password as indicated. Click "Submit".

If you are successful, you will see a message that your password was successfully changed.

## THE IPT FIELD INSTRUCTOR HOMEPAGE

When you log in to the IPT database, you will arrive at the welcome page. You can access all relevant areas in IPT from this page.

The screenshot shows the IPT Field Instructor Homepage. At the top, a blue header bar contains the Memorial University School of Social Work logo, the user's login information ('Logged in: Sam Field Field Instructor'), and a 'Logout' link. Below the header is a navigation bar with tabs for 'Home', 'Field Instructor Detail', and 'Agency Detail'. The main content area is titled 'Welcome to Intern Placement Tracking' and contains a welcome message, system information, and contact details for the Field Education Team. A left sidebar contains links for 'My Forms' and 'Change Password'. Five callout boxes with arrows point to specific features: 'My Forms Button' (to access all forms), 'Field Instructor Detail Tab' (to edit personal information), 'Agency Detail Tab' (for Agency Coordinators to edit agency and practicum information), 'Logout' (to exit IPT), and 'Change Password Button' (to change password). A 'Bulletin Board Area' callout points to a 'More details' button at the bottom of the main content area.

**My Forms Button** - to access to all forms

**Field Instructor Detail Tab** - to edit your personal information

**Agency Detail Tab** – for Agency Coordinators to edit the agency and practicum information

**Logout** - to exit IPT

**Change Password Button** - to change your password

**Bulletin Board Area** - contains announcements. Click on the "More details" button to display the entire announcement.

### To Edit/Update Your Personal Information

On the welcome page, click on the "Field Instructor Detail" tab (across the top) to view your details page and make changes to your personal information.

It is important to keep your address, email address, phone number, and credential/registration information up-to-date. It is helpful to the MSW Field Education Coordinator and to students if you upload a picture of yourself.

Remember to "Save" when you are finished making changes – or the information will be lost.

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

Home | **Field Instructor Detail** | Agency Detail

Home > Field Instructor Detail  
**Upload Picture** Forms

### Field Instructor Detail: Sam Field

**Save**

Last Name: Field Phone: 555-555-5555  
First Name: Sam Fax:  
Street Address: 123 Hope Lane Training:  
City/Town:  
Province, Country: NL, Canada  
Email: sfield@mun.ca  
MSW ☒ BSW ☐  
Agency: Endless Opportunities Youth Services  
Home Address:  
City/Town:  
Postal Code:

**Internship Assignments**

Semester	Student Name	Phone Number	Student Group

**Save**

## To View Student Details

To view the details (e.g., contact information, emergency contacts) of students to whom you provide field instruction, on the welcome page, click on the "Field Instructor Detail" tab (across the top).

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

Home | **Field Instructor Detail** | Agency Detail

### Welcome to Intern Placement Tracking

My Forms

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

This system will allow students, field instructors, and field education coordinator/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.

Scroll to the bottom of the page to see the list of students assigned to you then click on the "view" button to see the details for that student.

Internship Assignments			
Semester	Student Name	Phone Number	Student Group
<b>view</b> Spring	Doe, Jane		MSW Spring 2019

## To Edit Agency Information

If you are the Agency Coordinator (the main contact between the field setting and the Field Education Team), you can access the agency detail page to edit the agency and practicum information on IPT. On the welcome page, click on the "Agency Detail" tab (across the top).

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

Logout

Home | Field Instructor Detail | **Agency Detail**

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

This system will allow students, field instructors, and field education coordinator/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.

We are starting the launch of our IPT with select student groups in the 2018-2019 academic year. We look forward to your feedback on your experiences with and suggestions for the system.

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.

Students and field instructors- 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 can also upload a small picture of yourself if you like!

Please contact our field team anytime if you have any questions or encounter any difficulties at scwkfield@mun.ca

Cheryl, 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.

Intern Placement Tracking (c) 2000 - 2018 by Alcoa Software LLC 000110

It is important to keep the agency and practicum information up-to-date. Remember to "Save" when you are finished making changes – or the information will be lost.

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

Logout

Home | Field Instructor Detail | Agency Detail

Home > Field Instructor Detail > Agency Detail

**Agency Detail: Endless Opportunities Youth Services**

Agency: Endless Opportunities Youth Services Status: Active ☒ MSW ☒ BSW

Street Address: 123 Hope Lane

City/Town: Faith

Province, Country: NL, Canada

Phone: 555-555-5555

Fax:

Contact: ☒ Maria Duke Email: ☒ amandamaria.duke@gmail.com

Country: Canada: ☐

Country: Other:

**Learning Activities:**  
Learning activities define the practice experiences and tasks in which students engage in order to acquire the capabilities necessary to fulfill the individualized learning objectives. Depending on the field setting and the particular MSW field practicum, learning activities may include a variety of components of social work practice:

☐ administration/supervision;  
☐ collection and review of literature and other resources;  
☐ community development and capacity-building;

## To Complete Forms

### To Access Forms

The MSW Field Education Coordinator will make available to students and field instructors (and agency mentors) the various forms that need to be completed. To access and complete the required forms, select "My Forms" from the menu on the left of the IPT welcome page.



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

Home | Field Instructor Detail | Agency Detail

**Welcome to Intern Placement Tracking**

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

This system will allow students, field instructors, and field education coordinator 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.

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You will see a list of the forms available to you. Click "View" on the row of the form that you wish to access (e.g., the *MSW Field Learning Contract*). Field instructors (and agency mentors) with multiple students click "View" on the row containing the name of the student whose form they wish to access.

Online Forms List For:							
<input type="checkbox"/> Hide Completed Forms		<input type="checkbox"/> Include Forms from all Groups for this Student					
	Template	Batch Name	[ Form ID ]	Status	Signed	Waiting For	Sc
<a href="#">View</a>	Final Evaluation of MSW Student Learning	MSW Fall 2018	✉ Doe, Jane	new		Field Instructor	2
<a href="#">View</a>	Final Evaluation of MSW Student Learning	MSW Fall 2018	✉ Doe, Jane	new		Field Instructor	2
<a href="#">View</a>	Intent to Register in MSW Field Practicum	MSW Fall 2018	✉ Doe, Jane	complete	1		2
<a href="#">View</a>	Midterm Evaluation of MSW Student Learning	MSW Fall 2018	✉ Doe, Jane	active	----	Field Instructor	2
<a href="#">View</a>	Midterm Evaluation of MSW Student Learning	MSW Fall 2018	✉ Doe, Jane	new		Field Instructor	2
<a href="#">View</a>	MSW Field Learning Contract	MSW Fall 2018	✉ Doe, Jane	active **	----	Student	2
<a href="#">View</a>	MSW Field Learning Contract	MSW Fall 2018	✉ Doe, Jane	new **		Student	2

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 to complete and edit. For example, the *Intent to Register* is available to students, not to field instructors (and agency mentors). **The MSW Field Education Coordinator has access to all forms.**

Forms requiring input from multiple users are available to each of those users. For example, the *Learning Contract* is available to students and their field instructors (and agency mentors). This allows each person to access and work on the same document.

When you open a form that allows access to multiple users, each user is able to view all information entered by all users. However, users are able to enter/edit information only in fields assigned to them.

## To Save Forms

You can save IPT forms at any time, allowing easy access to and editing of forms, particularly those designed to be completed multiple times during the practicum. You also can work on a form and save it to complete later.

To save your work, scroll down to the bottom of the form and “Save”. Longer forms will also have “Save Work” buttons within the form, which you can use at any time. Each time you “Save” or “Save Work”, a green window will pop up to confirm the information has been saved.

**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 <input type="text"/> - WEEK OF <input type="text"/>								
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.

Remember to click "Save" or “Save Work” frequently as you complete forms. You also may wish to print copies of forms as a backup.

**Edit Text**

## To Sign Forms

Once you have completed a form, you can sign the form electronically. When a form requires your signature, the request is highlighted in blue. To sign the form, “Click to sign Completed Document”.

collaborative completion of the Midterm Evaluation of MSW Student Learning by student and field instructors (and agency mentor)

collaborative completion of the Final Evaluation of MSW Student Learning by student and field instructors (and agency mentors)

Memorial University protects your privacy and maintains the confidentiality of your personal information. The information request Memorial University Act (RSNL 1990 Chapter M-7). It is required for facilitating field education, academic administration, and personal information may be directed to the Field Education Coordinator at (709) 864-8381.

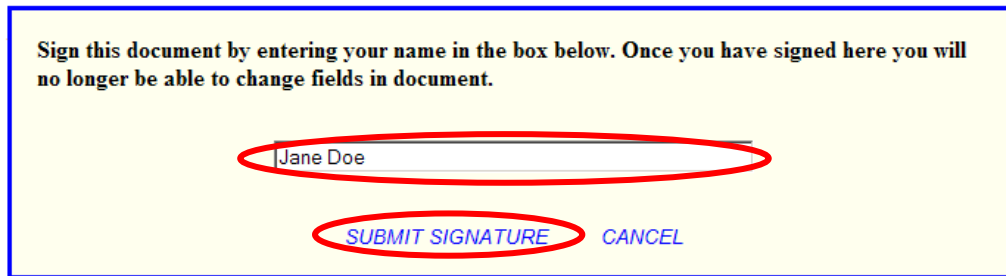
**By completing and submitting this form, you consent to this collection of your personal information for the purposes outline**

Signature of Student  **Click to sign Completed Document**

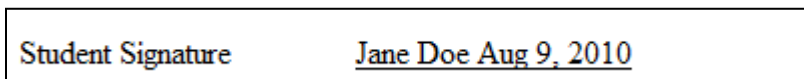


A new window will appear. Sign the form by typing your name in the space provided and click "Submit Signature".

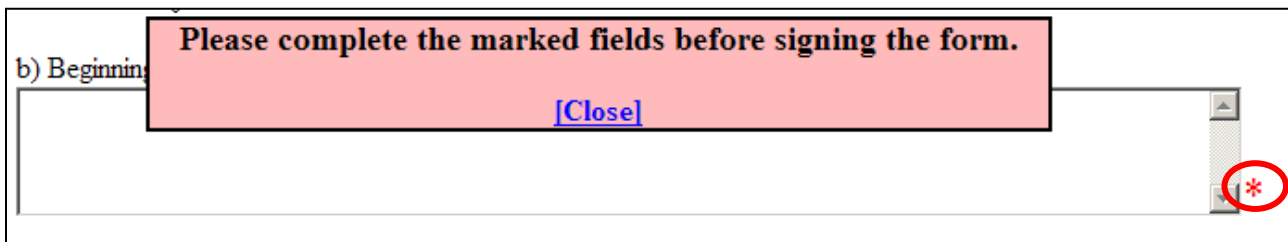
**Once you "Submit Signature", you cannot make changes to the form. However, if you do need to edit the document, the MSW Field Education Coordinator or Field Secretary can clear your signature.** You then can make the desired revisions and sign the form (as per instructions above).

A yellow rectangular window with a blue border. Inside, it says "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." Below this text is a text input field containing "Jane Doe", which is circled in red. Below the input field are two buttons: "SUBMIT SIGNATURE" (circled in red) and "CANCEL".

The system will confirm that you signed the form and record the date.

A white rectangular box with a black border. It contains the text "Student Signature" followed by "Jane Doe Aug 9, 2010".

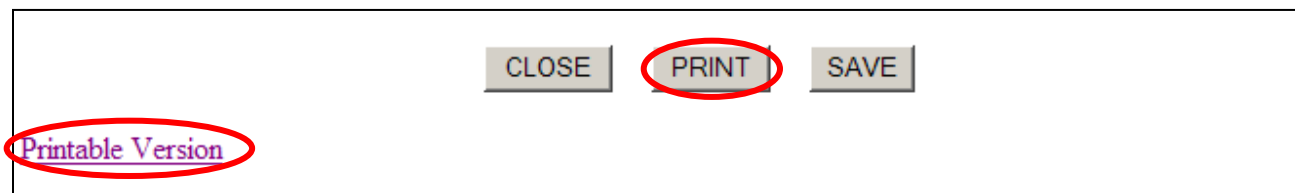
If you attempt to sign the form when information is missing (i.e., required fields are not completed), you will be prompted to complete the required fields (marked with a red asterisk\*) before signing the form.

A screenshot of a form with a red error message box overlaid. The message box is pink with a black border and contains the text "Please complete the marked fields before signing the form." and a "[Close]" link. In the background, a form field is visible with a red asterisk (\*) next to it, also circled in red. The text "b) Beginning" is visible on the left side of the form.

To

### To Print Forms

To print a form, at the bottom of the form, click on "Print". If you prefer, you can view the "Printable Version" before printing the form.

A white rectangular box with a black border. It contains three buttons: "CLOSE", "PRINT" (circled in red), and "SAVE". Below the buttons, the text "Printable Version" is circled in red.

## FORMS COMPLETED BY FIELD INSTRUCTORS AND AGENCY MENTORS

The **MSW Field Practicum *Learning Contract*** is required to be completed prior to the beginning of the third week of the practicum for full-time practica and prior to the beginning of the fifth week of the practicum for part-time practica.

Completed by students in collaboration with their field instructors (and agency mentors), the *Learning Contract*, includes individualized learning objectives and learning activities which acknowledge the current level of social work knowledge and skills, and provide challenges for new learning. Students, in consultation with the field instructors (and agency mentors), can revise the *Learning Contract* at any point throughout the practicum.

Field instructors (and agency mentors) click on “My Forms” from the IPT welcome page then click on the “View” button for the *Learning Contract*. 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.

The screenshot shows the 'MSW Field Learning Contract' form. At the top, it features the Memorial University logo and contact information for the School of Social Work. The form includes several input fields for student and instructor details, followed by a section for describing the practicum and learning objectives.

Memorial University  
School of Social Work  
St. John's, NL, Canada A1C 5S7  
[www.mun.ca/ssw/swk](http://www.mun.ca/ssw/swk) [sswkwfield@mun.ca](mailto:sswkwfield@mun.ca)  
(709) 864-8165 (t) (709) 864-2408 (f)

**MSW Field Learning Contract**

Name:  Student Number:   
Email:   
Home phone:  Cell phone:   
Field Practicum phone:   
Field Setting:   
Town/City and Province:   
Field Instructor:   
Email:  Telephone:   
Co-field Instructor/Agency Mentor:   
Email:  Telephone:   
Start date:   
Anticipated completion date:

Before completing the *MSW Field Learning Contract*, students are strongly advised to read the *MSW Field Education Manual* (especially *Learning Contracts & Evaluation*) and the *CASWE-ACFTS - Learning Objectives*.

**Description of Practicum**  
Briefly describe the nature of the practicum and the primary learning opportunities:

**Learning Objectives and Activities**  
Students are expected to translate the CASWE-ACFTS Standards for Accreditation (2014) - Core Learning Objectives for Students into one or more individualized learning objectives specific to the learning opportunities within

Field instructors (and agency mentors) do not have the ability to edit any of the information entered by students on the *Learning Contract*. However, students are required to consult with field instructors (and agency mentors) as they complete the *Learning Contract*. Any edits suggested by the field instructors (and agency mentors) can be made by students prior to signing the document.

Students, field instructors (and agency mentors), and the MSW Field Education Coordinator are required to sign the completed *Learning Contract*.

To sign the form, “Click to sign Completed Document”, then type your name, and “Submit”. The system will indicate that you have signed the form and record the date. You may print the

form for your records by clicking on “Print” or “Printable Version”. To close the form and return to the previous window, “Close”.

Advise the student when you have signed the *Learning Contract* so that they can advise the MSW Field Education Coordinator, who then will review and sign the *Learning Contract*.

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 you and the MSW Field Education Coordinator.

**The Timesheet and Field Instruction Record** MSW field practica require 500 hours of field practice and 30 hours of field instruction. Students are encouraged to record practicum and field instruction hours on this form throughout their placement.

Field instructors (and agency mentors) click on “My Forms” from the IPT welcome page then click on the “View” button for the *Timesheet & Field Instruction Record*. 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.

**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](#)

Only students can enter and edit the hours of practicum and field instruction. Field instructors (and agency mentors) review and confirm the student’s hours at midterm and final evaluation times.

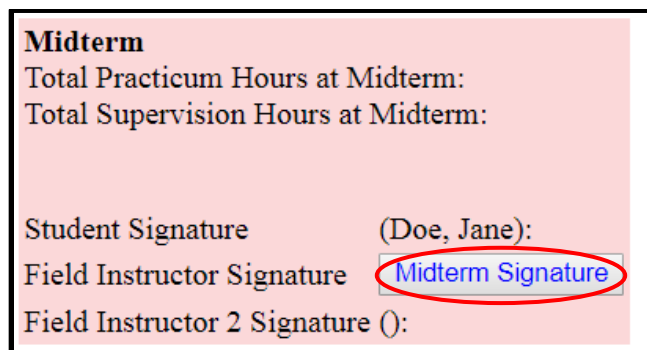
### Please Note:

**Hours of supervision** only includes the tracking of weekly field instruction time (i.e. 30 hours of field instruction over the span of the practicum)

**Hours of practice** is the amount of time spent in practicum (i.e. 500 hours over the span of the practicum)

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.

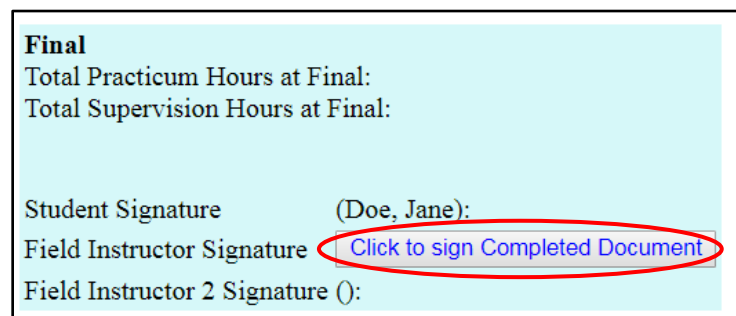
Sign the form by clicking on “Midterm Signature”, then type your name, and “Submit”. You may print the form by clicking on “Print” at the bottom of the form.



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

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

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 ():

**The Midterm Evaluation of MSW Student Learning** is completed collaboratively by students and field instructors (and agency mentors) at the halfway point of the practicum (after completing approximately 250 of the required 500 hours).

Click on “My Forms” from the IPT welcome 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.



Memorial University  
School of Social Work  
St. John's, NL, Canada A1C 5S7  
[www.mun.ca/socswk](http://www.mun.ca/socswk) [socwkfield@mun.ca](mailto:socwkfield@mun.ca)  
(709) 864-8165 (T) (709) 864-2408 (F)

### Midterm Evaluation of MSW Student Learning

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Field Practicum phone: \_\_\_\_\_

Field Setting: \_\_\_\_\_  
 Town/City and Province: \_\_\_\_\_  
 Field Instructor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Co-field Instructor/Agency Mentor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Start date: \_\_\_\_\_  
 Anticipated completion date: \_\_\_\_\_  
 Date of Midterm Evaluation: \_\_\_\_\_

**Before completing the Midterm Evaluation of MSW Student Learning, students and field instructors (and agency mentors) are advised to read the MSW Field Education Manual (especially Learning Contracts & Evaluation).**


MSW students are evaluated on the basis of their ability to function within a theoretical, professional, organizational, and community context, at a level exceeding that expected upon completion of a BSW program. MSW students also are evaluated on the basis of their ability to demonstrate, at a level that exceeds the knowledge and skills acquired in a BSW program, social work values, knowledge, and practice skills; communication and critical thinking skills; and self-awareness.

**1. Methods of Assessing MSW Student Learning and Performance**  
 Indicate which of the following methods were used to evaluate student learning and performance.

1.1. Student self-assessment:  
 1.1.1. based on discussions with the student  
 1.1.2. based on student journal or written reflection  
 1.1.3. other: \_\_\_\_\_

After reviewing the student's evaluation of their progress in reference to learning objectives and activities, field instructors (and agency mentors) write a summation of student progress to date and recommendations for further learning during the practicum.

**Summary Statement – Completed by Field Instructor (and Agency Mentor)**  
 Provide an overview (1 - 2 pages) of student learning and performance in their MSW field practicum, bearing in mind their learning objectives. Include recommendations for further learning opportunities.



Signature of Student [Click to sign Completed Document](#)  
 Signature of Field Instructor [Click to sign Completed Document](#)  
 Signature of Field Instructor (if more than one)/Agency Mentor [Click to sign Completed Document](#)  
 Signature of Field Education Coordinator [Click to sign Completed Document](#)

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, field instructors (and agency mentors), and the MSW Field Education Coordinator are required to sign the completed midterm evaluation.

Sign the *Midterm Evaluation* by selecting the Signature of Field Instructor and “Click to sign Completed Document” then type your name and “Submit”.

Remember to “Save” before you “Close”.

**The Final Evaluation of MSW Student Learning** is completed collaboratively by students and field instructors (and agency mentors) during the last week of the practicum or within one week of the completion thereof.

Click on “My Forms” from the IPT welcome page then click on the “View” button for the *Final Evaluation*. Field instructors (and agency mentors) 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.



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### *Final Evaluation of MSW Student Learning*

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Field Practicum phone: \_\_\_\_\_

Field Setting: \_\_\_\_\_  
Town/City and Province: \_\_\_\_\_  
Field Instructor: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Co-field Instructor/Agency Mentor: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_  
Completion date: \_\_\_\_\_  
Date of Final Evaluation: \_\_\_\_\_

Before completing the *Final Evaluation of MSW Student Learning*, students and field instructors (and agency mentors) are advised to read the *MSW Field Education Manual* (especially *Learning Contracts & Evaluation*).

MSW students are evaluated on the basis of their ability to function within a theoretical, professional, organizational, and community context, at a level exceeding that expected upon completion of a BSW program. MSW students also are evaluated on the basis of their ability to demonstrate, at a level that exceeds the knowledge and skills acquired in a BSW program, social work values, knowledge, and practice skills; communication and critical thinking skills; and self-awareness.

#### *1. Methods of Assessing MSW Student Learning and Performance*

Indicate which of the following methods were used to evaluate student learning and performance.

- 1.1. Student self-assessment:  
1.1.1. based on discussions with the student  
1.1.2. based on student journal or written reflection  
1.1.3. other: \_\_\_\_\_

After reviewing the student's evaluation of their progress in reference to learning objectives and activities, field instructors (and agency mentors) write a summation of student progress throughout the practicum and recommendations for further learning.

Students, field instructors (and agency mentors), and the MSW Field Education Coordinator are required to sign the completed *Final Evaluation*.

The steps are the same for completing the *Final Evaluation* as per completing the *Midterm Evaluation*. Remember to "Save" before you "Close".

### 3. Summary Statement – Completed by Field Instructor (and Agency Mentor)

Provide an overview (1 - 2 pages) of student learning and performance throughout the MSW field practicum, including recommendations for future learning.

I, \_\_\_\_\_, recommend that  
(field instructor name) (student name)

be assigned a grade of \_\_\_\_\_ in SCWK 6917.

If grade of FAIL is recommended, provide a rationale for the recommendation, including a discussion of concerns regarding student learning and performance.

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

Signature of Field Instructor (Instructor, Generic):

Signature of Field Instructor (if more than one)/Agency Mentor ( ):


Signature of Field Education Coordinator ( ):

**Field Instructor Evaluation of Practicum** is completed by field instructors (and agency mentors) within one week of the completion of the practicum. Your feedback is appreciated and will be reviewed and seriously considered by the Field Education Team.

Click on "My forms" from the IPT welcome page then click on the "View" button for the form *Field Instructor Evaluation of Field Practicum*. Field instructors (and agency mentors) 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.


**Field Instructor Evaluation of Field Practicum**

<b>Field Instructor Name</b>	<input style="width: 95%;" type="text"/>
<b>Field Practicum Setting</b>	<input style="width: 95%;" type="text"/>
<b>Dates of Field Practicum</b>	<input style="width: 95%;" type="text"/>
<b>Practicum type (select one)</b>	<div style="border: 1px solid black; padding: 2px;">▼</div>

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

<b>1. The Field Education Coordinator facilitated:</b>	
• An appropriate match between the student, field instructor, and the field setting.	<div style="border: 1px solid black; padding: 2px;">▼</div>
• A close, reciprocal, and ongoing relationship with the field instructor.	<div style="border: 1px solid black; padding: 2px;">▼</div>
• Opportunities to exchange important information and to monitor the student's educational experiences.	<div style="border: 1px solid black; padding: 2px;">▼</div>
• Opportunities to consult and collaborate regarding student progress and challenges.	<div style="border: 1px solid black; padding: 2px;">▼</div>
<b>Please comment on your experience of field practicum coordination:</b>	

Complete the form as indicated. When complete, "Click to sign Completed Document". Type your name and "Submit". Remember to "Save" before you "Close" – or the information you have entered 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.

CLOSE
SAVE

**If you have any questions or feedback about IPT,  
contact the MSW Field Education Coordinator or the Field Secretary  
[scwkfield@mun.ca](mailto:scwkfield@mun.ca) or 709-864-2556.**