

Memorial University School of Social Work
MSW Field Education Manual
Step-by-Step Guide to IPT (Intern Placement Tracking) for MSW Students

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. This guide includes instructions for accessing and using the database.

IPT allows students, field instructors, 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:

User Name:

Password:

[Forgot your username or password?](#)

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

[Change account login information](#)

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

"Save" 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 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 Alcoa Software LLC 052216

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]

"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 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 and login name then enter your desired new password as indicated. "Save".

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

THE IPT STUDENT WELCOME PAGE

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.

My Forms Button – to access to all forms

Student Detail Tab - to edit your personal information

Logout Button – to exit IPT

The screenshot shows the IPT Student Welcome Page. At the top, it says "Memorial University, School of Social Work" and "Logged in: Jane Doe Student". There are tabs for "Home" and "Student Detail". On the left, there is a sidebar with "My Forms" and "Change Password" buttons. The main content area has a "Welcome everyone!" message, a "Welcome to Intern Placement Tracking" heading, and a "Bulletin Board Area" with a "More details" button. A "Logout" button is in the top right corner.

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 "Student Detail" tab (across the top) to view your details page and make changes to your personal information.

The screenshot shows the "Student Detail" page for Jane Doe. It includes fields for Last Name, First Name, Street Address, City/Town, Province, Country, Email, Emergency Contact, Emergency Phone, Home Street Address, and Home Province, Country. There are also fields for Phone and Birthdate. A "Save" button is highlighted with a red circle. A "Logout" button is in the top right corner.

It is important to keep your mailing address, email address, phone number, and emergency contact information up-to-date. It is helpful to the MSW Field Education Coordinator and to field instructors (and agency mentors) if you upload a picture of yourself.

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

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: Jane Doe
Student

Home Student Detail

My Forms

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

Thanks for agreeing to try this out as we do the final touches on our new field database. We look forward to your feedback on your experiences using IPT. We hope that you will find IPT to be quite user-friendly!

To complete the learning contract (or any other forms), click on the "forms" menu on your left and then "view" the learning contract (or any other forms). This will open the form for you to complete.

To view and make changes to your profile, click on the tab above.
Please contact us at any time if you have questions or encounter any difficulties (709)864-2556 or scwkfield@mun.ca.

Cheryl, Sheri, and Lisa
Memorial University School of Social Work
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.

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*).

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	Intent to Register in MSW Field Practicum	MSW Spring 2019	☑ Doe, Jane	new **		Student	2019-04-02	
View	MSW Field Learning Contract	MSW Spring 2019	☑ Doe, Jane	new **		Student	2019-04-02	
View	Timesheet & Field Instruction Record	MSW Spring 2019	☑ Doe, Jane	new **		Student	2019-04-02	
View	Final Evaluation of MSW Student Learning	MSW Spring 2019	☑ Doe, Jane	new		Field Instructor	2019-04-02	
View	Midterm Evaluation of MSW Student Learning	MSW Spring 2019	☑ Doe, Jane	new		Field Instructor	2019-04-02	

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* form 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 forms 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 click on “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 that 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 "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 pro 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](#)

When you “Click to sign Completed Document”, a new window will appear. Sign the form by typing your name in the space provided and “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).

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.

[SUBMIT SIGNATURE](#) [CANCEL](#)

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


Student Signature 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.

b) Beginning

Please complete the marked fields before signing the form.

[\[Close\]](#)



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 you print the form.

[Printable Version](#)

FORMS COMPLETED BY STUDENTS

The Intent to Register in MSW Field Practicum is to be completed by the student immediately after their initial conversation with the MSW Field Education Coordinator (once you have received your user name and password and logged into IPT). Completing this form initiates the process of facilitating a match between the student, field instructor (and agency mentor), and field setting. The student also is required to email the MSW Field Education Coordinator an electronic copy of their resume or curriculum vitae.

Students click on “My Forms” on the IPT welcome page then click on the “View” button for the *Intent to Register in MSW Field Practicum* form (available only to students). The *Intent to Register* form will open in a new window.


Intent to Register in MSW Field Practicum

Field Practicum Semester(s)		
Fall 20 <input type="text"/>	Winter 20 <input type="text"/>	Spring 20 <input type="text"/>
Fall/Winter 20 <input type="text"/>	Winter/Spring 20 <input type="text"/>	Spring/Fall 20 <input type="text"/>

Personal Information	
Name:	<input type="text"/>
MUN Student Number:	<input type="text"/>
Work Place:	<input type="text"/>
Phone Numbers:	(Home) <input type="text"/> (Work) <input type="text"/> (Cell) <input type="text"/>
E-mail Addresses:	<input type="text"/>

In which city/province/country do you plan to complete your MSW Field Practicum?

MSW Courses Completed (prior to the semester in which you will begin your practicum)							
6012	<input type="checkbox"/>	6013	<input type="checkbox"/>	6014	<input type="checkbox"/>	6413	<input type="checkbox"/>
6313	<input type="checkbox"/>	6314	<input type="checkbox"/>	6315	<input type="checkbox"/>		

Please submit your resume/cv, including (at a minimum) your contact information plus your educational, professional development, and employment history.

BSW Practicum Experience		
Date	Agency	Type of Learning Tasks

Read the form carefully and provide the required information. Ensure that you “Save” – or you will lose the information.

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 close the form and return to the previous window by clicking on “Close”.

The MSW Field Practicum *Learning Contract* is 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. In completing the *Learning Contract*, students in collaboration with their field instructors (and agency mentors) develop individualized learning objectives and learning activities that 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 (by contacting the MSW Field Education Coordinator to unlock the signed form).

Students click on “My Forms” from the IPT welcome page then click on the “View” button for the *Learning Contract*. The form will open in a new window.

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www.mun.ca/sscw sscwfield@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 the field placement and field setting.

The *Learning Contract* begins with basic information about the student and their practicum, followed by a brief description of the practicum and a table where students enter their personalized learning objectives and learning activities.

Students enter the required information in the spaces provided or click on the paper and pencil icon to open a new text window and enter the information.

Ensure that you personalize each of the eight learning objectives and list learning activities for each learning objective.

As you enter or edit text for each learning activity, the system will prompt you to “Save” or “Save and Close”. “Save” as you finish entering information (or the information will not be saved when you close the form).

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 their field practicum and field setting.

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.

When MSW field practica are focussed on direct/clinical practice, it is expected that MSW Field Learning Contracts (and field instruction) incorporate discussions of mezzo and macro-level practice, including economic, health, political, and social systems.

Research is a key component of Pathways/Pathways Scholarship/Theses and, as such, is not an acceptable learning activity of MSW field practica.

Customize by adding individualized learning objectives and learning activities to fit your MSW field practicum.

1. Identify as a professional social worker and adopt a value perspective of the social work profession.	
Individualized learning objectives	
Learning Activities (minimum four)	
2. Adhere to social work values and ethics in professional practice.	
Individualized learning objectives	
Learning Activities (minimum four)	

Students, field instructors (and agency mentors), and the MSW Field Education Coordinator are each 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 close the form and return to the previous window by clicking on “Close”.

After you have signed the *Learning Contract*, advise your field instructor so that they can review and sign the form. Once your field instructor has signed the form, advise the MSW Field Education Coordinator so that they can review and sign the form.

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 field practicum and field instruction hours on this form throughout their placement.

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)

Students click on “My Forms” from the IPT welcome page then click on the “View” button for the *Timesheet & Field Instruction Record* (which is available to students, field instructors, and agency mentors). The form will open in a new window.

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

Enter the week of the practicum and the date, the hours in field each day, and the hours of supervision.

Click on “Add Week” to create a new blank row for the next week’s information. Ensure that you “Save Work” to save the information.

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

At midterm evaluation time, tally your practicum and field instruction hours to date and enter the totals in the **pink area** of the form. To sign the form, click on “Midterm Signature” then type your name and “Submit”.

Advise your field instructor that the *Timesheet & Field Instruction Record* is available for their review and signature.

Midterm

Total Practicum Hours at Midterm:

Total Supervision Hours at Midterm:

Student Signature [Midterm Signature](#)

Field Instructor Signature (Field, Sam):

Field Instructor 2 Signature ():

At final evaluation time, tally your practicum and supervision hours to date and enter the totals in the **blue area** of the form. To sign the form, click on “Final Signature” then type your name and “Submit”.

Advise your field instructor that the *Timesheet & Field Instruction Record* is available for their review and 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 ():

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).

Students click on “My Forms” from the IPT welcome page then click on the “View” button for the *Midterm Evaluation*. The form will open in a new window.



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Midterm 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: _____
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: _____

Students complete a written review of the learning objectives and activities completed to date and yet to be achieved. Field instructors (and agency mentors) complete a written summation of student progress to date and recommendations for further learning.

2. Learning Objectives and Activities – Completed by Student
Discuss progress in addressing learning objectives (outlined in the MSW Field Learning Contract). What has been accomplished, in full or in part, and what is yet to address? Highlight areas for further learning during the time remaining in the MSW field practicum.

1. Identify as a professional social worker and adopt a value perspective of the social work profession.	
Individualized learning objectives	
Progress to date	
Further learning	
2. Adhere to social work values and ethics in professional practice.	
Individualized learning objectives	
Progress to date	
Further learning	

Ensure that you “Save” – or the information will be lost.

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

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 close the form and return to the previous window by clicking on “Close”.


After you have signed the *Midterm Evaluation*, advise your field instructor so that they can review and sign the form. Once your field instructor has signed the form, advise the MSW Field Education Coordinator so that they can review and sign the form.

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.

Students complete a written review of the learning objectives and activities completed throughout the practicum and their plans for future learning. Field instructors (and agency mentors) complete written summation of student progress over the course of the practicum and recommendations for future 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*. Ensure that you “save” – or your information will be lost.

 <div>Memorial University School of Social Work St. John's, NL, Canada A1C 5S7 www.mun.ca/socwkr scwckfield@mun.ca (709) 864-8165 (t) (709) 864-2408 (f)</div>	
<i>Final Evaluation of MSW Student Learning</i>	
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 <i>Final Evaluation of MSW Student Learning</i>, students and field instructors (and agency mentors) are advised to read the <i>MSW Field Education Manual</i> (especially <i>Learning Contracts & Evaluation</i>).	
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.	
<i>1. Methods of Assessing MSW Student Learning and Performance</i>	
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:	

The Student Evaluation of Field Practicum is completed by students 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.

Students click on “My Forms” from the IPT welcome page then click on the “View” button for the *Student Evaluation of Field Practicum*. The form will open in a new window.


Student Evaluation of Field Practicum

Field Instructor Name	<input style="width: 80%;" type="text"/>
Field Practicum Setting	<input style="width: 80%;" type="text"/>
Dates of Field Practicum	<input style="width: 80%;" type="text"/>
Practicum type (select one)	<div style="border: 1px solid black; padding: 2px;">▼</div>

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 checked="" 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.

Field instructors (and agency mentors) cannot view the *Student Evaluation of the Field Practicum* form unless the student grants permission for them to do so. **The MSW Field Education Coordinator can access all forms on IPT.**

Ensure that you “Save” – or the information will be lost.

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 close the form and return to the previous window by clicking on “Close”.

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