



IPT FIELD EDUCATION DATABASE INSTRUCTIONS BOOKLET BSW & MSW

SOCIAL WORK 410: PRACTICUM I
SOCIAL WORK 412: PRACTICUM II
SOCIAL WORK 633: FOUNDATIONAL MSW PRACTICUM
SOCIAL WORK 660: ADVANCED MSW PRACTICUM

This booklet includes information on:

- 1) The Learning Agreement, timesheet, and other forms required for completion of practica; and
- 2) How to complete these forms online through the IPT Field Database.

Please refer to the Field Education Manual for policies associated with BSW and MSW practica

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Welcome and Overview

Greetings from the Office of Field Education! Field education (i.e., 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 its students to become practitioners. Because it is such a critical part of becoming a social worker, the practicum is often considered the “heart” of social work education.

Practicum offers students practical and supervised opportunities to develop and apply their social work knowledge and skills. The practicum promotes integration of the theory and skills students are learning in the classroom with their professional practice and social work identity. In practicum, all students are supervised by an experienced social worker who functions as the *Field Instructor*. The field instructor provides direct and structured supervision as well as indirect guidance and feedback throughout the practicum. The field instructor provides the primary evaluation of the practicum student. Students and field instructors are also linked with a university-based faculty member who acts as the *Faculty Liaison*. The faculty liaison, who is the teacher-of-record for the practicum course, generally facilitates the integrative seminar that accompanies the practicum placement, makes regular visits (on-site or via distance) to placement agencies, and participates in evaluations of the student's achievement.

Some key logistics of the practicum include:

- Students receive a minimum of 1 hour of educational supervision per 15 hours of placement hours from the field instructor.
- Each student is assigned a faculty liaison, who is usually the teacher-of-record for the practicum course and, if applicable, the integrative seminar.
- Faculty liaisons normally meet with students and their field instructors at least twice during the practicum (either in person or by distance), depending on the particular needs associated with the placement.
- Evaluation occurs mid-way through and at the end of the practicum course. Evaluation of the student's performance includes input from the student, field instructor and faculty liaison.

This booklet is intended to support your successful progress through practicum. It contains information on the learning agreement and other forms relating to practicum, as well as information on how to access and complete these forms through the IPT (Intern Placement Tracking) field education database. This database allows students, field instructors, faculty liaisons and field education coordinators 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. This booklet contains step-by-step instructions for accessing and using the database.

Please refer to the Field Education Manual for policies associated with BSW and MSW practica.

Overview of BSW Practica

SOWK 410, Practicum I, aims to provide students with an introduction to professional social work practice in a specific setting. The student's time at practicum (300 hours) is spent according to the particular requirements of the setting and learning needs of the student, and must include direct and indirect social work practice opportunities and two hours per week of educational supervision and instruction. Students are normally eligible for their first practicum after completing 3rd year courses and attaining 4th year status in the Faculty of Social Work. Practicum I must be taken concurrently with an integrative seminar (SOWK 411), which offers opportunities for reflection and discussion about a variety of professional development issues. Although taken concurrently with practicum, the Integrative Seminar is a separate, graded course concurrent to the practicum. Therefore, time in integrative seminar does not count as practicum hours.

Students admitted to the post-diploma route of the BSW are exempt from Practicum I because they have previously completed two social work practica at the diploma level. Other students with significant social service backgrounds may consider applying for practicum credit by special assessment (Please refer to the Field Education Manual for policies and procedures regarding credit by special assessment). This practicum is typically completed during the fall (Calgary, Edmonton, and Lethbridge students) or spring (Learning Circles students) term. The specific days students attend practica will vary across Faculty sites – please refer to the practicum course outline for details.

SOWK 412, Practicum II, aims to provide students with an intensive experience in the delivery of professional social work practice in a specific setting. The student's time at practicum (400 hours) is spent according to the particular requirements of the setting and learning needs of the student, and must include direct and indirect social work practice opportunities and two hours per week (or 1 hour per 15 hours in placement) of educational supervision and instruction. Students take Practicum II in their final, or close to final, semester. It is typically completed during the winter (Calgary, Edmonton, and Lethbridge students) or spring/summer (Learning Circles students) term.

This practicum is completed by all BSW students and is taken concurrently with integrative seminar (SOWK 413). Although taken concurrently with practicum, the Integrative Seminar is a separate, graded course concurrent to the practicum. Therefore, time in integrative seminar does **not** count as practicum hours.

Overview of MSW Practica

SOWK 633, Foundational Field Practicum, is required of students with an undergraduate degree in a discipline other than social work. The purpose of the practicum is to provide students with opportunities to develop, integrate, and reinforce social work competence through supervised practice in an agency setting. Foundational field placements are normally intended to provide the student with generalist social work practice learning experiences. Other students with significant social service backgrounds may consider applying for practicum credit by special assessment. Please refer to the Field Education Manual for policies and procedures regarding credit by special assessment.

The foundational practicum course requires students to complete 450 placement hours (generally 424 hours in practicum and 26 hours in seminar), typically during the winter term. Following completion of all foundational courses, students take the Advanced Practicum (SOWK 660), which facilitates development of students' expertise in specific aspects of social work practice within their own specialization.

SOWK 660, Advanced Practicum, is required of all course-based MSW students, and is optional for thesis-based MSW students. It is intended to offer practical and supervised opportunities to develop students' existing social work knowledge and skills to an advanced level. The practicum promotes integration of the theory and skills students are learning in the classroom with their professional practice and social work identity. The 660 practicum is expected to be completed in an area consistent with the student's MSW specialization. MSW students with a non-BSW undergraduate degree must have completed all foundation requirements prior to proceeding to the Advanced Practicum.

The Advanced Practicum course requires course-based students to complete a minimum of 500 hours. The specific days students attend practicum will vary – please refer to the practicum course outline for details.

Practicum Phases and Administrative Forms

There are various forms that facilitate administrative tasks relating to practicum. Applicable forms will be made available to students, field instructors and/or faculty liaisons through the IPT online field education database, as follows:

Beginning of Practicum (To be completed by third week in practicum)

- **Students & Field Instructors - Practicum Responsibilities for Ethical Practice** - This is a required document through which students and field instructors recognize their commitments to upholding agency and university policies, particularly with respect to confidentiality of agency and client information.
- **Learning Agreement** - The Agreement is divided into parts that reflect the practice objectives of the specific practicum course being completed by the student. The Agreement is intended to help the student, in collaboration with the Field Instructor(s) and Liaison, to develop a personal learning plan.
- **Preliminary Impressions** - Faculty liaisons may ask students and field instructors to complete this form after the initial few weeks of practicum. It is intended to support the student's development of reflective self-evaluation, and to facilitate discussion of the student's emerging strengths and potential areas of concern.
- **Timesheet & Supervision Record** - To help ensure attainment of practice objectives, a specific number of hours in placement and supervision are required. Students are required to record practicum and supervision hours on this form throughout their placement.

Mid-Term Evaluation Time

- **Learning Agreement: Mid-Course Evaluation** - At midterm time, the student, field instructor, and faculty liaison provide ratings and overall comments regarding the student's performance, and their signatures. A determination is also made about the student's overall progress in practicum to date.
- **Timesheet & Supervision Record: Mid-Course Signatures** - To be completed and signed by the student, then reviewed and signed by the field instructor regarding hours and supervision to date.

Final Evaluation Time

- **Learning Agreement: Final Evaluation** - The student, field instructor, and faculty liaison provide final ratings and overall comments regarding the student's performance and their signatures. A determination is also made about the student's completion of practicum requirements.
- **Timesheet & Supervision Record: Final Signatures** - To be completed and signed by the student, then reviewed and signed by the field instructor regarding total hours and supervision for the entire practicum.
- **Student Evaluation of the Field Placement** - This form provides students the opportunity to provide feedback about their field placement experiences.
- **Student Evaluation of the Faculty Liaison** - This form provides the opportunity for students to evaluate their Faculty Liaison.
- **Field Instructor Evaluation of the Field Education Process** - The Office of Field Education would appreciate receiving feedback from field instructors regarding their experience with the field education process. Note: This form is only available to the primary field instructor.

The remaining sections of this booklet provide information on these forms and how to complete them online.

Logging in to the IPT Database

Finding the IPT Database Online

Find our Intern Placement Tracking (IPT) field database online at: <https://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.

Ipt Login - Windows Internet Explorer

http://www.runiptca.com

Powered by Live Search

Search

HP Deals HP Advisor Snapfish by HP HP Games

Google

Search

Sidewiki Check Translate AutoFill

Favorites

2009 Tim Hortons Roar of... Blackboard Academic Suite U of C webmail Shawmail

Ipt Login

Ipt
Intern Placement Tracking
Alcoa Software

Intern Placement Tracking - Login

Please login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

You can also find a link to the database from the University of Calgary, Faculty of Social Work Website (<https://socialwork.ucalgary.ca/field-education/policy-manual-other-documents>).

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:

- ucalgary** for students in Calgary and BSW Virtual Learning Circle (VLC), MSW Foundation, MSW Distance and MSW Certificate programs, and their field instructors.
- ucnorth** for students in Central and Northern Alberta Region programs (Edmonton), and their field instructors.
- ucsouth** for students in Southern Alberta Region programs (Lethbridge) and their field instructors.
- ucalgaryicd** for students in the International and Development (ICD) MSW Program and the MSW Leadership in the Human Services Program and their field instructors.


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 the field education office - at the orientation (field instructors), at your first integrative seminar (students), or by e-mail. If you do not receive your username, please contact us (see Appendix 3 for IPT help contact information) and we will provide you with your default username.

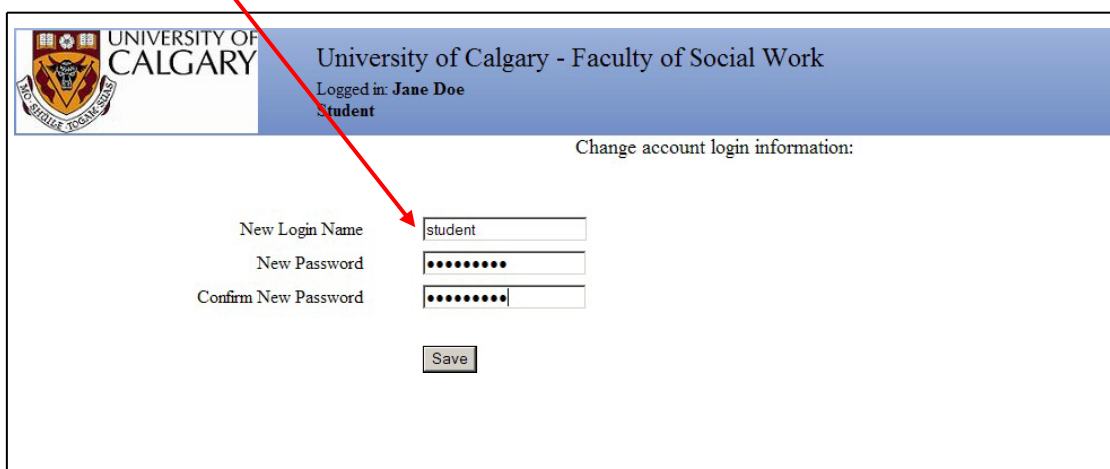
Please note that the IPT login is **case sensitive**. This means that IPT treats upper- and lower-case letters differently from one another - i.e., "Jamie Lee" does not equal "JAMIE LEE". When you log in, make sure that the Organization ID, Username and Password are all typed in the correct case. If 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 a 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 us (see Appendix 3 for IPT help contact information) 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



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

Organization ID:

ucalgary (Calgary & VLC Programs)

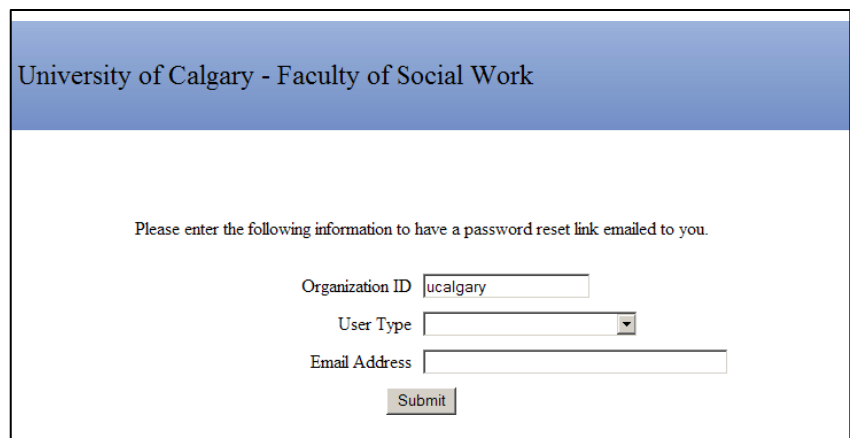
ucnorth (Central & Northern Region programs)

ucsouth (Southern Region programs)

ucalgaryicd (International and Community Development MSW Program & Leadership in the Human Services MSW program)

User type: from the pull-down menu, select **student** if you are a student or **field instructor/supervisor** if you are a field instructor.

E-mail address: [enter the e-mail address that you are using in this system]



Click the "Submit" button

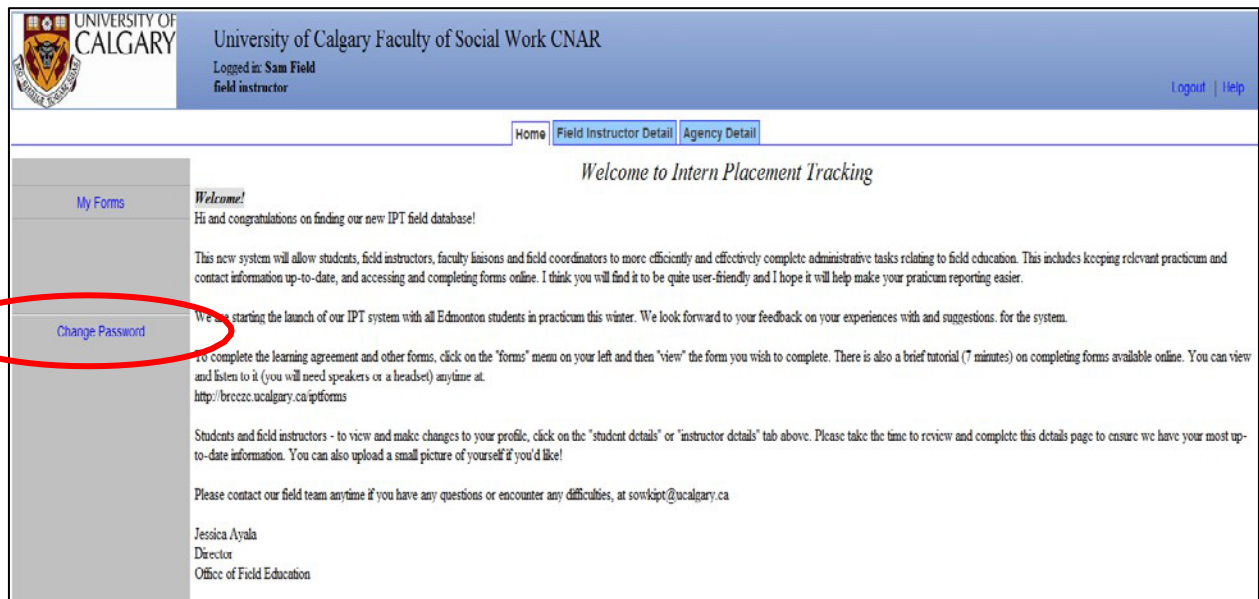
3. If you are successful in retrieving your password, the system will give you a message that your password and username have been reset and e-mailed to you. Click "OK" and check your e-mail for the default login information - which you will once again be able to customize when you log in to the system.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

If you are unsuccessful in retrieving your password, please contact us (see Appendix 3 for contact information for the field education administrative coordinator) 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. Note: you will not be able to re-use any previous usernames or passwords.

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.



UNIVERSITY OF CALGARY

University of Calgary Faculty of Social Work CNAR

Logged in: Sam Field
field instructor

Logout | Help

Home | Field Instructor Detail | Agency Detail

Welcome to Intern Placement Tracking

My Forms

Change Password

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

This new system will allow students, field instructors, faculty liaisons and field coordinators 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. I think you will find it to be quite user-friendly and I hope it will help make your practicum reporting easier.

We are starting the launch of our IPT system with all Edmonton students in practicum this winter. We look forward to your feedback on your experiences with and suggestions for the system.

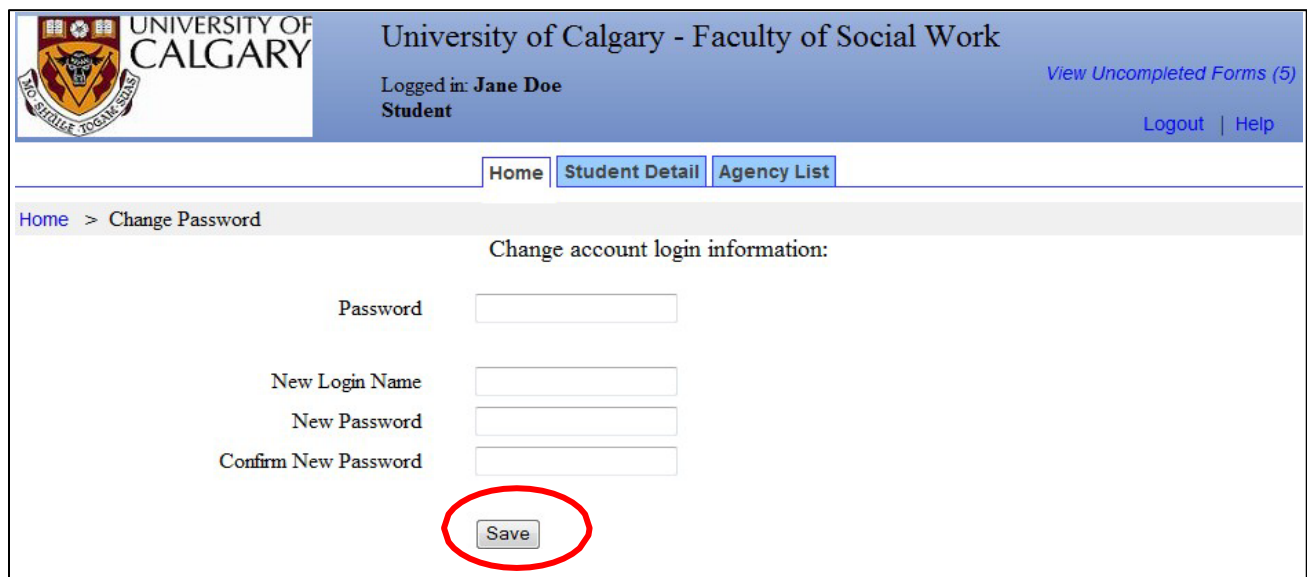
To complete the learning agreement and other forms, click on the "forms" menu on your left and then "view" the form you wish to complete. There is also a brief tutorial (7 minutes) on completing forms available online. You can view and listen to it (you will need speakers or a headset) anytime at: <http://brecce.ucalgary.ca/ipdforms>

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 this details page to ensure we have your most up-to-date information. You can also upload a small picture of yourself if you'd like!

Please contact our field team anytime if you have any questions or encounter any difficulties, at sonvkipt@ucalgary.ca

Jessica Ayala
Director
Office of Field Education

3. Enter your current password, then enter your desired new login/username and password as indicated. Note: you will not be able to re-use any previous usernames or passwords.
4. Click the "Save" button to make the changes.



UNIVERSITY OF CALGARY

University of Calgary - Faculty of Social Work

Logged in: Jane Doe
Student

View Uncompleted Forms (5)

Logout | Help

Home | Student Detail | Agency List

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 the University of Calgary Social Work. The header includes the University of Calgary logo and the text "University of Calgary Social Work". Below the header, it says "Logged in: Jane Doe Student". There are navigation tabs for "Home", "Student Detail", and "Agency List". The "Student Detail" tab is currently selected. The main content area has a "Welcome to Intern Placement Tracking" message. On the left side, there is a sidebar with links for "My Forms" and "Change Password".

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

Agency List Tab - gives you access to the list of active placements (not available in all databases)

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.

UNIVERSITY OF CALGARY
University of Calgary Social Work
Logged in: Jane Doe
Student

Home **Student Detail** Agency List

Welcome to Intern Placement Tracking

My Forms Back to bulletin board list

Change Password

Welcome everyone
Welcome!

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 - I look forward to your feedback on your experiences using it. I think you will find it to be quite user-friendly.

To complete the learning agreement, click on the "forms" menu on your left and then "view" the learning agreement. This will open the form for you to complete.

To view and make changes to your profile, click on the tab above.

Please contact me anytime if you have any questions or encounter any difficulties. 403-512-4308 or jayala@ucalgary.ca

Jessica

2. Some fields will be available for you to edit, and some will not. Please enter/review your current mailing address, e-mail, phone number and emergency contact information to make sure they are up-to-date. You can even upload a (small sized) picture here if you want!

UNIVERSITY OF CALGARY
University of Calgary Social Work
Logged in: Generic Student
Student

Home Student Detail **Agency List**

Home > Student Detail
Forms **Upload Picture**

Student Detail: Generic Student

Group: Generic Group

Last Name Student

First Name Generic

Mailing Address

City/Prov/Postal Code

Email uofc-generic@live.com

Emergency Contact

Emergency Phone

Home Mailing Address

Home City/Prov/Postal Code

Phone

Pager

Degree

Graduation Date (yyyy-mm) 0000-00

Save

Picture Not Available

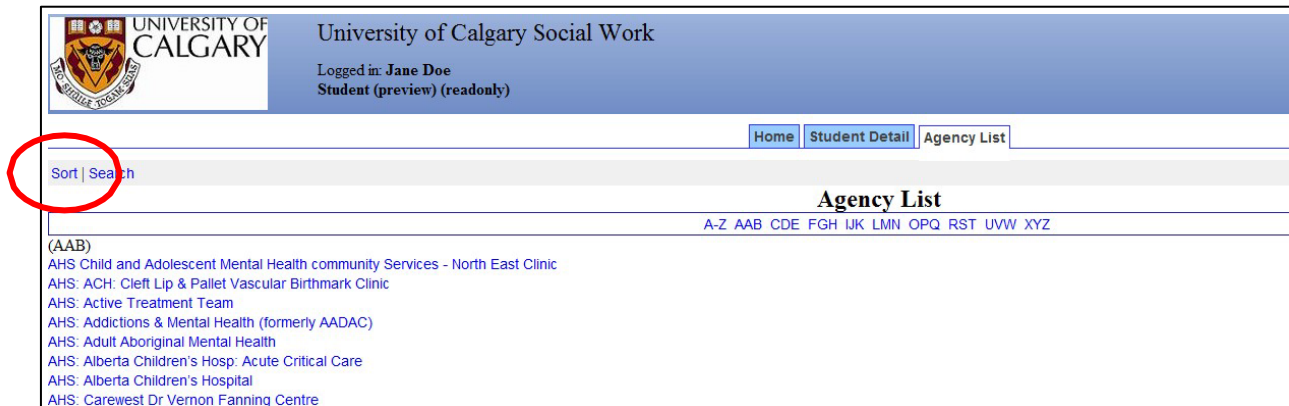
3. Remember to click the "Save" button when you are done making changes.

Viewing Available Placements

1. In some sites or programs, the Coordinator of Field Education may ask you to review available placements and indicate your preferences on the IPT database. To do so, from the homepage/welcome page, click on the "Agency List" tab across the top to view the agency list.



2. To look for available placements, first click on the "sort" button near the top left-hand corner.



3. The program will ask you how you want to sort the agency list. From the pull-down menu of the first column ("sort by"), select the type of placement that you are looking for from the options provided. For example, you may select "W24 412 Placement" to view available BSW Practicum II placements for Winter 2024.

4. Then, click on the "do sort" button

Home Student Detail Agency List

Select Agency Sorting Options

Sort By And Then By And Then By

W11 412 Placement Agency Name Agency Name

Do Sort

- The agency list will appear again, now sorted. Please note that the agencies that have the placement that you specified will be shown at the *end* of the list. Therefore, it is recommended that you **select the last page** on the list to start reviewing the available placements.

Agency List	
Page: 1 2 3 4	
(4)	W10 412 Placement
City of Calgary: Community & Neighbourhood Services FCSS	0
University of Calgary: Wellness Centre	0
University of Lethbridge - Counselling Services	0
AHS: Addictions & Mental Health (formerly AADAC)	1
AHS: Carewest Dr Vernon Fanning Centre	1
AHS: Foothills Medical Centre: Trauma, Burns, Plastic	1
Alberta Solicitor General & Public Security	1
Awo Taan Healing Lodge Society	1
Big Brothers and Big Sisters of Calgary and Area	1
Calgary and Area Child and Family Services	1
Calgary Catholic Immigration Soc	1
Calgary Immigrant Women's Association	1
Canadian Red Cross Society: RespectEd	1
Cardiac Wellness Institute of Calgary	1
Catholic Family Service: Community Services Volunteer Resources	1
Catholic Family Service: Louise Dean Centre	1
Catholic Family Service: School Support Program & Multicultural School Support P	1
City of Calgary: Community Neighborhood Serv: FCSS Office	1
Distress Centre Calgary	1

All agencies with an available placement or placements will have a number 1 next to their name. Agencies with a 0 or nothing next to their name do not have your selected type of placement available.

- Click on an agency name to view the agency and placement details, such as the number of placements available, type of work and issues addressed, agency website link, placement description and special requirements.



UNIVERSITY OF CALGARY

University of Calgary

Logged in: Jane Doe

Student (preview) (readonly)

[Agency List](#) > [Agency Detail](#)

[PREV](#) | [NEXT](#)

To navigate the agencies, you can use the breadcrumb trail and select "agency list" to go back to the list of agencies, or use the "prev" and "next" buttons, all found near the top of the page.

To view a printable version of a particular agency detail page, scroll to the bottom of the page and click the "view in printable form" button.

[Agency Web Site](#)

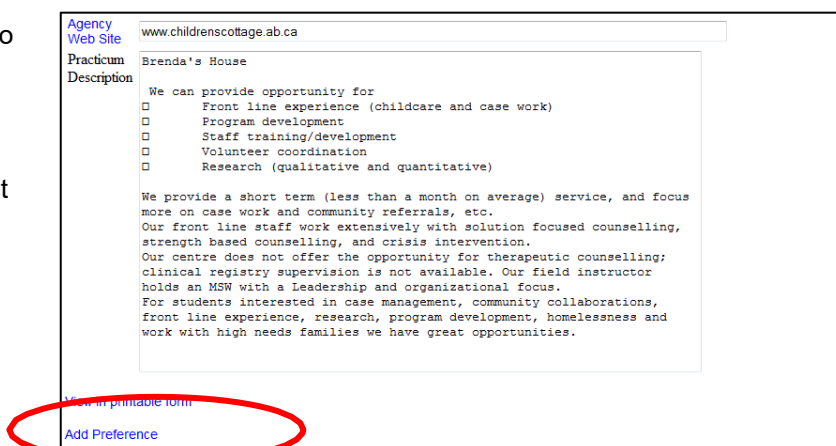
Practicum Description

Big Brothers and Big Sisters of Calgary and Area provides mentoring programs for young people between the ages of 5 - 13 years old. Volunteer mentors are screened and trained to provide mentoring to these children in the community and in schools. The role of our service delivery staff is to screen volunteers through prescribed interviews, assessment and create an assessment report on each volunteer. The agency also provides professional staff who match volunteers to children, and then provide ongoing support and monitoring to the volunteer, child & parent. Our staff also provide child safety training to all children, parents & volunteers.

[View in printable form](#)

Selecting Your Practicum Preferences

1. The IPT program will allow you to indicate up to 3 or 4 preferred placements (depending on your site). To add a placement as a preference, simply click on the "add preference" button found at the bottom of the page of the placement/agency you are interested in.



Agency Web Site: www.childrencottage.ab.ca

Practicum Description: Brenda's House

We can provide opportunity for

- ☐ Front line experience (childcare and case work)
- ☐ Program development
- ☐ Staff training/development
- ☐ Volunteer coordination
- ☐ Research (qualitative and quantitative)

We provide a short term (less than a month on average) service, and focus more on case work and community referrals, etc. Our front line staff work extensively with solution focused counselling, strength based counselling, and crisis intervention. Our centre does not offer the opportunity for therapeutic counselling; clinical registry supervision is not available. Our field instructor holds an MSW with a Leadership and organizational focus. For students interested in case management, community collaborations, front line experience, research, program development, homelessness and work with high needs families we have great opportunities.

[View printable form](#)

[Add Preference](#)

2. After you submit a placement as a preference, you will automatically be taken back to the student detail page. Your agency preference is now listed in the shaded section near the bottom of the page.

Site: ☐ Calgary ☐ Central & Northern AB ☐ Southern AB
☐ Learning Circles ☒ Virtual Learning Circles ☐ Distance MSW

MSW Specialization: ☐ Clinical ☐ Leadership ☐ International/Community

Course: ☐ BSW Introductory Practicum (SOWK 410)
☒ BSW Advanced Practicum (SOWK 412)
☐ MSW Foundation Practicum (SOWK 633)
☐ MSW Specialization Practicum (SOWK 696)

Agency Preferences

1	ABC Agency	Down	Delete
2	Alliance to End Violence	Up	Down
3	Siksika Nation Children's Services	Up	Down

Field Assignments:

Semester	Agency	Field Instructor	Phone Number	Codes
Fall 2011	ABC Agency	Field, Sam	403-220-5555 sp	
Winter 2011				
Spring 2121				
Summer				

You can use the "delete" button to delete a preference from your list, or the "up" and "down" buttons to move a preference up or down on your list. To do so, click on the "up," "down" or "delete" button next to the preference you wish to change.

Once you have 3/4 preferences listed, you will no longer be able to add more preferences to your list. You will need to delete one or more existing agency preferences first before adding new ones to your list.

The Coordinator of Field Education will retrieve your preferences indicated on IPT and use this information to assist them in matching you with potential placements.

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 header bar with the University of Calgary logo and the text "University of Calgary Social Work". Below this, it says "Logged in: Sam Field field instructor". On the right side of the header, there are links for "Logout" and "Help". Below the header, there 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 from Jessica, a congratulatory message, and instructions on how to use the database. On the left side, there is a sidebar with links for "My Forms" and "Change Password".

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

Agency Detail Tab -if you are the placement agency's main contact with the faculty, this field may be available to you and will allow you to edit the agency and practicum information

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

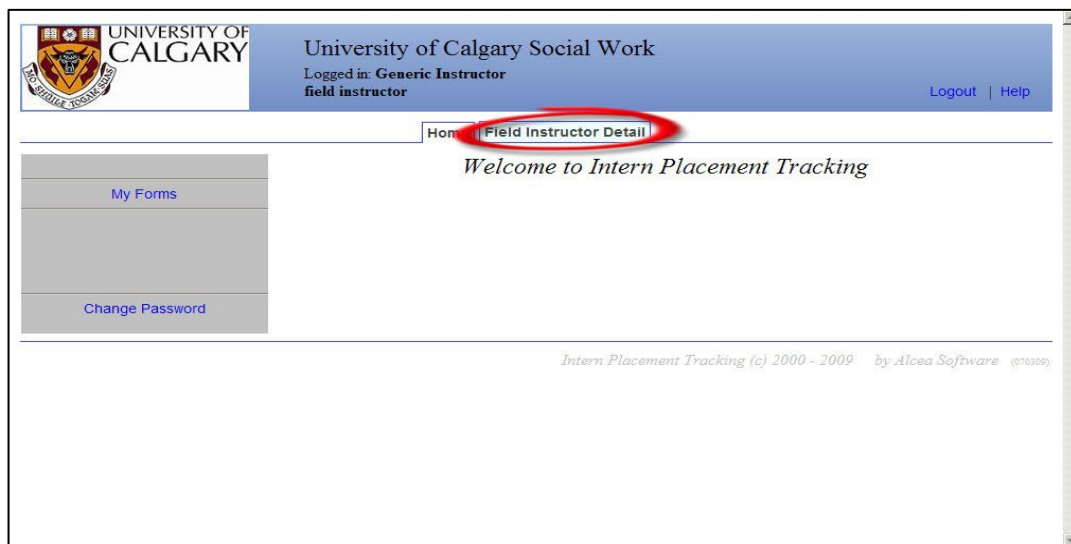
Logout - click on this button anytime to exit the database

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.



2. Some fields will be available for you to edit, and some will not. Please enter/review your current mailing address, e-mail, phone numbers, and credential/registration information to make sure these are accurate and up-to-date. "Active" means that you are a potential or current field instructor.

A screenshot of the 'Field Instructor Detail: Generic Instructor' page. The header is the same as the previous screenshot. The navigation bar shows 'Home' and 'Field Instructor Detail'. Below the navigation bar, there are links for 'Home > Field Instructor Detail', 'Upload Picture', and 'Forms'. The main heading is 'Field Instructor Detail: Generic Instructor'. A 'Save' button is highlighted with a red circle. Below the heading, there are input fields for 'Last Name' (containing 'Instructor'), 'First Name' (containing 'Generic'), 'Mailing Address', 'City/Prov/Postal Code', and 'Email'. There are also checkboxes for 'Active' (checked), 'MSW', and 'BSW'. At the bottom, there is a 'Practicum Agency' field containing 'Generic Agency'.

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

Viewing Student Details

You can view the details (contact information, emergency contacts, etc.) of students you are supervising if you wish to do so. 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 assigned to you.

Internship Assignments				
	Semester	Student Name	Phone Number	Student Group
view	Fall 2011	Doe, Jane	403-555-5874	cohort 1010

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

Editing Agency Information

If you are the placement agency's main contact with the faculty, you may be able to access the agency detail page. This page will allow you to edit the agency and practicum information on our records. To do this:

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

The screenshot shows the University of Calgary Social Work homepage. At the top, there is a header with the University of Calgary logo and the text "University of Calgary Social Work". Below this, it says "Logged in: Sam Field field instructor" and "Logout | Help". A navigation bar contains three tabs: "Home", "Field Instructor Detail", and "Agency Detail", with the "Agency Detail" tab circled in red. The main content area has a left sidebar with "My Forms" and "Change Password" links. The main text area says "Welcome to Intern Placement Tracking" and "Welcome everyone". It includes a welcome message from Jessica, a congratulatory note about the new IPT field database, and instructions on how to complete the learning agreement and view profile changes. It also provides contact information: "Please contact me anytime if you have any questions or encounter any difficulties. 403-512-4308 or jayala@ucalgary.ca".

2. Some fields will be available for you to edit, and some will not. Please enter/review the agency/practicum information to make sure these are accurate and up-to-date.

The screenshot shows the "Agency Detail: Faculty of Social Work" form. At the top, there is a navigation bar with "Home", "Field Instructor Detail", and "Agency Detail" tabs. Below this, there is a breadcrumb trail: "Home > Field Instructor Detail > Agency Detail". The form title is "Agency Detail: Faculty of Social Work". The form contains several input fields: "Agency" (filled with "Faculty of Social Work"), "Mailing Address" (filled with "2500 University Dr NW"), "City/Prov/Postal Code" (filled with "Calgary AB T2N 1N4"), "Phone", "Fax", "Contact" (with an email icon), and "Email". A "Save" button is circled in red. Below the form, there is a section titled "Placements available:" with three checkboxes and their corresponding placement counts: "BSW Introductory Practicum (SOWK 410) # 410 placements:", "BSW Advanced Practicum (SOWK 412) # 412 placements:", and "MSW Foundation Practicum (SOWK 633) # 633 placements:".

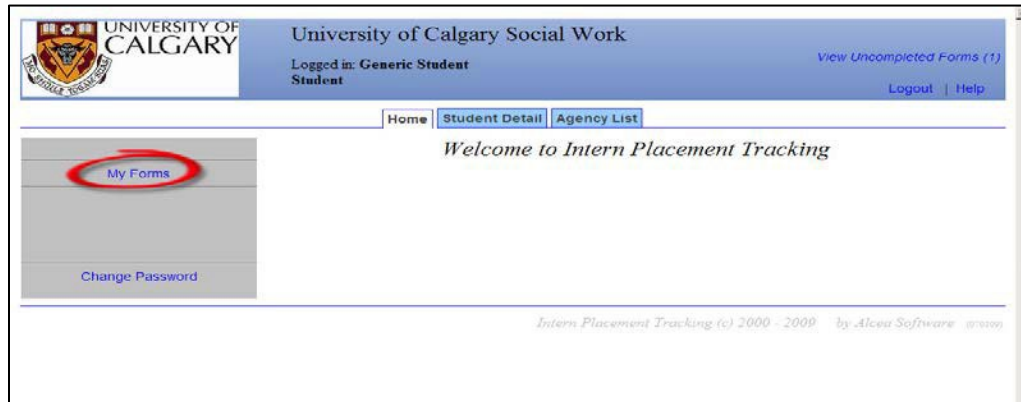
3. Remember to click the "Save" button when you are done making changes.

For Students and Field Instructors: Completing Forms

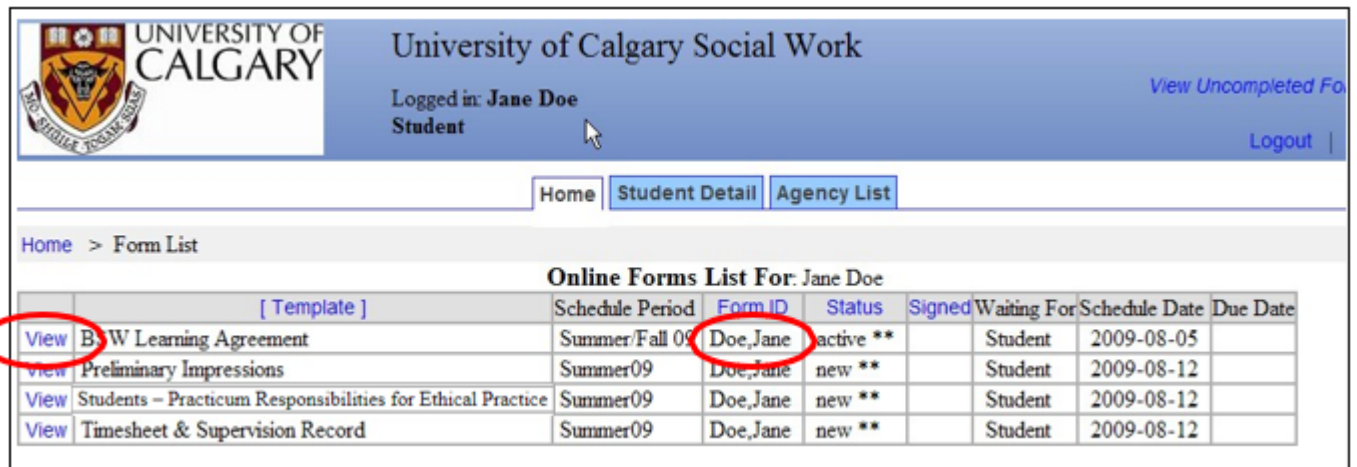
Accessing Blank Forms

Through the IPT database, the Coordinator of Field Education will make available to students and field instructors the various forms that need to be completed (e.g., learning agreement, timesheet, and evaluations) at different times throughout practicum. To access and complete these forms:

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



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 agreement. Field instructors, if you have multiple students, click on the form with the student's name on it that you wish to open.



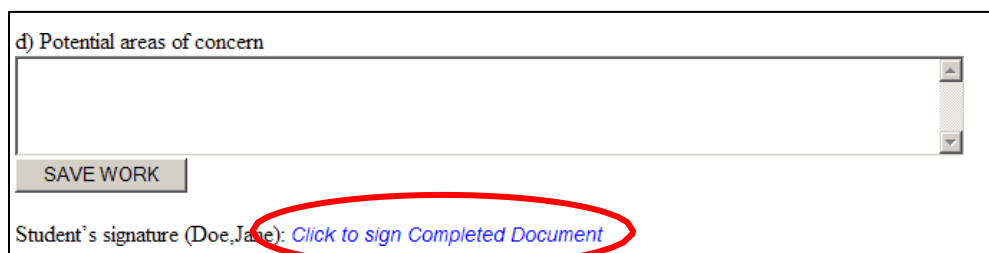
3. The form will open in a new window, and you can navigate the form by scrolling up and down. Some forms are available to single users, such as evaluation forms – a blank form will be available and viewable to individual users only (e.g., the student or field instructor).

Forms that require input from multiple users will be available to multiple users - for example, the learning agreement form is available to a student, their field instructor(s) and faculty liaison. This will allow each of you to access and work on the same learning agreement form. When you open this kind of form, you will be able to **view** any and all information that has been entered by you and the other 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 agreement).

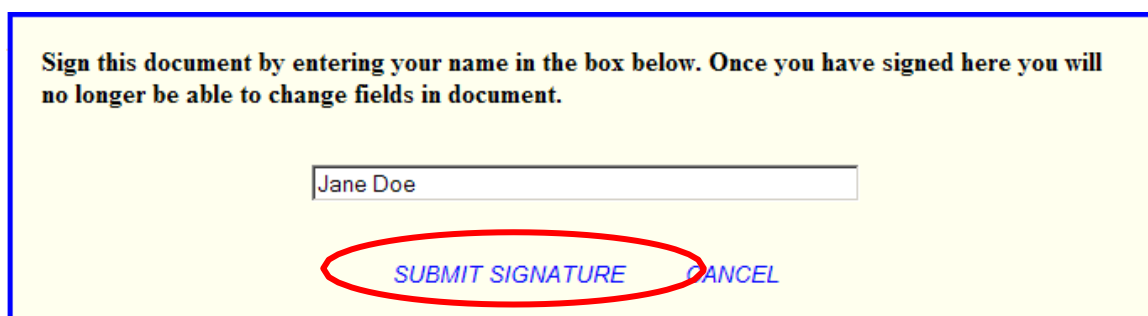
Signing Forms

Once completed, forms accept electronic signatures from users. For example, the learning agreement requires signatures from the student, field instructor and faculty 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. **Please note** once you sign a form it is then locked and you are unable to edit your comments. If you need to make edits, contact the IPT Database Help contact in Appendix 3 to remove your signature and unlock the form. To sign a form:

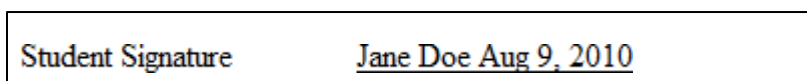
1. Click on the blue request to sign the form



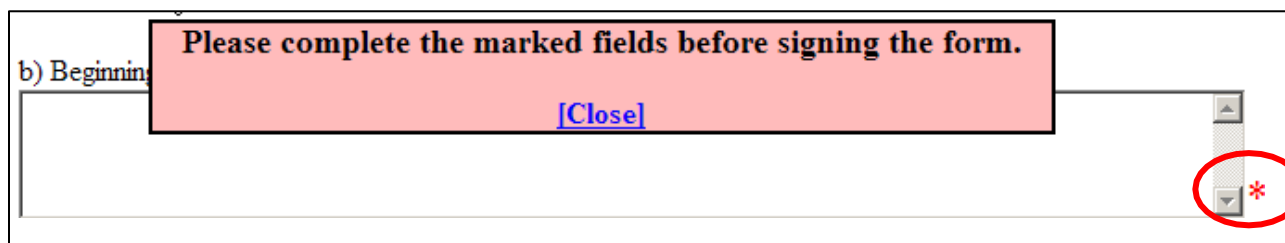
2. A new window will appear. Sign the form by typing your name in the space provided and clicking "submit signature".



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.



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.



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 agreement and timesheet, which are completed at multiple times throughout the term.

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 agreement forms works the same way.

TIMESHEET & SUPERVISION RECORD

Notes to student: In the ‘Hours of Practice’ rows, please record the number of hours you were at your practicum. Please record the number of hours you received supervision each day. Each 15 hours of placement includes a minimum of 3 hours of supervision.

	MON.	TUE.	WED.	THUR.	FRI.	TOTALS
WEEK <input type="text"/> - WEEK OF <input type="text"/>						
Hours of Practice:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours of Supervision:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAVE WORK

Midterm

Total Practicum Hours at Midterm (include seminar hours for 633 and 696 only):

Total Supervision Hours at Midterm:

Student Signature _____ Midterm Signature _____

Field Instructor Signature _____

Final

Total Practicum Hours at Final (include seminar hours for 633 and 696 only):

Total Supervision Hours at Final:

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

Field Instructor Signature _____ (Field, Sam): _____

CLOSE PRINT SAVE

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. Still, **it is a good idea to have a printed copy of key forms, such as the learning agreement and timesheet, as a backup.**

Remember to click on “save” frequently as you are working on and completing the forms so that they are saved on the system! Ipt does not automatically save, so you could lose all your work - so save often !

Printing Forms

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

CLOSE PRINT SAVE

[Printable Version](#)

Forms to be Completed by Students

Students – Practicum Responsibilities for Ethical Practice

All students are required to complete this form at the beginning of their placement. In this form, students are asked to recognize their commitments to upholding agency and university policies, particularly with respect to confidentiality of agency and client information. To access and complete this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *Students-Practicum Responsibilities for Ethical Practice*. This form is available to students only.

Home

Student Detail

Agency List

Home > Form List

Online Forms List For: Jane Doe

	[Template]	Schedule Period	Form ID	Status	Signed	Waiting For	Schedule Date
View	BSW Learning Agreement	Summer/Fall 09	Doe,Jane	active **		Student	2009-08-05
View	Students – Practicum Responsibilities for Ethical Practice	Summer09	Doe,Jane	new **		Student	2009-08-12
View	Timesheet & Supervision Record	Summer09	Doe,Jane	active **		Student	2009-08-12
View	Preliminary Impressions	Summer09	Doe,Jane	complete	1		2009-08-12

3. The form will open in a new window. Please read the form carefully and sign it by clicking on the blue button, then typing and submitting your name.

Student Signature

[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

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “PRINT” button, or close the form and return to the previous window by clicking on the “CLOSE” button.

Student Signature (Doe, Jane): Jane Doe Jan 12, 2010 8:50 AM

CLOSE

Preliminary Impressions of Practicum

Faculty liaisons may ask students and field instructors to complete this form, which should be completed by about the third week (or 75 hours) in the placement. This form encourages reflection and discussion between student and instructor regarding impressions in key areas during the early weeks of the practicum.

To access this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *Preliminary Impressions of the Field Placement*. This form is available to students and the primary field instructor.
3. The form will open on a new page. The first section of the form contains four open-ended questions for students to comment on. Please complete these sections.

This form encourages discussion between student and instructor regarding impressions in key areas during the early weeks of the practicum. Preliminary Impressions should be completed by about the third week (or 75 hours) in the placement.

STUDENT'S PRELIMINARY IMPRESSIONS OF THE FIELD PLACEMENT:

a) Orientation Process

Orientation consisted of...

b) Beginning work with individuals, families, groups, and/or communities

My first few weeks in practicum have been spent...

4. Save your work and sign the form when are you are done.

d) Potential areas of concern

I am concerned about the availability of my supervisor for questions or consultation...

SAVE WORK

Student's signature ([Student Name]): [Click to sign Completed Document](#)

5. Notify your field instructor that you have completed the form and ask them to log in to complete their portions of the form. You will be able to view your instructor's comments once they have been entered, and these may serve as a basis for discussion between you and your field instructor, and perhaps also your faculty liaison during an initial meeting.

Timesheet and Supervision Record

To help ensure attainment of practice objectives, a specific number of hours in placement are required. These hours are: 300 hours for SOWK 410, 400 hours for SOWK 412, 450 hours for SOWK 633, and 500 hours minimum for SOWK 660. One hour of educational supervision is required per 15 hours in placement. Please record your time in practicum each week, and supervision time with your field instructor, using the timesheet and supervision record form.

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 & 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.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK 1 - WEEK OF Sep 13								
Hours of Practice:		8	8	8				
Hours of Supervision:				2				
<input type="button" value="SAVE WORK"/>								

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 2 - WEEK OF								
Hours of Practice:								
Hours of Supervision:								
<input type="button" value="SAVE WORK"/>								

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 your field instructor that your timesheet is available for their review and signature.

You may also want to print a copy of the timesheet for your records.

Midterm	
Total Practicum Hours at Midterm (include seminar hours for 633 and 696 only):	<input type="text"/>
Total Supervision Hours at Midterm:	<input type="text"/>
Student Signature	<input type="text"/>
Field Instructor Signature	<input type="text"/>

7. At final evaluation time, repeat steps 5 and 6 in the **blue area** of the form, adding your hours to the midterm hours, so the final evaluation shows the **Total** of all hours for the practicum and supervision.

The Learning Agreement

Please refer to Appendix 1 in this document for more specific guidelines and examples on completing learning agreements. The Field Education Manual also contains detailed information on the field education model, learning agreement and Practice Objectives for each practicum course.


For students to access and complete the learning agreement form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the *Learning Agreement*. This form is available to students, their field instructor(s) and their faculty liaison.
3. The form will open in a new window. The form begins with a request for basic information about yourself and your placement, 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

SOWK 410/SOWK 412 LEARNING AGREEMENT: PLAN & EVALUATION

Student's Name:

Practicum Agency and Program:





Please provide a brief description of your practicum:


PRACTICE OBJECTIVE 1: Professional Social Work Identity

Learners develop a professional identity in accordance with the values and ethics of the social work profession. Learners will be able to:

- Demonstrate an understanding of the CASW Code of Ethics and ACSW Standards of Practice.
- Use the CASW Code of Ethics and ACSW Standards of Practice to guide practice, including:
 - Develop professional relationships and demonstrate respect for clients, research participants, colleagues, administrative personnel, and other stakeholders.
 - Work with clients in ways that respect their right to make independent decisions and participate actively in the helping process.
 - Follow professional and agency protocols for protecting confidentiality.
 - Develop processes for reviewing practice.
- Identify ethical dilemmas in practice and apply ethical decision-making processes.
- Practice with integrity and demonstrate professionalism in the practicum setting.

Professional Social Work Identity: Student Learning Plan

Component of Practice Objective What do you want to learn?	Learning Activities How will you accomplish the learning?	Accountability How will you evaluate your learning?	Time Line By when will you accomplish this?
 SAVE WORK			

paper and pencil icons (for longer fields) to open a new text window and enter information.

4. Click the "SAVE WORK" button when you are done entering information on the row.
5. 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're done 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. Don't forget 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 can't fill in. This is because each user (student, field instructor & faculty liaison) can only fill in their parts of the learning agreement.

8. When you are done completing the learning agreement, make sure to let your field instructor know so that she or he can review the form. Your 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. Or your field instructor may prefer for you to print a copy of the learning agreement for their review. It's a good idea to print and save a hard copy for yourself also.

9. After your field instructor has reviewed the learning agreement, you can let your faculty liaison know the agreement is ready online for their review. Again, your faculty liaison may ask you to print and submit a copy of the learning agreement for their review.
10. Once you, your field instructor and your faculty liaison are satisfied with the learning agreement – likely after your initial meeting – you will need to sign the agreement. To do this, find the section immediately below Practice Objective 5, called “LEARNING AGREEMENT: SIGNATURES.” There is a space for entering comments on your learning agreement if you wish to do so. Click on the “*Learning Plan Signature*” button to sign the learning agreement electronically. Your field instructor(s) and faculty liaison will each have to do the same.

The learning agreement is a “living document,” which means that it can be amended as needed to better reflect your focus and learning in practicum. Please make such changes only in consultation with your field instructor and faculty liaison.

Learning Agreement: Mid-Course Evaluation

The student receives feedback on her or his performance in practicum in two main ways: 1) ongoing feedback and 2) formal evaluations. Weekly supervision hours with the field instructor(s) provide time for ongoing feedback and discussion of the student’s emerging strengths and any areas of potential concern. Students are encouraged to actively seek input about their developing practice and to see the supervisory sessions as opportunities to learn from an experienced professional.

The student, field instructor(s) and faculty liaison complete two formal evaluations of the student’s performance in the practicum. The mid-course 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 Appendix 2 for detailed guidelines on completing the midterm and final evaluation.

At mid-course, students and Instructors complete both the ratings for each practice objective and, along with the Liaison, provide summative comments regarding the student’s performance to date. A mid-course 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 action¹. The student, field instructor(s), and faculty liaison are each required to sign the completed mid-course evaluation.

At mid-course, you are asked to evaluate your performance on each objective. At this time, you can go back to the same learning agreement form and **complete the pink areas** available to you, as follows:

1. Select a rating from the pink pull down menu for each learning objective, which best reflects your performance in the objective to date (see Appendix 2 for a description of each rating);

EVALUATION OF PRACTICE OBJECTIVE 6: RESEARCH/KNOWLEDGE DEVELOPMENT		
<i>Overall, the student's performance indicates attainment of the knowledge and skills associated with the Research/Knowledge Development objective at the following level:</i>		
	Student	Field Instructor
Mid-Course:	<div></div>	
Final:	<div></div>	
COMMENTS – STUDENT:		
Mid-Course:	<div></div>	
Final:		

¹ Please refer to the Field Education Manual for policies and procedures regarding a student at-risk of failing practicum.

2. Enter relevant mid-course comments for each learning objective in the pink area - don't forget to click on the "save" or "save work" button to save your work as you complete the form!
3. Once you, your field instructor(s) and your faculty liaison are satisfied with the mid-course evaluation - likely after your midterm meeting - you will need to sign the acknowledgement of the mid-course evaluation. To do this, find the "SUMMATIVE COMMENTS: MID-COURSE EVALUATION" section - a pink area found near the bottom of the form. Enter any summative comments you may have and **sign the form**. Your field instructor(s) and faculty liaison will do the same.

SUMMATIVE COMMENTS: MID-COURSE EVALUATION

At mid-course, the student and Field Instructor rate and comment on the student's performance relative to each learning outcome. The student and Instructor comment below on the student's overall performance to date. This may include noting any particular of the student's achievement and describing hopes for the balance of the practicum.

Mid-Course Evaluation Comments - Student

Mid-Course Evaluation Comments - Field Instructor

Mid-Course Evaluation Comments - Faculty Liaison

SAVE WORK

Learning Agreement: Final Evaluation

At final evaluation time, you are asked to evaluate your performance on each objective once again - much as you did at mid-course. At this time, you can go back to the same learning agreement form and **complete the blue areas** available to you. These include:

1. Select a rating from the blue pull down menu for each learning objective, which best reflects your performance in the objective to date.
2. Enter relevant final comments for each learning objective in the blue area - don't forget to click on the "save" or "save work" button to save your work as you complete the form!
3. Once you, your field instructor(s) and faculty liaison are satisfied with the final evaluation - likely after your final meeting - you will need to sign the acknowledgement of the final evaluation. To do this, find the "SUMMATIVE COMMENTS: FINAL EVALUATION" section - a blue area found that is at the very bottom of the form. Please make sure to:
 - 1) Enter any summative comments you may have,
 - 2) If you wish, you can comment or make suggestions on the "Future Work Experience" for yourself, and
 - 3) Finally, sign the form at the bottom of the blue area. The field instructor(s) and faculty liaison will do the same.

Don't forget to save the form! You may also use the "print" button at the bottom of the form to print a copy for your records.

Practicum Feedback/Evaluation Forms

Two evaluation forms are available for students at the end of practicum for completion through the IPT system. The *Student Evaluation of the Field Placement* provides students the opportunity to provide feedback about their field placement experiences. The *Student Evaluation of the Faculty Liaison* provides students the opportunity to evaluate their faculty liaison.

Please note that:

- The *student evaluation of the field placement* form is confidential. It is not accessible to your agency field instructor(s) - he/she/they cannot see your comments. This information can be accessed by your faculty liaison through the IPT system.
- The *student evaluation of the faculty liaison* can be accessed by your faculty liaison in IPT. If you feel uncomfortable providing feedback given their access to this form, you can either: 1) print the form, complete it and return it directly to the office of field education or field coordinator, or 2) wait until after end of term to complete the form. A summary of the feedback compiled (names removed) will be shared with the faculty liaison a couple of months after end of term for the purposes of improving the course.

Your feedback is appreciated and will be reviewed and seriously considered by the Office of Field Education.

To access each of these forms:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form *Student Evaluation of Field Placement* or *Student Evaluation of Faculty Liaison* – whichever you want to complete. These forms are available to students only.
3. The form will open on a new page. Complete the form as indicated. Make sure you "Save" or "Save Work" as you complete the form.

STUDENT EVALUATION OF THE FIELD PLACEMENT	
The Office of Field Education is interested in receiving your feedback about your field placement or practicum. The information you provide is confidential (not available to field instructors or placements), but will be useful to the Office of Field Education in selecting future field placement opportunities for students.	
Name: <input type="text"/>	Date: <input type="text"/>
Practicum Course: SOWK 410 <input type="checkbox"/> SOWK 412 <input type="checkbox"/> SOWK 633 <input type="checkbox"/> SOWK 696 <input type="checkbox"/>	
MSW Specialization: Clinical Practice <input type="checkbox"/> Leadership <input type="checkbox"/> International/Comm Dev. <input type="checkbox"/>	
Field Placement: <input type="text"/>	
Field Instructor: <input type="text"/>	
1. The agency/placement exhibited the values and ethics of the social work profession	<input type="text"/>
2. The field placement enabled me to meet my learning needs and objectives	<input type="text"/>
3. The learning agreement was a useful tool in helping articulate and achieve my learning objectives	<input type="text"/>
4. The field instructor understood and supported my learning needs and objectives	<input type="text"/>
5. The field instructor had the time to supervise me	<input type="text"/>

4. When the form is complete, sign the form at the bottom of the page to submit it. Thank you for taking the time to provide us with feedback on your practicum experience.

Forms to be Completed by Field Instructors

Field Instructor – Practicum Responsibilities for Ethical Practice

All field instructor(s) are required to complete this form at the beginning of their placement. In this form, field instructor(s) are asked to recognize their commitments to upholding agency and university policies, particularly with respect to confidentiality of agency and client information. To access and complete this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *Field Instructors-Practicum Responsibilities for Ethical Practice*. This form is available to students only.

Home > Form List
Add New Form

Online Forms List For: Sally Social Worker

☐ Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	BSW Learning Agreement	Calgary 410 F21 - E McFarlane	Student, Practicum	new		Student	2021-09-01	2021-12-0
View	Field Instructors – Practicum Responsibilities for Ethical Practice	Calgary 410 F21 - E McFarlane	Student, Practicum	new		Student	2021-09-01	2021-09-1
View	Preliminary Impressions	Calgary 410 F21 - E McFarlane	Student, Practicum	new		Student	2021-09-01	2021-09-2
View	Timesheet & Supervision Record	Calgary 410 F21 - E McFarlane	Student, Practicum	new		Student	2021-09-01	2021-12-0

3. The form will open in a new window. Please read the form carefully and sign it by clicking where indicated, then typing and submitting your name.

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

Field Instructor 2 Signature [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](#)

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking on the “PRINT” button or close the form and return to the previous window by clicking on the “CLOSE” button.

Preliminary Impressions of the Student

Faculty liaisons will ask students and field instructors to complete this form at about the third week (or 75 hours) in placement. This form encourages reflection and discussion between the student and field instructor regarding impressions in key areas during the early weeks of practicum.

To access this form:

1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the form *Preliminary Impressions*. This form is available to both students and field instructors. If you have multiple students, click on the form with the student’s name on it that you wish to complete.
3. The form will open on a new page. The first section of the form contains four open-ended questions for students to comment on. When you log in, you will be able to read comments entered by the student – if they have not done so, please prompt them to complete their section before completing yours. Scroll down past this student area to the area, “FIELD INSTRUCTOR’S PRELIMINARY IMPRESSIONS OF THE STUDENT.” There are four sections for field instructors to comment on. Please complete these sections by typing in your comments.

FIELD INSTRUCTOR'S PRELIMINARY IMPRESSIONS OF THE STUDENT

a) Orientation to the setting and work-related activities

The orientation consisted of...

b) Emerging strengths

Kathy's strengths lie in her ability to...

4. As you complete the form, save your work by clicking on any “save” or “save work” button.
5. Sign the form when you are done by clicking on “Click to sign completed document” then typing and submitting your name.

d) Other comments

None

SAVE WORK

Field Instructor's ([Field Instructor Name]): Click to sign Completed Document

CLOSE PRINT SAVE

6. You may print the form for your records by clicking on the “PRINT” button at the bottom of the form, or close the form and return to the previous window by clicking on the “CLOSE” button.

Timesheet and Supervision Record

To help ensure attainment of practice objectives, a specific number of hours in practicum are required. These are: 300 hours for SOWK 410, 400 hours for SOWK 412, 450 hours for SOWK 633 and a minimum of 500 hours for SOWK 660. One hour of supervision is required per 15 hours in placement. Students are asked to record their time in practicum and supervision throughout their placement using the timesheet and supervision record form. Field instructors are asked to review and confirm the student's hours at midterm and final evaluation times.

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 & Supervision Record*. This form is available to students and field instructors. If you have multiple students, click on the form with the student's name on it that you wish to complete.

3. The form will open on a new page. You will be able to view (not edit) the hours entered by the student for each week to date.

4. At midterm evaluation time, the student will add the total number of practicum and supervision hours to date, enter them in the **pink area** of the form, and sign the form electronically.

At this time, please review the hours entered by the student and sign the form to confirm these hours if they are correct. If the hours are incorrect, please ask the student to make the changes, as required.

You can sign the form by clicking on the blue "Midterm Signature" button, then typing and submitting your name.

You may print the form for your records, or to provide corrections to the student, by clicking on the "print" button at the bottom of the form.

5. At final evaluation time, repeat step 4 in the **blue area** of the form, found near the bottom of the page. The final evaluation should show the **Total** of all hours for the practicum and supervision.

WEEK 3 - WEEK OF Sep 23/09						
Hours of Practice:	8	10	8			
Hours of Supervision:		8				
WEEK 4 - WEEK OF Sep 30/09						
Hours of Practice:	5	8	8			
Hours of Supervision:		8				
WEEK - WEEK OF						
Hours of Practice:						
Hours of Supervision:						
SAVE WORK						
Midterm						
Total Practicum Hours at Midterm (include seminar hours for 633 and 696 only): 285						
Total Supervision Hours at Midterm: 21						
Student Signature			<u>Jane Doe Aug 12, 2009</u>			
Field Instructor Signature			<u>Midterm Signature</u>			

The Learning Agreement

The student is responsible for drafting the learning agreement activities in the learning agreement form, in consultation with you, their field instructor. Please refer to Appendix 1 in this document for more specific guidelines and examples on completing the learning agreements. The Field Education Manual also contains detailed information on the field education model, learning agreement and Practice Objectives for each practicum course.


To access the student's completed learning agreement form:

1. Click on "My Forms" from the IPT homepage/main menu.
 2. Click on the "View" button for the learning agreement. This form is available to students, field instructors and faculty liaisons. If you have multiple students, click on the form with the student's name on it that you wish to complete.
11. The form will open in a new window. The form begins with an area for students to enter their name and basic information on the placement, then with a description of Practice Objective 1. After the description, a table is provided where students will enter their proposed learning activities and other required information for this practice objective. As field instructor, you have the ability to edit any of this information that students have entered. To edit information in longer fields, click on the paper and pencil icons to open the text window and enter information.

SOWK 410/SOWK 412 LEARNING AGREEMENT: PLAN & EVALUATION

Student's Name:

Practicum Agency and Program:




Please provide a brief description of your practicum:



PRACTICE OBJECTIVE 1: Professional Social Work Identity

Learners develop a professional identity in accordance with the values and ethics of the social work profession. Learners will be able to:

- Demonstrate an understanding of the CASW Code of Ethics and ACSW Standards of Practice.
- Use the CASW Code of Ethics and ACSW Standards of Practice to guide practice, including:
 - Develop professional relationships and demonstrate respect for clients, research participants, colleagues, administrative personnel, and other stakeholders.
 - Work with clients in ways that respect their right to make independent decisions and participate actively in the helping process.
 - Follow professional and agency protocols for protecting confidentiality.
 - Develop processes for reviewing practice.
- Identify ethical dilemmas in practice and apply ethical decision-making processes.
- Practice with integrity and demonstrate professionalism in the practicum setting.

Professional Social Work Identity: Student Learning Plan

Component of Practice Objective What do you want to learn?	Learning Activities How will you accomplish the learning?	Accountability How will you evaluate your learning?	Time Line By when will you accomplish this?
			<input type="text"/>

 **SAVE WORK**

3. Click "SAVE WORK" if you are editing information so that it is saved on to the system.
 4. Once you're done reviewing/editing information under Objective 1, scroll down to the description for Objective 2. You can then edit/add to the student's learning activities for this objective. You can keep scrolling down and editing/adding to the information entered by the student for any or all of the five objectives. Please remember to save your work often if you are making edits!
- You will notice that there are some parts of the form that you can't fill in. This is because each user (student, field instructor & faculty liaison) can only fill in their parts of the learning agreement. Please note that the learning activities rows can be edited by both you and the student.
5. When you are done reviewing/editing the learning agreement, let the student know so that the faculty liaison can review the agreement. You may also want to print a copy of the learning agreement for your records. To do this, scroll all the way to the bottom of the form and click on the "print" button.

6. Once you, the student and faculty liaison are satisfied with the learning agreement – likely after the initial meeting between the three of you – you will need to sign the agreement. To do this, find the section immediately below the last Practice Objective, called “LEARNING AGREEMENT: SIGNATURES.” There is a space for entering comments on the learning agreement if you wish to do so. Then, click on the “*Learning Plan Signature*” link to type your name to sign the learning agreement electronically. The student and faculty liaison will each have to do the same.

LEARNING AGREEMENT: SIGNATURES

Student, Field Instructor, and Faculty Liaison normally finalize the learning plan within the first 75 hours of practicum. Please note any additional comments and indicate acceptance below.

Comments on the Learning Agreement –

SAVE WORK

Agreement with the Learning Plan –
The signatures indicate acceptance of the student’s learning plan while acknowledging that it is a working document and may be modified over the duration of the practicum.

Student Signature
Field Instructor Signature [Learning Plan Signature](#)
Faculty Liaison Signature

The learning agreement is a “living document,” which means that it can be amended as needed to better reflect the student’s focus and learning in practicum. Students are asked to make such changes only in consultation with you and the faculty liaison.

Learning Agreement: Mid-Course Evaluation

The student receives feedback on their performance in practicum in two main ways: 1) ongoing feedback and 2) formal evaluations. Weekly supervision hours with the field instructor provide time for ongoing feedback and discussion of the student’s emerging strengths and any areas of potential concern. Students are encouraged to actively seek input about their developing practice and to see the supervisory sessions as opportunities to learn from an experienced professional. Students receive at least one hour of educational supervision per 15 practicum hours.

The student, field instructor and faculty liaison complete two formal evaluations of the student’s performance in the practicum. The mid-course 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 Appendix 2 for detailed guidelines on completing the midterm and final evaluation.

At mid-course, students and field instructors complete both the ratings for each practice objective and, along with the faculty liaison, provide summative comments regarding the student’s performance to date. A mid-course 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 action². The student, field instructor(s), and faculty liaison are each required to sign the completed mid-course evaluation.

At mid-course, you are asked to evaluate the student’s performance on each objective. At this time, you can go back to the same learning agreement form and **complete the pink areas** available to you, as follows:

² Please refer to the Field Education Manual for policies and procedures regarding a student at-risk of failing practicum.

1. Select a rating from the pink pull-down menu for each learning objective, which best reflects the student's performance in the objective to date. You will also be able to see how the student has rated their own performance. Please see Appendix 2 for a description of the ratings.

EVALUATION OF PRACTICE OBJECTIVE 1: PROFESSIONAL IDENTITY

Overall, the student's performance indicates attainment of the knowledge and skills associated with the **Professional Identity** objective at the following level:

	Student	Field Instructor
Mid-Course:	Meeting Objective	
Final:		

COMMENTS – STUDENT:

Mid-Course * (Please comment on progress to date. If not meeting objective or partially meeting objective, please explain plan for meeting objective):
My skills in this area have increased through some key learning activities..

Final:

COMMENTS – FIELD INSTRUCTOR:

Mid-Course * (Please comment on progress to date. If not meeting objective or partially meeting objective, please explain plan for meeting objective):

Final:

SAVE WORK

2. Enter relevant mid-course comments for each learning objective in the pink area by clicking on the paper and pencil icon (to open a text box in a new window and enter your comments). Again, you will also be able to see the student's comments regarding their performance on this objective. Don't forget to click on the "save work" or "save" buttons as you complete this form!
3. Once you, the student and the faculty liaison are satisfied with the mid-course evaluation - likely after your midterm meeting - you will need to sign the acknowledgement of the mid-course evaluation. To do this, find the "SUMMATIVE COMMENTS: MID-COURSE EVALUATION" section - a pink area found near the bottom of the form. You will see in this area the students' summative comments. Enter any summative comments you may have.

SUMMATIVE COMMENTS: MID-COURSE EVALUATION

At mid-course, the student and Field Instructor rate and comment on the student's performance relative to each learning outcome within the tables provided above. The student and Instructor comment below on the student's overall performance to date. This may include noting any particularly outstanding or worrisome aspects of the student's achievement and describing hopes for the balance of the practicum.

Mid-Course Evaluation Comments - Student

I am learning a lot about social work practice in my practicum so far...

Mid-Course Evaluation Comments - Field Instructor

Mid-Course Evaluation Comments - Faculty Liaison

SAVE WORK

MID-COURSE DETERMINATION

Completed requirements: Yes

Steps to Address At-Risk Situation:

Please refer to the MSW Field Education Manual for policies related to students at risk of failing a practicum course. Immediate steps include documenting concerns in writing and arranging a review meeting during which a course of action will be determined.

4. Below the comments area you will see a “MID-COURSE DETERMINATION” area. Select “Yes” or “No” to indicate whether the student is meeting the practicum requirements to date. Please see Appendix 2 for the guidelines for student evaluation. If the student is not completing requirements and is therefore at risk of failing the practicum course, please contact the faculty liaison immediately. You can also refer to the Field Education Manual for more information on how to address such situations. The faculty liaison will work with you and the student to develop a plan to address the concerns, if possible. You can comment on this plan in the “steps to address at-risk situation” comment box. Make sure you “save” your work!

MID-COURSE DETERMINATION
Completed requirements: Yes

Steps to Address At-Risk Situation:
Please refer to the MSW Field Education Manual for policies related to students at risk of failing a practicum course. Immediate steps include documenting concerns in writing and arranging a review meeting during which a course of action will be determined.

SAVE WORK

Acknowledgment of Mid-Course Evaluation -
Student Signature
Field Instructor Signature **Mid-Course Evaluation Signature**
Faculty Liaison Signature

5. Finally, please can sign the form by clicking on the blue “Mid-Course Evaluation Signature” button, then typing and submitting your name.

Learning Agreement: Final Evaluation

At final evaluation time, you are asked to evaluate the student’s performance on each objective once again - much as you did at mid-course. At this time, you can go back to the same learning agreement form and **complete the blue areas** available to you. These include:

1. Select a rating from the blue pull-down menu for each learning objective, which best reflects the student’s performance in the objective, and enter any relevant final comments for each learning objective in the blue area. You will be able to see the ratings and comments the student has entered as well as your own ratings and comments from midterm. Don’t forget to “save” or “save work” as you are completing the form!
2. Once you, the student and the faculty liaison are satisfied with the final evaluation - likely after your final meeting - you will need to sign the acknowledgement of the final evaluation. To do this, find the "SUMMATIVE COMMENTS: FINAL EVALUATION" section - a blue area found that is at the very bottom of the form. Please make sure to:
 - 1) Enter any summative comments you may have,
 - 2) From the pull-down menu under “FINAL DETERMINATION” select “Yes” or “No” to indicate whether the student has successfully completed practicum,
 - 3) If you wish, you can comment or make suggestions on the “Future Work Experience” of the student, and
 - 4) Finally, sign the form at the bottom of the blue area. The student and faculty liaison will do the same.

Don’t forget to save the form! You may also use the “print” button at the bottom of the form to print a copy for your records.

Field Instructor Evaluation of the Field Education Process

The Office of Field Education appreciates receiving feedback from field instructors regarding their experience with the field education process. To this end, the *Field Instructor Evaluation of the Field Education Process* form is available for completion through the IPT system.

This form is confidential, and your feedback will be reviewed and seriously considered by the Office of Field Education. Note: This form is only available to the primary Field Instructor.

To access this form:

1. Click on "My forms" from the IPT homepage/main menu.
2. Click on the "View" button for the form *Field Instructor Evaluation of the Field Education Process*.
3. The form will open on a new page. Complete the form as indicated. Make sure you "Save" or "Save Work" as you complete the form.

FIELD INSTRUCTOR EVALUATION OF THE FIELD EDUCATION PROCESS	
The Office of Field Education in the Faculty of Social Work, University of Calgary, would appreciate receiving feedback from field instructors regarding your experience with the field education process. You may complete this form electronically, or print it, complete it and return it to the Coordinator or Director of Field Education.	
Field Placement:	<input type="text"/> Date: <input type="text"/>
Practicum Course: SOWK 410 <input type="checkbox"/> SOWK 412 <input type="checkbox"/> SOWK 633 <input type="checkbox"/> SOWK 696 <input type="checkbox"/>	
Field Instructor:	<input type="text"/>
Student:	<input type="text"/>
Faculty Liaison:	<input type="text"/>
Number of distance or face-to-face meetings with Faculty Liaison: <input type="text"/>	
1. I was adequately informed about the objectives of the practicum	<input type="text"/>
2. I was provided with adequate information about the objectives/content of the BSW/MSW program my student is enrolled in	<input type="text"/>
3. The Faculty Liaison or Coordinator was helpful in outlining the field education process (e.g., policies, procedures, practices) at orientation meetings or individually	<input type="text"/>
4. I had a good understanding of my role as field instructor	<input type="text"/>

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

Thank you for taking the time to provide us with feedback on your field experience. If you have further feedback or issues to discuss, please contact our Office of Field Education (see Appendix 3).

Appendixes

Appendix 1: Guidelines for Completing Learning Agreements

All BSW and MSW practica are structured by the Practice Objectives students are intended to achieve. The **Practice Objectives** for the BSW Practicum courses (SOWK 410/412), Foundation Field Practicum course (SOWK 633) and Advanced Practicum (SOWK 660) are included in the Field Education Manual (Supporting Documents pages 26-27).

The student is responsible for developing a personal Learning Agreement in consultation with the Field Instructor(s) and Faculty Liaison. Designing the Agreement helps the Field Instructors and student clarify respective responsibilities and expectations. The student and Field Instructor(s) tailor the plan to the student's interests and needs, and devise activities that provide the student with opportunities to learn and demonstrate competence in each of the Objectives of the practicum.

An initial draft of the student's Learning Agreement should be completed within the first 75 hours (about three weeks) of the practicum. This draft is reviewed and signed by the student, Field Instructor(s), and Liaison - usually as part of an initial face-to-face or distance (e.g., phone) meeting. Learning Agreements are intended to be working documents. That is, with agreement between the student and Field Instructor(s), activities can be modified, added, or removed as the practicum progresses and the student's learning interests and needs become clearer.

For each Practice Objective in the Learning Agreement, students specify:

- **what** they want to learn (i.e., which components of the Practice Objective),
- **how** they will accomplish that learning (i.e., the learning activities they will do),
- how achievement of the learning will be **evaluated** (i.e., accountability), and
- **when** they intend to complete the learning (i.e., the timeline for learning).

For example, the Advanced Practicum (SOWK 660) includes a Practice Objective related to values, ethics and professional identity. In the Learning Agreement, part of this Objective is stated as follows:

PRACTICE OBJECTIVE 1: Values, Ethics & Professional Identity:

Learners demonstrate the ability to apply social work values, adhere to CASW Code of Ethics & Guidelines for Ethical Practice, and analyze the role of ethics and values in clinical/leadership practice.

- Integrate social work values and professional Ethics and Guidelines within a clinical/leadership context.
- Identify how personal and professional values impact their clinical/leadership practice.
- Examine organizational values and their impact on staff, programs and service to clients.
- Identify ethical dilemmas in practice and apply ethical decision-making processes.
- Analyze clinical/leadership social work practice within a social services context and articulate how it differs from other forms of clinical practice/leadership or management.
- Critically reflect on their social work practice within a clinical/leadership context.
- Demonstrate professionalism in the practicum setting.

Part of a student's Learning Agreement relative to this Practice Objective could include the following:

Component of Practice Objective <i>What do you want to learn?</i>	Learning Activities <i>How will you accomplish the learning?</i>	Accountability <i>How will you evaluate your learning?</i>	Time Line <i>By when will you accomplish this?</i>
- understand and maintain confidentiality guidelines	- read agency policy on confidentiality - maintain confidentiality in my records related to work with clients	- review policy with instructor - ask instructor to read initial 5 records	- 2 nd week - 4 th week
- respect clients' rights to make independent decisions & participate in helping process	- read 3 articles on empowerment - observe how other workers empower clients - attend to client empowerment in all my sessions with clients	- annotate articles for instructor - debrief 3 sessions I observe with other workers - review client feedback forms with instructor	- mid-course - 7 th week - final week

Appendix 2: Guidelines for Completing Mid-Course and Final Evaluations

The student, field instructor(s) and faculty liaison complete two formal evaluations of the student's performance in the practicum. The mid-course 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.

Part of both formal evaluations is rating and commenting on the student's achievement on each of the Practice Objectives. The rating scale asks students and field instructors to estimate the student's attainment of the outcomes using the following anchors:

Not Meeting Objective: The student's level of performance or achievement clearly does not meet the mutually agreed upon expectations associated with the Practice Objective or activities. Ratings at this level indicate serious concern about the student's performance. The student may be placed *at risk of failing the practicum* if they receive this rating for one or more practice objectives at the mid-course evaluation. If possible, students and field instructors are asked to outline a plan for improvement in specific areas and within a defined time frame.

Partially Meeting Objective, Improvement Needed: The student's level of performance or achievement is less than expected. The student meets some of the mutually agreed upon expectations associated with the Practice Objective or activities and demonstrates the capacity for learning and growth, but improvement is needed due to a need for better results, additional experience, increased opportunity to focus on this objective, further coaching or supervision, etc. Ratings at this level may indicate some concern about the student's performance. At mid-course evaluation, students and field instructors are asked to outline a plan for improvement in specific areas within a defined time frame.

Meeting Objective: The student's level of performance or achievement clearly and consistently meets the agreed upon expectations associated with the Practice Objective or activities. While there is still room for growth, the student has a good understanding and the ability to demonstrate the knowledge, skills and values associated with the Practice Objective.

Exceeding Objective: The student's level of performance or achievement far exceeds the agreed upon expectations associated with the Practice Objective or activities. This level refers to the student who "stands out" and demonstrates a sophisticated understanding and outstanding ability to demonstrate the knowledge, skills and values associated with the Practice Objective. The student's performance relative to the Practice Outcome leaves no doubt about readiness for practice (BSW) or advanced practice (MSW).

At mid-course, students and field instructors complete both the ratings for each practice objective and, along with the faculty, provide summative comments regarding the student's performance to date (pink areas of the learning agreement form). A mid-course determination is made indicating whether or not the student is meeting the requirements of the practicum. Students may be placed at risk of failing the practicum if they are at the *Not Meeting Objective* level for one or more of the Practice Objectives. Please note that students may also be placed at risk of failing the practicum at mid-course evaluation, or at any other time during the practicum, if other serious concerns regarding performance, professional practice or misconduct arise³.

At final evaluation, students and field instructors complete the ratings and comments sections a second time (blue areas of the learning agreement form). The field instructor(s) recommends a final determination regarding whether the student has completed or failed the requirements of the practicum. The faculty liaison, as teacher-of-record, takes this recommendation into consideration when determining the student's outcome for the practicum. Please note that students must be at the *Meeting Objective* level for all the Practice Objectives in order to successfully complete or pass the practicum course.

³ Please refer to the Field Education Manual for policies and procedures regarding a student at risk of failing practicum.

Appendix 3: IPT Database Help & Office of Field Education Contacts

IPT Database Help Contact

Daljit Kaur, Field Education Administrative Coordinator E-mail: daljit.kaur1@ucalgary.ca

Other Field Education Contacts

Associate Directors and Coordinators of Field Education

Central & Northern Region

BSW & MSW

Julie Mann-Johnson
Krista Osborne

E-mail: jmannjohnson@ucalgary.ca

E-mail: krista.osborne@ucalgary.ca

Calgary Region

BSW & MSW Foundation

Carrie Blaug

E-mail: cblaug@ucalgary.ca

MSW Specializations: (Clinical MSW Calgary; International & Community Development ICD)

Amy Fulton

E-mail: aefulton@ucalgary.ca

MSW Certificate Laddering Program

Stephanie Grant

Email: stephanie.grant2@ucalgary.ca

BSW Virtual Learning Circles; Distance Education

Angela Judge-Stasiak

E-mail: ajudge@ucalgary.ca

Distance MSW

Serena Visser

E-mail: serena.visser@ucalgary.ca

Southern Alberta Region

BSW

Serena Visser

E-mail: serena.visser@ucalgary.ca

Director of Field Education

Lorraine Letkemann

E-mail: lletkema@ucalgary.ca