



Faculty of Social Work
Office of Field
Education

IPT FIELD EDUCATION DATABASE INSTRUCTIONS BOOKLET BSW & MSW

SOCIAL WORK 590: FINAL BSW PRACTICUM
SOCIAL WORK 633: FOUNDATIONAL MSW PRACTICUM
SOCIAL WORK 660: ADVANCED MSW PRACTICUM

This booklet includes information on how to complete these forms in the IPT Database (the electronic database for the practicum forms) including the Learning Agreement, Timesheet and more.

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

2025 Edition

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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 the integration of the theory and skills students learn 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 serves as the teacher-of-record for the practicum course, generally facilitates the integrative seminar that accompanies the practicum placement, makes regular visits (either in person or by distance) to placement agencies, and participates in evaluating the student's practicum progress and achievements.

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 to a faculty liaison, who is usually the teacher-of-record for the practicum course and, if applicable, the integrative seminar.
- Faculty liaisons typically meet with students and their field instructors at least twice during the practicum (either in person or by distance), depending on the needs associated with the placement.
- Evaluation occurs midway through and at the end of the practicum course. Evaluation of the student's performance includes input from the student, field instructor, and the faculty liaison.

This booklet is intended to support successful progress through practicum. It contains information on the learning agreement and other forms related to the practicum, as well as instructions on how to access and complete these forms through the IPT (Intern Placement Tracking) field education database. This database enables students, field instructors, faculty liaisons, and field education coordinators to efficiently and effectively complete administrative tasks related 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 Practicum

In **SOWK 590, Final Practicum**, students complete their final BSW practicum (400 hours) designed to strengthen social work skills, reflective practice, and ethical understanding. This experience includes diverse placement opportunities in one of four pathways: agency-based, workplace, research, and self-directed. The focus of learning will connect to professional identity, values, ethics, skills, knowledge, and practice, as well as human rights and social action, action to rectify racism, organizational/systems change, social work research and policy analysis/development, and reflective practice.

Overview of MSW Practicum

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. Foundational field placements are generally intended to give students generalist social work practice learning experiences.

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

SOWK 660, Advanced Practicum, is required for all course-based MSW students and is optional for thesis-based MSW students. It is intended to provide practical and supervised opportunities for students to develop their existing social work knowledge and skills to an advanced level. The practicum promotes the integration of the theory and skills students learn 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 students' MSW specialization. MSW students with a non-BSW undergraduate degree must have completed all foundation requirements before 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

The essential forms for completion of administrative tasks affiliated with practicum 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 designed to assist the student, in collaboration with the Field Instructor(s) and Liaison, to develop a personalized learning plan.
- **Preliminary Impressions** - Students and field instructors 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 growth or concern. *Please note: the preliminary impression is included in the Learning Agreement for BSW SOWK 590. There is no separate form.
- **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 Field Placement** - This form provides students with 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

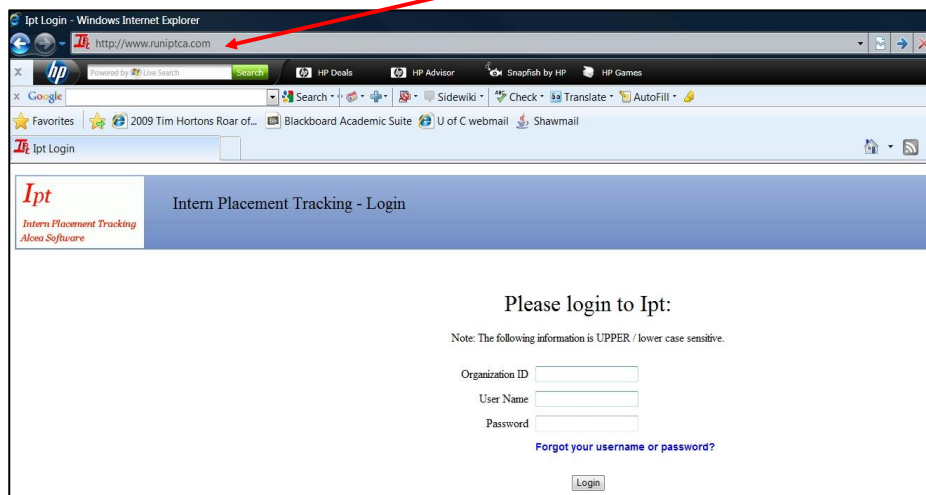
experience with the field education process. Note: In cases where there are two field instructors, this form is only available to the first field instructor listed in the IPT system for a student.

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 login page. It is a good idea to bookmark this website as you will be coming back to it many times.



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

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

Organization ID:

- **ucalgary** for students in the Calgary-based Blended BSW program, online BSW, MSW Foundation, MSW Blended/Online and MSW Laddering programs, and their field instructors.
- **ucnorth** for students in the Edmonton-based Blended BSW program, and their field instructors.
- **ucsouth** for students in the Lethbridge-based Blended BSW program and their field instructors.
- **ucalgaryicd** for students in the International and Community Development (ICD) MSW Program and their field instructors.

Username: Will be provided to you via e-mail.

Password: ipt

A default or temporary username will be provided to you by the field education office 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.

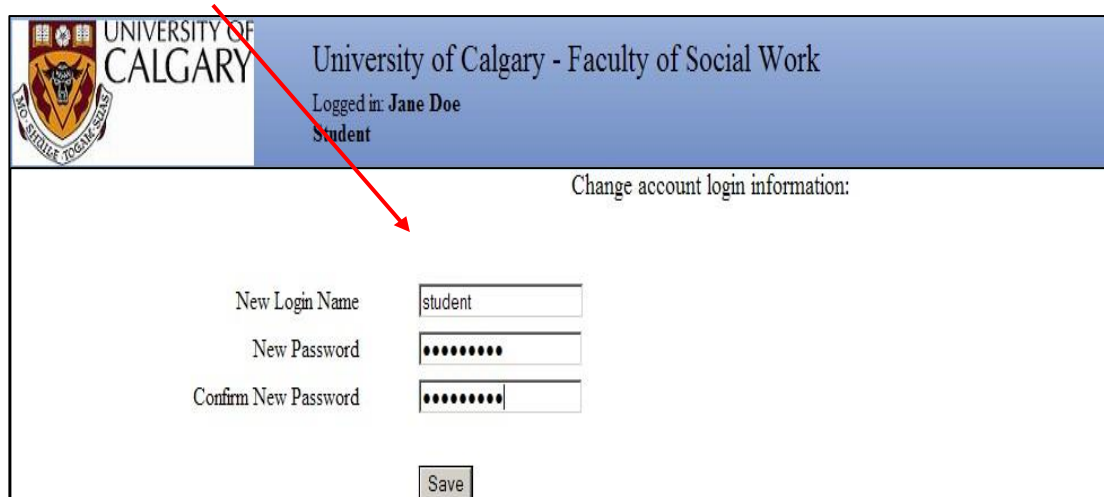
Please note that the IPT login is case sensitive. This means that IPT treats upper-and lower-case letters differently from one another i.e., "Jamie Lee" does not equal "JAMIE LEE". When you log in, make sure that the Organization ID, Username and Password are all typed in the correct case. If you are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



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

Setting up Your Permanent Username and Password

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!



- 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), please contact us (see Appendix 3 for contact information) and ask 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:

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

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

Organization ID:

- **ucalgary** (Calgary-based Blended BSW, online BSW, MSW Foundation, MSW Blended/Online, MSW Laddering programs)
- **ucnorth** (Edmonton-based Blended BSW program)
- **ucsouth** (Lethbridge-based Blended BSW program)
- **ucalgaryicd** (International and Community Development MSW program)

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

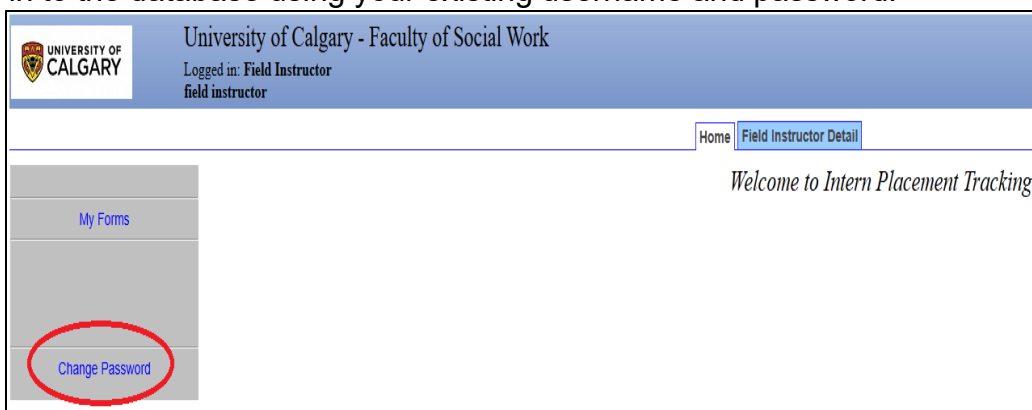
If you are successful in retrieving your password, the system will give you a message that your password and username have been reset and e-mailed to you. Click "OK" and check your e-mail for the default login information - which you will once again be able to customize when you log in to the system.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

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:

- Log in to the database using your existing username and password.



- From the homepage/welcome page, click the "Change Password" button from the main menu on the left side. 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.

- Click the "Save" button to make the changes.



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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/welcome page will appear. From this homepage, you can access all the needed areas in the IPT database, as follows:

The screenshot shows the IPT Student Homepage. At the top, the University of Calgary logo is on the left, and the text 'University of Calgary Social Work' is in the center. Below this, it says 'Logged in: Jane Doe Student'. On the right, there are links for 'Logout' and 'Help'. Below the header, there are three tabs: 'Home', 'Student Detail', and 'Agency List'. The 'Student Detail' tab is currently selected. The main content area has a heading 'Welcome to Intern Placement Tracking' and a welcome message from Jessica. On the left side, there is a sidebar with links for 'My Forms' and 'Change Password'. Callout boxes provide details for these and other features:

- 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.

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University of Calgary Social Work

Logged in: Jane Doe Student

Logout | Help

Home | **Student Detail** | Agency List

Welcome to Intern Placement Tracking

My Forms

Back to bulletin board list

Welcome everyone
Welcome!

Change Password

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 be available. 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 if you want!

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University of Calgary Social Work

Logged in: Generic Student Student

Logout | Help

Home | Student Detail | Agency List

Home > Student Detail

Forms | **Upload Picture**

Student Detail: Generic Student

Group: Generic Group

Save

Last Name: Student

First Name: Generic

Mailing Address:

City/Prov/Postal Code:

Email: uofc-generic@live.com

Phone:

Pager:

Degree:

Graduation Date (yyyy-mm): 0000-00

Emergency Contact:

Emergency Phone:

Home Mailing Address:

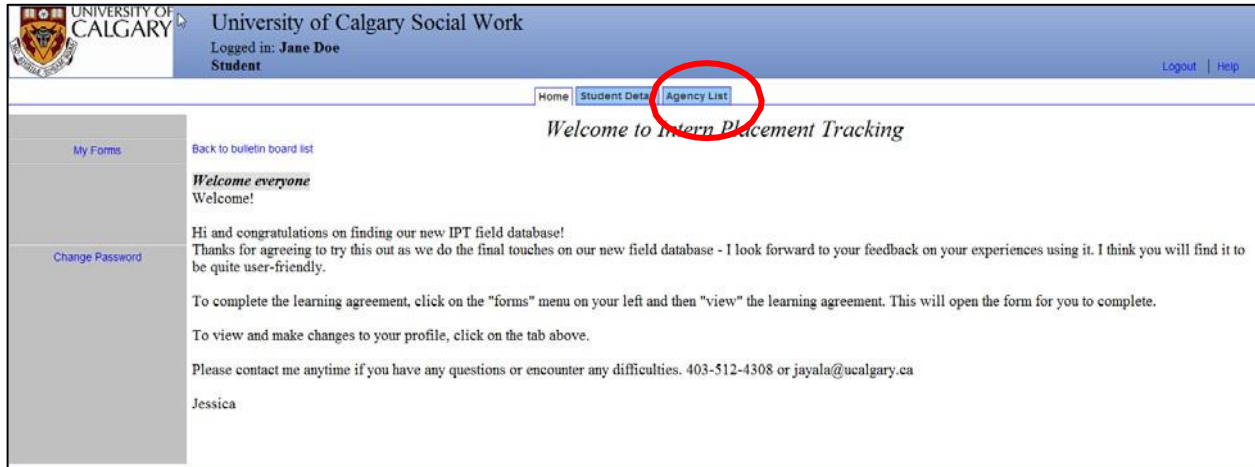
Home City/Prov/Postal Code:

Picture Not Available

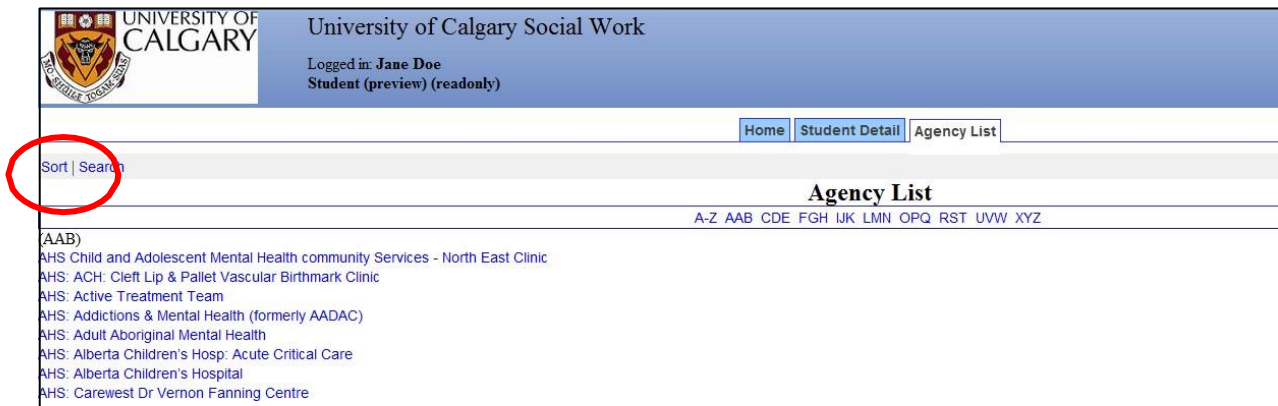
3. Remember to click the "Save" button when you are done making changes.

Viewing Available Placements

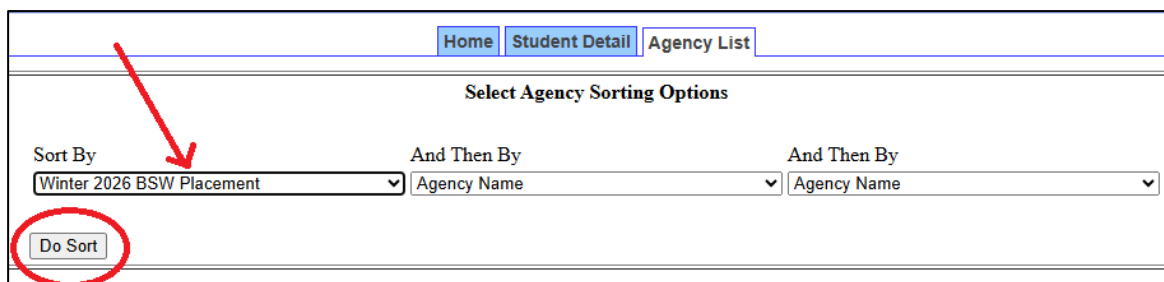
1. In some sites or programs, the Coordinator of Field Education may ask you to review available placements and indicate your preferences on the IPT database. To do so, from the homepage/welcome page, click on the "Agency List" tab across the top to view the agency list.



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



- 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 "Winter 2026 BSW Placement" to view available BSW Final Practicum placements for Winter 2026.



- Then, click on the "Do Sort" button
- The agency list will appear again, now sorted. Please note the agencies that are offering a practicum position in the semester you specified (in the previous step) 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, placement description and special requirements.
- To navigate the agencies, you can 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.



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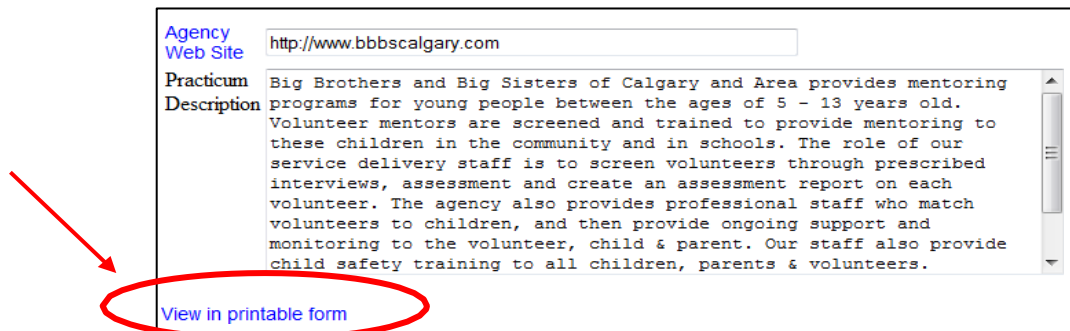
Logged in: Jane Doe

Student (preview) (readonly)

Agency List > Agency Detail

PREV | NEXT

- 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.



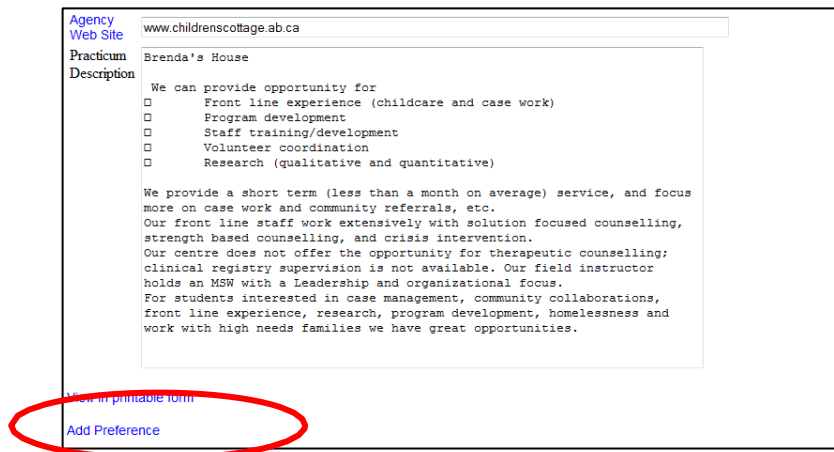
Agency Web Site: <http://www.bbbscalgary.com>

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

- 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 in printable form](#)

[Add Preference](#)

- After you submit a placement as a preference, you will be automatically redirected 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 Delete
3	Siksika Nation Children's Services	Up	Down Delete

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 remove a preference from your list, or the "Up" and "Down" buttons to reposition a preference higher or lower 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 or 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 Field Education Coordinator 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 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 on the left, the text "University of Calgary Social Work" in the center, and "Logged in: Sam Field field instructor" below it. On the right of the header bar are links for "Logout" and "Help". Below the header bar is a navigation bar with tabs: "Home", "Field Instructor Detail", and "Agency Detail". The main content area has a title "Welcome to Intern Placement Tracking" and a "Back to bulletin board list" link. Below this is a "Welcome everyone" message followed by a welcome note from Jessica. There are three callout boxes with arrows pointing to specific features: 1. "My Forms Button" (black box) points to the "My Forms" link in the left sidebar. 2. "Field Instructor Detail Tab" (green box) points to the "Field Instructor Detail" tab in the navigation bar. 3. "Agency Detail Tab" (blue box) points to the "Agency Detail" tab in the navigation bar. 4. "Logout" (red box) points to the "Logout" link in the header bar. 5. "Change Password Button" (purple box) points to the "Change Password" link in the left sidebar. 6. "Bulletin Board Area" (orange box) points to the "More details" button in the main content area.

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

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

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

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.

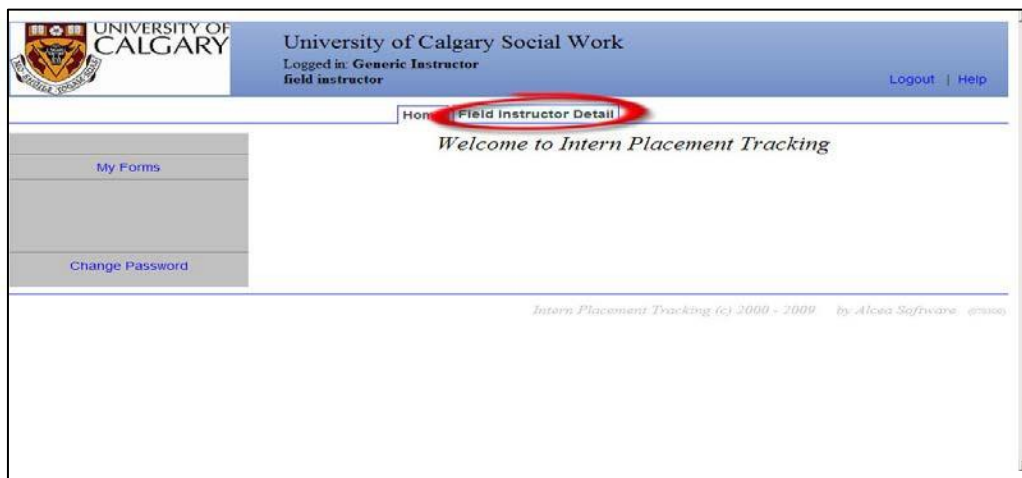
A screenshot of the 'Field Instructor Detail: Generic Instructor' page. The header is the same as the previous screenshot. Below the header, there's a navigation bar with 'Home' and 'Field Instructor Detail' tabs. Below this, there's a breadcrumb trail: 'Home > Field Instructor Detail' and links for 'Upload Picture' and 'Forms'. The main heading is 'Field Instructor Detail: Generic Instructor'. Below this, there's a 'Save' button highlighted with a red circle. The form contains several fields: 'Last Name' (Instructor), 'First Name' (Generic), 'Mailing Address', 'City/Prov/Postal Code', 'Email', 'Active' (checked), 'MSW' (unchecked), 'BSW' (unchecked), and 'Practicum Agency' (Generic Agency).

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

Viewing Student Details

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

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



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

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

Editing Agency Information

If you are the placement agency's main point of 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.



UNIVERSITY OF CALGARY

University of Calgary Social Work

Logged in: Sam Field
field instructor

Logout | Help

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

Welcome to Intern Placement Tracking

Back to bulletin board list

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.

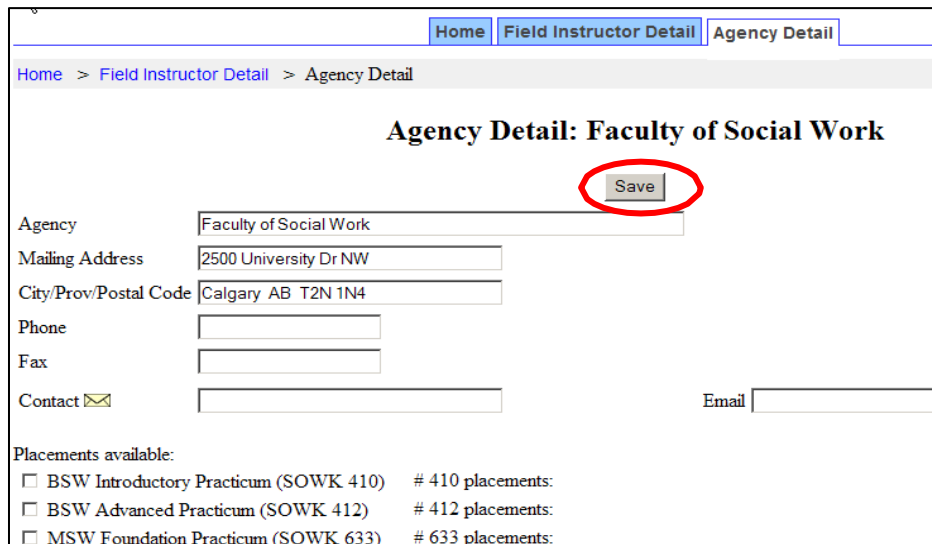
Please contact me anytime if you have any questions or encounter any difficulties. 403-512-4308 or jayala@ucalgary.ca

Jessica

My Forms

Change Password

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



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

Home > Field Instructor Detail > Agency Detail

Agency Detail: Faculty of Social Work

Save


Agency: Faculty of Social Work

Mailing Address: 2500 University Dr NW

City/Prov/Postal Code: Calgary AB T2N 1N4

Phone:

Fax:

Contact 

Email:

Placements available:

☐ BSW Introductory Practicum (SOWK 410) # 410 placements:

☐ BSW Advanced Practicum (SOWK 412) # 412 placements:

☐ MSW Foundation Practicum (SOWK 633) # 633 placements:

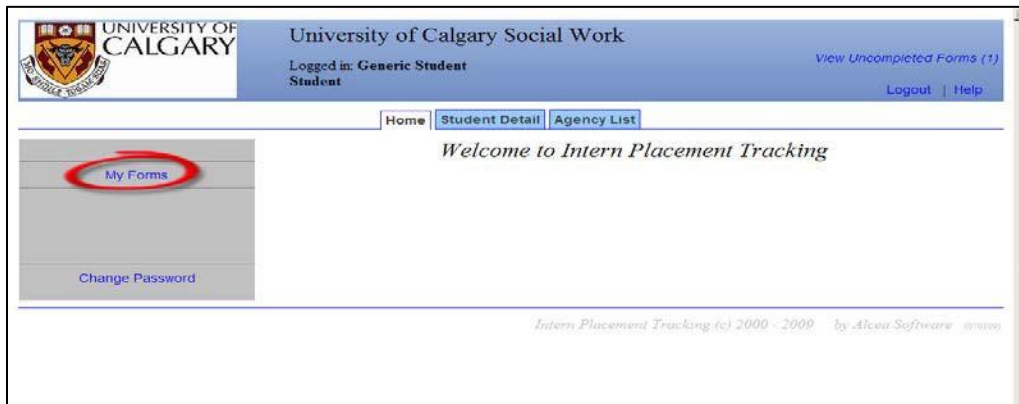
- Remember to click the "Save" button when you are done making changes.

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, the field instructor, and the 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 that once you sign a form, it is then locked, and you are unable to edit your comments. If you need to make edits, please contact us (see Appendix 3 for contact information for the field education administrative coordinator) to remove your signature and unlock the form. To sign a form:

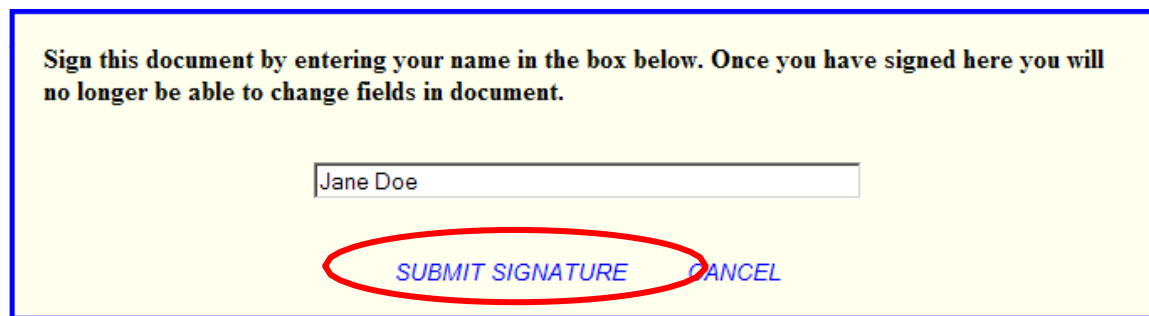


d) Potential areas of concern

SAVE WORK

Student's signature (Doe, Jane): [Click to sign Completed Document](#)

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".

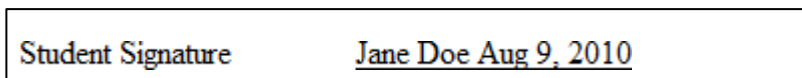


Sign this document by entering your name in the box below. Once you have signed here you will no longer be able to change fields in document.

Jane Doe

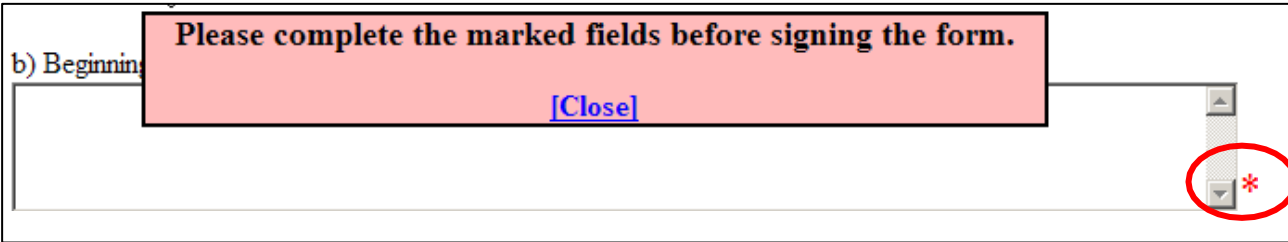
[SUBMIT SIGNATURE](#) [CANCEL](#)

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



Student Signature Jane Doe Aug 9, 2010

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 in the database at any time. This allows for easy access and editing of forms – particularly forms such as the learning agreement and timesheet, which are completed 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.

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

	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"/>
<div>SAVE WORK</div>						

Midterm

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

Total Supervision Hours at Midterm:

Student Signature

Field Instructor Signature

Midterm Signature

Final

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

Total Supervision Hours at Final:

Student Signature

Field Instructor Signature

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

(Field, Sam):

CLOSE

PRINT

SAVE

Page | 24

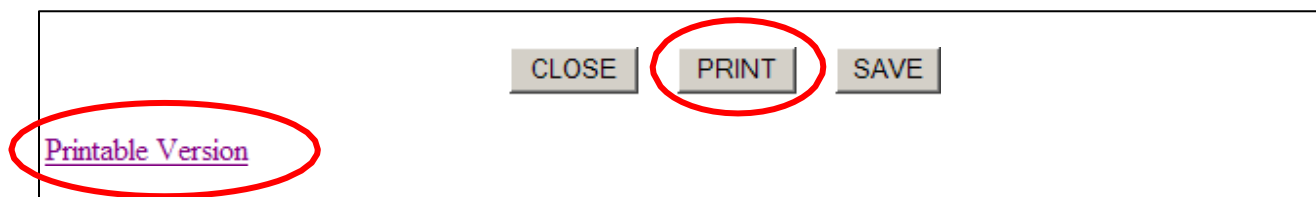
“SAVE WORK” buttons in some forms, such as in the timesheet and supervision record form (pictured here), activate new, empty rows for the form. This means that when students “save work” after entering the first week’s hours, a blank row for entering the second week’s hours will appear, and so on. This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

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 complete the forms so that they are saved on the system!

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.



Forms to be Completed by All Students and Field Instructors

Students - Practicum Responsibilities for Ethical Practice

All students and field instructors are required to complete this form at the beginning of their placement. In this form, students are asked to acknowledge their commitment to upholding agency and university policies, particularly with respect to the 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	D
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	

- 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

- 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.

Field Instructors – 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:

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

[Home](#) | [Field Instructor Detail](#)

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

- 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](#)

- 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.

Forms to be Completed by BSW Students and Field Instructors

The learning agreement is a crucial document that charts the learning progress for your practicum. The learning agreement is the story of the journey, including your strengths and accomplishments, and ongoing areas of development and learning.

Learning Agreement Process

- Within the first three weeks (or 75 hours), establish initial learning intentions aligned with your pathway to complete the required hours.
- Update your learning agreement weekly by responding to a series of reflection questions.
- Document your learning activities, progress, and reflections each week.
- Participate in formal evaluations of learning progress twice during the semester (midterm and final).
- The learning agreement will be completed and signed off within the first few weeks of practicum, mid-way, and at the end of practicum by students, field instructors, and faculty liaison will sign off to acknowledge learning progress.

The screenshot below shows the beginning of the learning agreement:


BSW SOWK 590 Learning Agreement

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.

Practicum Information

1. Student's Name:


2. Practicum Agency and Program:








3. Where/how will you be engaged in social work practice? What will you learn in the practicum?



Practicum students will engage in learning activities in their practicum setting (agency, workplace, research or self-directed) with an emphasis on the following course learning objectives:

- Professional identity aligned with social work ethics (CASW/ACSW) and ethical decision-making.
- Effective professional practice skills (engagement, assessment, planning, intervention, evaluation, research, resource navigation and advocacy).
- Commitment to human rights, anti-racist practice, social action, and policy analysis.
- Reflexive practice through self-care, critical reflection, and engagement in support/supervision.
- Effective engagement with supervision and feedback for continuous professional growth.


Course Learning Objectives	Practicum Learning Activities (skill and knowledge development)
Professional Identity, Values, and Ethics.	Demonstrate alignment of personal values with the CASW Code of Ethics, Values and Guiding Principles 2024 and the provincial standards of practice for social workers Develop ethical decision-making skills through practical scenarios. Reflect on personal social location and its impact on professional practice.
Professional Practice	Enhance communication, engagement, research, and goal-setting skills. Apply a strengths-based perspective in assessments and interventions. Effectively utilize community resources and collaborate with stakeholders.
Human Rights, Social Action, and Policy	Commit to anti-racist and anti-oppressive practice. Analyze and address the impact of social policies on clients and communities. Advocate for human rights and social justice principles.
	Implement self-care and emotional regulation strategies.

The image below shows the preliminary impressions used to set learning goals for the semester for BSW students. Students and field instructors will use the  pencil icon to add text in response to the questions, and sign in the respective signature fields

Week 3	<div><div>Preliminary Impressions -Setting Intentions for the Term</div><div>Practicum Student</div><div><ul style="list-style-type: none">How would you describe the beginning work of orientation, introduction, and initial relationship building in your practicum? Based on your orientation to the setting, what are your learning goals for the semester, and how do you plan to meet them? How will you actively seek and utilize feedback to maximize your learning and development in the remaining time? </div><div>Practicum Supervisor/Field Instructor:</div><div><ul style="list-style-type: none">How would you describe the start of practicum? What emerging strengths do you observe? Do you have any feedback on the learning goals for this practicum? Are there any areas you encourage your practicum student to focus on/develop? </div><div>Signature Student: <input type="text" value="Week 3 Signature"/></div><div>Signature Practicum Supervisor: <input type="text" value="Week 3 Signature"/></div><div>Signature Practicum Supervisor 2: (If applicable) <input type="text" value="Week 3 Signature"/></div><div>Signature Faculty Liaison : <input type="text" value="Week 3 Signature"/></div></div>	
Week 4	<div><ul style="list-style-type: none">What learning activities did you participate in this week?</div>	

The image below reflects the midterm evaluation for the BSW practicum. Students and field instructors will use the  pencil icon to add text in response to the questions, and sign in the respective signature fields.

Week 6	<p>Midterm evaluation</p> <p>Practicum Student</p> <ul style="list-style-type: none"> • What new skills or knowledge have you acquired during your practicum?  • How are you meeting the course learning objectives?  • In what ways has your learning influenced your professional identity as a social worker?  • What strengths have you demonstrated during your practicum?  • How have you applied theoretical knowledge to practical situations?  • What challenges have you faced, and how have you overcome them?  • What are your goals for the remainder of your practicum?  <p>Practicum supervisor/Field instructor</p> <ul style="list-style-type: none"> • What new skills or knowledge have you observed the student acquiring during their practicum? How do you see them working to meet the course learning objectives?  • In what ways have you observed the student's learning influencing their developing professional identity?  • What strengths have you observed the student demonstrating during their practicum?  • How have you observed the student applying theoretical knowledge to practical situations?  • What challenges have you observed the student facing, and how have you seen them address those challenges?  • What are your goals for supporting the student's learning for the remainder of the practicum?  <p>Signature Student: Week 6 Signature</p> <p>Signature Practicum Supervisor: Week 6 Signature</p> <p>Signature Practicum Supervisor 2: (If applicable) Week 6 Signature</p> <p>Signature Faculty Liaison : Week 6 Signature</p>
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The image below shows the final evaluation for the BSW practicum. Students and field instructors will use the  pencil icon to add text in response to questions, and sign in the respective signature fields.

Week 12	<p>Practicum Student</p> <ul style="list-style-type: none"> • Describe a key learning moment from your practicum and its impact on you. • How did this practicum shift your understanding of your role as a social worker? • What top skills will you use from your practicum, and how will you maintain them? • In what ways did you meet the course learning objectives? • What accomplishment from your practicum are you most proud of, and why • How has this practicum influenced your future career plans? <p>Practicum supervisor/Field instructor – in relation to the course learning objectives:</p> <ul style="list-style-type: none"> • What specific strengths did you observe in the student's practice during their practicum? • Can you provide an example of a time the student demonstrated significant growth or improvement? • What one or two areas would you suggest the student focus on for continued professional development? • In what ways did the student effectively engage with clients or the team? What overall impression did the student leave, regarding their potential as a social worker? <p>Signature Student: Click to sign Completed Document</p> <p>Signature Practicum Supervisor: Click to sign Completed Document</p> <p>Signature Practicum Supervisor 2: (If applicable) Click to sign Completed Document</p> <p>Signature Faculty Liaison : Click to sign Completed Document</p>
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Forms to be Completed by MSW Students

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 the student and the 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 *Preliminary Impressions of the Field Placement* form. 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...

Save your work and sign the form when 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](#)

4. 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 the attainment of practice objectives, a specific number of hours in placement is required. These hours are: 400 hours for SOWK 590, 450 hours for SOWK 633, and 500 hours minimum for SOWK 660. One hour of educational supervision is required for every 15 hours of 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.

- The form will open on a new page. Enter the week of practicum and the date, your hours in practicum for each day, and your hours of supervision in the space provided. Note: Time spent in supervision is recorded within the Hours of Practice text box for each practicum day. The specific number of hours of supervision received is indicated in the Hours of Supervision spot for each day. In the example below, the student was in practicum for 8 hours on Monday, Tuesday and Wednesday. On Wednesday, 2 out of their 8 practicum hours were spent in supervision.

	SUN.	MON.	TUE.	WED.	THUR.	FRI.	SAT.	TOTALS
WEEK <input type="text" value="1"/> - WEEK OF <input type="text" value="Sep 8"/>								
Hours of Practice:	<input type="text"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="24"/>
Hours of Supervision:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>
<input type="button" value="SAVE WORK"/>								

- 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 <input type="text" value="1"/> - WEEK OF <input type="text" value="Sept 13"/>								
Hours of Practice:	<input type="text"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="24"/>
Hours of Supervision:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>
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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SAVE WORK"/>								

- At midterm evaluation time, add your practicum and supervision hours **to date** and enter them in the **pink area** of the form.

Midterm

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

Total Supervision Hours at Midterm:

Student Signature

Field Instructor Signature

Midterm Signature

- 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.

- 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:

- Click on “My Forms” from the IPT homepage/main menu.
- Click on the “View” button for the *Learning Agreement*. This form is available to students, their field instructor(s), and their faculty liaison.

The form will open in a new window. The form begins with a request for basic information about the student and your placement, then follows with a description of Practice Objective 1. After the description, a table is provided where you can enter the learning activities and other required information for this practice objective. Enter information in the spaces provided or click on the paper and pencil icons (for longer fields) to open a new text window and enter information.

660 CLINICAL LEARNING AGREEMENT: PLAN & EVALUATION
16:33

Student's Name:
Practicum Agency and Program:
Please provide a brief description of your practicum:

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 practice. Learners will be able to:

- Integrate social work values and professional Ethics and Guidelines within a clinical context.
- Identify how personal and professional values impact their clinical 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 social work practice within a social services context and articulate how it differs from other forms of clinical practice.
- Critically reflect on their social work practice within a clinical context.
- Demonstrate professionalism in the practicum setting.

Values, Ethics & Professional 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

3. Click the "SAVE WORK" button when you are done entering information on the row.
4. 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.
5. 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!
6. 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.
7. When you are done completing the learning agreement, make sure to let your field instructor know so that they 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 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.
8. After your field instructor has reviewed the learning agreement, you can let your faculty liaison know the agreement is ready online for review. Again, your faculty liaison may ask you to print and submit a copy of the learning agreement for their review.
9. 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 their 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 on their developing practice and to view 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 for completing the midterm and final evaluation.

At mid-course, students and field instructors both complete 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 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:

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:	<div></div>	

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 return to the same learning agreement form and complete the blue areas that are 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:

- a) Enter any summative comments you may have,
- b) If you wish, you can comment or make suggestions on the "Future Work Experience" for yourself, and
- c) 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 with 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 the end of term for the purpose 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.
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 MSW Field Instructors

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 *Preliminary Impressions* form. 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


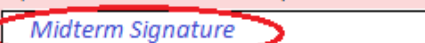
You may print the form for your records by clicking on the “PRINT” button at the bottom of the form or close the form and return to the previous window by clicking on the “CLOSE” button.

Timesheet and Supervision Record

To help ensure attainment of practice objectives, a specific number of hours in practicum are required. These are: 400 hours for SOWK 590, 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 & 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.

WEEK - WEEK OF								
Hours of Practice:		8	8	8	8	8	0	0
Hours of Supervision:		0	8	8	8	8	0	0
WEEK - WEEK OF june 30								
Hours of Practice:			8	8	8	0		
Hours of Supervision:			8	8	8			
WEEK - WEEK OF								
Hours of Practice:			8	8	5	5		
Hours of Supervision:								
WEEK - WEEK OF								
Hours of Practice:								
Hours of Supervision:								
<p>Midterm Total Practicum Hours at Midterm (include seminar hours for 633 only): 373 Total Supervision Hours at Midterm:</p> <p>Student Signature </p> <p>Field Instructor Signature  Midterm Signature</p> <p>Field Instructor 2 Signature ():</p>								

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.

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.

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.

- 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.
- 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 a field instructor, you have the ability to edit any of the 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.

660 CLINICAL LEARNING AGREEMENT: PLAN & EVALUATION

Student's Name:

Practicum Agency and Program:









Please provide a brief description of your practicum: 

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 practice. Learners will be able to:

- Integrate social work values and professional Ethics and Guidelines within a clinical context.
- Identify how personal and professional values impact their clinical 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 social work practice within a social services context and articulate how it differs from other forms of clinical practice.
- Critically reflect on their social work practice within a clinical context.
- Demonstrate professionalism in the practicum setting.

Values, Ethics & Professional 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

- Click “SAVE WORK” if you are editing information so that it is saved on to the system.
- 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 and 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.

7. 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.
8. 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 seek input about their developing practice actively view 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.

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 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:

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

- 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	<div></div>
Final:		<div></div>

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

- 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 for this objective. Don't forget to click on the "SAVE WORK" or "SAVE" buttons as you complete this form!

- 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.

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.

- 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!

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

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

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 complete 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:
 - o Enter any summative comments you may have,
 - o From the pull-down menu under "FINAL DETERMINATION" select "Yes" or "No" to indicate whether the student has successfully completed practicum,
 - o If you wish, you can comment or make suggestions on the "Future Work Experience" of the student, and
 - o 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 Field Instructor Evaluation of the Field Education Process form.
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.
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 BSW Learning Agreements

Purpose of the Learning Agreement

- Develop and refine social work knowledge and skills for practice.
- Foster engagement in social work supervision and reflective practice.
- Create a roadmap for your learning journey and practice consistent reflection to make learning explicit.
- Update your learning agreement weekly by responding to a series of reflection questions.
- Document your learning activities, progress, and reflections each week.

Initial Meeting

- Your practicum naturally progresses through a beginning, middle, and end, with three key moments for formal review, documentation, and signing of your learning agreement.
- Initial meeting takes place in the first few weeks
- Establishes clear learning objectives and expectations. Keep the end in mind: by the end of the practicum, what will you have accomplished?
- At this check-in, we agree with the learning goals and sign the document to show intentional learning. Each student, your field instructor/supervisor(s), and faculty liaison will sign at this stage.

Midterm Evaluation (Halfway Point)

- This is an opportunity to chart your progress toward objectives.
- Identifies areas for continued learning or adjustments.
- Highlights strengths and acknowledges progress.
- Documents your reflections on learning thus far.
- Requires signatures from all parties to acknowledge discussion and progress.
- Students and field instructor/supervisor will respond to reflection questions in the learning agreement for the midterm evaluation.

Final Evaluation (End of Practicum)

- Provides a comprehensive assessment of your overall learning.
- Evaluates how well you met your practicum objectives.
- Includes reflective documentation from you and your field instructor/supervisor.
- Requires signatures from all parties to signify completion.

Students and practicum field instructor/supervisor will respond to reflection questions in the learning agreement for the midterm evaluation.

Appendix 2: Guidelines for Completing MSW Learning Agreements

All MSW practica are structured by the Practice Objectives students are intended to achieve. The Practice Objectives for the Foundation Field Practicum course (SOWK 633) and Advanced Practicum (SOWK 660) are included in the Field Education Manual.

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>
<ul style="list-style-type: none"> - understand and maintain confidentiality guidelines - respect clients' rights to make independent decisions & participate in helping process 	<ul style="list-style-type: none"> - read agency policy on confidentiality - maintain confidentiality in my records related to work with clients - read 3 articles on empowerment - observe how other workers empower clients - attend to client empowerment in all my sessions with clients 	<ul style="list-style-type: none"> - review policy with Instructor - ask Instructor to read initial 5 records - annotate articles for Instructor - debrief 3 sessions I observe with other workers - review client feedback forms with Instructor 	<ul style="list-style-type: none"> - 2nd week - 4th week - mid-course - 7th week - final week

Appendix 3: 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 approximately halfway through the required hours; the final evaluation occurs as the student completes 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 the mid-course evaluation, students and field instructors are asked to outline a plan for improvement in specific areas within a defined timeframe.

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 demonstrates a good understanding of social work practice and the ability to apply 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 to indicate whether 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 arise.

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 to meet the requirements of the practicum. The faculty liaison, as the 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 Practice Objectives to successfully complete or pass the practicum course.

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

Appendix 4: IPT Database Help & Office of Field Education Contacts

IPT Database Help Contact	
Daljit Kaur Field Education Administrative Coordinator	E-mail: daljit.kaur1@ucalgary.ca

Director of Field Education	
Lorraine Letkemann (until Dec. 31, 2025)	E-mail: lletkema@ucalgary.ca
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