
SOCIAL WORK PRACTICUM EDUCATION

IPT & Troubleshooting Guide





IPT LOGIN INFO

Sent Via Email at the Start of each
Academic Year

URL: www.runipt.com

SUBJECT: IPT Login Info

IF trouble accessing, FIRST, reset your
password by clicking forgot my
password

IPT LOGIN PAGE

Default Organization and Password: Lowercase Letters
Default Username: Uppercase Letters
CHANGE TO PREFERRED AFTER 1ST LOGIN
IPT is very Case Sensitive

Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Login

Change account login information

Login Name

New Password

Confirm New Password

Submit

FIRST TIME LOGGING IN:
PLEASE CONFIRM DETAIL PAGE

MOST OFTEN, YOU WILL GO TO MY FORMS



Westfield State University Dept of Social Work
Logged in: **First Name Last Name**
Role: Student

[Home](#) [Student Detail](#)

Welcome to SOCW Field Docs (IPT)

[My Forms \(3\)](#)



[Change Password](#)

FORMS LIST INCLUDES:

TIMESHEET, LEARNING AGREEMENT AND EVAL, & SITE VISIT FORM



Westfield State University Dept of Social Work
Logged in: **First Name Last Name**
Role: Student

[Home](#) [Student Detail](#)

[Home](#) > [Form List](#)
[Add New Form](#)

Online Forms List For: First Name Last Name

☐ Hide Completed Forms ☐ Display Forms in Separate Windows

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date	Num
View	BSW & MSW Foundation Field Practicum Learning Agreement and Evaluation	Learning Agreement and Evaluation 2025-2	Last Name, First Name	new **		Student	2025-08-26		11813
View	Field Timesheet and Activities	Timesheet 2025-2026	Last Name, First Name	active **	---4- ---	Student	2025-08-26		12161
View	Site Visit Form	Site Visit 2025-2026	Last Name, First Name	new **		Student	2025-08-26		12392

ALL FORMS ARE COLOR CODED:

FALL – BLUE BOXES

SPRING – GREEN BOXES

You must fill in all text areas that correlate the with semester you are in – note evaluations only happen at the end of the semester.

Don't sign bottom of forms until that form is complete.

If edits needed and form is locked, email
swpracticumed@westfield.ma.edu



Practicum Fall - Timesheet and Activities

Academic Year: 2025-2026
Student Name: Last Name, First Name

Track hours here

Total Hours Fall To Date:	15.75
Total Hours Spring To Date:	0
Total Hours Year To Date:	15.75

Week Beginning (mm/dd/yyyy)	MON	TUE	WED	THR	FRI	SAT	SUN	Total Hrs	REVIEW OF ACTIVITIES		STUDENT SIGNATURE	SUPR. SIGNATURE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Week	☐ Admin and/or team meetings	☐ Collateral contacts		
9/8/25		5..25		3	7.75			15.75	☒ File/policy review	☐ Client related documentation	(Last Name, First Name): Test Test Sep 9, 2025 11:43 AM	():
									☐ Client contacts (independent)	☐ Training		
									☐ Client centered meetings	☒ Individual supervision		
									☐ Client contact (shadow or team-based)	☒ Group supervision		

SAVE WORK

Add New Week

Add & Sign weeks

Please sign below ONLY upon completion of all hours for the Fall semester

Signatures for Total Fall semester Hours:

Student Signature: Fall Timesheet

Supervisor Signature: ():

Faculty Liaison Signature: ():

WAIT until end of semester to sign here!

Practicum Spring - Timesheet and Activities

Academic Year: 2025-2026
Student Name: Last Name, First Name

SAVE WORK

Add New Week

Please sign below ONLY upon completion of all hours for the Spring semester

Signatures for Total Spring semester Hours:

Student Signature: Click to sign Completed Document

Supervisor Signature: ():

Faculty Liaison Signature: ():

PLEASE NOTE:

- ➔ Student’s responsibility to Log Hours Weekly
- ➔ Supervisor’s responsibility to Sign-Off
- ➔ Student checks task/activities completed that week.=
- ➔ Each week must be signed
- ➔ Total Hours each day rounded to nearest 15min (Examples: 1.25, 1.5, 1.75)
- ➔ Signatures can be removed so edits can be made, email practicum dept
- ➔ Save bottom box signature until the end

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

CLOSE

SAVE

LEARNING AGREEMENT: GREY TABS OPEN INSTRUCTIONS

Please Read all instructions by opening
the drop-down arrows.

Please review each of the instruction tabs below in full before completing the form. All fall areas required to be completed are blue and all spring areas required are green. Revisit evaluation instructions prior to completing all evaluations.

► COMPETENCY-BASED EDUCATION IN SOCIAL WORK

► DOCUMENT PURPOSE

▼ LEARNING AGREEMENT INSTRUCTIONS

The Learning Agreement is created collaboratively by the student, practicum instructor, and faculty liaison. It outlines how the student will apply each competency in observable ways within the internship setting. Below each competency, the student will describe specific activities designed to support mastery across system levels, informed by knowledge, skills, values, and cognitive/affective processes.

The Agreement is finalized once signed by the student, practicum instructor, and faculty liaison.

► STUDENT EVALUATION INSTRUCTIONS

► PRACTICUM INSTRUCTOR EVALUATION INSTRUCTIONS

► JOINT INSTRUCTIONS FOR STUDENT AND PRACTICUM INSTRUCTOR

PRACTICUM SCHEDULE AND SUPERVISION

PRACTICUM SCHEDULE: Please describe your internship weekly schedule to acquire the number of hours required each semester.

Monday, Wednesday, Friday 9am - 5pm 

SUPERVISION REQUIREMENT: Describe how your weekly individual supervision requirement will be met, including day and time.

Individual Supervision: Mondays 10am

Group Supervision: Wednesday 3pm 

Please list other professionals (including their positions in the agency and their educational backgrounds) who will be providing you with task-oriented and/or group supervision on a regular basis.

Ashley Torres, LICSW, aatorres@westfield.ma.edu
Will shadow for student meetings

Toni Andrews, LICSW, tandrews@westfield.ma.edu
Leading a group I plan to observe

Nick Hokunson, LCSW, nhokunson@westfield.ma.edu
Additional Support on site 

PLACEMENT DESCRIPTION: Please describe your placement including the agency, program, and role you are completing.

My placement is located at the Westfield State in the Social Work Practicum Department. Westfield State University is a public state university that offers various degrees, including the social work department. The social work department provides both graduate and undergraduate programming.

The practicum department is responsible for placing social work students in their practicums, collaborating with agencies & supervisors, and ensuring practicum experiences meet CSWE & programmatic requirements.

My role will be to assist in outreach to agencies, supporting students, and navigating programmatic requirements. 

ENTER SPRING REVISIONS HERE



GENERAL TASKS/ACTIVITIES

Please check the general task or activities below that can contribute to assessing a student's capabilities in demonstrating competencies across system levels.

- ☒ Participation and effective use of individual Supervision
- ☒ Participation and effective use of group or task-oriented Supervision
- ☐ Knowledge of Community Resources
- ☒ Collaboration with the community
- ☒ Attending Staff Meetings
- ☒ Policy Review
- ☐ Student's individual work with clients
- ☒ Student's Documentation
- ☐ Student's group work with clients
- ☒ Completion of Process Recordings
- ☐ Student's family work with clients
- ☐ Collaboration with other providers

- ➔ Student completes document
- ➔ Supervisor signs off
- ➔ Faculty Liaison reviews & approves

- ➔ Supervision Schedule to include plan for 1 hour clinical & 1 hour task-oriented supervision weekly
- ➔ Students should name other staff that are supporting by name, credentials, and email when possible
- ➔ Should include description of the program & role of student
- ➔ Check boxes are general areas you plan to pull from to assess student progress

OPEN & CLOSE COMPETENCY DESCRIPTIONS

ONCE LEARNING AGREEMENT IS SIGNED, RATINGS WILL POPULATE

▼ COMPETENCY 1: Demonstrate Ethical and Professional Behaviors

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, antiracist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

Observable Behaviors:	Student Fall	Sup Fall	Student Spring	Sup Spring
a. make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context;				
b. demonstrate professional behavior; appearance; and oral, written, and electronic communication;				
c. use technology ethically and appropriately to facilitate practice outcomes; and				
d. use supervision and consultation to guide professional judgment and behavior.				
Competency Average Score:				

LIST SPECIFIC ACTIVITIES/TASKS THAT ALLOW YOU TO DEMONSTRATE ACROSS ALL LEVELS AND CLIENT SYSTEMS (individual, group, family, organization, community)

MICRO: 📎

MEZZO: 📎

MACRO: 📎

ENTER SPRING REVISIONS HERE

SAVE WORK

► COMPETENCY 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Observable Behaviors:

Observable Behaviors:	Student Fall	Sup Fall	Student Spring	Sup Spring
a. advocate for human rights at the individual, family, group, organizational, and community system levels; and				
b. engage in practices that advance human rights to promote social, racial, economic, and environmental justice.				
Competency Average Score:				

LIST SPECIFIC ACTIVITIES/TASKS THAT ALLOW YOU TO DEMONSTRATE ACROSS ALL LEVELS AND CLIENT SYSTEMS (individual, group, family, organization, community)

MICRO: 📎

MEZZO: 📎

MACRO: 📎

ENTER SPRING REVISIONS HERE

Student writes specific task/activities that will allow them to demonstrate each competency across all system levels.

This should be discussed in supervision over the first month to identify and then ongoing.

Learning Agreement & Evaluation - Signature Boxes

→If Learning Agreement isn't signed both semesters, you won't be able to access the evaluation.

LEARNING AGREEMENT SIGNATURES	
Student	([Student - name]): <u>TEST Aug 15, 2026 12:11 PM</u>
Practicum Supervisor	([Practicum Supervisor - name]): <u>Supervisor Aug 15, 2026 12:12 PM</u>
Faculty Liaison	([Faculty Liaison - name]): <u>Faculty Liaison Aug 15, 2026 12:13 PM</u>
Student	([Student - name]):
Practicum Supervisor	([Practicum Supervisor - name]):
Faculty Liaison	([Faculty Liaison - name]):
EVALUATIONS SIGNATURES	
Student	([Student - name]): <u>Student Test Aug 15, 2026 12:14 PM</u>
Practicum Supervisor	Fall Evaluation
Faculty Liaison	([Faculty Liaison - name]):
Student	([Student - name]):
Practicum Supervisor	([Practicum Supervisor - name]):
Faculty Liaison	([Faculty Liaison - name]):



1 - Sign Fall (Blue)
Learning Agreements



3 - Sign Spring (Green)
Learning Agreements



2 - Sign Fall (Blue)
Evaluation



4 - Sign Spring (Green)
Evaluation

Evaluation

→ Complete Numeric Measure for each observable behavior

→ Complete written narrative before signing

→ Students & Supervisors are completing both numeric & narrative evaluations

► COMPETENCY 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Observable Behaviors:	Student Fall	Sup Fall	Student Spring	Sup Spring
a. select and use culturally responsive methods for evaluation of outcomes;	2	3 ▾		
b. critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities	2	2 ▾		
Competency Average Score:	2.0	0.0	0.0	0.0

LIST SPECIFIC ACTIVITIES/TASKS THAT ALLOW YOU TO DEMONSTRATE ACROSS ALL LEVELS AND CLIENT SYSTEMS (individual, group, family, organization, community)

MICRO: Test

MEZZO: Test

MACRO: Test

ENTER SPRING REVISIONS HERE

SAVE WORK

Overall Average Score:	2.6	0.0	0.0	0.0
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FALL - SUPERVISOR NARRATIVE INSTRUCTIONS

Please discuss areas you consider to be significant strengths, as well as areas you recommend for continued growth for this student within the context of holistic competence (as described above in "Competency-Based Education.")

Student's strength

Student's area of need

Overall assessment of performance for fall 

SPRING – SUPERVISOR NARRATIVE INSTRUCTIONS

Please discuss areas you consider to be significant strengths, as well as areas you recommend for continued growth for this student within the context of holistic competence (as described above in "Competency-Based Education.")

SITE VISIT FORM
Academic Year: [Schedule Input: Academic Year]



Students are instructed to complete this form after site visit is completed. All boxes in the tops area are required for both semesters. Should there be a particular area of growth or concern noted during the site visit please proceed to the corresponding site visit action plan.
Upon student completion, faculty liaison, and practicum instructor will sign off on form.

Student: [Student - name]

Semester	Fall	Spring
Date of Site Visit		
Location of Site Visit	☐ On Site ☐ Virtual	☐ On Site ☐ Virtual
Discussion Included: Not all topics are required to be covered, but this should serve as a guide for the conversation. Please submit at least five (5) areas addressed	<u>TASK-ORIENTED</u> ☐ Administrative ☐ Assessing Hours ☐ Use of Supervision	<u>TASK-ORIENTED</u> ☐ Administrative ☐ Assessing Hours ☐ Use of Supervision
	<u>COMPETENCIES:</u> ☐ Ethics ☐ Human Rights and Social, Racial, Economic, and Environmental Justice ☐ ADEI in practice ☐ Evidence-Based Practice ☐ Policy ☐ Engagement Skills ☐ Assessment Skills ☐ Intervention Skills ☐ Evaluation Skills	<u>COMPETENCIES:</u> ☐ Ethics ☐ Human Rights and Social, Racial, Ec ☐ ADEI in practice ☐ Evidence-Based Practice ☐ Policy ☐ Engagement Skills ☐ Assessment Skills ☐ Intervention Skills ☐ Evaluation Skills
	<u>OVERALL PROGRESS:</u> ☐ Areas of Strength ☐ Areas to Grow ☐ Accomplishments ☐ Next Steps	<u>OVERALL PROGRESS:</u> ☐ Areas of Strength ☐ Areas to Grow ☐ Accomplishments ☐ Next Steps
	<u>ACTION PLANNING (if needed)</u> ☐ Identifying Concerns ☐ Troubleshooting resolution	<u>ACTION PLANNING (if needed)</u> ☐ Identifying Concerns ☐ Troubleshooting resolution (Please Proceed to Action Plan)
	Other:	Other:

- ➔ Student's responsibility to document accurately what was discussed during site visit
- ➔ Check boxes serve as guidance for discussion
- ➔ Document any concerns in recommendations and describe plan of action developed during site visit
- ➔ Teaching tool to document meeting
- ➔ Required to be completed to address any placement concerns.

ACTION PLAN	
FALL OVERVIEW Summarize site visit conversation (ie strengths, areas of focus, etc). Any specific concerns noted in site visit should be described, and follow up plan outlined. Student to be responsible for summary and write up to be verified by all.	FOLLOW UP PLAN (identify who will be responsible for following up with this, when, and how)



STUDENTS: POLICIES AND PROCEDURES

If issues in placement arise:

1. Engage in self-reflection
 2. Use practicum seminar
 3. Use supervision to self-advocate
 4. Collaborate with Faculty Liaison for feedback on ways to advocate for self if efforts ineffective
 5. Address concerns in site visit
 6. Develop plans of action and follow through
 7. Schedule meetings with Faculty Liaison & Supervisor together as needed
 8. Faculty Liaison will determine if Practicum Department needs to be involved
-

SUPERVISORS POLICIES AND PROCEDURES:

IF issues in placement arise:

1. First, address concerns directly with student with feedback they can implement
2. Always communicate with the faculty liaison
 - ➔ To document concerns
 - ➔ To collaborate to problem solve
3. Address concerns in a site visit or other meeting with faculty liaison. During site visit, develop short-term Action Plan with a date to revisit.
4. Follow up on progress towards Action Plan, if no progress, Faculty Liaison will consider adding a Performance Improvement Plan.
5. Faculty Liaison will determine when best to incorporate Practicum Department or Director

We do request prior to any possible termination these steps have been taken.



POLICIES AND PROCEDURES

Students are not permitted to transport clients within their practicum.

WHO TO CONTACT WITH QUESTIONS:

- The designated Faculty Liaison
- swpracticumed@westfield.ma.edu

Only Practicum Education Department staff can fix IPT issues. Please allow for 48-72 hours for response

