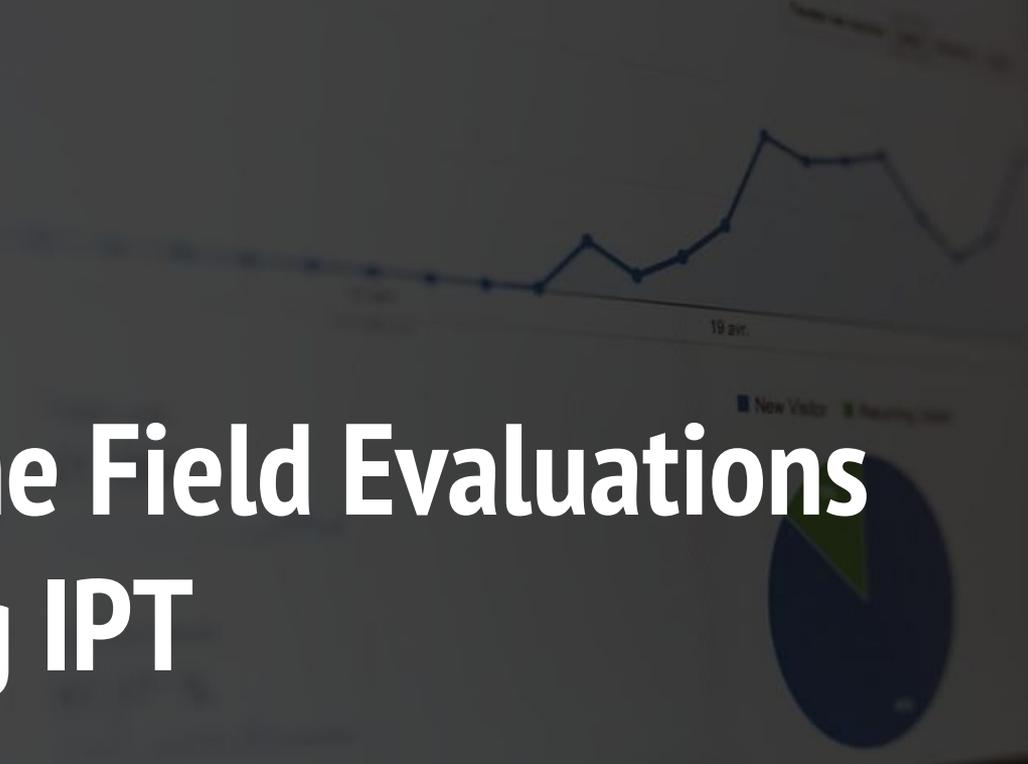


# Online Field Evaluations Using IPT



# Timeline of how the process works

## In March

**You'll get an email from:** Keegan Pabst  
<[emailer@runipt.com](mailto:emailer@runipt.com)>

**Subject:** EMU Field Evaluations Now Available!  
This is a confirmation that they've been released.  
(check your spam email if you didn't get it)

## Set a Date

Set a day to sit down and do the evaluation with your student. Keep in mind that you can't fill out any Student Comment Sections, and they can't edit your sections.

## Four months later

You'll get the last evaluation to complete with your student.

## Sign into IPT

Take a minute to make sure you can log in. Email me if you have any issues. Write down your password, you'll use it whenever you do EMU field evaluations.

## Save & Submit

Save as you go. You can come back to the evaluation if you need to at a later time. "Sign" by writing your name, and then "submit" indicates to the professor that you're done.

# Logging into IPT: [www.runipt.com](http://www.runipt.com)

*Ipt*  
Intern Placement Tracking  
Alcea Software

Intern Placement Tracking

Please Login to Ipt:

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

Organization ID

User Name

Password

 [Forgot your username or password?](#) 

Login

# Logging into IPT: page 2

*Ipt*  
Intern Placement Tracking  
Alcea Software

## Intern Placement Tracking

Please enter the following information to have a password reset link emailed to you.

Organization ID

User Type  

Email Address

# Getting to the evaluation

**EASTERN**  
MICHIGAN UNIVERSITY

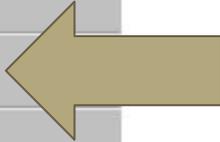
Eastern Michigan University

Logged in: **Jenny Fritz**  
**supervisor (preview) (readonly)**

[Home](#)

[Field Instructor Detail](#)

[My Forms \(1\)](#)



[Change Password](#)

*Welcome to Intern Placement Tracking*

# Clicking into the evaluation you want

Home **Field Instructor Detail**

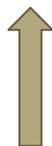
Home > Form List

Add New Form

## Online Forms List For: Jenny Fritz

Hide Completed Forms

	[ Template ]	Batch Name	Form ID	Status	Signed	Waiting For	Sched Date
View	488/489 and 595/596 Evaluation	EMU 489 Field Evaluations Summer 2016	✉	new **		Field Supervisor	2016-11
View	Field Evaluation MSW Advanced Concentration Services to Children & Families	695 Field Evaluation: Families and Child	✉	new **		Field Supervisor	2016-12
View	488/489 and 595/596 Evaluation	595 Evaluation W16	✉	complete	123		2016-21
View	488/489 and 595/596 Evaluation	Fall 2016 BSW 488 Evaluation	✉	active	1-3	Student	2016-15



Click View to get into the eval

Student name



# An example of one of the questions

## 1. Professional Identity

*The student social worker identifies as a professional social worker and conducts self accordingly.* Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth.

*Assess the student social worker's ability to:*

1.1 Advocate for client access to social work services.

1.2 Practice personal reflection and self-correction to assure continual professional development.

1.3 Attend to professional roles and boundaries.

1.4 Demonstrate professional demeanor in behavior, appearance, and communication.

1.5 View self as being at the start of a life-long learning process as a professional social worker.

1.6 Use supervision and consultation.

List one or more behavioral examples of how the student social worker has demonstrated competency in professional identity:



Student comments:



You can edit comments into the first box, but students have to fill out their own comments using their account

# Save and Submit!

The evaluation must be reviewed in a meeting of the field instructor and the student (this could be during the regularly scheduled supervision session) and signed by the student. The student's signature does not imply agreement, only that the student has read the evaluation. In situations where the student disagrees with the evaluation the instructor should discuss this in the context. If the student wishes to submit an addendum to the evaluation, that will be shared with the field instructor and become part of the student's permanent record.

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

Student Signature ( ):

Faculty Liaison ( ):



Sign when you're completely done and don't want to edit it any more

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 you will lose all information.

CLOSE

SAVE



Scroll to the bottom to hit Save whenever you'd like to take a break

If you have any questions please call the school's main line or email the Field Office Graduate Assistant, Keegan, at [kpabst1@emich.edu](mailto:kpabst1@emich.edu)