



## **School of Social Work**

# **BSW and MSW PRACTICUM COURSE BOOK and IPT FIELD DATABASE INSTRUCTION BOOK**

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**Social Work Field Education I: SOCW 302-6  
Social Work Field Education II: SOCW 402-15  
MSW Practicum I: SOCW 632-9**

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This booklet includes information on:

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

Please refer to the BSW and MSW Field Education Manuals for policies associated with BSW and MSW practica, respectively.

**A special thank you to the University of Calgary for the use of information in developing this manual.**

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## Welcome and Overview

Greetings from the UNBC Field Education! Field education (i.e. practicum) is the signature pedagogy for social work practice. 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.

Social Work Field Education offers students an opportunity to develop their social work practice skills within an agency or community setting. The intent of Field Education is to:

- Assist students in developing practice skills
- Facilitate students to become familiar with practice environments
- Encourage students to critically think about service delivery and practice issues
- Provide an opportunity for students to link social work concepts, values and theory with practice

In practicum, all students are supervised by an *agency based supervisor* who provides support to the student during his/her placement by providing direct practice guidance as well as indirect guidance and feedback throughout the practicum. The *Agency Supervisor* will also liaise with the Faculty Field Instructor regarding student’s performance and progress. The *Faculty Field Instructor*, who is the instructor-of-record for the practicum course, facilitates the integrative seminar that accompanies the practicum placement, makes regular visits (on-site or via distance) to placement agencies and participates in evaluations of the student’s achievement. The *Faculty Field Instructor* is also responsible for advising and evaluating the student.

This booklet is intended to support your progress through practicum. It contains information on the learning contract, evaluations and other forms relating to practicum, as well as information on how to access and complete these forms through the IPT field education database. This database will allow students, Agency Supervisors, Faculty Field Instructors and the Field Coordinator and Field Director to more efficiently and effectively complete administrative tasks relating to field education. This includes keeping relevant practicum and contact information up-to-date, and accessing and completing forms online. This booklet contains step-by-step instructions for accessing and using the database. More information on how to access the database and complete these forms will also be provided to you during orientation (Agency Supervisors) or in class (students).

Please refer to the BSW Field Education Manual and MSW Student Handbook, Part III for policies associated with BSW and MSW practicum, respectively. The BSW Field Education Manual can be found on the School of Social Work website at <http://www.unbc.ca/socialwork/field.html> and the MSW Student Handbook, can also be found on the School of Social Work website at [http://www.unbc.ca/socialwork/msw\\_introduction.html](http://www.unbc.ca/socialwork/msw_introduction.html), see Part III for Foundation Year Field Education information.

## Overview of BSW Practicum (SOCW 302 and 402)

Students are placed in an agency or organizational setting where they have an opportunity to directly apply theory and knowledge to actual practice situations. Students may work with individuals, families, groups and communities in order to develop a range of social work skills and competencies. While students will be able to assume some of the agency workload, the primary focus of a placement is on the student's development of social work skills. Consequently, the assignment of work must be balanced in such a way that the student is actively engaged in the work process, but has time to think and reflect on the nature of their activities.

Social work students should have an opportunity to develop the following skills:

- Professional values and ethics
- Interviewing and helping skills
- Reflective and analytical skills
- Community development practice skills
- Understanding of models of service delivery and agency structure

The exact nature of these skills will be dependent upon the nature of the agency and the work that the agency performs. However, it is expected that students will develop the ability to critically analyze structures and processes occurring at the individual, agency, community or policy level. Where possible, in a practical sense, students are expected to actively promote change for the client.

### Some key logistics related to the BSW Field Practicum:

- Students who are in field education placements must also attend classroom seminars conducted by the Faculty Field Instructor. These seminars are compulsory and non-attendance may result in failure. SOCW 302 seminar is scheduled every other Wednesday for 3 hours during the semester for six seminars. SOCW 402 seminar is scheduled one Friday a month for 6 hours during the semester for three seminars.
- Third year placements in Prince George occur during the winter semester (January to April) for three days per week, usually on Wednesday, Thursday and Friday. Third year placements in the Northwest, South Central and Peace-Liard regions occur during the fall semester (September to December), also for three days per week. Students must complete **262** hours of practicum time. Time spent in seminar is **excluded** in the total number of hours.
- As in the third year, fourth year placements in Prince George occur during the winter semester (January to April), whereas for the Northwest, South-Central and Peace-Liard regions, the fourth year placements occur during the fall semester (September to December). In the fourth year, the practicum runs five days per week. Students must complete **441** hours of practicum time. Time spent in seminar is **excluded** in the total number of hours.

## **Overview of MSW Practicum (SOCW 632)**

**SOCW 632, Foundation Year Field Placement**, is required of students with an undergraduate degree in a discipline other than social work. During this placement, Foundation MSW students are expected to build upon the skills that they have gained from their previous work experience. The fact that students will be in the placement for three days per week over two semesters will allow for work assignments that are more complex, more demanding of the student's time, and require a more advanced level of skills. The work expectations will be more extensive and the nature of the work will have a higher risk factor than the BSW level, although the risk factor should still not be regarded as "high". High risk situations include those where there is a real and immediate threat to the person's physical safety or an organization's viability. Examples of high risk situations might include assessment and intervention in child abuse, working with a person who is actively suicidal, or representing an agency in an appeal to a major funding body. In this placement, MSW students have an opportunity to develop, refine and apply advanced generalist practice knowledge, skills, values and ethics under supervision in social service agencies.

### **Some key logistics related to the MSW Foundation year practicum:**

- Students who are in the foundation year field education placements must also attend integrative seminar (SOCW 637) as part of their practicum. This seminar is conducted by the Faculty Field Instructor. These seminars are compulsory and non-attendance may result in failure. SOCW 637 seminar is scheduled every other Tuesday morning, 9:00am – 11:20am, during the fall and winter semesters.
- MSW Foundation year placements occur during the fall and winter semesters (September to April) for three days per week, usually on Wednesday, Thursday and Friday. Students must complete 546 hours of practicum time. Time spent in seminar is included in the total number of hours.

## Practicum Phases and Administrative Forms

There are various forms that facilitate administrative tasks relating to practicum. Applicable forms will be made available to students, Agency Supervisors and Faculty Field Instructors through the IPT online field education database, as follows:

### Beginning of Practicum

- **Responsibilities of Students in Relation to Practicum** - This is a required document through which students recognize their commitments to upholding agency and university policies, particularly with respect to confidentiality of agency and client information. This form must be signed by the student before the practicum begins.
- **Learning Contract (by second week)** - The Contract is intended to help the student, in collaboration with the Agency Supervisor and Faculty Field Instructor, to develop a personal learning plan.

### Mid Term Evaluation and End of Fall Evaluation Time

- **Mid Term Evaluation (BSW)** - At midterm time, the student and Agency Supervisor provide ratings and overall comments regarding the student's performance. An evaluative meeting is then held with the Faculty Field Instructor and a determination is made of the student's overall progress in practicum to date.
- **End of Fall Evaluation (MSW)** – At the end of the fall semester, the student and Agency Supervisor provide ratings and overall comments regarding the student's performance. An evaluative meeting is then held with the Faculty Field Instructor and a determination is made of the student's overall progress in practicum to date.

### End Term Evaluation and End of Winter Evaluation Time

- **End Term Evaluation (BSW)** – At the end of the practicum, the student and Agency Supervisor provide final ratings and overall comments regarding the student's performance. An evaluative meeting is then held with the Faculty Field Instructor and a determination is made of the student's completion of practicum requirements.
- **End of Winter Evaluation (MSW)** - At the end of the winter semester, the student and Agency Supervisor provide final ratings and overall comments regarding the student's performance. An evaluative meeting is then held with the Faculty Field Instructor and a determination is made of the student's completion of practicum requirements.

### End of Placement Evaluations

- **Student Evaluation of the Field Placement** - This form provides students the opportunity to provide feedback about their field placement experiences.
- **Agency Supervisor Evaluation of the Field Placement Process** – UNBC Field Education would appreciate receiving feedback from Agency Supervisors regarding their experience with the field placement process.
- **Faculty Field Instructor Evaluation of the Field Placement** – This form provides the opportunity for Faculty Field Instructors to evaluate the field placement.

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: <http://www.runiptca.com>. This will take you to the database login page. It is a good idea to bookmark this website as you will be coming back to it many times.

Ipt Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail TV Home

Address <http://www.runiptca.com> Go

Links Computing - LiveTime Login FAST -Student UNBC Phone Directory

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### Intern Placement Tracking - Login

Please login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

Intern Placement Tracking (c) 2000 - 2010 by Alcea Software @10510

You can also find a link to the database from the University of Northern British Columbia, School of Social Work Website, at <http://www.unbc.ca/socialwork/field.html>.

## Logging in to the Database for the First Time

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

Organization ID: **unbc**

Username: [will be provided to you].

Please note that all default or temporary usernames provided to you are usually made up of three capital letters followed by four numbers. e.g. XYZ1234

Password: **ipt**

A default or temporary username will be provided to you by the field office - at the field orientation (Agency Supervisors), at your first core course in the spring/fall (students), or by e-mail. If you do not receive your username, please contact us at [ipt@unbc.ca](mailto:ipt@unbc.ca) 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 login, 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.

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### Intern Placement Tracking - Login

Please login to Ipt:

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

Organization ID

User Name

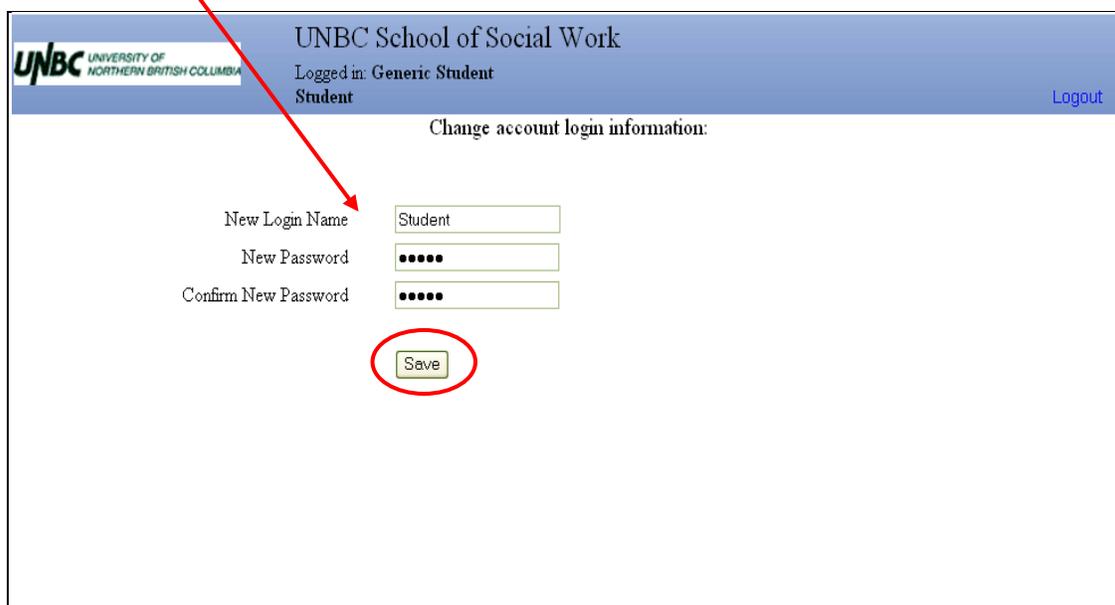
Password

[Forgot your username or password?](#)

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

## Setting up Your Personal Login Name and Password

1. The first time you log in to IPT, the program will automatically ask you to create your own permanent login name and password. Please make a note of them!



The screenshot shows the UNBC School of Social Work login interface. At the top, the UNBC logo and 'UNBC School of Social Work' are displayed. Below this, it says 'Logged in: Generic Student Student' and a 'Logout' link. The main heading is 'Change account login information:'. The form contains three input fields: 'New Login Name' with the text 'Student', 'New Password' with masked characters, and 'Confirm New Password' with masked characters. A 'Save' button is located below the fields and is circled in red. A red arrow points from the first step of the instructions to the 'New Login Name' field.

2. Click the "Save" button once you've submitted your login name and password. If your login name is already being used by another person, the program will ask you to select a different login name.

This will take you to the welcome page/homepage. Congratulations! You have successfully entered the IPT online field education database and created your permanent login information.

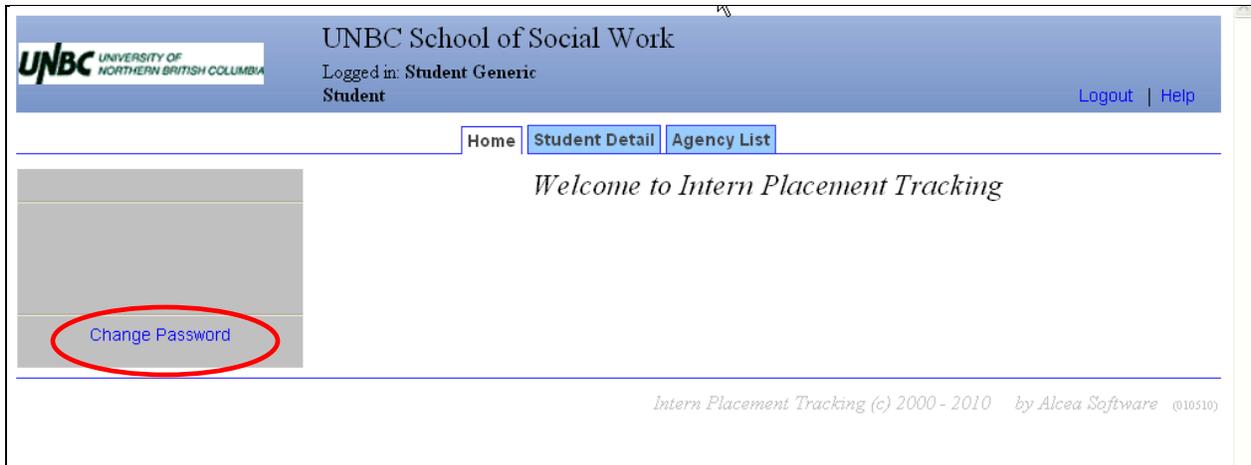
## What if... I Forget my Login Name or Password?

If you forget your login name or password at anytime please contact the site administrator at [ipt@unbc.ca](mailto:ipt@unbc.ca) to have your default information reset.

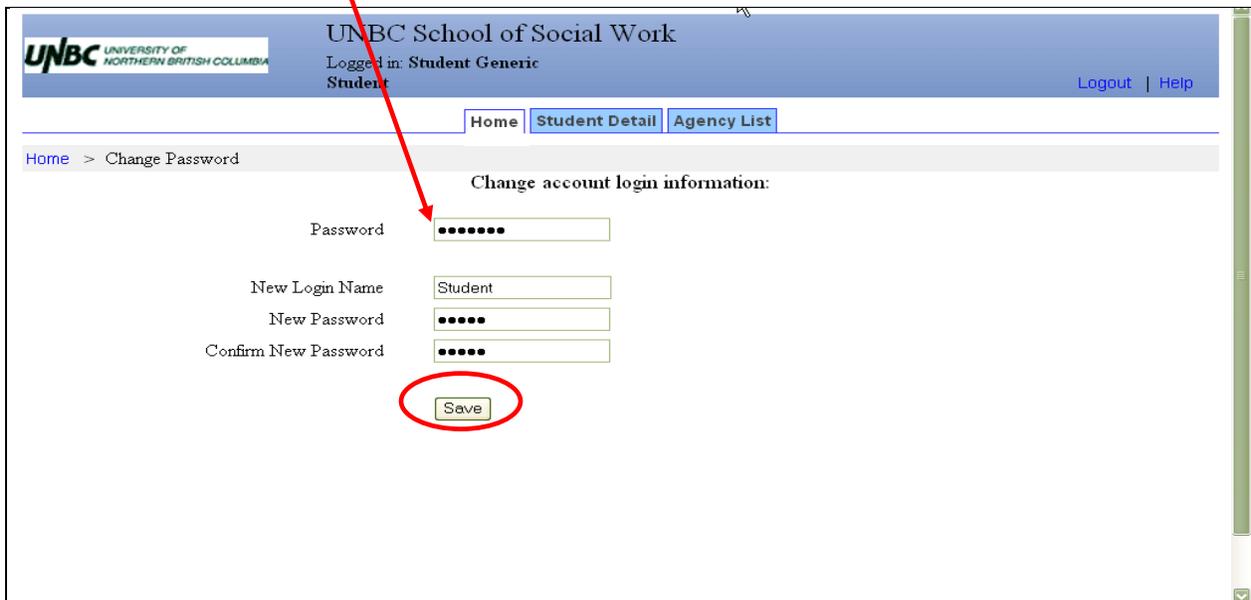
## What if... I Want to Change My Login Name or Password?

You can easily change your IPT database login name or password anytime. To do this:

1. Log in to the database using your existing username and password
2. From the homepage/welcome page, click the "Change Password" button from the main menu on the left side.



3. Enter your current password, then enter your desired new login and password.
4. Click the "Save" button to make the changes.



## For Students: Navigating and Using the Database

### The IPT Student Homepage

Whenever you log in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

**My Forms Button** - including the expression of interest, learning contract and evaluation forms

**Agency List Tab** - gives you access to the list of active placements

**Student Detail Tab** - allows you to edit your personal information

**Logout Button** - click on this button anytime to exit the database

The screenshot shows the UNBC School of Social Work IPT Student Homepage. At the top left is the UNBC logo. The header includes 'UNBC School of Social Work', 'Logged in: Student Generic Student', and 'Logout | Help' links. Below the header is a navigation bar with 'Home', 'Student Detail', and 'Agency List' tabs. The main content area is titled 'Welcome to Intern Placement Tracking' and contains a 'Welcome Students!' message, a list of three steps for getting started, and contact information for Eileen, the Field Education Coordinator. A left sidebar contains 'My Forms' and 'Change Password' buttons. Callout boxes with arrows point to these elements: 'My Forms Button' (black box), 'Agency List Tab' (blue box), 'Student Detail Tab' (green box), 'Logout Button' (red box), 'Change Password Button' (purple box), and 'Bulletin Board Area' (orange box).

**Change Password Button** - allows you to change your login name, password.

**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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UNBC School of Social Work

Logged in: Student Generic Student

Logout | Help

Home **Student Detail** Agency List

Welcome to Intern Placement Tracking

**Welcome Students!**  
Welcome and congratulations on logging into our new electronic field database, IPT.

Thank you for agreeing to try this out as we add the final touches on our new field database. We look forward to your feedback on your experience using it. We think you will find it to be quite user friendly.

Please follow the steps below to get started:

1. To view and make changes to your profile, click on the "Student Detail" tab above. It is important to set up your profile and make changes when necessary to keep the field team aware of your contact information, etc...
2. To fill out the Expression of Interest form and choose your preferred placements, click on the "forms" menu on the left and then "view" the Expression of Interest form. This will open the form up for you to complete.
3. To research the list of active agencies click on the "Agency List" tab above.

Please contact me if you have any questions or encounter any difficulties, 250-960-5802 or [hunsaker@unbc.ca](mailto:hunsaker@unbc.ca).

Eileen  
Field Education Coordinator

My Forms

Change Password

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

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Logged in: Student Generic Student

Logout | Help

Home Student Detail Agency List

Home > Student Detail

Forms Upload Picture

**Student Detail: Student Generic**

Group: BSW 3rd year placements 2011 Save

Last Name: Generic Birthdate (yyyy-mm-dd):

First Name: Student

Street Address:

City, State Zip: Prince George, BC

Email: student@unbc.ca

Emergency Contact:

Emergency Phone:

Home Street Address:

Home City, State Zip:

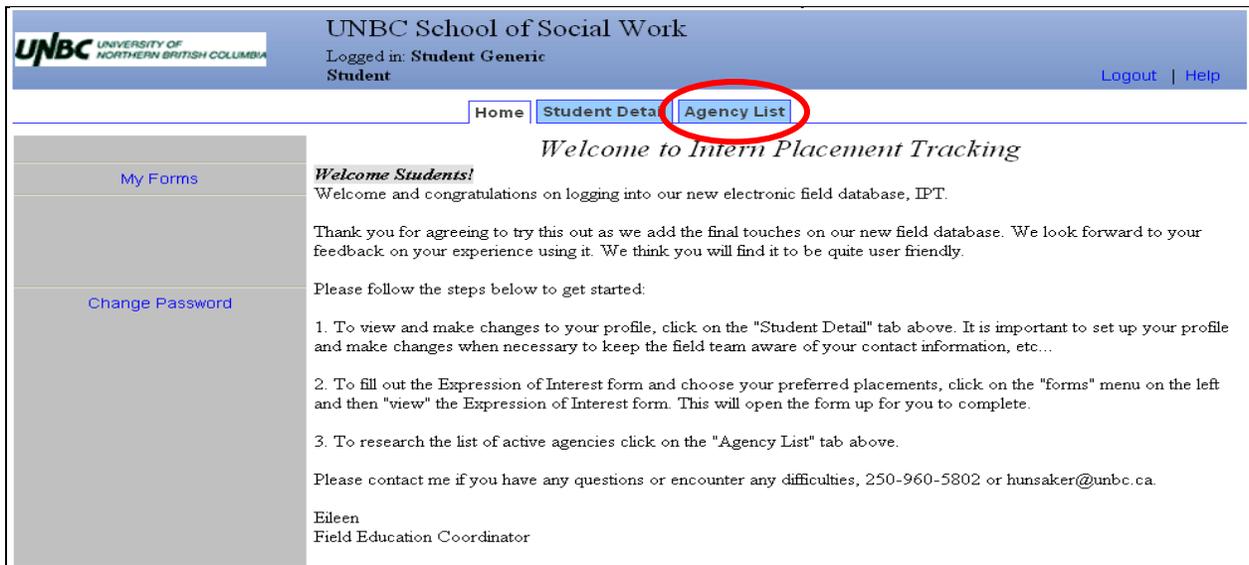
Student Number:

Picture Not Available

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

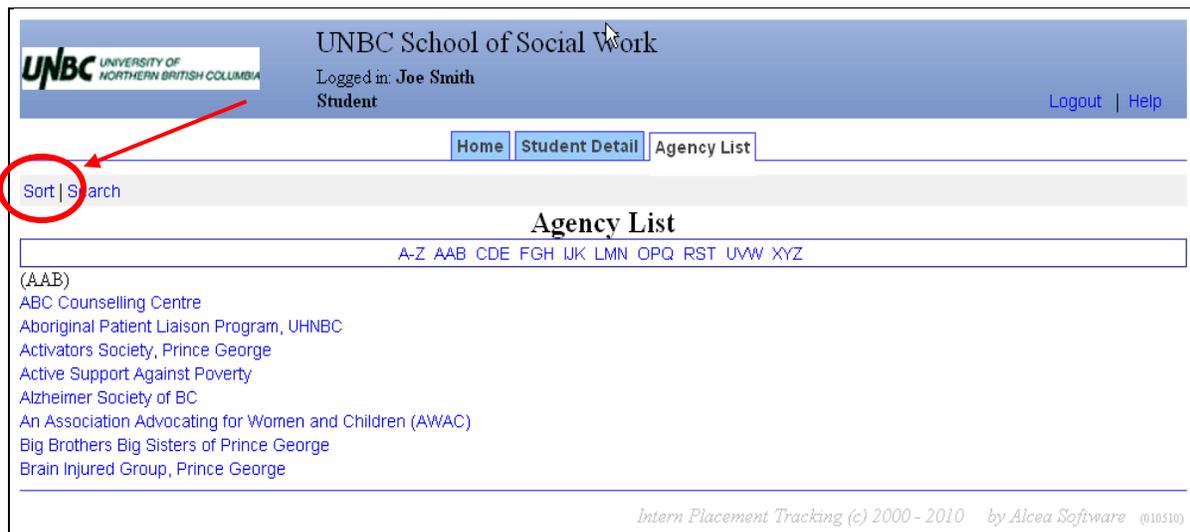
## Viewing Available Placements

1. From the homepage/welcome page, click on the "Agency List" tab across the top to view the agency list.



The screenshot shows the UNBC School of Social Work IPT interface. The top navigation bar includes the UNBC logo, the text "UNBC School of Social Work", and the user information "Logged in: Student Generic Student". There are "Logout" and "Help" links. Below the navigation bar are three tabs: "Home", "Student Detail", and "Agency List", with "Agency List" highlighted in red. The main content area is titled "Welcome to Intern Placement Tracking" and contains a "Welcome Students!" message, a thank-you note, and a list of steps to get started. A sidebar on the left contains links for "My Forms" and "Change Password".

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



The screenshot shows the UNBC School of Social Work IPT interface with the "Agency List" page. The top navigation bar is the same as in the previous screenshot, but the user is now logged in as "Joe Smith Student". The "Agency List" tab is selected. Below the navigation bar, there is a "Sort | Search" button, which is circled in red with an arrow pointing to it. The main content area is titled "Agency List" and contains a list of agencies: ABC Counselling Centre, Aboriginal Patient Liaison Program, UHNBC, Activators Society, Prince George, Active Support Against Poverty, Alzheimer Society of BC, An Association Advocating for Women and Children (AWAC), Big Brothers Big Sisters of Prince George, and Brain Injured Group, Prince George. At the bottom of the page, there is a footer that reads "Intern Placement Tracking (c) 2000 - 2010 by Alcea Software (010510)".

- 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, select "BSW" to view available BSW 3<sup>rd</sup> or 4<sup>th</sup> placements or "MSW" to view available MSW foundational placements.

Home Student Detail Agency List

Select Agency Sorting Options

Sort By: BSW And Then By: Agency Name And Then By: Agency Name

Save

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

Agency List

Page 1 2 3

(3)

Agency Name	BSW
Northern Health Authority, Early Psychosis Identification and Intervention Service	Yes
Northern Health Authority, Elderly Services Program	Yes
Northern Health Authority, Iris House	Yes
Northern Health Authority, Parkside Care Facility	Yes
Northern Health Authority, Project Parent North 'Structured for Success'	Yes
Parent Support Services Society of BC	Yes
Phoenix Transition Society	Yes
Positive Living North	Yes
Regional Correctional Centre, Prince George	Yes
Salvation Army	Yes
Schizophrenia Society, British Columbia	Yes
School District #57, Aboriginal Social Worker	Yes
Spruce Capital Seniors Recreation Centre	Yes
St. Patrick's House Society	Yes
Surpassing Our Survival - S.O.S Society	Yes
T & K Behavioral Interventionists	Yes
UNBC - Wellness Centre	Yes

All agencies with an available placement or placements will have a "Yes" next to their name. Agencies with a "No" 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 types of placements available, 3<sup>rd</sup>, 4<sup>th</sup> or MSW students, practicum information description, agency website link, and special requirements.



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

**Note:** As IPT was introduced in 2010/2011, not all agencies will be using the system yet; therefore practicum information may not be current. Please check with the Field Education Coordinator if you have any questions.

### Selecting Your Practicum Preferences

- The IPT program will allow you to indicate up to 3 preferred placements. To add a placement as a preference, simply click on the "Add Submission" button found at the bottom of the page of the placement/agency you are interested in.



2. After you add a placement as a preference, you will automatically be taken back to the student detail page. Your agency preference is now listed in the section immediately below the contact information.

### Student Detail: Joe Smith

Group: **BSW 3rd year placements 2011**

Last Name	<input type="text" value="Smith"/>	Birthdate (yyyy-mm-dd)	<input type="text" value=""/>
First Name	<input type="text" value="Joe"/>	Faculty Field Instructor	<input type="text" value="Tammy Stubleby"/>
Street Address	<input type="text" value="3333 University Way"/>	<input type="button" value="Picture Not Available"/>	
City, State Zip	<input type="text" value="Prince George, BC"/>		
Email	<input type="text" value="smithj@unbc.ca"/>		
Emergency Contact	<input type="text"/>		
Emergency Phone	<input type="text"/>		
Home Street Address	<input type="text"/>		
Home City, State Zip	<input type="text"/>		
Student Number:	<input type="text"/>		

Agency Preferences

1	<a href="#">ABC Counselling Centre</a>	<a href="#">Down</a>	<a href="#">Delete</a>
2	<a href="#">Big Brothers Big Sisters of Prince George</a>	<a href="#">Up</a>	<a href="#">Down</a> <a href="#">Delete</a>
3	<a href="#">Canadian Red Cross</a>	<a href="#">Up</a>	<a href="#">Down</a> <a href="#">Delete</a>

You can use the "delete" button to delete a preference from your list. The "up" or "down" buttons will move your selection up or down on your list, but please know that an order is not considered in selection of a placement. These placements are in no particular order. Please see the important notes section on the Expression of Interest form for further information.

## For Agency Supervisors: Navigating and Using the Database

### The IPT Agency Supervisor Homepage

Whenever you log in to the IPT database, the homepage or welcome page will appear. From this homepage, you can access all of the needed areas in the IPT database, as follows:

The screenshot shows the IPT Agency Supervisor Homepage. At the top left is the UNBC logo (University of Northern British Columbia). The header area includes the text "UNBC School of Social Work", "Logged in: Sam Supervisor Agency Supervisor", and a link for "View Uncompleted Forms (2)". Navigation tabs include "Home", "Agency Supervisor Detail", and "Agency Detail". A left sidebar contains "My Forms" and "Change Password" buttons. The main content area features a "Welcome to Intern Placement Tracking" message, a "Welcome Supervisors!" greeting, and a list of three steps for getting started. A "Bulletin Board Area" is also present.

**My Forms Button** - including all evaluation forms.

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

**Agency Supervisor Detail Tab** - allows you to edit your personal information

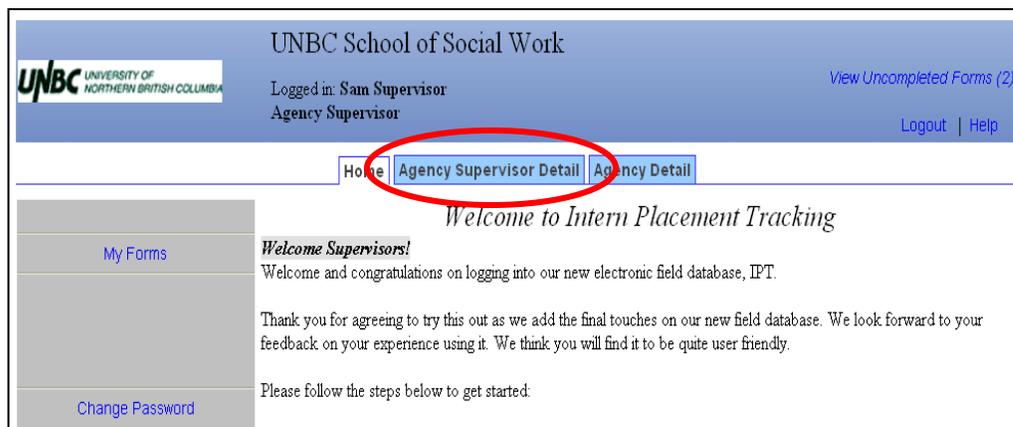
**Logout** - click on this button anytime to exit the database

**Change Password Button** - allows you to change your login name and 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 "Agency Supervisor Detail" tab across the top to see your details page and make changes to your personal information.



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UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Logged in: Sam Supervisor  
Agency Supervisor

View Uncompleted Forms (2)

Logout | Help

Home | **Agency Supervisor Detail** | Agency Detail

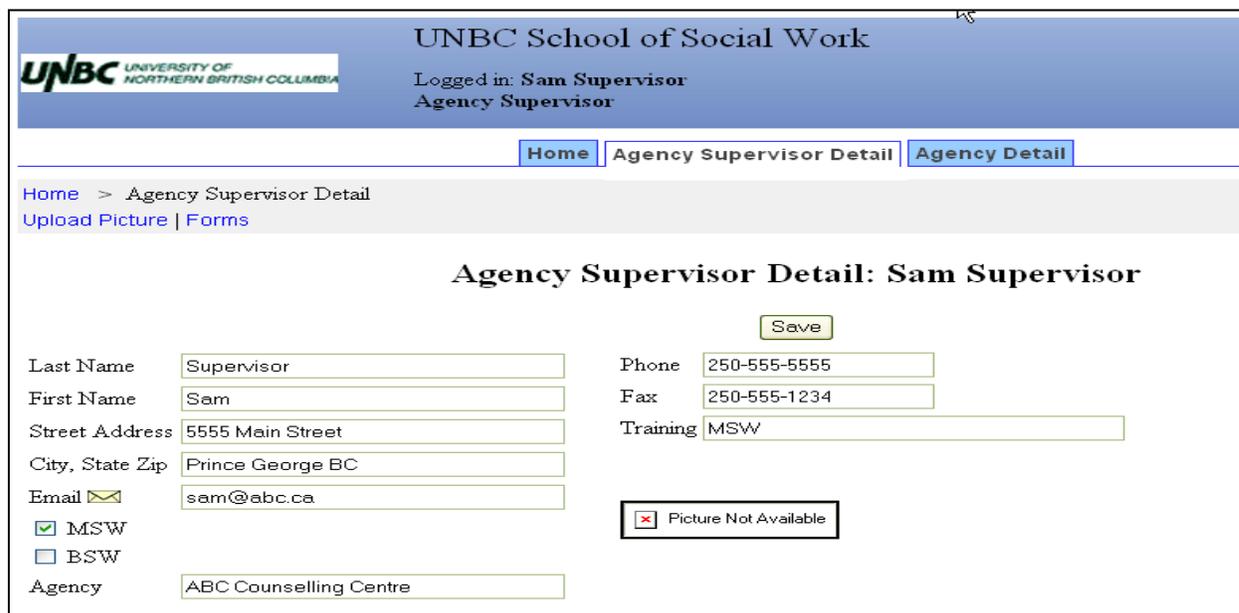
Welcome to Intern Placement Tracking

My Forms

Change Password

**Welcome Supervisors!**  
Welcome and congratulations on logging into our new electronic field database, IPT.  
Thank you for agreeing to try this out as we add the final touches on our new field database. We look forward to your feedback on your experience using it. We think you will find it to be quite user friendly.  
Please follow the steps below to get started:

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.



UNBC School of Social Work

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Logged in: Sam Supervisor  
Agency Supervisor

Home | Agency Supervisor Detail | Agency Detail

Home > Agency Supervisor Detail  
[Upload Picture](#) | [Forms](#)

**Agency Supervisor Detail: Sam Supervisor**

Save

Last Name: Supervisor  
First Name: Sam  
Street Address: 5555 Main Street  
City, State Zip: Prince George BC  
Email: sam@abc.ca  
 MSW  
 BSW  
Agency: ABC Counselling Centre

Phone: 250-555-5555  
Fax: 250-555-1234  
Training: MSW

Picture Not Available

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

## Viewing Student Details

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

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

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

UNBC School of Social Work

Logged in: Sam Supervisor  
Agency Supervisor

[View Uncompleted Forms \(2\)](#)

[Logout](#) | [Help](#)

[Home](#) **[Agency Supervisor Detail](#)** [Agency Detail](#)

Welcome to Intern Placement Tracking

[My Forms](#)

**Welcome Supervisors!**  
Welcome and congratulations on logging into our new electronic field database, IPT.

Thank you for agreeing to try this out as we add the final touches on our new field database. We look forward to your feedback on your experience using it. We think you will find it to be quite user friendly.

Please follow the steps below to get started:

[Change Password](#)

2. Scroll to the bottom of the page to see the list of students assigned to you.

Internship Assignments				
	Semester	Student Name	Phone Number	Student Group
<a href="#">view</a>	Winter 2011	Smith,Joe	250-555-5555	BSW 3rd year placements 2011
<a href="#">view</a>	Fall / Winter 10-11	Smith,Jane	250-555-5555	MSW Foundation Yr 2010-2011

3. Click on the "view" button to see the details for that particular student.
4. You will also find your confirmation letter located in your Agency Supervisor detail page as an attachment.

Agency Supervisor Detail: Sam Supervisor

[Save](#)

Last Name:  Phone:

First Name:  Fax:

Mailing Address:  Training:

City, Province & PC:

Email :

Accepting MSW student(s)  Accepting BSW student(s)

Agency:

Notes:

Practicum Confirmation Letter 10/1 [View](#)

Internship Assignments				
	Semester	Student Name	Phone Number	Student Group
<a href="#">view</a>	Fall / Winter	Test,Student (Quesnel)	55-555-54555	Test Students
<a href="#">view</a>	Fall / Winter	Test ,Student (Terrace)	555-555-5555	Test Students
<a href="#">view</a>	Winter 2011	Student,Joe	250-555-5555	BSW 3rd year placements 2011

- 5.

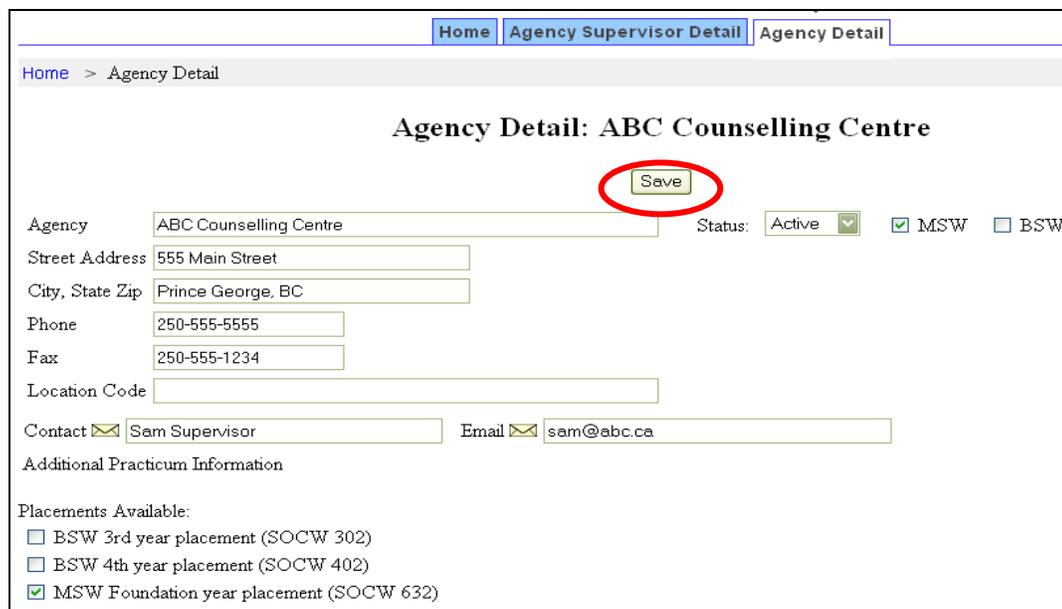
## Editing Agency Information

If you are the placement agency's main contact with the school, 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.



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



The screenshot shows the "Agency Detail: ABC Counselling Centre" form. The "Save" button is highlighted with a red circle. The form contains the following fields and options:

- Agency: ABC Counselling Centre
- Street Address: 555 Main Street
- City, State Zip: Prince George, BC
- Phone: 250-555-5555
- Fax: 250-555-1234
- Location Code: (empty field)
- Contact: Sam Supervisor (with envelope icon)
- Email: sam@abc.ca (with envelope icon)
- Status: Active (dropdown menu)
- MSW:  MSW
- BSW:  BSW
- Additional Practicum Information:
- Placements Available:
  - BSW 3rd year placement (SOCW 302)
  - BSW 4th year placement (SOCW 402)
  - MSW Foundation year placement (SOCW 632)

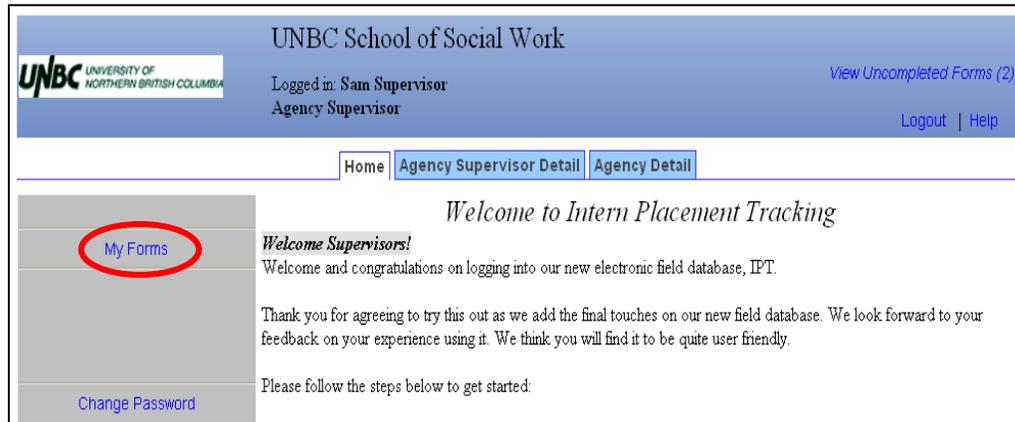
3. Remember to click the "Save" button when you are done making changes.

## For Students and Agency Supervisors: Completing Forms

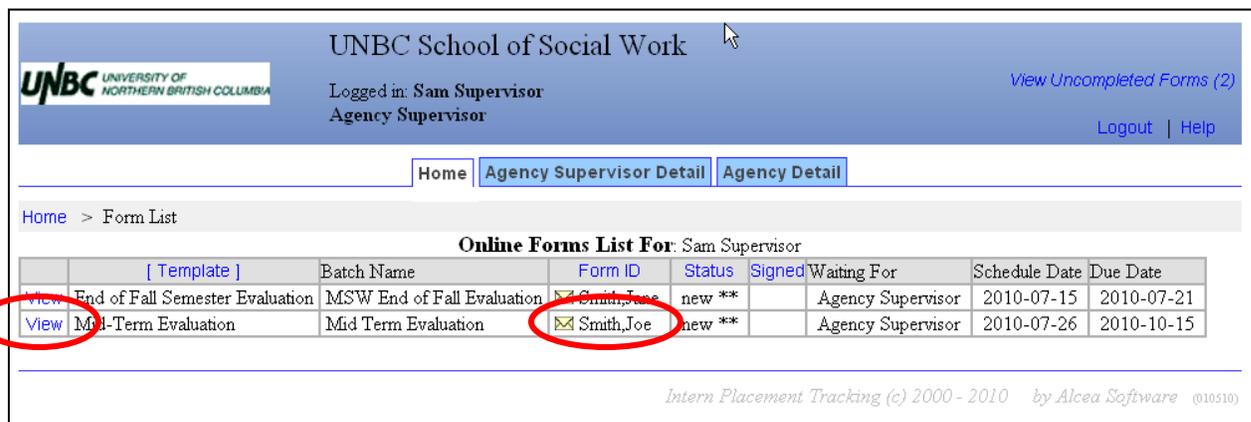
### Accessing Blank Forms

Through the IPT database, the Field Coordinator will make available to students and Agency Supervisors the various forms that need to be completed (e.g., expression of interest, learning contract 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 mid-term evaluation. Agency Supervisors, 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 the expression of interest – these forms will be available and viewable to individual users only.

Forms that require input from multiple users will be available to multiple users - for example, the mid-term and end-term evaluation form is available to a student, their Agency Supervisor and Faculty Field Instructor. This will allow the three of you to access and complete the evaluations together. 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 Agency Supervisor parts of the evaluations).

## Saving Forms

All IPT forms can be saved on the database system at any time. This allows for easy access and editing of your forms – particularly forms such as the evaluation forms where you will need to have the evaluative meeting before signing off on the evaluation.

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.

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.

Remember to click on "save" frequently as you complete the forms so that they are saved on the system!

The screenshot shows a form titled "C. FEEDBACK ON PRACTICE COMPETENCIES" with a sub-section "COMMUNICATION AND INTERVENTION SKILLS". Under "a) Relationship building", there are five rows of evaluation criteria, each with a dropdown menu and a "Comments" column. The criteria are: "Demonstrates joining skills with clients and colleagues", "Maintains good communication with clients", "Demonstrates communication techniques appropriate to the situation or intervention plan", "Uses a range of communication techniques in practice (verbal and non-verbal)", and "Other:". At the bottom of the form, a "SAVE WORK" button is circled in red. A red arrow points from the text on the left to this button.

## Signing Forms

Once completed, forms accept electronic signatures from users. For example, the mid-term evaluation requires signatures from the student, Agency Supervisor and Faculty Field Instructor. When a form requires your signature, it will highlight this request in blue. Required signatures from other users will be highlighted only for them. To sign a form:

1. Click on the blue request to sign the form

The screenshot shows a form with two text boxes. The first box contains the text "I would say that the student's strengths are:" followed by a small icon of a notepad and pencil. The second box contains the text "I would say that the student needs further development in the areas of practice of:" followed by the same notepad and pencil icon. Below these boxes, the text "(Supervisor, Sam)" is followed by a blue link "Click to sign Completed Document" which is circled in red.

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.

[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.

(Supervisor, Sam): Sam Supervisor Jul 29, 2010 12:57 PM

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.

b) Beginning

**Please complete the marked fields before signing the form.**

[\[Close\]](#)

\*

### Printing Forms

If you would like a printed copy of any form, click on the “print” button at the bottom of the form. It is a good idea to keep a print copy of important forms, such as the learning contract and evaluations, as a backup, to review with others (e.g., Faculty Field Instructor, Agency Supervisor) or for your own records.

## Forms to be Completed by Students

### Expression of Interest

All students are required to complete this form at the beginning of the semester before the practicum starts, ex) If practicum begins in January, this form must be completed in the September prior. Exception: if practicum begins in September, this form must be filled out before the end of the previous winter (January) semester.

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 *Expression of Interest*. This form is available to students only.

		<a href="#">Home</a>	<a href="#">Student Detail</a>	<a href="#">Agency List</a>				
<a href="#">Home</a> > Form List								
<b>Online Forms List For: Joe Smith</b>								
	<a href="#">[ Template ]</a>	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
<a href="#">View</a>	Mid-Term Evaluation	Mid Term Evaluation	Smith,Joe	active **	1--	Student	2010-07-26	2010-10-15
<a href="#">View</a>	Expression of Interest	Expression of Interest Form	Smith,Joe	complete	1		2010-07-26	2010-08-03

3. The form will open in a new window. Please complete the form and answer all of the questions. You will notice that your agency selections will be automatically generated into the form. If you wish to change your preferences, do this from your student detail page. Once you sign this form you cannot change your preferences. Sign it by clicking on the blue button, then typing and submitting your name.

(Smith,Joe) [Click to sign Completed Document](#)

4. The system will indicate your signature on the form and the date of signature. You may print the form for your records by clicking 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.

Student Signature: (Smith,Joe): Joe Smith Jul 26, 2010 1:38 PM

### Responsibility of Student in Relation to Practicum

This form needs to be read and signed by the student once the practicum has been confirmed and before the first day of your practicum. To access and complete this form, click on “My Forms” from the IPT homepage/main menu. Click on “View” to open it, read it and then sign the form.

### The Learning Contract

Please refer to the BSW Field Education Manual (<http://www.unbc.ca/socialwork/field.html>) or MSW Student Handbook, Part III, ([http://www.unbc.ca/socialwork/msw\\_introduction.html](http://www.unbc.ca/socialwork/msw_introduction.html)) on the School of Social Work website for more specific guidelines and examples on completing BSW and MSW learning contracts. The BSW Field Education Manual and MSW Student Handbook, Part III, also contain detailed information on the field education model, learning contract and practice objectives. You are to work in conjunction with your Agency Supervisor to complete the learning contract.

For students to access and complete the learning contract form:

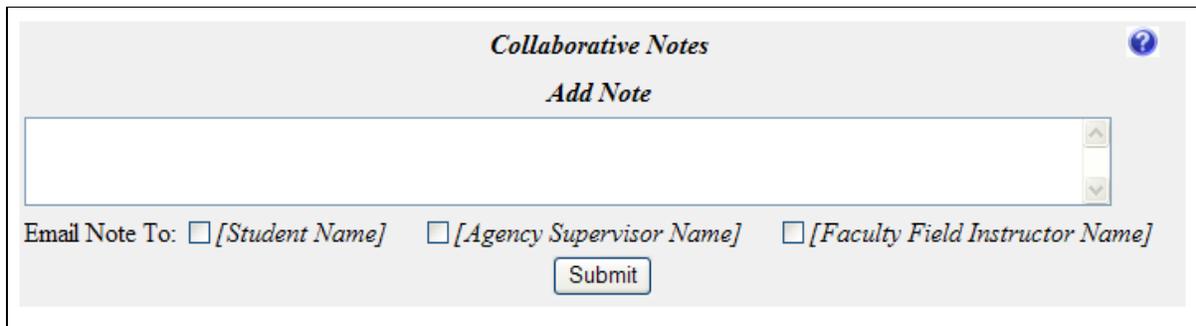
1. Click on “My Forms” from the IPT homepage/main menu.
2. Click on the “View” button for the *Learning Contract*. This form is available to students, their Faculty Field Instructor and their Agency Supervisor. The student will be the only one who can complete the form; however, it must be completed in consultation with your Agency Supervisor. The Faculty Field Instructor and Agency Supervisor will be able to view and sign the form.
3. The form will open in a new window. The form begins with a brief description and a contact and administrative arrangement section to be completed. After this section, a table is provided where you can enter the learning goals/activities and objectives to be completed throughout the practicum. You will also include the time frame for each goal and objective to be completed. See the Field Education Manual online at <http://www.unbc.ca/socialwork/field.html> for the guidelines and examples on completing the BSW learning contract. For guidelines on completing the MSW learning contract please see the MSW Student Handbook at [http://www.unbc.ca/socialwork/msw\\_introduction.html](http://www.unbc.ca/socialwork/msw_introduction.html).

PLAN FOR MEETING GOALS AND OBJECTIVES:(Create a new box for each individual goal)	
By the Mid Term Evaluation	Time Line (Semester Start – Mid-Term)
+ Add New Goal and Objective Row	
By the End Term Evaluation	Time Line (Mid-Term - End-Term)
+ Add New Goal and Objective Row	

4. To enter a learning objective click on the “+ Add New Goal and Objective Row” plus symbol to open a new line, then click on the “paper/pen” icon to open a new screen. You can type in this screen as much as necessary for each objective, then click the “Save and Close” button. Do the same for the Time Line column. Click on the “+ Add New Goal and Objective Row” again when you are done entering information on the row and a new line will generate. An additional empty row will appear each time you press “+ Add New Goal and Objective Row” for a saved learning objective. This will allow you to have as many rows as you need to enter your learning objectives. Follow the same procedure to enter as many objectives as necessary.
5. Complete goals and objectives for “By the Mid Term Evaluation” and “By the End Term Evaluation” and include time lines for each objective.

6. When you are done completing the learning contract, make sure to let your Agency Supervisor and Faculty Field Instructor know so that they can review the contract. Your Faculty Field Instructor will review your contract and may ask you for clarification or more details, etc....

To facilitate communication between you, your Agency Supervisor and Faculty Field Instructor you can use the Collaborative Notes section. Use the Collaborative Notes just like a “blog box”, you, your Agency Supervisor and Faculty Field Instructor can type messages in this box and email them by clicking on the corresponding boxes below. \*\*\*Notes typed in this box will stay visible in the box and can be viewed by all three participants.\*\*\*



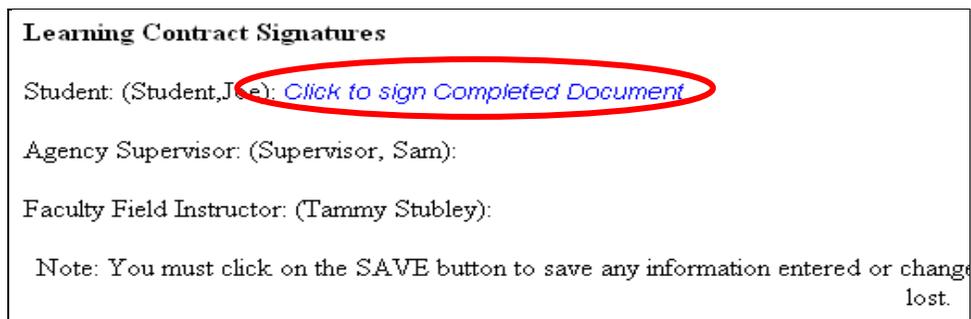
**Collaborative Notes** ?

*Add Note*

Email Note To:  [Student Name]  [Agency Supervisor Name]  [Faculty Field Instructor Name]

Submit

7. After this review and everyone is satisfied with the learning contract, you will need to go into the learning contract and sign the document. \*\*\*Do not sign the learning contract until your Agency Supervisor and Faculty Field Instructor have reviewed it and all are in agreement.\*\*\* Once you sign you will not be able to go in and make changes without having your signature cleared.



**Learning Contract Signatures**

Student: (Student, Joe): [Click to sign Completed Document](#)

Agency Supervisor: (Supervisor, Sam):

Faculty Field Instructor: (Tammy Stuble):

Note: You must click on the SAVE button to save any information entered or changes lost.

The learning contract is a “living document,” which means that it can be amended as needed to better reflect your focus and learning in practicum. If amendments need to be made, just send a request to [ipt@unbc.ca](mailto:ipt@unbc.ca) to have all the signatures cleared. This will allow you to make the necessary changes and have everyone sign again. You are to make these changes only in consultation with your Agency Supervisor and the Faculty Field Instructor.

Mid-Term Evaluation or End of Fall Evaluation

The student receives feedback on her or his performance in practicum in two main ways: 1) ongoing feedback and 2) formal evaluations. Supervision with the Agency Supervisor provides time for ongoing feedback and discussion of the student's emerging strengths and any areas of potential concern. Students are encouraged to actively seek input about their developing practice.

The student, Agency Supervisor and Faculty Field Instructor complete two formal evaluations of the student's performance in the practicum. The mid-term or end of fall evaluation takes place when the student is at the mid point of the practicum. The end-term or end of winter evaluation occurs at the end of the practicum.

At mid point, students and Agency Supervisors complete both ratings and comments for a series of practice competencies, and, along with the Faculty Field Instructor, provide summative comments regarding the student's performance to date. The student, Agency Supervisor and Faculty Field Instructor are each required to sign the completed mid point evaluation.

At mid point, you are asked to evaluate your performance for each goal and competency.

1. Transfer your learning goals from the learning contract to the mid-term evaluation. To do this click on the "Copy Learning Plan Information" link. This will transfer all of your learning goals from the learning contract (By Mid-Term and By End-Term) and place them in the corresponding boxes on the mid-term evaluation.

A. FEED BACK ON SPECIFIC GOALS AND OBJECTIVES		
<a href="#">Copy Learning Plan Information</a> (This will overwrite any current information in the Goals and Objectives fields on this form.)		
GOALS AND OBJECTIVES: <i>(from beginning to mid term Field Education Contract)</i>		Comments (optional)
<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="text"/>

2. Select a rating from the pull down menu for each goal and competency, which best reflects your performance to date.

C. FEEDBACK ON PRACTICE COMPETENCIES

verbal or written  
COMMUNICATION AND INTERVENTION SKILLS  
a) Relationship building

		Comments:
Demonstrates joining skills with clients and colleagues	Proceeding Well	
Maintains good communication with clients	Unable to Comment	
Demonstrates communication techniques appropriate to the situation or intervention plan	Proceeding Very Well	
Uses a range of communication techniques in practice (verbal and non-verbal)	Needs Some Improvement	
Other:		

SAVE WORK

3. Enter relevant mid point comments for each goal and competency. - don't forget to click on the "save" or "save work" button to save your work as you complete the form!  
If your Agency Supervisor has filled out their portion of the evaluation, you will be able to read their comments.
4. Once you, your Agency Supervisor and Faculty Field Instructor are satisfied with the mid point evaluation and after your mid-term meeting - you will need to sign the acknowledgement of the mid-term evaluation. To do this, find section "D: SUMMARY STATEMENTS" at the bottom of the form. Enter any summative comments, strengths and weaknesses you may have and **sign the form**. Your Agency Supervisor and Faculty Field Instructor will do the same.

D. SUMMARY STATEMENTS

a) Agency Supervisor:  
Based on all of the data available, my overall evaluation of this student's performance at **this mid point** in the practicum is: Proceeding Well

I would say that the student's strengths are:

I would say that the student needs further development in the areas of practice of:

(Supervisor, Sam): [Sam Supervisor](#) Jul 29, 2010 12:57 PM

b) Student:

I would identify my strengths as:

I would identify the areas for further developments are:

(Smith, Joe): [Click to sign Completed Document](#)

c) Faculty Field Instructors (if applicable):  
Comments:

(Tammy Stuble):

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

### End-Term Evaluation or End of Winter Evaluation

At the end point evaluation time, you are asked to evaluate your performance on each goal and competency once again - much as you did at the mid point. At this time, you can go to "My Forms" at the IPT homepage/menu and click on "View" for the end-term or end of winter evaluation and complete the areas available to you. These include:

1. Transfer your learning goals from the learning contract to the end-term evaluation. To do this click on the "Copy Learning Plan Information" link. This will transfer all of your learning goals from the learning contract (By Mid-Term and By End-Term) and place them in the corresponding boxes on the end-term evaluation.
2. Select a rating from the pull down menu for each goal and competency, which best reflects your performance to date (see beginning of evaluation for a description of each rating);
3. Enter relevant end point comments for each goal and competency. - don't forget to click on the "save" or "save work" button to save your work as you complete the form!
5. Once you, your Agency Supervisor and Faculty Field Instructor are satisfied with the end point evaluation and after your end-term meeting - you will need to sign the acknowledgement of the final evaluation. To do this, find section "*D: SUMMARY STATEMENTS*" at the bottom of the form. Enter any summative comments, strengths and weaknesses you may have and **sign the form**. Your Agency Supervisor and Faculty Field Instructor will do the same.

Don't forget to save the form!

### Evaluation Forms

At the end of the practicum you will be asked to evaluate your practicum experience. This student evaluation will provide students the opportunity to provide feedback about their field placement experiences. The student evaluation form will be accessible from your IPT home page, click on "My Forms" to complete and submit this form. An email will be sent to you when this form is available.

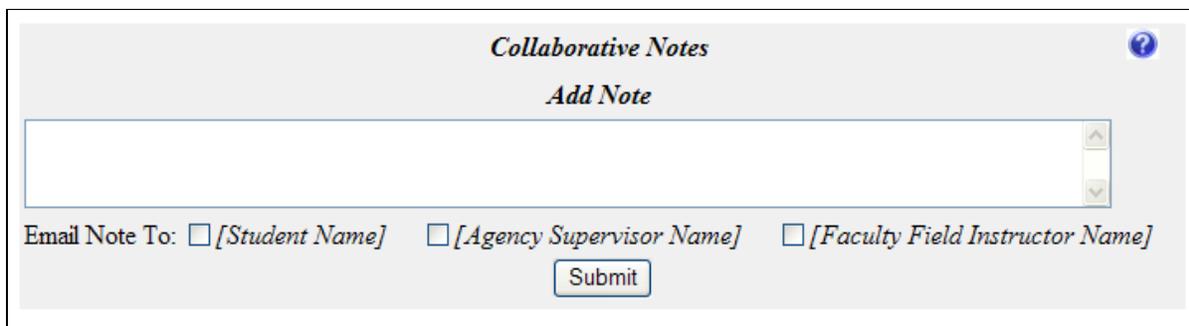
## Forms to be Completed by Agency Supervisors

### The Learning Contract

The student is responsible for drafting the learning contract objectives in the learning contract form, in consultation with you, their Agency Supervisor. Please refer to the BSW or MSW Field Education Manual for more specific guidelines and examples on completing BSW and MSW learning contracts. The BSW and MSW Field Education Manuals also contain detailed information on the field education model, learning contract and practice objectives for each practicum course.

To access the student's completed learning agreement form:

1. Click on "My Forms" from the IPT homepage/main menu.
2. Click on the "View" button for the learning contract. This form is available to students, Agency Supervisors and Faculty Field Instructors. If you have multiple students, click on the form with the student's name on it that you wish to complete. The student is responsible for completing the learning contract but must do so in consultation with their Agency Supervisor. The Faculty Field Instructor and Agency Supervisor will be able to view and sign the form.
3. See the Field Education Manual online at <http://www.unbc.ca/socialwork/field.html> for the guidelines and examples on completing the BSW learning contract. For guidelines on completing the MSW learning contract please see the MSW Student Handbook at [http://www.unbc.ca/socialwork/msw\\_introduction.html](http://www.unbc.ca/socialwork/msw_introduction.html).
4. To facilitate communication and give learning contract feedback, you, your student and Faculty Field Instructor can use the Collaborative Notes section. Use the Collaborative Notes just like a "blog box", you, your student and Faculty Field Instructor can type messages in this box and email them by clicking on the corresponding boxes below. \*\*\*Notes typed in this box will stay visible in the box and can be viewed by all three participants.\*\*\*



*Collaborative Notes* 

*Add Note*

Email Note To:  *[Student Name]*    *[Agency Supervisor Name]*    *[Faculty Field Instructor Name]*

5. Once the student is done completing the learning contract, they must let you and the Faculty Field Instructor know so that you can both review and sign the contract. After this review and everyone is satisfied with the learning contract, you will need to go into the learning contract and sign the document.

### Learning Contract Signatures

Student: (Student,Joe):

Agency Supervisor: (Supervisor, Sam): [Click to sign Completed Document](#)

Faculty Field Instructor: (Tammy Stublely):

Note: You must click on the SAVE button to save any information entered or changed on this page. If you do not, the information will be lost.

The learning contract is a “living document,” which means that it can be amended as needed to better reflect the student’s focus and learning in practicum. If amendments need to be made, just send a request to [ipt@unbc.ca](mailto:ipt@unbc.ca) to have all the signatures cleared. This will allow the student to make the necessary changes and have everyone sign again. Students are asked to make such changes only in consultation with you and the Faculty Field Instructor.

### Mid-Term Evaluation and End of Fall Evaluation

The student receives feedback on her or his performance in practicum in two main ways: 1) ongoing feedback and 2) formal evaluations. Supervision with the Agency Supervisor provides time for ongoing feedback and discussion of the student's emerging strengths and any areas of potential concern. Students are encouraged to actively seek input about their developing practice.

The student, Agency Supervisor and Faculty Field Instructor complete two formal evaluations of the student's performance in the practicum. The mid-term or end of fall evaluation takes place when the student is at the mid point of the practicum. The end-term or end of winter evaluation occurs at the end of the practicum.

At mid point, students and Agency Supervisors complete both ratings and comments for a series of practice competencies and learning goals, and, along with the Faculty Field Instructor, provide summative comments regarding the student's performance to date. The student, Agency Supervisor and Faculty Field Instructor are each required to sign the completed mid point evaluation.

At mid point, you are asked to evaluate the student's performance for each goal and competency.

1. Select a rating from the pull down menu for each goal and competency, which best reflects the student's performance to date.

C. FEEDBACK ON PRACTICE COMPETENCIES		
verbal or written		
COMMUNICATION AND INTERVENTION SKILLS		
a) Relationship building		Comments:
Demonstrates joining skills with clients and colleagues	<input type="text"/>	<input type="text"/>
Maintains good communication with clients	<input type="text"/>	<input type="text"/>
Demonstrates communication techniques appropriate to the situation or intervention plan	<input type="text"/>	<input type="text"/>
Uses a range of communication techniques in practice (verbal and non-verbal)	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>
<input type="button" value="SAVE WORK"/>		

2. Enter relevant mid point comments for each goal and competency. You will also be able to see the student's comments regarding their performance on this goal or competency. Don't forget to click on the "save work" or "save" buttons as you complete this form!

3. Once you, the student and Faculty Field Instructor are satisfied with the mid point evaluation and after your mid-term meeting - you will need to sign the acknowledgement of the mid point evaluation. To do this, find section "D: SUMMARY STATEMENTS" at the bottom of the form. Enter any summative comments, strengths and weaknesses you may have and **sign the form**. Your Agency Supervisor and Faculty Field Instructor will do the same.

D. SUMMARY STATEMENTS

**a) Agency Supervisor:**  
Based on all of the data available, my overall evaluation of this student's performance at **this mid point** in the practicum is:

I would say that the student's strengths are:



I would say that the student needs further development in the areas of practice of:



(Supervisor, Sam): [Click to sign Completed Document](#)

#### End-Term Evaluation or End of Winter Evaluation

At the end point evaluation time, you are asked to evaluate your student's performance on each competency once again - much as you did at the mid point. At this time, you can go to "My Forms" at the IPT homepage/menu and click on "View" for the end-term or end of winter evaluation and complete the areas available to you. These include:

4. Select a rating from the pull down menu for each goal and competency, which best reflects the student's performance to date (see beginning of evaluation for a description of each rating);
5. Enter relevant end point comments for each goal and competency. - don't forget to click on the "save" or "save work" button to save your work as you complete the form!
6. Once you, your student and Faculty Field Instructor are satisfied with the end point evaluation and after your end-term meeting - you will need to sign the acknowledgement of the final evaluation. To do this, find section "D: SUMMARY STATEMENTS" at the bottom of the form. Enter any summative comments, strengths and weaknesses you may have and **sign the form**. Your student and Faculty Field Instructor will do the same.

Don't forget to save the form!

### Evaluation Forms

The Office of Field Education appreciates receiving feedback from Agency Supervisors regarding their experience with the field education process. At the end of the practicum you will be asked to evaluate your practicum experience. This evaluation will provide Agency Supervisors the opportunity to provide feedback about their field placement experiences and the field process in general. The Agency Supervisor evaluation form will be accessible from your IPT home page, click on “My Forms” to complete and submit this form. An email will be sent to you when this form is available.

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For assistance with the IPT field database please contact [ipt@unbc.ca](mailto:ipt@unbc.ca), or contact Glen Schmidt, Acting Field Education Director or Cathy King, Field Education Coordinator.

Glen Schmidt, Acting Field Education Director  
Professor  
School of Social Work  
Office: 10-2574  
Phone: 250-960-6519  
E-mail: [glen.schmidt@unbc.ca](mailto:glen.schmidt@unbc.ca)

Cathy King, Field Education Coordinator  
School of Social Work  
Office: 10-2564  
Phone: 250-960-5802  
E-mail: [catherine.king@unbc.ca](mailto:catherine.king@unbc.ca)