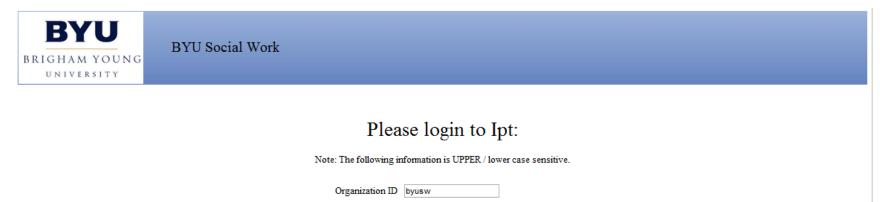
Introduction to IPT

What is IPT

IPT stands for Intern Placement Tracking and is used to facilitate the internship experience as part of the Social Work Program. It has student information used by Social Work Faculty, Staff, and Internship Agency Supervisors, as well as information about the internship agencies, contact info, and forms for student use.

Getting Started

- Before you can begin using IPT, a BYU student secretary will enter you into the system and you will receive an email with your username and password.
- Direct your browser to <u>runipt.com</u>.
- You will be directed to a webpage that looks like this:



Forgot your username or password?

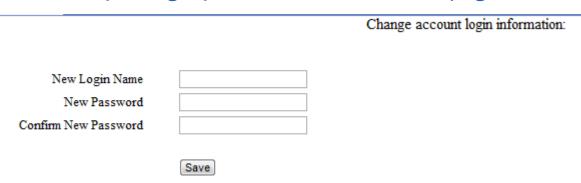
Login

User Name Password

Clear Organization Id

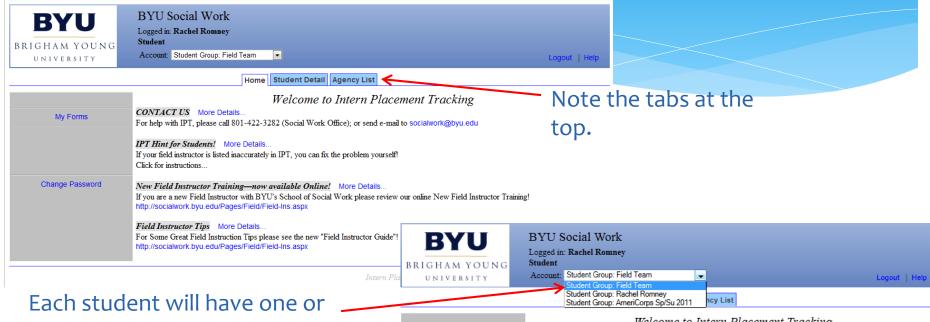
Getting Started Cont.

- Organization ID: byusw
- The first time you log in you will use a default username and password which will be provided for you in an email. Please note that your login info is case sensitive.
- After the first time you login you will be directed to a page that looks like this:



• You can enter a new username and password that will be easier for you to remember. Once you have done this you will be directed to the IPT homepage.

IPT Homepage



two IPT accounts accessible with the same login. To access a different account use the drop down menu. This will be important if you participate in the AmeriCorps program.



Student Detail Page

Home Student Detail Agency List

Note these important tabs...

			8	Student Detail: Rachel	Romney	
First Name Rachel Street Address City, State Zip Email More Tromney2@byu.net Everything above the red line can be edited by the student. In fact, the student is responsible to make sure this information BYU ID: is up to date. Agency Preferences Status Field Assignments: Semester Agency Spring BYU Clinic/Research Birthdate (yyyyy-mm-dd) ©0000-00-00 Everything above the red line can be edited by the student is responsible to make sure this information is up to date. The only item students	Group: Rachel Romne	,		Save		
Street Address City, State Zip Email M	Last Name	Romney			Phone	
City, State Zip Email Emergency Contact Emergency Phone Home Street Address Home City, State Zip BYU ID: Tromney2@byu.net Everything above the red line can be edited by the student. In fact, the student is responsible to make sure this information is up to date. Phone Number Spring BYU Clinic/Research The only item students	First Name	Rachel			Birthdate (yyyy-mm-dd)	0000-00-00
Email M romney2@byu.net Exerything above the red line can be edited by the student. In fact, the student is responsible to make sure this information is up to date. Agency Preterences Status Field Assignments: Semester Agency Spring BYU Clinic/Research Email M romney2@byu.net Everything above the red line can be edited by the student. In fact, the student is responsible to make sure this information is up to date. The only item students The only item students	Street Address					
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is up to date. Agency Preserences Status Gield Assignments: Generater Agency Field Instructor Phone Number Codes Generater Agency Field Instructor Phone Number Codes Generater Agency Field Instructor B7U Clinic/Research Limb, Gordon 801 422 3282 sp Change Supervisor Change	Home Street Address			responsible to make sure this information		
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Agency Preferences Status Field Assignments: Semester Agency Spring BYU Clinic/Research Limb, Gordon B01 422 3282 sp Change Supervisor The only item students	BYU ID:			is up to d	ate	
Field Assignments: Semester Agency Field Instructor Phone Number Codes Spring BYU Clinic/Research Limb, Gordon 801 422 3282 sp Change Supervisor The only item students				is up to u	acc.	
Field Instructor Phone Number Spring BYU Clinic/Research Limb, Gordon Phone Number Codes Change Supervisor Change Supervisor Change Supervisor Change Supervisor Change Supervisor	Agency Preserences	Status				
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	ummer BYU Clinic/Re	search L	mb, Gordon	801 422 3282 sp	Change Supervisor	able to change here is:

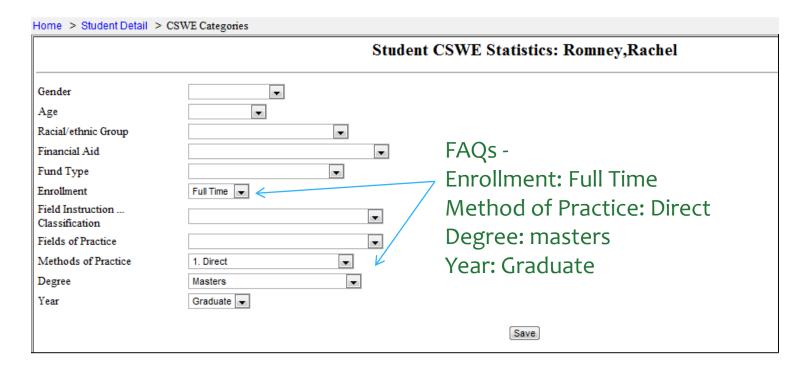
If you are in your
AmeriCorps account you will not have any agency information

View in printable form

able to change here is the field instructor. If there are other changes that need to be made, please contact us at socialwork@byu.edu

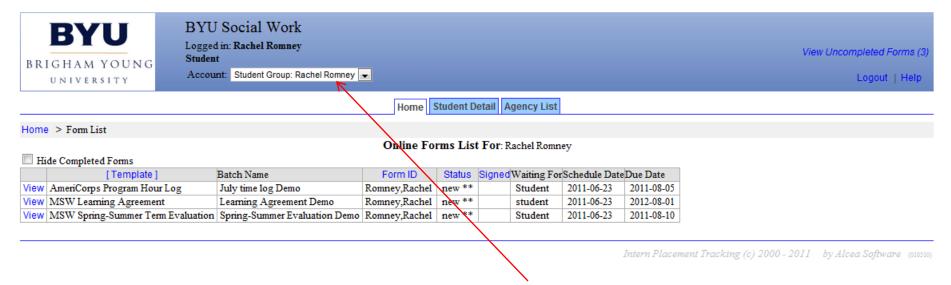
CSWE Statistics

• The information on the CSWE Statistics page is important data that we collect in order to keep our accreditation. It is very important that you keep this information up to date.



Forms

- In this section, you will fill out and sign online forms assigned to you by the Social Work Department. These will include your MSW Learning Agreement and Evaluation Form, and AmeriCorps time logs.
- Your forms page will look like this:



• Please note: you can only view your AmeriCorps forms if you have selected your AmeriCorps account from the drop-down menu. In addition, you will only see your agency forms if you have selected the correct account from the drop-down menu

AmeriCorps Time Log

AmeriCorps **Program Hour Log**

				Member D	evelopment can only	ly count	Answer
Week 1 Total				for up to 2	0% of your total ho	nurs	
STATIST		FORMAT		udents	, other	serve	d this mon
Describe and Answer:	y changes in p	rogress from l	last month.				
Member Sig	nature: (Romi	ney,Rachel): C	Click to sign C	ompleted Docu	ıment		
Supervisor S	Signature: (Ke	vin Marett):					

TOTAL

Member Name:

mm/dd/yyyy

Note: AmeriCorps week starts Sunday to Saturday

Office Review: (Charlene Clark):

Member

Development'

Month: Service Site/School:

Reflections on Your Service

Describe the service activities you have performed during this month, and some successes you have seen: Answer:



Describe what you are planning to do in the month ahead.



Time logs consist of the hour log, written reflections, statistical information, and signatures. They are completed and submitted monthly.

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.





MSW Learning Agreement and Evaluation Form

MSW Learning Agreement and Competency Evaluation Advanced Core Competencies 1-7 (Fall Semester)



Semester/year:	
Internship Placement Agency:	

Learning Agreement:

Student Signature: ([Student - name]): Sign Learnign Plan Completion

In-Agency Field Instructor Signature: ([Field Instructor - name]):
Field Director Signature: ([Field Director - name]):

Learning Activity Agreement

The Learning Activity Agreement (LAA) serves three main purposes:

- 1. Guides the MSW fieldwork experience.
- Ensures educational experiences are provided to facilitate the MSW student's development and demonstration of CSWE's Core Competencies.
- Specifies therapeutic activities which will be covered under BYU's professional liability insurance. (Professional liability insurance is linked to the MSW student's enrollment in Soc W 654R or SocW 655R.)

Fieldwork activities in which the MSW intern will participate during the semester are to be included in the LAA. Pre-identified activities may be "checked," thus including them in the LAA. "Free write" fields allow activities not listed in the pre-identified activity list to be included in the LAA. To ensure liability coverage, all therapeutic activities must be included in the LAA.

At least one learning activity needs to be identified for each practice behavior. Students and supervisors may include as many learning activities in the LAA as needed to accurately reflect the student's internship activities. The number of learning activities included in the LAA will not influence or increase the number of practice behaviors evaluated. Practice behaviors (as outlined on the MSW Learning Agreement and Evaluation) will be evaluated at the end of the semester.

Evaluation:

Total Clock Hours Completed This Block:

Grade Recommended by Field Instructor (Pass or Fail):

Total Evaluation Score: / = %

Field Director Final Grade (Pass or Fail):

Student Signature: ([Student - name]): Click to sign Completed Document

In-Agency Field Instructor Signature: ([Field Instructor - name]):
Field Director Signature: ([Field Director - name]):

This form is two forms in one. The learning agreement (in blue) is completed at the beginning of your internship and sets the terms of your internship. The Evaluation (in yellow) is completed at the end of the semester where both you and your agency supervisor evaluate how well you've done at meeting the terms and purpose of your internship.

Learning Agreement: Step 1

Core Competency #1: Identify as a professional social worker and conduct oneself accordingly.	Learning Activities		
This student demonstrates the ability to: a. Readily identify as a social work professional			
a. Reaumy identity as a social work professional	collaborate with other agency social workers. demonstrate professional behavior at all times (including dep appropriate dress, maintaining confidentiality, etc.)	endability,	
	observe other clinicians. sessions		
	attend and proactively participate in staff meetings		
	understand, articulate and follow the NASW code of ethics		
	understand and follow agency policies and guidelines		
	pro-actively participate in and utilize weekly supervision		
	attend all required agency trainings		
	stay up to date on client paperwork and complete according t guidelines and standards	o agency	
	transfer or discharge all clients in a timely manner before term internship	inating the	
	participate in continual training on therapeutic theories, inter- diagnosis, etc.	ventions,	
	Other:		
b. Demonstrate professional use of self with client(s)	develop strong therapeutic relationships with clients maintain appropriate boundaries educate client on the therapeutic relationship, set boundaries for the length and number of sessions use appropriate language suse appropriate language utilize language skills utilize language skills utilize personal creativity Other:	es, compassion	
	Core Competency #10(d): Evaluation.	aming Activities	
	This student demonstrates the ability to:	alling Activities	
	a. Contribute to the theoretical knowledge base of the social work profession through practice-based research		
	b. Use clinical evaluation of the process and/or outcomes to develop best practice interventions for a range of bio- psycho-social-spiritual conditions		
		SAVE WORK	
	Student Comments:		

Field Instructor Comments:

- 1. Open the form and scroll past the yellow box. You will find this.
- 2. Go through and for each Core Competency (1-10) indicate the learning activities you will complete during your internship to develop competency in that area.

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.

Learning Agreement: Step 1 cont.

MSW Learning Agreement and Competency Evaluation Advanced Core Competencies 1-7 (Fall Semester)

Semester/year:	
Internship Placement Agency:	

Learning Agreement:

Student Signature: ([Student - name]): Sign Learnign Plan Completion

In-Agency Field Instructor Signature: ([Field Instructor - name]): Field Director Signature: ([Field Director - name]):

Learning Activity Agreement

The Learning Activity Agreement (LAA) serves three main purposes:

- 1. Guides the MSW fieldwork experience.
- Ensures educational experiences are provided to facilitate the MSW student's development and demonstration of CSWE's Core Competencies.
- Specifies therapeutic activities which will be covered under BYU's professional liability insurance. (Professional liability insurance is linked to the MSW student's enrollment in Soc W 654R or SocW 655R.)

Fieldwork activities in which the MSW intern will participate during the semester are to be included in the LAA. Pre-identified activities may be "checked," thus including them in the LAA. "Free write" fields allow activities not listed in the pre-identified activity list to be included in the LAA. To ensure liability coverage, all therapeutic activities must be included in the LAA.

At least one learning activity needs to be identified for each practice behavior. Students and supervisors may include as many learning activities in the LAA as needed to accurately reflect the student's internship activities. The number of learning activities included in the LAA will not influence or increase the number of practice behaviors evaluated. Practice behaviors (as outlined on the MSW Learning Agreement and Evaluation) will be evaluated at the end of the semester.



When you have finished step one, go back to the blue box and click "Sign Learning Plan Completion" -The form will now go to your agency supervisor for review.

Learning Agreement: Step 2

Learning Agreement: Student Signature:

([Student - name]): r Aug 5, 2011

In-Agency Field Instructor Signature: ([Field Instructor - name]): Sign Loangign Plan Completion

Field Director Signature: ([Field Director - name]):

Learning Activity Agreement

The Learning Activity Agreement (LAA) serves three main purposes:

- 1. Guides the MSW fieldwork experience.
- 2. Ensures educational experiences are provided to facilitate the MSW student's development and demonstration of CSWE's Core Competencies.
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Core Competency #1: Identify as a professional social worker and conduct oneself	Learning Activities
accordingly.	
This student demonstrates the ability to:	
a. Readily identify as a social work professional	✓ collaborate with other agency social workers.
	demonstrate professional behavior at all times (including dependability, appropriate dress, maintaining confidentiality, etc.)
	observe other clinicians. sessions
	■ attend and proactively participate in staff meetings
	understand, articulate and follow the NASW code of ethics
	✓ understand and follow agency policies and guidelines
	pro-actively participate in and utilize weekly supervision
	attend all required agency trainings
	✓ stay up to date on client paperwork and complete according to agency guidelines and standards
	✓ transfer or discharge all clients in a timely manner before terminating the internship
	participate in continual training on therapeutic theories, interventions, diagnosis, etc.
b. Demonstrate professional use of self with client(s)	develop strong therapeutic relationships with clients
	maintain appropriate boundaries
	set boundaries for the length and number of sessions
	✓ use appropriate language
	✓ communicate role to clients through attitude, ethic, boundaries, compassion
	utilize language skills
	utilize personal creativity
c. Understand and identify professional strengths, limitations and challenges	utilize weekly supervision to analyze challenges and collaborate on strategies to overcome them
	✓ openly identify strengths, limitations, and challenges (with supervisor and by writing clinical case reflections)
	monitor transference and counter-transference

-When your supervisor opens the form he/she will see the learning activities you have selected. He/She will review them and have the opportunity to email you if there is one you have not marked they feel you should include as part of your internship. The blue box at the top will show that you have signed the form, and have a place for your supervisor to sign it.

Learning Agreement: Step 3

Learning Agreement:

Student Signature: ([Student - name]): r Aug 5, 2011

In-Agency Field Instructor Signature: ([Field Instructor - name]): c Aug 5, 2011

Field Director Signature: ([Field Director - name]): Sign Learnign Plan Completion

Learning Activity Agreement

The Learning Activity Agreement (LAA) serves three main purposes:

- 1. Guides the MSW fieldwork experience.
- 2. Ensures educational experiences are provided to facilitate the MSW student's development and demonstration of CSWE's Core Competencies.
- Specifies therapeutic activities which will be covered under BYU's professional liability insurance. (Professional liability insurance is linked to the MSW student's enrollment in Soc W 654R or SocW
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Core Competency #1: Identify as a professional social worker and conduct oneself	Learning Activities
accordingly.	
This student demonstrates the ability to:	
a. Readily identify as a social work professional	✓ collaborate with other agency social workers.
	demonstrate professional behavior at all times (including dependability, appropriate dress, maintaining confidentiality, etc.)
	observe other clinicians. sessions
	understand, articulate and follow the NASW code of ethics
	understand and follow agency policies and guidelines
	pro-actively participate in and utilize weekly supervision
	attend all required agency trainings
	▼ transfer or discharge all clients in a timely manner before terminating the internship
	participate in continual training on therapeutic theories, interventions, diagnosis, etc.
b. Demonstrate professional use of self with client(s)	develop strong therapeutic relationships with clients
	maintain appropriate boundaries
	✓ educate client on the therapeutic relationship,
	set boundaries for the length and number of sessions
	✓ use appropriate language
	✓ communicate role to clients through attitude, ethic, boundaries, compassion
	utilize language skills
	utilize personal creativity
c. Understand and identify professional strengths, limitations and challenges	utilize weekly supervision to analyze challenges and collaborate on strategies to overcome them
	✓ openly identify strengths, limitations, and challenges (with supervisor and by writing clinical case reflections)
	monitor transference and counter-transference

After the agency supervisor has signed the form it is sent to the Field Director. He/She reviews the agreement and then signs the form. Once the Field Director has signed it, you are done with your Learning Agreement.

Evaluation: Part 1

Evs		

Total Clock Hours Completed This Block:

Grade Recommended by Field Instructor (Pass or Fail)

Total Evaluation Score: 0/120 = 0.0%

Field Director Final Grade (Pass or Fail)

udent Signature: ([Student - name]): Click to sign Completed Documer
-Agency Field Instructor Signature: ([Field Instructor - name]):

In-Agency Field Instructor Signature: ([Field Instructor - name]
Field Director Signature: ([Field Director - name]):

The following evaluation of the student's learning and performance includes variables from a minimal competency list established by professional educators and field practice faculty. The response scales provide for the student's evaluation of self as well as the field instructor's ratings. Items on the scales are intended to give comprehensive coverage of the practice behaviors expected of students in practicum

Each item is seen as representing a continuum running from "not yet competent" performance to "highly competent" performance on a three-point scale as follows:

Competency Assessment: Narrative Description:

Not Yet Competent (1) • Required • Specifics

Specifics identifying what the student needs to do is doing to improve their practice behaviors and meet competency requirements of an MSW studen

petent (2) • None Requ

Highly Competent (3) • Required

Specifics identifying ways in which the student surpasses the competency expected of an MSW Student

The "competent (2)" rating is the minimal expected rating for MSN windows during any given semester. This rating implies adequate performance and competency, no hypertony description of the student's performance is required. A rating of "rot yet competent (10" registes a marative description with specifics as outlined above. After rating the student's persisted behavior in a core competency, and saving your work, a comment box will appear for each rating that requires additional narrative descriptions. Please provide the specifics required, save your work and then proceed to evaluate the next Core Competency.

Grading:

After completing the evaluation form and discussing it with the student, the Agency Field Instructor will record a recommended grade for the semester or tem, along with a total evaluation score and forward the practicum evaluation to the Fieldwork Director. Any disparate perceptions along the way will be discussed with the field instructor before the final grade is recorded.

The student is involved in the evaluation process by the field instructor. It should be noted that the evaluation scales provide for a self-evaluation by the student. The student and the field instructor are especied to discuss their respective evaluations of the student's learning and performance. If the difference is their perceptions cannot be resolved to the student's satisfaction, the student is sinvited to exercise the option of whiting a letter which will be permanently statched to the evaluation form, and which will be the faint into consideration from large are finely and the evaluation of the student is invited to exercise the option of whiting a letter which will be permanently statched to the evaluation form, and which will be taken into considerations.

You will complete the Evaluation at the end of the semester. Once your learning agreement has been completed the form converts to the evaluation. You will go through and evaluate yourself and determine if you are (1) not competent, (2) competent, or (3) highly competent using the drop down box.

Core Competency#1: Identify as a professional social worker and conduct oneself accordingly. This student demonstrates the ability to:	Learning Activities	Student Self Assessment	Field Instructor Assessment
a. Readily identify as a social work professional	collaborate with other agency social workers. attend and proactively participate in staffmeetings understand and follow agency policies and guidelines stay up to date on client paperwork and complete according to agency suidelines and standards transfer or discharge all clients in a timely manner before terminating the intereship	1 2 3	Assessment
b. Demonstrate professional use of self with client(s)	ducate client on the therapeutic relationship, use appropriate language communicate role to clients through attitude, ethic, boundaries, compassion	_	
c. Understand and identify professional strengths, limitations and challenges	openly identify strengths, limitations, and challenges (with supervisor and by writing clinical case reflections)	-	
d. Develop, manage, and maintain therapeutic relationships with clients within the person-in-environment and strengths perspectives	→ help families recognize strengths and utilize them → use person-in-environment and strengths perspective in assessments, case plans, treatment goals, and interventions.		
	(Core Competency #	1 Sub-score 0/12 = 0.0%
	SAVE WORK		
Core Competency #2: Apply social work ethical principles to guide professional practice. This student demonstrates the ability to:	Learning Activities	Student Self Assessment	Rield Instructor Assessment
a. Apply ethical decision-making skills to issues specific to clinical social work	₹ prioritize ethics within the NASW code		
b. Employ strategies of ethical reasoning to address the use of technology in clinical practice and its effect on client rights	respect client rights and confidentiality when utilizing all forms of technology limit client identification information in emails, facebook, blogs, faxes, phone calls, etc. participate in trainings on the appropriate behaviors and uses of a variety of technology mediums. (ie. online articles, self help, agency trainings, etc.)	-	
c. Identify and use knowledge of relationship dynamics, including power differentials	→ empower clients to make their own decisions → write clinical case reflections focused on the relationship dynamics and power differentials with one client-therapist relationship in your practice	-	
d. Recognize and manage personal biases as they affect the therapeutic relationship in the service of the clients' well-being	demonstrate unconditional positive regard seek commonalities to build the therapeutic relationship	V	O Sub-score 0/12 = 0.0%

Once you have completed the self assessment, you will click to sign at the top of the yellow box.

Evaluation: Part 2

work, and their proceed to evaluate the next core competency.		C 0 100	noton.
Grading:		COIII	peten
After completing the evaluation form and discussing it with the student, the Agency Field Instructor will record a recommended grade for the semester or ter the way will be discussed with the field instructor before the final grade is recorded.	ms, along with a total evaluation score, and forward the practicum evaluation to the Fieldwork Director. Any disparate perceptions along	/ \ 1	
The student is involved in the evaluation process by the field instructor. It should be noted that the evaluation scales provide for a self-evaluation by the significance in their perceptions cannot be resolved to the student's satisfaction, the student is invited to exercise the option of viviting a letter which with	nutent. The student and the field instructor are especied to discuss their respective evaluations of the student's learning and performance. If ill be permanently attached to the evaluation form, and which will be taken into combegation in the final grading process.	(3) h	petent nighly o
Core Competency #1: Identify as a professional social worker and conduct oneself accordingly. This student demonstrates the ability to:	Learning Activities	Student Self Assessment	Field Instructor Assessment
a Readily identify as a social work professional	collaborate with other agency social workers. datend and proactively participate in staffmentings understand and follow agency policies and guidelines stary up to date on client paperwork and complete according to agency guidelines and standards transfer or discharge all clients in a timely manner before terminating the internship	2	
b. Demonstrate professional use of self with client(s)	devicate client on the therapeutic relationship, use appropriate language communicate role to clients through attitude, ethic, boundaries, compassion	1 Comment Required	•
c. Understand and identify professional strengths, limitations and challenges	openly identify strengths, limitations, and challenges (with supervisor and by writing clinical case reflections)	2	
d. Develop, manage, and maintain therapeutic relationships with clients within the person-in-environment and strengths perspectives	help fimilies recognize strengths and utilize them use person-in-environment and strengths perspective in assessments, case plans, treatment goals, and interventions.	3 Comment Required	
		Core Competency #	1 Sub-score 0/12 = 0.0%
	SAVE WORK		
Core Competency #2: Apply social work ethical principles to guide professional practice. This student demonstrates the ability to:	Learning Activities	Student Self Assessment	Field Instructor Assessment
a. Apply ethical decision-making skills to issues specific to clinical social work	₹ prioritize ethics within the NASW code	2	-
 Employ strategies of ethical reasoning to address the use of technology in clinical practice and its effect on client rights 	respect client rights and confidentiality when utilizing all forms of technology limit client identification information in emails, fixebook, blogs, faxes, phone calls, etc. participate in trainings on the appropriate behaviors and uses of a variety of technology mediums. (ie online articles, selfhelp, agency trainings, etc.)	3 Comment Required	
c. Identify and use knowledge of relationship dynamics, including power differentials	empower clients to make their own decisions write clinical case reflections focused on the relationship dynamics and power differentials with one client-there is evaluated in the programme.	2	v

demonstrate unconditional positive regard seek commonalities to build the therapeutic relationship

Total Clock Hours Completed This Block

In-Agency Field Instructor Signature

Competency Assessment: Narrative Description

None Required

Not Yet Competent (1) . Required

Field Director Signature:

Grade Recommended by Field Instructor (Pass or Fail): Total Evaluation Score: 0/120 = 0.0% Field Director Final Grade (Pass or Fail): Student Signature:

([Field Instructor - name]): Click to sign Completed Do

· Specifics identifying ways in which the student surpasses the competency expected of an MSW Studen

d. Recognize and manage personal biases as they affect the therapeutic relationship in the service of the clients' well-being

. Specifics identifying what the student needs to do/is doing to improve their practice behaviors and meet competency requirements of an MSW student

The "competent (2)" rating is the minimal expected rating for MSW students during any given sensester. This rating implies adequate performance and competency, no narrative description of the student's performance is required. A rating of "not yet competent (1)" or "highly competent (3)" requires a narrative description with specifics as outlined above. After rating the student's practice behaviors in a core competency, and saving your work, a comment box will appear for each rating the equires additional narrative descriptions. Please provide the specifics required, save your

([Field Director - name]): The following evaluation of the student's learning and performance includes variables from a minimal competency list established

the scales are intended to give comprehensive coverage of the practice behaviors expected of students in practicum

After you have signed, the form goes to your Agency Supervisor. He/She will use the drop down menu to evaluate you on each of the core competencies as (1) not t, (2) competent, or competent.

> Once he/she is done, he/she clicks to sign the form in the yellow box.

Core Competency #2 Sub-score 0/12 = 0.09

Evaluation: Part 3

Evaluation:

Total Clock Hours Completed This Block:

Grade Recommended by Field Instructor (Pass or Fail): Pass

Total Evaluation Score: 16/120 = 13.3%

Field Director Final Grade (Pass or Fail):

In-Agency Field Instructor Signature:

Field Director Signature:

The following evaluation of the student's learning and performance includes variables from a minimal consequency list established by professional educators and field practice faculty. The response scales provide for the student's evaluation of self as well as the field instructor's ratings. Items on the scales are intended to give comprehensive coverage of the practice behaviors expected statudents in practi

Each item is seen as representing a continuum running from "not yet competent"

Competency Assessment: Narrative Description:

Not Yet Competent (1) . Required

- Specifics identifying what the student needs to do/is doing to improve their practice behaviors and meet connectency requirements of an MSW student
- Competent (2) None Required
- - · Specifics identifying ways in which the student surpasses the competency expected of an MSW Student

The "competent (2)" rating is the minimal expected rating for MSW students during any given semester. This rating implies adequate performance and comp ency; no nanative description of the student's performance is required. A rating of "not yet competent (1)" or "highly competent (3)" requires a narrative description with specifics as outlined above. After rating the student's practice behaviors in a core competency, and saving your work, a comment box with appear for each rating that requires additional narrative descriptions. Please provide the specifics required, save your work, and then proceed to evaluate the next Core Competency.

After completing the evaluation form and discussing it with the student, the Agency Field Instructor will record a recommended grade for the semester or term, along with a total evaluation score, and forward the practicum evaluation to the Fieldwork Director. Any disparate perceptions along

The student is involved in the evaluation process by the field instructor. It should be noted that the evaluation scales provide for a self-evaluation by the student. The student and the field instructor are expected to discuss their respective evaluations of the student's learning and performance. If the differences in their perceptions cannot be resolved to the student's satisfaction, the student is invited to exercise the option of writing a letter which will be permanently attached to the evaluation form, and which will be taken into consideration in the final grading process.

Core Competency #1: Identify as a professional social worker and conduct oneself accordingly. This student demonstrates the ability to:	Learning Activities	Student Self Assessment	Field Instructor Assessment
a. Readily identify as a social work professional	collaborate with other agency social workers. datend and proactively participate in staffmeetings understand and follow agency policies and guidelines stay up to date on client paperwork and complete according to agency guidelines and standards transfer or discharge all clients in a timely manner before terminating the internship	2	2
b. Demonstrate professional use of self with client(s)	deducate client on the therapeutic relationship, use appropriate language communicate role to clients through attitude, ethic, boundaries, compassion	1 Comment Required	
c. Understand and identify professional strengths, limitations and challenges	openly identify strengths, limitations, and challenges (with supervisor and by writing clinical case reflections)	2	2
d. Develop, manage, and maintain therapeutic relationships with clients within the person-in-environment and strengths perspectives	→ help families recognize strengths and utilize them → use person-in-environment and strengths perspective in assessments, case plans, treatment goals, and interventions.	3 Comment Required	2
	Co	re Competency #1 S	ub-score 8/12 = 66.7%

The final step is for the Field Director to review both the Student **Assessment** and the Agency Supervisor Assessment, assign the grade, and then sign the form.

Agency List

BYU Social Work Logged in: Rachel Romney Student Account: Student Group: Rachel Romney The student Group: Rachel Romney Account: Student Group: Rachel Romney	View Uncompleted Forms (3) Logout Help
Home Student Detail Agency List	
Sort Search	
Agency List	
A-Z AE CDE FGH JJK LMN OPQ RST UVW XYZ	
1. Preplacement AAA Unassigned AAM Unassigned Administration for Children and Families Adoption Center of Choice Adult Probation and Parole Services Alpine Home Care & Hospice American Heritage School ARCH Counseling (Addiction Resource Center for Healing) Aspiro Bethany Christian Services BYU Clinic/Research BYU Research BYU Womens Services and Resources	ern Placement Tracking (c) 2000 - 2011 by Alcea Software (010510)

Agency Detail: ARCH Counseling (Addiction Resource Center for Healing)

Agency	ARCH Counseling (Addiction Resource Center for Healing)	■ MSW ■ BSW
Street Address	1215 W. South Jordan Pkwy, Suite 202	
City, State Zip	South Jordan. UT 84095	
Phone	801-255-1155	
Fax	801-255-0281	
Location Code		
Agency Web Site		www.archcounseling.com
Internship Infon	mation	-
View in printable	form	

Add Submission

The Agency Detail contains all the information you need to complete your IRAMS except for the agency email.

Important Things to Remember

- Once a form has been signed, if changes need to be made, you need to email Charlene at charlene clark@byu.edu to request the signature be cleared.
- Form due dates signify the date they are due to the Field Director or Charlene. Keep that in mind as you prepare to sign these forms and send them off to your supervisor. Make sure to plan enough time for both of you to fill out and sign the forms.
- If you can't access the MSW Internship Evaluation, check to make sure that the Learning Agreement has all the necessary signatures.
- All info needed to complete IRAMs except for the agency email is available in the Agency list.
- Most important: IPT is an important resource for communication between you, your agency supervisor, and the School of Social Work. Thus, it is extremely important to maintain correct contact information for yourself and help us to do the same for your agency supervisor.