BSSW FIELD EDUCATION APPLICATION
IPT INSTRUCTIONS
When a form is scheduled you will receive an email like the one below to let you know that you need to log into your IPT account to read and complete the scheduled form. It will also tell you which form has been scheduled.

Fri 4/22/2016 1:39 PM
Jackie Jensen <emailer@runipt.com>

You have a new form scheduled from UND Social Work

To: Jensen, Jackie

Please log into your account at www.runipt.com to read and complete the scheduled form:

BSSW Field Education Application - Fall 2016

For Instructions on where to find your BSSW Field Education Application and how to complete it, please go to the Social Work website (http://nursing.und.edu/departments/social-work) under Field Education>Intern Placement Tracking (IPT)>BSSW Field Education Application IPT Instructions.
Go to www.runipt.com.
Log in using the new user name and password you chose.

- Remember your user name and password are case sensitive.
Once you successfully log into IPT, you will be on your home page.

In the Navigation panel on the left side of the Home page you will find “My Forms”. You will notice a number next to “My Forms” in parentheses. This indicates the number of new forms scheduled.
If you click on “My Forms” it will take you to your forms page where you will see a list of all scheduled forms. To open a form, click on the word “View” next to the form you want to open (i.e. BSSW Field Education Application).
The BSSW Field Education Application will open in a new window. At the top of the application, choose “Part-Time” or “Full-Time” from the drop down box.

Remember to fill in the “Academic Semester and Year Requesting to begin Field” box (i.e. Fall 2016 Spring 2017 for Part-Time or Fall 2016 for Full-Time).
In the “Applying for” be sure to choose one of the choices in the drop down. You will need to let us know if you are applying for the IV-E Child Welfare Stipend or NCWWI Grant, as this will affect your internship placement. If you are not applying for either of them then choose Not Applicable.

In the “Requesting” drop down, please choose whether you will be doing a Full-Time (Block) Internship or Part-Time Internship.
Form Pointers

- It’s **important** that you are clicking on the “SAVE WORK” buttons when you see them, as it will save all your work to that point.

- **NOTE:** You must click on the “SAVE” button at the bottom of the application to save any information entered or changed before closing or printing the page, or your information will be lost.
Section I. Identifying Information

- Any information entered into your “Student Detail” page will be prefilled in Section I. Identifying Information.

- NOTE: If you did not fill in one of these fields on your “Student Detail” page, it will not prefill into this section and you will need to manually enter the information before submitting your application.
You will notice that your courses have already been prefilled for you in Section II. Academic Information. However, you will need to enter in the rest of the information regarding whether you have completed the course; if you are currently taking the course; when you took the course; what grade you received in that course; your social work overall GPA; and your year-to-date overall undergraduate GPA.

NOTE: Your social work overall GPA and year-to-date overall undergraduate GPA can be found in Campus Connection.

<table>
<thead>
<tr>
<th>BSSW COURSES</th>
<th>/ or x</th>
<th>Course</th>
<th>When Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ = if completed</td>
<td></td>
<td>SWK 255 – Introduction to Social Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>x = if taking currently</td>
<td></td>
<td>SWK 257 – HBSE I</td>
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<td></td>
<td></td>
<td>SWK 317 – Social Work Research</td>
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<td></td>
<td></td>
<td>SWK 357 – HBSE II</td>
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<td></td>
<td></td>
<td>SWK 424 – GP Individuals &amp; Families</td>
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<td></td>
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<td>SWK 434 – GP Task &amp; Treatment Groups</td>
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<td></td>
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<td>SWK 442 – Social Policy</td>
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<td></td>
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<td>SWK 454 – GP Communities &amp; Organizations</td>
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<tr>
<td></td>
<td></td>
<td>SWK Electives – (2 credits)</td>
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<tr>
<td></td>
<td></td>
<td>Specify:</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA &amp; Credit Hours</th>
<th>Social Work Overall GPA</th>
<th>Year-to-Date Undergraduate Overall GPA</th>
</tr>
</thead>
</table>
Be sure to meet with your advisor and create a plan to have all of your social work courses completed prior to entering field by the academic term you have indicated in the above “Academic Semester and Year Requesting to begin Field” box.
Section III. Transportation & Liability Coverage

- In Section III. Transportation and Liability Coverage, please mark “x” in the appropriate box next to each question.
- If you do not know whether you have coverage for transporting a client in your vehicle, just mark “No” at this time.
- At the BSSW level, it is most unlikely that you will require additional liability coverage beyond that which UND provides.

### III. Transportation and Liability Coverage

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a car available to you during the internship?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your automotive insurance cover your transporting clients in your car?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have professional liability (in addition to that provided by UND) coverage of yourself during the internship?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section IV. Personal Profile

- In Section IV. Personal Profile your answers will be helpful in evaluating your readiness to enter Field Education and the type of field experience that may best match your particular interests and learning needs.

- NOTE: When you click on the paper and pencil icon it will bring up an "Edit Text" box in a new window.
You can enter your responses to questions with the paper and pencil icon in this text box and click “Save” or Save and Close”.

NOTE: Text boxes will stay updated without having to click the “SAVE WORK” buttons, as long as you click “SAVE” at the bottom of the application before closing out.
In Section V. Student Preferences of Agencies for Field Education, please prioritize your field interests from first to last in each category, beginning with the most preferred. Please be advised that the purpose of prioritizing is to assist in the determination of a field internship site that will give you a well-rounded learning experience.

NOTE: Field Education is responsible for the selection of the agency to which you will be assigned.
In Section VI. Request for Part-Time Field Internship it asks you to complete the “Request for Part-Time Field Internship” form if you are requesting a part-time field internship. This form is a self-scheduled form, as not everyone will need to complete it. To find the “Request for Part-Time Field Internship” form, you will need to go to your “Home” page in IPT and click on “My Forms” (be sure to click on “SAVE” at the bottom of your application before leaving the page). Continue for directions on how to add a self-scheduled form (i.e. Request for Part-Time Field Internship) to your “My Forms” page.

NOTE: You will only need to do this if you are requesting a part-time internship. If you are not, then continue to the next slide titled “Section VII. Request for Field Internship at Agency Employed”.

VI. Request for Part-Time Field Internship

If requesting a part-time field internship, please also complete the Request for Part-Time Field Internship form.
Section VII. Request for Field Internship at Agency Employed

- In Section VII. Request for Field Internship at Agency Employed it asks you to complete the “Request for Field Internship at Agency Employed” form if you are requesting an field internship in an agency where you are currently employed. This form is a self-scheduled form, as not everyone will need to complete it. To find the “Request for Field Internship at Agency Employed” form, you will need to go to your “Home” page in IPT and click on “My Forms” (be sure to click on “SAVE” at the bottom of your application before leaving the page). Continue for directions on how to add a self-scheduled form (i.e. Request for Field Internship at Agency Employed) to your “My Forms” page.

- NOTE: You will only need to do this if you are requesting a field internship in an agency where you are currently employed. If you are not, then skip to Section VIII. Special Section (A & B).

VII. Request for Field Internship at Agency Employed

If requesting a field internship in an agency where you are employed, please also complete the Request for Field Internship at Agency Employed form.
To add your scheduled forms (i.e. Request for Part-Time Field Internship and/or Request for Field Internship at Agency Employed), click on your “Home” page tab and then click on “My Forms”.

Welcome to Intern Placement Tracking
This will take you to your forms page. To add a self-scheduled form (i.e. Request for Part-Time Field Internship and/or Request for Field Internship at Agency Employed) to your “Forms List”, click on “Add New Form” in the upper left corner.
This will take you to the self-scheduled forms page. To add the form you want to your list, click on “Add Form” next to the form.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Batch Name</th>
<th>Status / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Field Internship at Agency</td>
<td>Fall 2016</td>
<td>Add Form</td>
</tr>
<tr>
<td>Request for Part-Time Field Internship Form</td>
<td>Fall 2016</td>
<td>Add Form</td>
</tr>
</tbody>
</table>
This will add the self-scheduled form (i.e. Request for Part-Time Field Internship and/or Request for Field Internship at Agency Employed) to your My Forms list. Again, to open the form, click on “View”.

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Batch Name</th>
<th>Form ID</th>
<th>Status</th>
<th>Signed</th>
<th>Waiting For</th>
<th>For Schedule Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSSW Field Education Application</td>
<td>Fall 2016</td>
<td>Jensen, Jackie</td>
<td>new **</td>
<td>Student</td>
<td>2016-04-22</td>
<td>2016-04-29</td>
<td></td>
</tr>
<tr>
<td>Request for Field Internship at Agency Employed</td>
<td>Fall 2016</td>
<td>Jensen, Jackie</td>
<td>new **</td>
<td>Student</td>
<td>2016-05-02</td>
<td>2016-05-06</td>
<td></td>
</tr>
<tr>
<td>Request for Part-Time Field Internship Form</td>
<td>Fall 2016</td>
<td>Jensen, Jackie</td>
<td>new **</td>
<td>Student</td>
<td>2016-04-29</td>
<td>2016-04-29</td>
<td></td>
</tr>
</tbody>
</table>
The form will open in a new window. The Request for Part-Time Field Internship form is for students who are requesting a part-time field internship. This form must be submitted along with your BSSW Field Education Application for approval by the Director of Field Education.

Any information from the “Student Detail” page will prefill, however there may be fields that you need to fill in on your own. Continue to complete the form thoroughly and click on “Click to sign Completed Document” in student signature spot towards the bottom of the form.

NOTE: Once you have signed this form you will no longer be able to change any fields in the document and an email will be sent to the Field Director to let him know that your form is ready for his review and signature.
Request for Field Internship at Agency Employed Form

- The form will open in a new window. The Request for Field Internship at Agency Employed form is for students who are requesting a field internship in an agency where they are currently employed. This form must be submitted along with your BSSW Field Education Application for approval by the Director of Field Education.

- Please choose “BSSW” from the drop down box at the top of the page and click on “SAVE WORK”. In the next drop down box, please choose whether you are doing your internship “Part-Time” or “Full-Time”. Again, any information from the “Student Detail” page will prefill, however there may be fields that you need to fill in on your own. Continue to complete the form thoroughly and click on “Click to sign Completed Document” in student signature spot towards the bottom of the form.

- NOTE: Once you have signed this form you will no longer be able to change any fields in the document and an email will be sent to the Field Director to let him know that your form is ready for his review and signature.
Section VIII. Special Section (A & B)

- In Subsection A. If you have a disability and desire a disability related accommodation(s) - for a field internship, you will need to contact the Director of Field Education, Bruce Reeves, at bruce.reeves@und.edu, to inform him of the accommodation(s) you require.

- In Subsection B. Resume and Personal Statement - it asks you to upload a copy of your current resume detailing education history, work and volunteer experience and three professional references to your “Student Detail” page. It also asks for a personal statement to be provided in a “Edit Text” box below by clicking on the paper and pencil icon.

HELPFUL HINT: You can copy and paste into the “Edit Text” box instead of retyping.

VIII. Special Section
(Please read carefully each of the following sections. Your signature below will confirm that you have read the sections.)

A. If you have a disability and desire a disability related accommodation(s) for a field internship experience you should contact the Director of Field Education to inform him/her of the accommodation(s) you require. You do not have to disclose the nature of your disability to the Director of Field Education when requesting the accommodation(s) you require. The Director of Field Education may refer you to a Disability Specialist at the Disability Support Services (DSS) office to establish eligibility for the requested accommodation(s). Once the need for an accommodation(s) has been established, the Director of Field Education will work with the agencies regarding implementation of the accommodation(s). You are always free to contact Disability Support Services (701-777-3425 or) for assistance in obtaining accommodation(s). Should a disability be reported after internship, there is the potential that the internship could be discontinued pending the necessary investigation of the agency’s ability to provide adequate accommodation(s).

B. Resume and Personal Statement - Please upload a copy of your current resume detailing educational history, work and volunteer experience, and three professional references to your student detail page. Also include your personal statement below:
Go to your “Student Detail” page (click on the blue middle tab at the top of your IPT page, be sure to click on “Save” on any form that you are filling out so that you don’t lose any information).
Where to Upload Resume on the Student Detail Page

- Click on the paper and pencil icon next to “Resume” under your “Student ID” field to upload your current resume.
Uploading Resume

- This will bring up the “Manage Uploaded Document” box. Click on the “Browse” button and find your resume, then attach and click on “Upload”.

- NOTE: Your resume must be in PDF format.
Now you will see the word “View” next to resume on your “Student Detail” page. If you click on “View” this will bring up your resume in PDF format. If you accidently attached the wrong document, click on the paper and pencil icon.
Delete/Change Resume

- This will bring up the “Manage Uploaded Document” box again, but will give you a “Delete” button option this time. Click on “Delete”, then “Browse” and choose the correct document, attach and click on “Upload”.

- NOTE: Your resume must be in PDF format.
Section VIII. Special Section (C)

- In Subsection C. Criminal Background Check - all students must submit a criminal background check within 3 months prior to beginning their field internship. Please read this section carefully.

C. Criminal Background Check. All students must submit a criminal background check prior to beginning their field internship. A criminal background investigation may include a North Dakota Bureau of Criminal Investigation check, a Federal Bureau of Investigation check, or a check of another state. 

- The cost of a background check is the responsibility of the student.
- Individuals who refuse to submit to a background check will be dismissed from the program.
- Fabrication of any information, including omission of relevant information, will result in a dismissal from the program.
- If the criminal background check has no findings of concern, the student will be allowed to enroll and participate in her/his internship provided all other program requirements are met.
- If the background check report reveals information of concern which the program may deem unfirable, the student will be given the opportunity to provide a detailed written description and explanation of the information contained in the report along with appropriate documentation. This information must be returned to the Director of Field Education within 30 calendar days of the date the communication is sent to the student.
- A faculty committee from the program will review any criminal background checks with areas of concern for social work students. The committee may request that a candidate submit additional information such as a written explanation, court documents, and/or police reports. The committee will review all available information and determine whether a student will be allowed to advance into Field Education or be dismissed from the social work program.
- The student has the right to request a copy and challenge the accuracy of any criminal history reports ordered. The BSW Program Field Education will not take any action that will adversely affect the student until the student has been afforded a reasonable time to correct or complete the record, or has declined to do so.
- The student may appeal the program's action based upon information in a background check. The student must submit a letter of appeal and additional information to complete or correct the record to the Office of Student Services at the College of Nursing and Professional Disciplines within 30 days of formal receipt of the decision. A committee will be convened from within the college to consider the appeal and render a final decision.
- Criminal background check reports and other submitted information are confidential and may only be reviewed by officials and designated representatives of affiliated field partners in accordance with the Family Educational Records and Privacy Act and other applicable state and federal law.
- Criminal background check information for UND students will be kept pursuant to the University of North Dakota's records retention policy.
To complete your criminal background check, go to http://nursing.und.edu/departments/social-work and click on “Field Education” in the navigation panel on the left side of the screen. A drop down list will appear. Click on “Background Check Information/Application” and this will bring up a PDF document with instructions on how to complete your criminal background check.

OR

Click on this direct link: http://nursing.und.edu/departments/social-work/_files/field/background-check.pdf and it will take you directly to the “Background Check Information/Application” PDF document.
Section VIII. Special Section (D-F)

- In Subsections D-F. Please be advised - be sure to read these carefully as they contain information regarding possibilities of additional costs to students per agency requirements.

D. Please be advised that depending upon the agency where you do your internship, you may need to provide to the agency, documentation as to dates, places, and times of various immunizations.

If you are required to receive additional immunizations, you will be responsible for the costs of the immunizations.

E. Please be advised that some agencies may require you to purchase professional liability coverage which is over and beyond what the university provides on your behalf.

If you are required to provide additional professional liability coverage, you will be responsible for the costs of the insurance.

F. Please be advised that students who in the past have engaged in behaviors beyond the scope of the Social Work Code of Ethics and who in some cases may have been adjudicated and found in violation of certain statutes need to be aware that these behaviors and judicial findings may result in the student’s inability to secure a state license to practice social work and or may result in the student’s inability to secure a social work position following graduation. Furthermore, such behaviors and judicial actions may result in the instability of Field Education to secure a social work field internship in order for the student to adequately complete the social work degree.

Currently, a number of field agencies require potential student interns to agree to and complete a criminal background check prior to commencing a field internship with the agency. This may occur even though a criminal background check has been conducted by the program. Students planning on an internship with an agency that requires a criminal background check need to be aware that the cost of a background check is the responsibility of the student. Requests for background checks and reimbursements are handled between the student and the prospective agency. Criminal background checks may involve local law enforcement, the State Bureau of Criminal Investigation, and the Federal Bureau of Investigation.
Section IX. Release of Information

Section IX. Release of Information – be sure to read this section carefully as well because you will be agreeing to what’s outlined in this section when you sign the application.

IX. Release of Information

Your signature on the following line affirms ...

1. That you have answered this application to the best of your knowledge,
2. That you have read and understood the notifications provided in Section VIII,
3. That you give permission to the Director of Field Education, BSSW Program, Department of Social Work, and the University of North Dakota to release the following information to field instructors in field agencies being considered for your internship supervision:
   (a) your written Field Education Application,
   (b) your written resume, personal statement, and supporting materials,
   (c) verbal information related to your learning needs and academic performance,
   (d) faculty observations about your follow-through, cooperativeness, initiative, independence, reliability, verbal and written communication skills, and
   (e) faculty observations about your critical thinking skills, including: the breadth, depth, and relevance of your thinking processes as reflected in written assignments, verbal participation, and interactions with faculty and students.
4. That the permission to release information given in section IX (3) above includes a consent to release records that are considered educational records under the Family Educational Rights and Privacy Act of 1974 (FERPA). Such consent is limited to those documents listed in section IX (3) above.
First Student Signature

- The first student signature box is to give your permission to release information.

- When you click on, “BSSW Field Education Application” a pop up box will appear. To sign, type your name into the box and click on “SUBMIT SIGNATURE”.

![Sign by typing your name](image)
The second student signature box is agreeing to participate in ongoing efforts to evaluate the field experience.

When you click on “Click to sign Completed Document” a pop up box will appear. To sign, type your name into the box and click on “SUBMIT SIGNATURE”.

NOTE: Once you have signed in this box you will no longer be able to change any fields in the document and an email will be sent to your advisor to let them know that your application is ready for their review and signature.
Section X. Faculty Advisor Signoff – you will notice that your advisor’s name will prefill from your “Student Detail” page into the signature box. This is where your advisor will sign once they have reviewed your application. Once the advisor signs the application, the application becomes complete and ready to be sent to potential agencies.
Other Important Features

- The “CLOSE” button will close the application, however it will not save any information that has been entered into the application.
- The “SAVE” button will save all the information that has been enter into the application to that point.
- If you click on “Printable Version” in the lower left corner of any form, it will produce a printer friendly version of the form in a new window for you to print out. In the lower left corner of the printer friendly version is a “PRINT” button, if you click on the “PRINT” button it will bring up your printing options (i.e. Adobe PDF). To close the printer friendly version of the form, click on the “CLOSE” button of the form in the middle of the page.
- NOTE: You must click on the “SAVE” button to save any information entered or changed on the page before closing or printing the page, or your information will be lost.
If you have any questions/concerns regarding forms, please contact the department’s IPT administrator:

Jackie Jensen
Administrative Secretary
Department of Social Work
Gillette Hall, Room 306A
225 Centennial Drive, Stop 7135
Grand Forks, ND 58202-7135
701-777-4328
jackie.Jensen@und.edu

Please be sure to include the Form ID # that you are having issues with. This can be found in the very bottom right corner of any form (i.e. Form 286).