Intern Placement Tracking (IPT)

How-To Guide for Students

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Introduction

Intern Placement Tracking (IPT) system, is a secure web-based database that contains information related to the Field Education component of the Social Work programs in the Binghamton University Department of Social Work. IPT holds the details of the 200+ field placement agencies affiliated with the University, as well as contact and field placement information for student interns.

IPT enables the Department to streamline the field placement process as our department continues to expand. Students using IPT are able to browse through potential field placements more easily and to indicate preferences for field placements that are most likely to meet their objectives, interests, and needs.

For general field information and additional field education-related documents, you can go to the Field Instruction section of the Department’s website at:

http://binghamton.edu/social-work/academics/field-instruction.html
http://binghamton.edu/social-work/

Please note that any and all personal information entered into IPT is secured on a web-based server that is not publicly accessible. Your information is protected so that the only individuals who may have access to your full information are the faculty and staff of the Department of Social Work, College of Community and Public Affairs, Binghamton University.

All students should complete the following tasks during the field placement process:

IPT Quick Links for Students

1. Create New Login Name and New Password
2. Update Contact and Emergency Contact Information
3. Indicate Vehicle Access
4. Complete CSWE Statistics Survey
5. Submit Agency Preferences
6. Rank-Order your Agency Preferences
7. Submit a Resume
8. Enter Career Goals and Hopes for your Placement
Logging into IPT
To access IPT, visit https://www.alceasoftware.com/web/login.php. You will be prompted with the screen below. Enter the *Organization ID*, default *Login Name*, and default *Password* provided to you via e-mail or during Field Placement Orientation.

You will then be prompted to submit a new *Login Name* and new *Password* with the screen below. The Organization ID will always be *binghamton*.
Issues Logging into IPT

If you have difficulties logging into your account or have forgotten your Login Name and Password, please notify the Director of Field Education (srescini@binghamton.edu). The Director of Field Education will reset your account. You will then receive a message with your default Login Name and Password in your Binghamton email account. The Organization ID will always be binghamton. Once you have logged into IPT using your default Login Name and Password, follow the same protocols described in the Logging into IPT section of this guide to establish a new Login Name and Password.

IPT Home Page

Logout

Use this link to log out of IPT.

Help

Use this link to access information provided by the developers of the IPT software.

Change Password

Use this link to change your password.
Student Detail Tab

The Student Detail Tab contains the majority of your personal information, as well as contact information for your Field Liaison and your Academic Advisor.

After logging into IPT for the first time, complete the following section. To store your entries, click on the SAVE icon at the bottom of the screen.

Contact Information and Emergency Contact Information

Please update your contact and emergency contact information: your mailing addresses, your e-mail address, and your phone numbers, and the name and phone number of an individual to contact in case of an emergency.

Upload Picture

You have the option to upload a photo. Please click the Upload Picture link in the top left navigation bar to upload a .jpg picture file from your computer.

Vehicle Access

Some placements require commuting or traveling as part of routine duties. Please indicate whether you have access to a vehicle.
CSWE Statistics

The Social Work program at Binghamton University is accredited by the Council on Social Work Education (CSWE). To improve reporting to CSWE, the Department asks all students to complete a survey of certain demographic and field placement-related information.

Click on the CSWE Statistics link in the top left navigation bar to access the survey. Then, please complete the survey.
Agency List Tab
The Agency List Tab contains information on all agencies that are affiliated with the Binghamton University Department of Social Work. Click on an agency name to learn more about the agency and its field placements.

Browsing Agencies
Each agency page has information about the agency and its placements, such as duties, requirements, and scheduling options.

Please note that agency information and ability to accept students changes from year to year. Agency details are kept as updated as possible.
Submitting Agency Preferences
As part of this application process, you will submit your three top preferred agencies for placement in the upcoming year. IPT offers various ways to sort and search through agencies to facilitate your application process.

At the bottom of every Agency Detail Page, the ADD SUBMISSION button will add that agency to your list of preferred placements on the Student Detail Tab.

Sorting Agencies
Step 1: Click on the “Agency List” Tab:

Step 2: Click on the “Sort” Tab to sort agencies depending on your preferences.

Step 3: Enter the criteria that you wish to sort your choices on the drop-down menus.
Click on the “DO SORT” button to see your agency choices sorted.

Key terms related to sorting:

- **Primary/Secondary/Tertiary Classification**: This term signifies the area of social work practice that the agencies specialize in.
- **County**: Sorting with this option, allows agencies to be filtered by the county the agency is located.
- **Summer Hours**: Agencies do at times offer nontraditional hours including summer options.
- **Weekends or Evenings**: These agencies provide opportunities for students on weekends and evenings.
- **Students Taken**: This filter provides information as to which type of student the agency would prefer (foundation, concentration, or both).

**Step 4**: Click on the desired Agency
Step 5: Review Agency Detail

Step 6: Click on the “ADD SUBMISSION” to add this agency to your list

Searching Agencies

Step 1: Click on the “Agency List” Tab:

Step 2: Click on the “Search” Tab to sort agencies depending on your preferences.
Step 3: Type in the desired agency

Click on the “SEARCH” button to see your agency.

Step 4: Click on the desired Agency

Step 5: Review Agency Detail

Step 6: Click on the “ADD SUBMISSION” to add this agency to your list
Rank-Ordering Agency Preferences
Return to the Student Detail Tab and rank-order your top three preferred agencies.

```plaintext
<table>
<thead>
<tr>
<th>Agency Preferences</th>
<th>Down</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Catholic Charities of Cortland County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 SUNY College at Cortland - Counseling Center</td>
<td>Up</td>
<td>Down</td>
</tr>
<tr>
<td>3 Catholic Charities of Cortland County</td>
<td>Up</td>
<td></td>
</tr>
</tbody>
</table>
```

Click **DOWN** to move your agency rank down a level. Click **UP** to move your agency above a level. Click **DELETE** to remove an agency submission.

You may have as many agency preferences as you’d like. However, the Director of Field Education will only review your top three selections.

Submitting a Resume
Upload an electronic copy of your resume using the link below.

Once you have clicked the link, a new window will pop up:

Select **BROWSE** to enter the file from your computer. Once you have selected the file, click **UPLOAD** to submit the resume.
Enter Career Goals and Hopes for your Placement
Use the Student Comments box to discuss your career goals and hopes for your placement in the upcoming year. This can include your areas of growth, skills you want to further develop, populations of interest, etc.

Advanced Standing:
Resume
Student Comments: