

# Intern Placement Tracking (IPT)

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*How-To Guide for Students*

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**College of Community and Public Affairs**  
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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.

**Ipt**  
Intern Placement Tracking  
Alcea Software

Intern Placement Tracking

Please Login to Ipt:

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

Organization ID

User Name

Password

[Forgot your username or password?](#)

[Clear Organization Id](#)

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**.

**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

Binghamton University  
Logged in: Anthony Johnston  
Student

Change account login information:

New Login Name

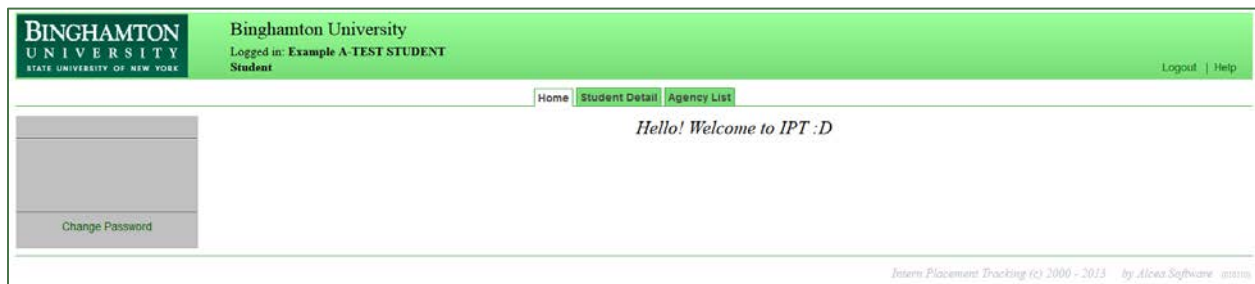
New Password

Confirm New Password

## 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](mailto: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.

**BINGHAMTON UNIVERSITY** | Binghamton University  
Logged in: Example A-TEST STUDENT  
Student | Logout | Help

Home | Student Detail | Agency List

Home > Student Detail  
CSWE Statistics | Upload Picture

### Student Detail: Example A-TEST STUDENT

Group: SW 593 & 594 - Full Time Save

Last Name: A-TEST STUDENT  
First Name: Example  
Street Address: 123 Main Street  
City, State Zip: Binghamton NY 13901  
Email: teststudent@binghamton.edu

Emergency Contact: Tester's Spouse  
Emergency Phone: (607) 555-0555  
Home Street Address: 542 Belmont Drive  
Home City, State Zip: New Rochelle, NY 10002-1233

Phone: (607) 555-1355  
Cell: (607) 555-7552  
Birthdate (yyyy-mm-dd): 0000-00-00  
Advisor: Sophia Resciniti  
Graduation Date (yyyy-mm): 2016-05

Has a Car:   
Field Liaison: Flynn, Brian (bflynn@binghamton.edu)  
Degree: MSW  
Advanced Standing:

**Agency Preferences**

1 William George Agency for Children's Services	Down	Delete
2 A New Hope Center	Up	Down Delete
3 Syracuse VA Medical Center	Up	Down Delete

**Field Assignments:**

Semester	Agency	Field Instructor	Phone Number	Codes	Task Supervisor
Fall 2013					
Spring 2014					
Summer 2014					
Fall 2014					
Spring 2015					
Summer 2015					

Save

[View in printable form](#)

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.

Home | Student Detail | Agency List

Home > Student Detail  
CSWE Statistics | Upload Picture

**Student Detail: Example A-TEST STUDENT**

Group: SW 593 & 594 - Full Time Save

Last Name	A-TEST STUDENT	Phone	
First Name	Example	Cell	
Street Address		Birthdate (yyyy-mm-dd)	0000-00-00
City, State Zip		Advisor	Sophia Resch
Email		Graduation Date (yyyy-mm)	2016-05

Emergency Contact

Emergency Phone

Home Street Address

Home City, State Zip

Has a Car:

Field Liaison: Flynn, Brian (bflvnm@binghamton.edu)

Home | Student Detail | Agency List

Home > Student Detail > CSWE Categories

**Student CSWE Statistics: A-TEST STUDENT, Example**

Gender	Male
Age	25-34 years
Racial/ethnic Group	Chicano/Mexican American
Financial Aid	Loan Unsubsidized
Fund Type	Not Tied to current Field work
Enrollment	Full Time
Field Instruction ...	Alcohol, Drug, or Substance Abuse
Classification	Alcohol, Drug, or Substance Abuse
Fields of Practice	1. Direct
Methods of Practice	Masters
Degree	First
Year	

Save

## 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

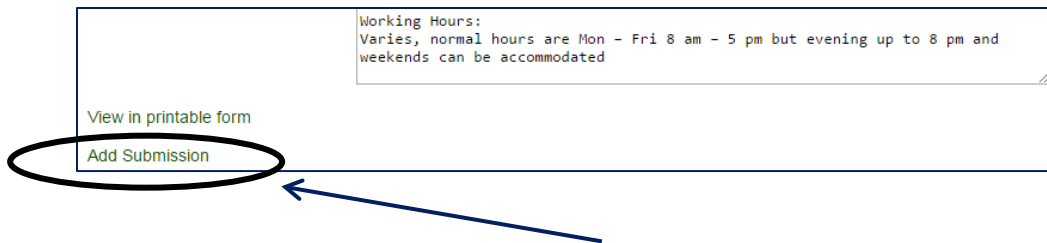
Each agency page has information about the agency and its placements, such as duties, requirements, and scheduling options.

***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

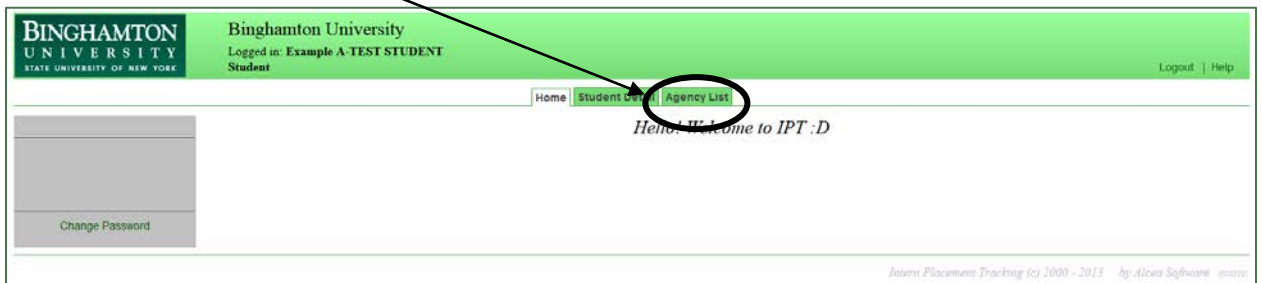
As part of this application process, you will submit your three top preferred agencies for placement in the upcoming year. IPT offers various ways to sort and search through agencies to facilitate your application process.



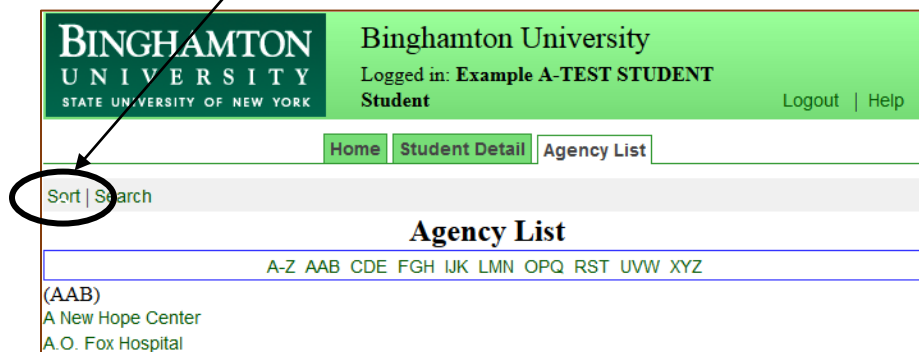
At the bottom of every Agency Detail Page, the **ADD SUBMISSION** button will add that agency to your list of preferred placements on the Student Detail Tab.

## 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.

Home Student Detail Agency List

Select Agency Sorting Options

Sort By: Agency Name (dropdown menu open showing: Agency Name, Address, MSW, BSW, Primary Classification, Secondary Classification, Tertiary Classification, County, Vehicle Required, Summer Hours, Weekends of Evenings, Transportation of Clients, Mileage Reimbursement, Accessible by Public Transport, Summer Block Option, Number of Students Accepted, Students Taken)

And Then By: Agency Name (dropdown menu)

And Then By: Agency Name (dropdown menu)

Intern Placement Tracking (c) 2000 - 2013 by Alcea Software (010510)

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

Home Student Detail Agency List

Sort | Search

**Agency List**

Page: 1 2 3 4 5 6 7 8

	County	Address	Weekends of Evenings
(1)			
Ashton HealthCare	Bradford (Pennsylvania)	Athens, PA 18810	0
Robert Packer Hospital	Bradford (Pennsylvania)	Sayre, PA 18840	0
United Way of Broome County, Inc.	Broome	Binghamton 13902-0550	1
STARS	Broome	Binghamton NY, 13902	0
Ferre Institute, Inc.	Broome	Binghamton, New York 13905	0

## Step 5: Review Agency Detail

Home | Student Detail | Agency List

Agency List > Agency Detail  
PREV | NEXT

**Agency Detail: United Way of Broome County, Inc.**

MSW  BSW

Agency:  Primary Classification: Community Planning  
Secondary Classification:  
Tertiary Classification:

County: Broome  
Working Hours: Varies, normal hours are Mon - Fri 8 am - 5 pm but Vehicle Required: No  
Summer Hours: Yes Weekends of Evenings: Yes  
Transportation of Clients: Yes Mileage Reimbursement: Yes  
Accessible by Public Transport: Yes Summer Block Option: Yes  
Number of Students Accepted: 3 Students Taken: Both  
Other Requirements:  
All students must complete a United Way volunteer application. Depending on the specific duties to be performed additional background checks may be required including but not  
and New York State Central Registry clearance.  
Additional Forms:

Agency Web Site:   
Internship Information:

## Step 6: Click on the "ADD SUBMISSION" to add this agency to your list

Working Hours:  
Varies, normal hours are Mon - Fri 8 am - 5 pm but evening up to 8 pm and  
weekends can be accommodated

[View in printable form](#)

**Add Submission**

## Searching Agencies

### Step 1: Click on the "Agency List" Tab:

BINGHAMTON UNIVERSITY STATE UNIVERSITY OF NEW YORK

Binghamton University  
Logged in: Example A-TEST STUDENT  
Student

Home | Student Detail | **Agency List** | Logout | Help

Hello! Welcome to IPT :D

Change Password

Intern Placement Tracking (c) 2006 - 2013 by Alcoa Software

### Step 2: Click on the "Search" Tab to sort agencies depending on your preferences.

BINGHAMTON UNIVERSITY STATE UNIVERSITY OF NEW YORK

Binghamton University  
Logged in: Example A-TEST STUDENT  
Student

Home | Student Detail | Agency List

Sort | **Search**

**Agency List**

A-Z AAB CDE FGH IJK LMN OPQ RST UVW XYZ

(AAB)  
A New Hope Center  
A.O. Fox Hospital

**Step 3:** Type in the desired agency

Home Student Detail Agency List

Search

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

**Step 4:** Click on the desired Agency

United Way Search

Page: 1 2

United Way of Broome County, Inc.

United Way of Broome County, Inc. United Way of Broome County offers a unique opportunity for students ...participating in one of the many senior programs funded by Unit field placement offsite with one of United Way's more than 30 community partners. Previous field placements ...All students must complete a United Way volunteer application

Binghamton University - Dean of Students Office  
4400 Vestal Parkway East

**Step 5:** Review Agency Detail

Home Student Detail Agency List

Agency List > Agency Detail  
PREV | NEXT

Agency Detail: United Way of Broome County, Inc.

MSW  BSW

Agency: United Way of Broome County, Inc. Primary Classification: Community Planning  
Secondary Classification:  
Tertiary Classification:

County: Broome  
Working Hours: Varies, normal hours are Mon - Fri 8 am - 5 pm but Vehicle Required: No  
Summer Hours: Yes Weekends of Evenings: Yes  
Transportation of Clients: Yes Mileage Reimbursement: Yes  
Accessible by Public Transport: Yes Summer Block Option: Yes  
Number of Students Accepted: 3 Students Taken: Both

Other Requirements:  
All students must complete a United Way volunteer application. Depending on the specific duties to be performed additional background checks may be required including but not and New York State Central Registry clearance.

Additional Forms

Agency Web Site: <http://www.usbroome.org/>

Internship Information: United Way of Broome County offers a unique opportunity for students to

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

Working Hours:  
Varies, normal hours are Mon - Fri 8 am - 5 pm but evening up to 8 pm and weekends can be accommodated

View in printable form

Add Submission

## Rank-Ordering Agency Preferences

Return to the Student Detail Tab and rank-order your top three preferred agencies.


Agency Preferences		
1	Catholic Charities of Cortland County	Down Delete
2	SUNY College at Cortland - Counseling Center	Up Down Delete
3	Catholic Charities of Cortland County	Up Down Delete

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.

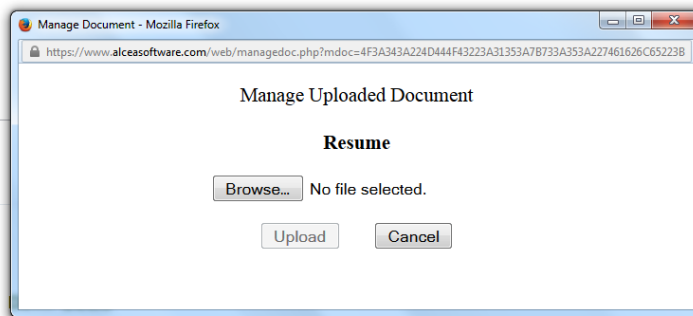
You may have as many agency preferences as you'd like. However, the Director of Field Education will only review your top three selections.

## Submitting a Resume

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

Degree: MSW
Advanced Standing:
Resume 

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:

Empty text box for student comments.