

FIELD WORK JOURNAL

BSWG (First Semester)

FACE SHEET I

Profile of the Student

Name of the Student :

Address :

Phone No. & E-mail :

Enrollment No. :

Address of Study Centre & Code :

Address of Regional Centre :

Name & Address of Agency where concurrent visits were done :

Name & Address of Field Work Supervisor :

Phone/Mobile No. of Supervisor :

Signature of Student

IMPORTANT

1. *It is mandatory for the student to provide all the informations sought above in the face sheet.*
2. *Your Field Work Journal is a precious document. You must keep it in a safe place at home, while on travel, at study centre etc. It is safer to keep a separate personal diary with all notings so that in case of loss due to any kind of unforeseen event, you can still compile the work done and get it certified by the FWS in a fresh copy of the Journal. It is suggested that you keep a photocopy of the Journal before submitting the final report to the Regional Centre for your personal record. Remember to take an acknowledgement slip from Regional Centre while submitting the final report. The Journal will be submitted to Student Evaluation Division (SED) by the Regional Centre along with the Evaluation Proforma submitted by the supervisor.*

Designed and Developed by:

Dr. Sayantani Guin

Programme Coordinator

SOSW, IGNOU, New Delhi

Print Production

Mr. Kulwant Singh

Assistant Registrar (Publication)

SOSW, IGNOU, New Delhi

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FACE SHEET-II

PROFILE OF THE SUPERVISOR [To be filled by the Field Work Supervisor]

Name of Field Work Supervisor :

Address of Supervisor for Communication :

Phone No. Office/Residence /Mobile of Supervisor :

E-mail :

Designation/Profession :

Are you a professionally qualified
Social Worker having MSW/MA (Social work) : Yes/No

If yes, name of the University awarding
MSW/MA (Social Work) :

Area of Specialization (if any) :

Teaching/Professional Experience (in years) :

Date of Appointment as :

1. Field work Supervisor :
2. Academic Counsellor in Social Work :

Signature of Field Work Supervisor

Seal & Signature of Study Centre Coordinator

Note :

The Field Work Journal would be returned back to the student if the details given in the face sheets namely, profile of the student and the supervisor are incomplete or not filled by student and Field Work Supervisor respectively. The profile of the supervisor must be countersigned by the coordinator of study centre.

Field Work Practicum Certificate by Supervisor

This is to certify that Mr. / Mrs. _____ having enrolment number _____ was placed under my supervision for fieldwork practicum of BSWG (First Semester). As per the requirement, he/she has completed all the components of first semester fieldwork practicum which included:

1. Induction Meeting
2. 20 Orientation visits to 20 different social welfare agency/institution
3. Participated in 5 individual conferences

I hereby certify that the entire report submitted by this student is genuine and I have supervised him for field work.

Date:

Signature:

Name:

Address:

Mobile:

Email ID:

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INTRODUCTION

FIELD WORK JOURNAL FOR BSWG FIRST SEMESTER

Dear student,

Welcome to the First Semester of the Bachelor Degree Programme in Social Work (BSWG). The journey towards attaining a degree can be an interesting one if you accompany us with sincerity and commitment. As a student of BSWG you can be part of an experience which few other courses, if any, can offer you. It is not another tall claim, as you will see for yourself. Some of the reasons can be mentioned right away. BSWG is one of the few courses that have a practical element integrated in it. This is a professional course, which actually improves your chances in job market. This is a course, which focuses on problem solving in human relations and can be useful in variety of situations. This course will actually allow you to test your theoretical knowledge in the field and learn from the experience. This course demands that you spent at least 25 days completely devoted to activities related to field work. This course gives you opportunity to plan and implement basic programmes, which will help people stand on their feet. In this programme, an experienced person will guide you and even if you make some mistakes it is okay as you are a learner. You will have plenty of opportunities to improve your communication skills as improving communication skills is one of the key objectives of this course. This course will qualify you for better opportunities besides enabling you to see the not so obvious human factors that influence people at work. BSWG is a recognized degree that will enable you to pursue higher degrees and help you in career advancement. This course will give you the skills that will help you to do better in any other profession where human relations play an important role, which means virtually every profession or any other calling in life.

But the claim that this is an useful course is not a blank cheque. It entails lot of contribution from your side also. You should help us make the programme work beneficially to you. We suggest that you sincerely follow the guidelines given in this Field Work Journal and take your field work supervisor's help, wherever needed.

You must ensure that your Field Work Supervisor is an approved supervisor (by IGNOU) at the study centre with a Master's Degree in Social Work (M.A./MSW). Only a professionally qualified person can help you to successfully complete this programme of study.

Once again I welcome you to this programme and wish you good luck in the successful completion of this programme.

Dr. Sayantani Guin
Programme Coordinator



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Guidelines for Students

BSWG First Semester

In BSWG First Semester, field work practicum comprises of twenty five (25) days of field work. This includes twenty orientation visits and five individual conferences. To begin your field work practicum, you have to visit your study centre, where you will be allotted a Field Work Supervisor (FWS) to guide you through the successful completion of field work. Once you are allotted a field work supervisor, you need to be in touch with him/her at regular intervals for guidance related to field work.

Follow the steps given below to complete your field work:

- 1. Induction Meeting:** Attend the Induction Meeting arranged at the study centre at the start of the programme. In this meeting, you will come to know about the details regarding field work practicum and the various activities that you are supposed to complete in this practicum journal.
- 2. Individual Conference I (IC I):** Meet your field work supervisor at study centre for Individual Conference (IC). IC is an important component of field work. During IC, the supervisor meets one student at a time. Issues related to field work are discussed in detail during IC. It also gives an opportunity to share one's concern as well as seek clarification on various issues and seek further guidance. Refer to the list of field work settings attached in this journal and clear doubts, if any, for orientation visits. Seek guidance regarding report writing.
- 3. Orientation Visits 1-5:** In BSWG first semester, you have to complete twenty orientation visits in total, in different settings. Complete five (5) orientation visits in 5 different NGOs/ agencies/ community settings (refer list of settings attached in this journal).
- 4. Start Writing reports:** Start with filling up the 'Pre-term self assessment form' provided at the beginning of this journal. Write report of the induction meeting and five orientation visits in the designated space provided in this journal. You have to follow the guidelines given in this journal to write the reports. Initially, you may write in rough and after consulting with supervisor, you can make it fair in the journal.
- 5. Individual Conference II (IC II):** Meet your supervisor, discuss with her/him your experiences you gained during the first five orientation visits. Share your plan of action for the next five days of field work. Ask questions, clear your doubts and seek supervisor's guidance wherever required. Show her/him the reports of induction meeting, first five days of orientation visits, IC I and adhere to the comments given. Get the comment and signature of the supervisor at the space provided in the journal.
- 6. Orientation Visits 6-10:** Complete five (5) orientation visits in 5 different NGOs/ agencies/ community settings (refer list attached in this journal). Write reports and show it to field work supervisor for comments.
- 7. Individual Conference III (IC III):** Meet your supervisor, discuss with her/him your experiences you gained during the next five orientation visits. Share your plan of action for the next five days of field work. Ask questions, clear your doubts and seek supervisor's guidance wherever required. Show her/him the reports of five days of orientation visits, IC II and adhere to the comments given. Get the comment and signature of the supervisor at the space provided in the journal.

8. **Orientation Visits 11-15:** Complete five (5) orientation visits in 5 different NGOs/ agencies/ community settings (refer list attached in this journal). Write reports and show it to field work supervisor for comments in IC IV.
9. **Individual Conference IV (IC IV):** Meet your supervisor, discuss with her/him your experiences you gained during the next five orientation visits. Share your plan of action for the next five days of field work. Ask questions, clear your doubts and seek supervisor's guidance wherever required. Show her/him the reports of the five days of orientation visits, IC III and adhere to the comments given. Get the comment and signature of the supervisor at the space provided in the journal.
10. **Orientation Visits 15-20:** Complete five (5) orientation visits in 5 different NGOs/ agencies/ community settings (refer list attached in this journal). Write reports and show it to field work supervisor for comments in the IC.
11. **Individual Conference V (IC V):** This will be the last individual conference where you will be meeting your supervisor for final submission of your field work journal. Complete reports of orientation visits, IC IV, self evaluation report, summary report of First Semester Field work, Term-End Self Assessment Form and the checklist before the final submission of field work journal.
12. Submit your completed journal directly to the Regional Centre.

Take your theory and field work seriously

You might be familiar with theory in your school or college. But you might not be very familiar with the field work part of the course as it is rarely found in school or college curriculum. You must remember that the field work is an important component in social work.

- **Field work tips**

We shall begin with some negative descriptions of the field work process. Field work is not 'Socially Useful Productive Work' (SUPW) derogatorily called Some Useful Periods Wasted. It is not the same as National Service Scheme (NSS) in which you do some social activity. It is also not social service in which people are given some benefit, though the community or some individuals may benefit through the field work. It is not a place to indulge in radical activities, which aims at bringing about social change that one desires.

Field work first and foremost is a learning process. Learning takes place consciously as the learner consciously applies his/her knowledge to the situation. After that she/he, along with FWS (Field Work Supervisor) evaluates the process and the FWS gives him/her the necessary feedback. Thus you are the centre of the field work process and it is your learning, which is of paramount importance. Every thing else is incidental or by the way.

- **Know your limitations**

You're a student and you go to the agency may be once or twice a week. Do not plan ambitious programmes which require frequent meetings with persons concerned and a lot of resources. Continuity may not be possible in many cases and long-term programmes need constant interaction.

- **Know the limitations of the agency**

The agency may have its limitations – lack of personnel, lack of funds, lack of motivation, poor leadership, lack of infrastructure, poor relationship with community, factionism, corruption, etc.

which hinder your own performance. But that has to be accepted and that should be the framework on which you should work. Also important is your dealing with the wrongdoings in the agency. It is better to discuss these issues with the FWS and do according to his/her guidance.

- **Use the journal meaningfully**

The field work journal is not meant to be read like a textbook but is to be used as a guide in the field. At the beginning of the field work session your supervisor and you will make a learning plan based on your field work situation and the field work objectives of BSWG. The learning plan will include the learning objectives, the tasks that have to be done in order that the learning takes place and how you are going to show that learning has taken place.

You must see at the end of each field work day whether you have been moving towards these objectivities by doing the needful tasks or by preparing the groundwork for these tasks.

It is equally important to record the same in your report with your comments/observations. Failures and success can be reported truthfully since only then will the exercise become meaningful. You will have to prepare for the field work conference by jotting down the points for discussion.

- **Attendance at field work**

You should attend twenty-five days of field work in BSWG First Semester which includes 20 orientation visits and 5 individual conferences.

Attendance at the field work is to be for the full day and leaves have to be compensated with full field work on other days. Employed learners who are unable to do full day field work should compensate it by doing the field work on holidays with prior intimation to the FWS.

In case you are unable to put in twenty five days of field work in a semester you are expected to compensate the same by adhering to the following options:

- 1) If the number of field work days to be compensated is less than 10 days you may complete the same depending on your convenience. However, it is expected that you complete the first semester field work before the second semester field work begins.
- 2) If the number of field work days to be compensated is more than 10 days you are expected to do the same under block placement which means that you do field work continuously for the number of days required.

All these options should be exercised with prior intimation to and approval of the FWS.

- **Attendance at field work conferences**

Attendance at the field work conferences is also compulsory. Equally important is that these conferences are not vague discussions on social work topics but are specific to your problems. Every one should get an opportunity to speak and you must make use of the opportunity by presenting your achievements and failures in an objective manner.

Objectives of Field Work for BSWG (First Semester)

- To develop professional attitude conducive to deal with human problems.
- Developing sensitivity towards the needs and problems of individuals and families.

- Developing skills to deal with human problems, skill in teamwork, skills in developing and maintaining rapport with individuals and agencies.
- To familiarize the students with the professional role of social workers.
- To develop self awareness and orientation to teamwork.
- To develop skills in report writing and use of supervision.
- To develop skills in facing professional social work teachers/instructors, participating in discussion and seeking guidance during individual and group conferences.



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LIST OF FIELD WORK SETTINGS

Social work is practiced in several sectors, viz. health, education, women, children etc. The focus of first semester is to offer you an opportunity to visit several settings and observe the scope of social work in those settings. The following list is provided to facilitate you to select settings in which you may conduct your orientation visits in the first semester. The list is not exhaustive. Although the minimum requirement is to visit 20 settings for orientation visit, you are free to visit more.

1. NGOs working with women, children, aged, education, health, family settings, counselling
2. Open Community: Projects with women, Projects with children, Projects on education, Projects on sanitation, Projects on potable drinking water, Projects on health, Self Help Groups,
3. Health Settings: Government Hospital, Private Hospital, Primary Health Centre, Block Hospital, Ayurveda Centre, Homoeopathy Centre, Unani Centre, Yoga Centre, Home for aged, Home for destitute, Home for Street Children, Palliative care,
4. Programme Implementation: Mid Day Meal Scheme, Immunization Projects, Family Planning Projects, Projects on Tuberculosis, Malaria, HIV,
5. School Settings: Government Schools, Private Schools, International Schools
6. Administrative Offices: Block Office, Panchayat Office, District Collectorate Office,
7. Media Houses: Print media-Newspaper, Electronic media-TV News Channel, Electronic media-Online Media, Government Owned, Private Owned
8. Corporate Social Responsibility (CSR) Projects
9. Family Courts
10. District Court
11. Sessions Court
12. SOS village
13. Business establishments: Companies, Factories
14. Correctional Settings: Central Jails, District Jails, Sub Jails, Open Prisons, Women's Jails, Borstal Schools, Special Prisons, Observation Home for Juvenile Boys and Girls, Special Homes for Juvenile Boys and Girls, Children's Home for Juvenile Boys and Girls, Shelter Homes for Juvenile Boys and Girls, After care organization for Juvenile Boys and Girls
15. Protective Homes: Shelter home for victims of prostitution
16. Nari Niketans
17. Beggars Home

18. Faith Based Organizations: Gurudwara, Churches, Mosques, Madrasas, Ram Krishna Mission, Missionaries of Charity, Seminaries/ Monasteries
19. Palliative care centres
20. Hospice care centres
21. Orphanages
22. Training centres for various types of programmes
23. MPs/ MLAs development grants



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Pre-term Self Assessment Form



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PRE-TERM SELF ASSESSMENT FORM

You must first fill up this form before going for the first meeting or induction meeting with your Field Work Supervisor (FWS). The questionnaire is to be used for the purpose of testing your attitude, skills and knowledge related to social work. Since the course is being offered in the distance learning mode the learner community is bound to come from various walks of life, age group and geographical locations. Some of the questions will therefore appear to need more knowledge than you may have now or may seem to be irrelevant to you. It does not matter as there are no right and wrong answers to these questions and you will not be evaluated on that basis.

Knowledge

- 1) Agency can be registered under the NGO Act 1959.
 - a) True
 - b) False
 - c) Can't say
- 2) Legally only a registered agency can receive funds from abroad.
 - a) True
 - b) False
 - c) Can't say
- 3) The Act that regulates foreign funding for the social welfare agency is called the Foreign Contributor (Regulation) Act. 2010.
 - a) True
 - b) False
 - c) Can't say
- 4) Can you name two government schemes whose objective is empowerment of women?
 - a) Yes 1..... 2
 - b) No
- 5) Can you name two government projects in your area that aim to improve health of children and women?
 - a) Yes 1. 2
 - b) No
- 6) Can you identify the various ethnic groups (castes, religious, tribes, linguistic groups etc.) in your neighbourhood?
 - a) Yes
 - b) No
- 7) How many levels do the local self-government institutions (municipals, corporations, panchayats) have in the area you live in?
 - a) One
 - b) Two
 - c) Three
 - d) Can't say
- 8) Social work and social service are the same.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 9) Sharamdhan is social work in Indian context.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 10) Social work is a profession.
 - a) Agree
 - b) Don't agree
 - c) Can't say

- 11) Any one can be a professional social worker.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 12) Field work/practicals are not necessary for students enrolled in social work programmes.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 13) People who do charity can be called professional social workers.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 14) Mother Teresa, Baba Amte and Dr. Ambedkar can be called social workers.
 - a) Agree
 - b) Don't agree
 - c) Can't say

Skills

- 1) Have you undergone any programme of study or learning in the areas like counselling, psychoanalysis, social service or advocacy?
 - a) Yes
 - b) No
- 2) Have you visited a welfare agency/community/government department and observed its functioning?
 - a) Yes
 - b) No
- 3) Do you have experience in organizing a community function like a sports event or health awareness camp etc?
 - a) Yes
 - b) No
- 4) Do you have experience in mobilising resources from the community for a community function or event?
 - a) Yes
 - b) No
- 5) How much experience you have in writing proposals, project reports and annual reports?
 - a) No experience
 - b) Some experience
 - c) Extensive experience
- 6) "Listening" is a specific and demanding skill.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 7) If one has a strong memory, one need not do any recording as the social worker can recall the details any time he/she wants.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 7) It is easy to interpret the non-verbal communication (body language) of the person.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 8) The social worker consciously uses his/her self in his/her relationship with the client with the objective of changing the client behaviour.
 - a) Agree
 - b) Don't agree
 - c) Can't say

- 9) Observation is same as looking carefully.
 a) Agree b) Don't agree c) Can't say
- 10) Do you maintain a diary or a journal to note down important aspects of your personal and/or your professional life?
 a) Yes b) No

Attitudes

- 1) By nature women belong to the weaker sections of the society.
 a) Agree b) Don't agree c) Can't say
- 2) All religions are equal.
 a) Agree b) Don't agree c) Can't say
- 3) All tribes live in forests, mountains and remote areas, and live by food gathering.
 a) Agree b) Don't agree c) Can't say
- 4) Caste and class distinctions are natural in every society.
 a) Agree b) Don't agree c) Can't say
- 5) Villagers can't take good decisions.
 a) Agree b) Don't agree c) Can't say
- 6) Arranged marriage is better than love marriage.
 a) Agree b) Don't agree c) Can't say
- 7) Modesty is part and parcel of Indian lifestyle.
 a) Agree b) Don't agree c) Can't say
- 8) How do you prefer to work?
 a) Alone b) With person of your choice c) Part of team
- 9) How do you perform when you are part of the team?
 a) Perform well b) Not satisfactorily c) Can't say
- 10) How comfortable are you when you work with members of the opposite sex?
 a) Comfortable b) Not comfortable c) I try to adjust
- 11) A good professional needs only knowledge and skills and need not be concerned with qualities like punctuality, responsibility and accountability. These qualities are the management's responsibilities.
 a) Agree b) Don't agree c) Can't say
- 12) Do you think that you are an emotional person, that is, a person who reacts with strong emotions to the various events taking place around you?
 a) Yes b) No c) Can't say

13) Beggars are nuisance to any society and any means is justified to control this problem.

- a) Agree b) Don't agree c) Can't say

14) Homosexuals and lesbians are bad people and should not be allowed to live in the society along with others.

- a) Agree b) Don't agree c) Can't say

15) Drug addicts can never be trusted.

- a) Agree b) Don't agree c) Can't say
-

Date:

Name and signature of Student

Date:

Name and signature of supervisor



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Log Sheet

Note: Kindly fill on the day of your field work and get it signed by supervisor allotted by study centre.

| Sl. No. | Main Activities | Date | Student's Signature | Supervisor's Signature (allotted by Study Centre) |
|---------|---------------------------|------|---------------------|--|
| 1 | Induction Meeting | | | |
| 2 | Individual Conference-I | | | |
| 3 | Orientation Visit-1 | | | |
| 4 | Orientation Visit-2 | | | |
| 5 | Orientation Visit-3 | | | |
| 6 | Orientation Visit-4 | | | |
| 7 | Orientation Visit-5 | | | |
| 8 | Individual Conference-II | | | |
| 9 | Orientation Visit-6 | | | |
| 10 | Orientation Visit-7 | | | |
| 11 | Orientation Visit-8 | | | |
| 12 | Orientation Visit-9 | | | |
| 13 | Orientation Visit-10 | | | |
| 14 | Individual Conference-III | | | |
| 15 | Orientation Visit-11 | | | |
| 16 | Orientation Visit-12 | | | |
| 17 | Orientation Visit-13 | | | |
| 18 | Orientation Visit-14 | | | |
| 19 | Orientation Visit-15 | | | |
| 20 | Individual Conference-IV | | | |
| 21 | Orientation Visit-16 | | | |
| 22 | Orientation Visit-17 | | | |
| 23 | Orientation Visit-18 | | | |
| 24 | Orientation Visit-19 | | | |
| 25 | Orientation Visit-20 | | | |
| 26 | Individual Conference-V | | | |



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Induction Meeting

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Induction Meeting

Academic Counsellor/Field Work Supervisor (FWS) will organize an induction meeting for the first semester BSWG students in preparation of the field work. During this meeting FWS will give you necessary guidance with regard to the purpose, expectation from field work, responsibilities of the students, teaching learning process, guidance for writing field work journal, importance of individual etc. The supervisor will also give details of the first orientation visit: time, place, etc.

You are expected to write a report about the induction meeting. The report will consist of guidance given by Field Work Supervisor with subtitles of each component. It is better to first prepare a draft, do the corrections and then copy in the journal. **Remember to write the journal in your own handwriting and never type the report.**

Report of Induction Meeting

Date:

Time :

Name of the Supervisor :

Report :

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Individual Conference-I

During the first semester, a minimum of 5 individual conferences will be held. However, there can be more than 5 individual conference depending upon the need and convenience of the FWS. Before going for the individual conference, you are expected to prepare for the individual conference so that you can discuss all the problems and other points pertaining to field work practicum.

Report of Individual Conference (IC)-I

Note : Attending a minimum of 5 ICs is compulsory. Unsupervised field work will not be accepted. Before starting concurrent field visits, meet your supervisor. Discuss regarding the organization to be chosen. Discuss process of field work, learning plan, report writing etc. with your FWS.

Date :

Time:

Duration :

Name of the FWS :

Report:

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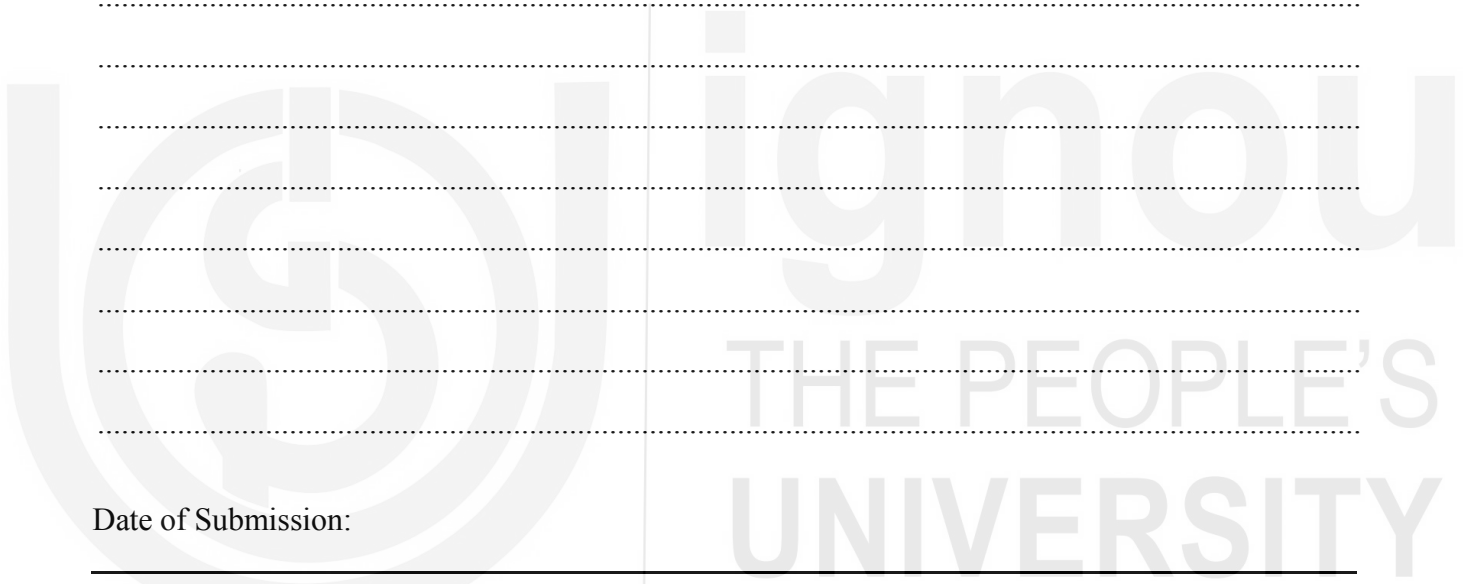
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

The background features a large, faded logo of the University of Jigjiga. On the left is a circular emblem with a stylized 'J' and 'G' intertwined. To the right, the name 'Jigjiga' is written in a large, light grey font, with 'THE PEOPLE'S UNIVERSITY' in a smaller, all-caps font below it.

Orientation Visits

Orientation Visits

What are orientation visits?

Initial tasks or activities assigned to the student are to visit some of the agencies engaged in social welfare activities. We may call it orientation visits (in case of induction programme), agency visits (in case of field work practice/placement) and exposure visits (usually for educational purpose).

The major objectives of orientation visits are: to acquire observation skills and develop a spirit of inquiry; to understand society responses to social problems through various services; to understand, appreciate and develop ability to critically evaluate the initiative of voluntary and government programmes. Orientation visits also aims at developing an appreciation for social work intervention in these programmes by recording relevant information about the client system and the problem/concern; the selection of programmes/strategies for solving the problem and its relevance to the client system; the role of the social worker and its relevance to the client's needs and the problem; the relationship between the micro problems and the macro problems, the appropriateness of the organization's resources and the nature of intervention; gaps identified and suggestions.

The following settings can be visited depending upon the availability of the agencies though it would be better to visit as many agencies as possible for maximum exposure. The student is encouraged to observe the similarities and differences in the way social work is being practiced in different settings and find out the causes for the same. Differences can be observed in the practice of methods in same settings also. The agency's values, the practitioners approach, the requirement of the client, the resources of the agency may be some of the factors influencing the practice of various methods of social work.

1) Health Settings – hospitals, community health centres, primary health centres, clinics

Health settings are an important setting for the social workers. In hospitals social workers work along with the medical practitioners, nurses, physiotherapists and other para-professionals as medical teams. Their major functions include counselling patients suffering from serious or terminal diseases, counselling patients involved in accidents and suffered loss of body parts, and counselling HIV infected individuals. Social workers also counsel family members of the patients and enable them to adjust to the new situation and make necessary changes in their life situation so that recovery of the patient is facilitated. Social worker also helps raise resources for the treatment and rehabilitation of the patients.

In mental health settings the social worker is part of the mental health team along with the psychiatrist and psychologist. The primary functions of the psychiatric social worker is to counsel the patient and his family members, implement behavior modification techniques, conduct home visits, facilitate the return of the patient into his/her normal functioning as a student, housewife or employee.

In the community health centre the social worker studies the health needs of the community and based on that develops awareness programmes to change the behavior pattern of the community. He also organizes health camps, conducts health surveys; organize the people to demand health programmes and looks for ways and means to improve the same. To begin with one may have to motivate and facilitate the community to be hygienic in the day-to-day life.

Health settings as can be seen gives the social worker a wide variety of situations to practice the methods of social work and thus an important learning opportunity.

2) **Correctional Settings**

Correctional settings include prisons, police stations, juvenile justice systems, training schools and administration of parole services. The major functions are to counsel the inmates helping them adjust to the institutional settings, deal with inmate family problems and assist in their rehabilitation and resettlement in the community. The social worker acts as a link between prisoners and the institution to improve the services being provided.

3) **Civic Administration**

Civic administration includes social welfare departments, education departments, health departments, municipal offices, panchayat offices, collectorates, block offices and so on. The social worker will have to get knowledge about the various government programmes, the delivery mechanisms, their limitations and advantages. The student can observe the functioning of the related offices and interview the officials. Their opinion on the programmes and their problems in implementing them can be noted. Familiarisation with the functioning of these departments/agencies is very important for the social worker.

4) **Education Settings**

Education settings are school, college and non-formal/adult education institutions. In school and college settings social workers have the following functions; enable the student to adjust in the institution, deal with problems of drop outs, ragging, drug addiction, juvenile delinquency, absenteeism, emotional crises, learning and motivation problems, and act as link between the institution and the student-teacher-parent community.

In the non formal/adult education settings the role of the social worker is to approach the community, identify suitable candidates for attending classes, motivate them and their families to attend classes and see that they continue to do so till the course completes. After the course is over it is important that necessary follow up action in terms of refresher courses is undertaken.

5) **Home for the Destitute, Disaster Afflicted, Refugees and Migrants**

The problems of the individuals who stay in temporary and short stay homes are diverse in nature. For the migrant and disaster affected the needs providing immediate basic needs, counselling to recover from the trauma and shock caused due to the tragedy, provision of legal aid, initiation of rehabilitation efforts and linking up with government agencies and other NGOs.

6) **Homes for Weaker Sections — Women, Children, Beggars and Elderly**

A number of homes are run for destitute and abandoned women. Social worker counsel the inmates, organize events to create awareness, assist them in availing government programmes and legal aid to help the women cope with the problems. In adoption agencies the Social Worker is responsible for checking the suitability of the prospective parents and their compatibility with the child to be adopted. In old age home the social worker is responsible for maintaining the physical and mental health of the inmates. She/He has to help them cope with loneliness, neglect and help them to adjust to the new situation.

7) **Community Services**

Many NGOs in India provide community related services. Some of them specialize in a single activity e.g. health, education while others provide multiple services. Most of them have Social Workers working for them. Their major tasks include study and research of the community, identifying the felt needs of the people, organizing awareness programmes, mobilizing people,

identifying leaders, setting priorities, suggesting alternative means to solve the problems, implementing programmes and evaluating them. The community setting gives the social worker ample opportunities to use the integrated methods of social work

8) **De-addiction and Rehabilitation Centers**

These centres provide drug addicts, alcoholics and other substance abusers medical and psychological support to end their addiction and become useful members of the society once again. Social workers are involved in counseling the patient and his/ her family members helping them to end the addiction and prevent lapse in future.

9) **Palliative Care Centers**

The family at times neglects terminally ill patients or the patients themselves feel that they are a burden to the family. In such cases very often there involves medical care, which is neither available in the home nor a trained personnel. Palliative care centres allow such patients to live and die with dignity. The role of the social worker is mainly to provide emotional support to the patients and organize some events to ease their painful stay in the centre.

There may be other similar settings, which are local specific. The FWS will do the needful to provide appropriate exposure to the student keeping this in mind.

While you may be visiting a wide variety of agencies this year, it is recommended that you focus on the study of development projects. Some agencies may be providing number of services other than development projects while others may be implementing only development projects. When visiting the former you should give special attention to agency's efforts in the development sector by asking them the 'what, how, whys' of the projects.

Development projects are important activity in third world country like ours. India's main problem, poverty, is caused mainly due to the lack of resources among the people, lack of awareness and information and exploitative structures. Development projects facilitate quantitative and qualitative changes in people's lives by providing the necessary resources and information.

Training people in vocational skills and leadership skills, providing credit facilities, arranging for technology transfers, creating infrastructure and forming self-help groups are some of the activities of development projects.

**PROFORMA FOR INFORMATION REQUIRED DURING ORIENTATION VISITS/
GUIDELINES FOR AGENCY PROFILE.**

Name of the Institution

Address

Mission statement/Motto(if any)

Institutional objectives

Chief Executive Officer/Executive Officer

Board members

Type of work (Programme/Projects)

Number and Nature of beneficiaries

Geographical area of work

Whether the agency is registered or not

Organizational structure (A simple diagram may be drawn. If the agency is a branch of a larger organization its place in the larger organization can be shown)

Number of staff members and Nature of Staff

| Level | Number | Qualification | Position Held |
|---------------|---------------|----------------------|----------------------|
| Professionals | | | |
| Support staff | | | |
| Volunteers | | | |
| Total | | | |

History of the Organization

The student is expected to trace briefly the history of the organization from its inception. The growth or decline in the number of activities, the increase or decrease in the areas in which these services are being offered, and changes in the staff strength over the time can be noted. Most importantly the agency's rationale for the services provided, the reasons for the changes in approach over the years and the results of the changes are to be studied.

Sources of Funding

Funding especially foreign funding has become a controversial issue in the recent past. Special care should be given while dealing with this sensitive issue. ***You should not insist on knowing the funding sources if the agency officials are reluctant to divulge that information.***

The following categories are suggested for collecting the information.

Foreign sources and Indian sources.

Foreign sources – International organizations, Governmental and non-Governmental resources. And within non-governmental – private institutional donors and private individual donors.

Indigenous sources – Governmental – central, state governments and panchayats. Non-governmental sources – private institutional donors, private individual donors.

Community owned resources – Methods for raising funds and achieving financial stability

Infrastructure Facilities

Buildings

You should see whether the building wherein the agency operates is suitable for the activity it has undertaken. For e.g. a short stay home for women will require the necessary rooms, toilets and bathrooms so that women can stay with necessary comfort. Besides the area should be secure so that inmates live without fear.

Transport

You should see whether the agency has the required transport facilities to perform its function. For e.g. in community development programme there may need for regularly traveling to far flung areas and the staff may be depending on a number of transport facilities. In hospitals or old age home there may be need for ambulance to transport the patients.

Communication aids

Phone, Internet, etc. In your own placement you can familiarise yourself with the uses the agency puts the computer to and see whether they can be better utilized.

Audio video equipment

Projectors. Video players, radio meant for public education purposes.

Relationship with other agencies

1) Relationship with other welfare agencies working on the same issue

Coordination and cooperation with other NGOs working is very crucial in social work. Find out if there are other agencies working with the similar objectives in the area? Is there any cooperation between the agencies working in the area? Are there any conflicts between the agencies working in the same area or field?

2) Relationship with government departments

Whether the agency receives government funding or not. Whether the agency cooperates with the government in implementing programmes. In the opinion of the agency how do government officials deal with them. Do the Banks in the area support the agency?

3) ***Relationship with Panchayat Raj Institutions (PRIs)***

Is the agency cooperating with the PRIs? What are the areas in which the agency is cooperating with the PRIs? Does the agency officials think that PRIs are functioning well?

4) ***Relationship with community based organizations***

The number of CBOs working in the field. The method of their formation. Self-initiated or started by government, by other agencies etc. How old are they and if they are dissolving what are the reason for the same. If the CBOs are increasing in strength then the reasons for the same can be noted. What are the areas of cooperation between the agency and the CBOs?

5) ***Relationship with other organizations like religious organizations, associations etc.***

Opinion on the relevance and quality of services provided by the Agency

Opinions can be collected from the staff members, clients, management and government officials working in the area.

Collection of the information will require talking informally to the beneficiaries.

Problems faced by the agency and proposed remedies

1) ***Internal problems***

Internal problems can be related to funding, infrastructure, staff, management and objectives of the agency.

2) ***External problems***

External problems can be related to the target population. For e.g. the lack of cooperation from the community or hostility from the leaders. External problems can be related to the agency relationship with government departments, other NGOs, panchayat institutions etc.

The student can also note down how the agency plans to face these problems, relationship with the donors and their demands.

Future plans

The agency plans for expansion and the future can be described. This will include the new programmes the agency would start and how it plans to initiate the same.

Recognition and awards

Mention whether the agency was awarded/rewarded/given recognition for its contribution for social uplift.

Affiliations

Mention whether the agency is affiliated to any institutions such as councils, higher educational institutions, network etc.

Any other information

For example, the agency participation in relief activity in disaster prone area or the political nature of the activity if applicable.

Learning process

You can write your own impressions on the agency. Further you can compare the agency with the other agencies you have visited and note down the strengths and weaknesses of the agency in comparison with the other.

You can give your opinion on the importance of the agency to the community, its objectives and its functioning. You may agree or disagree with the method used by the agency to attain its objectives and give reasons for the same.

Your gain in terms of knowledge, skills and attitude can be noted. You can report if the visit was a waste of time and give reasons for the same. Suggestions can be made to make these visits more productive.



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How to write reports of orientation visits?

During the first Semester, you are expected to visit twenty agencies/projects to have exposure to social welfare programmes. You may write the report of each visit by using the proforma given below.

Proforma for Report on Orientation Visit (Use the space as per requirement under each item)

Name of the institution

Address

Mission statement/Motto (if any)

Institutional objectives

Chief Executive Officer/ Executive Officer

Board members

Type of work

Number and nature of beneficiaries

Geographical area of work

Whether the agency is registered or not

Organizational structure (A simple diagram may be drawn. If the agency is a branch of a larger organization its place in the larger organization can be shown).

Number of staff members and Nature of Staff

| Level | Number | Qualification | Position Held |
|---------------|---------------|----------------------|----------------------|
| Professionals | | | |
| Support staff | | | |
| Volunteers | | | |
| Total | | | |

History of the organization

Sources of funding

Infrastructure facilities

Relationship with other agencies

Problems faced by the agency and proposed remedies

Future plans (if any)

Recognition and awards

Affiliations

Any other information

Learning process:

- i) What have you learned from today's visit?
(any new knowledge, exposure, experience etc)
- ii) Your experience of going with a group as a team member for learning
- iii) Your observations about the agency, staff and today's activity.

Comments of Field Work Supervisor



Report of Orientation Visits 1-5

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Orientation Visit 1

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow proforma as explained earlier) :

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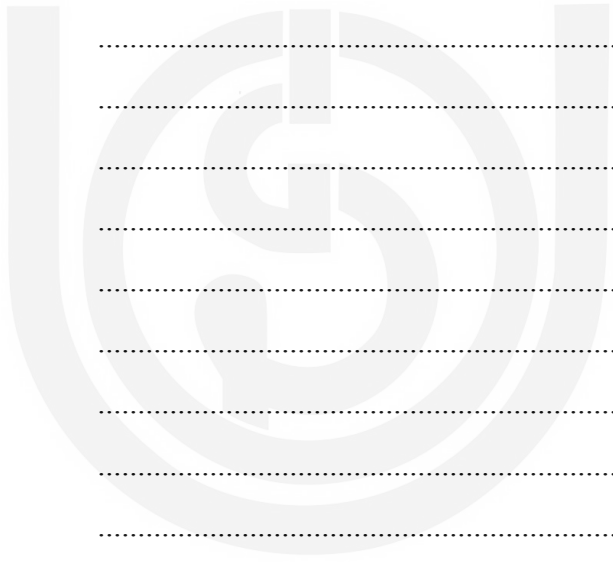
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 2

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow proforma as explained earlier) :

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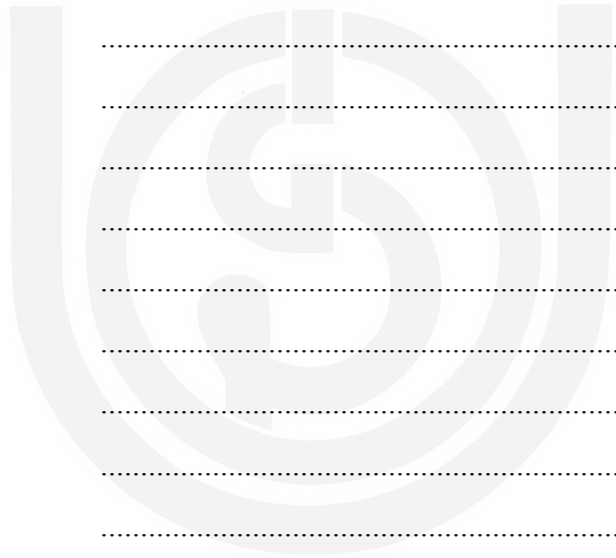
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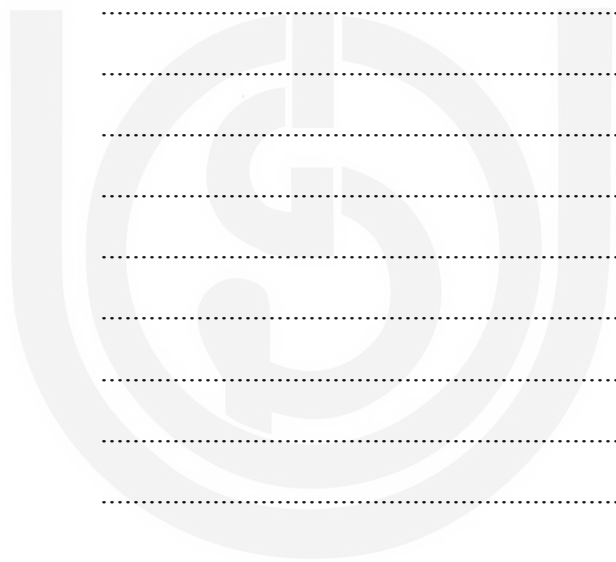
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 3

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow proforma as explained earlier) :

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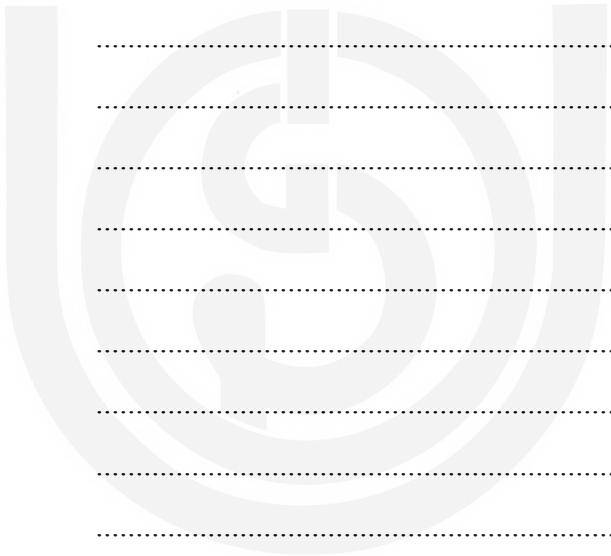
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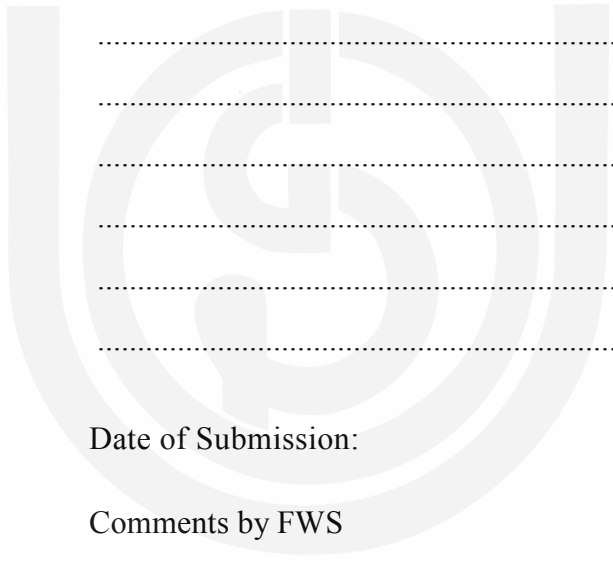
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Date of Submission:

Comments by FWS



Date and Signature

Orientation Visit 4

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow proforma as explained earlier) :

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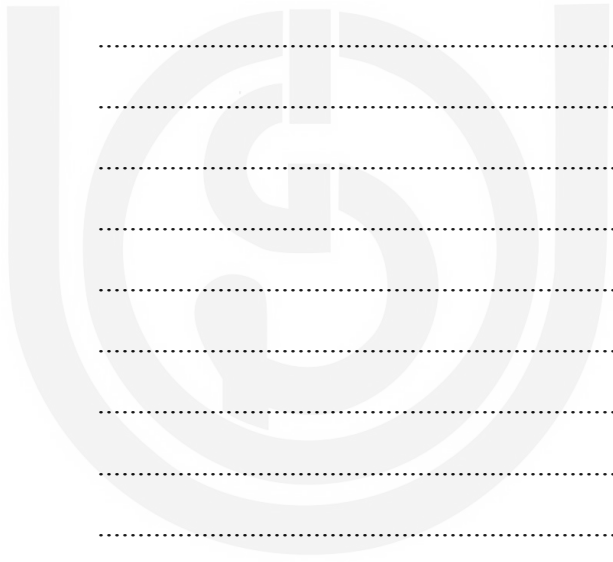
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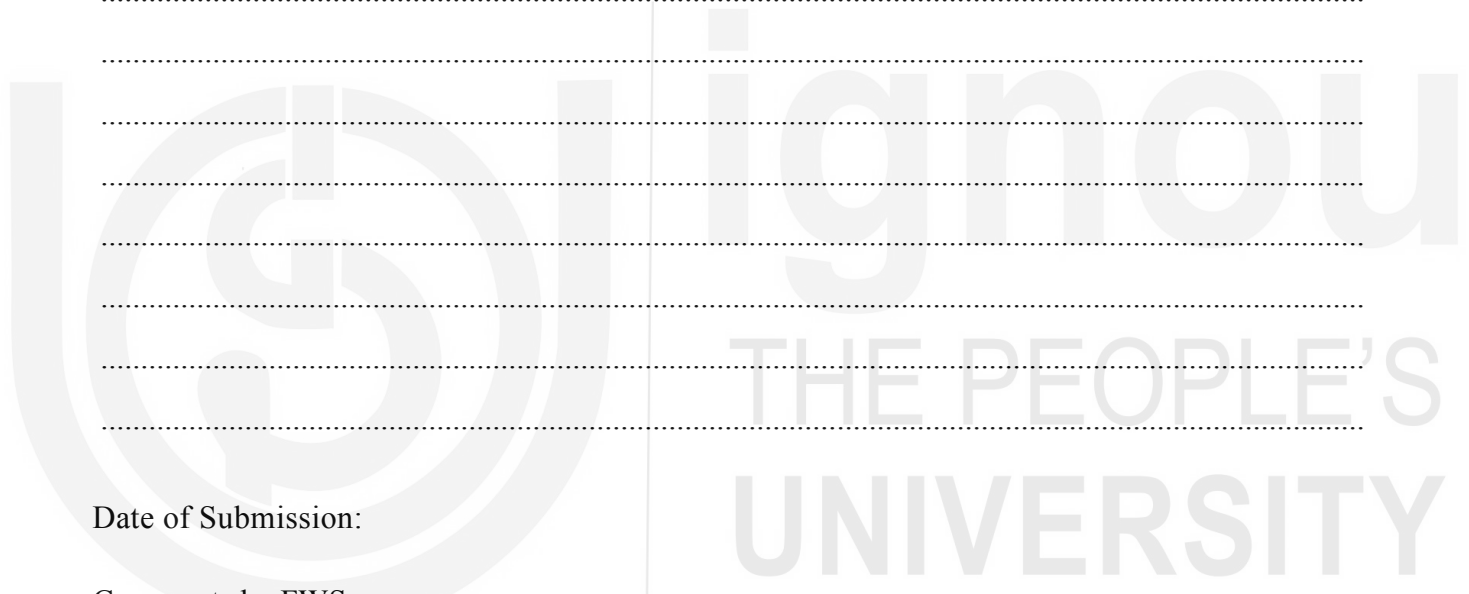


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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 5

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow proforma as explained earlier) :

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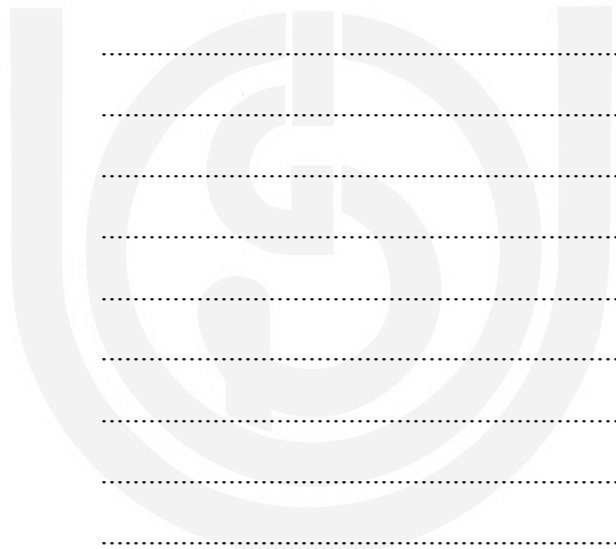
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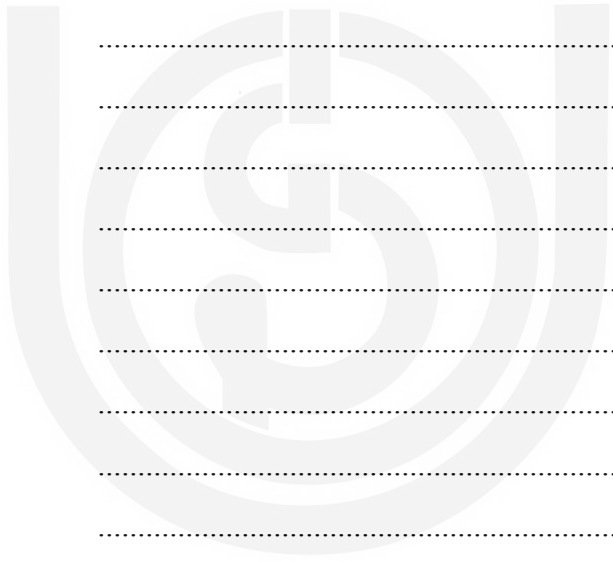
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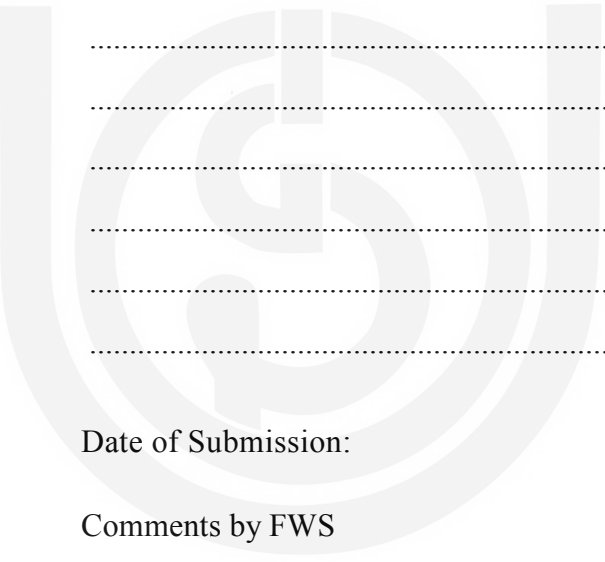


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Date of Submission:

Comments by FWS

Date and Signature

Report of Individual Conference-II

Note: Attend IC along with your field work reports before proceeding for your next field visit. Discuss inputs regarding field work and report writing with your FWS.

Date :

Time :

Duration :

Name of the FWS :

Report :

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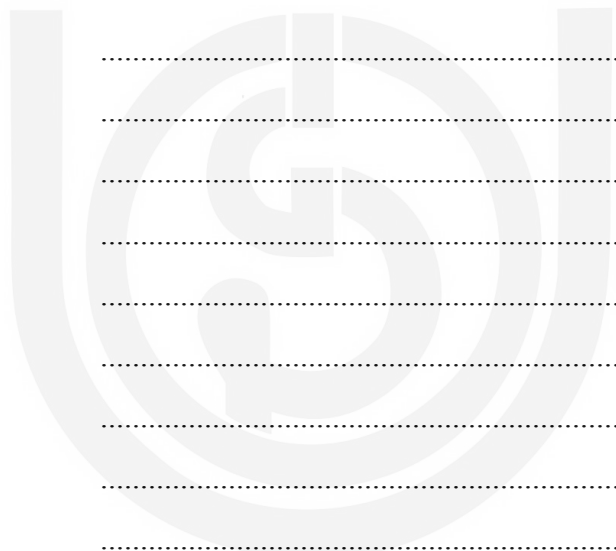
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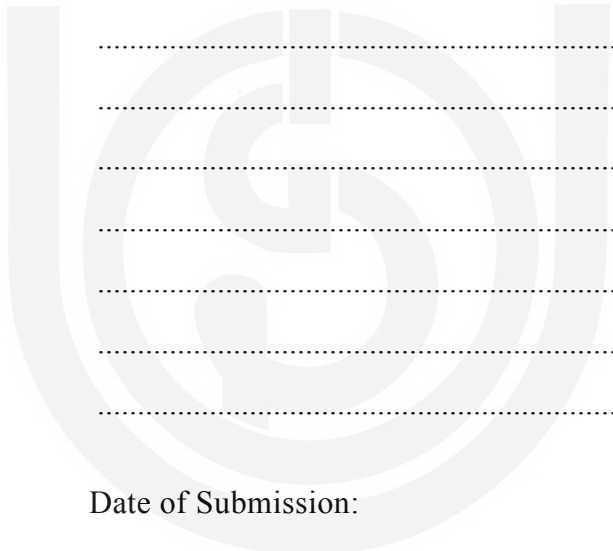
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Date of Submission:

Comments by FWS

Date and Signature



Report of Orientation Visits 6-10

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Orientation Visit 6

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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Date of Submission:

Comments by FWS



Date and Signature

Orientation Visit 7

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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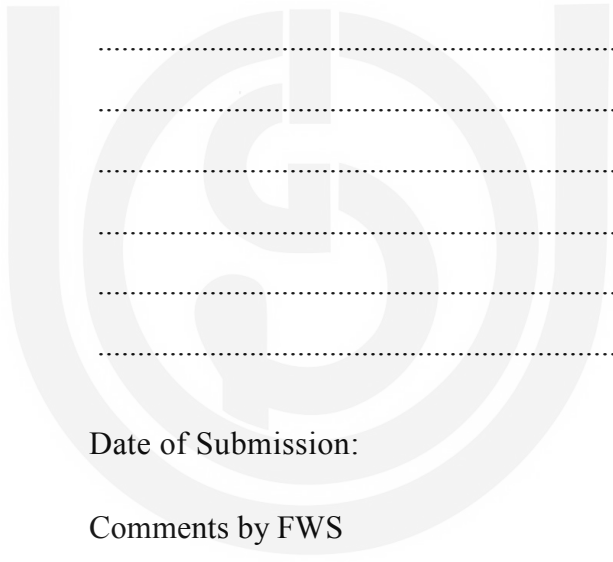
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 8

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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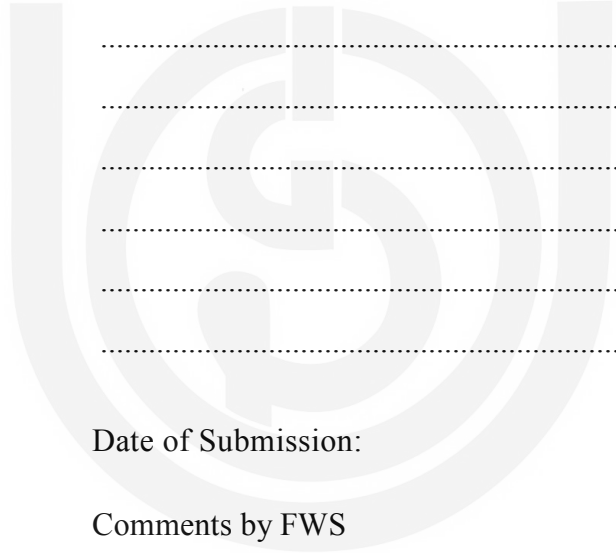
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Date of Submission:
Comments by FWS

Date and Signature

Orientation Visit 9

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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Date of Submission:

Comments by FWS

Date and Signature

Report of Individual Conference-III

Note: Attend IC along with your field work reports before proceeding for your next field visit. Discuss inputs regarding field work and report writing with your FWS.

Date :

Time :

Duration :

Name of the FWS :

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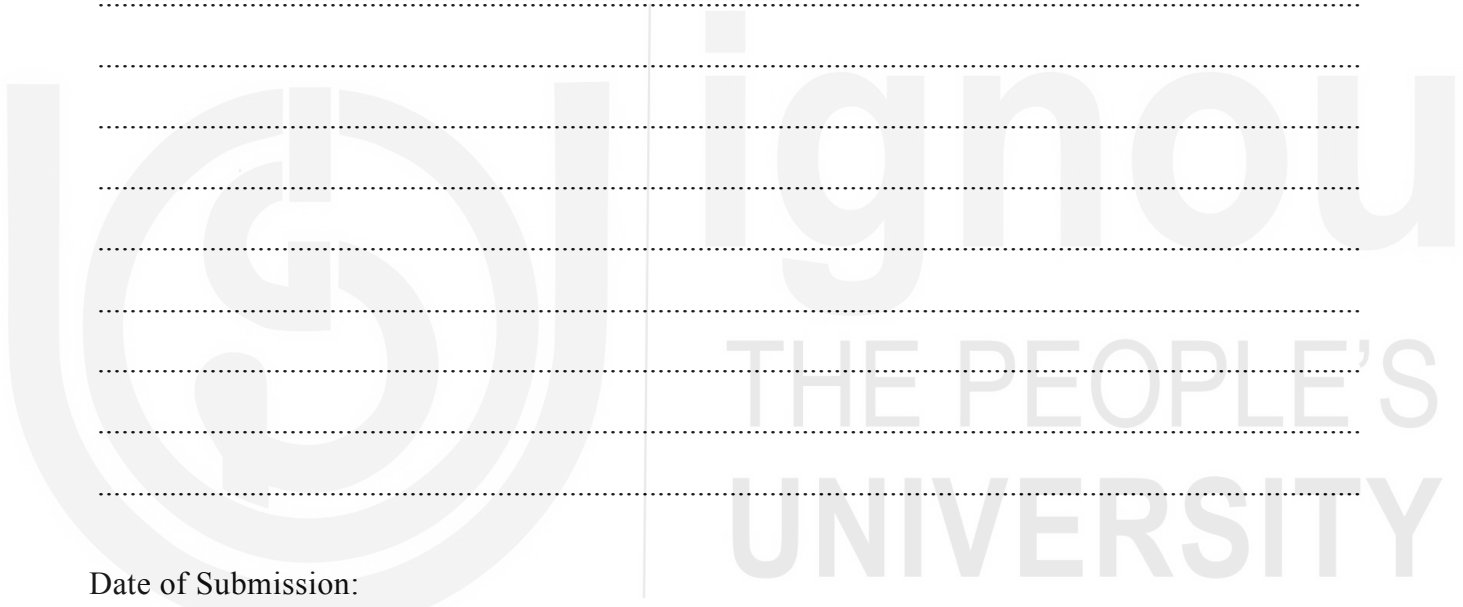
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Date of Submission:

Comments by FWS

Date and Signature



Report of Orientation Visits 11-15

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Orientation Visit 11

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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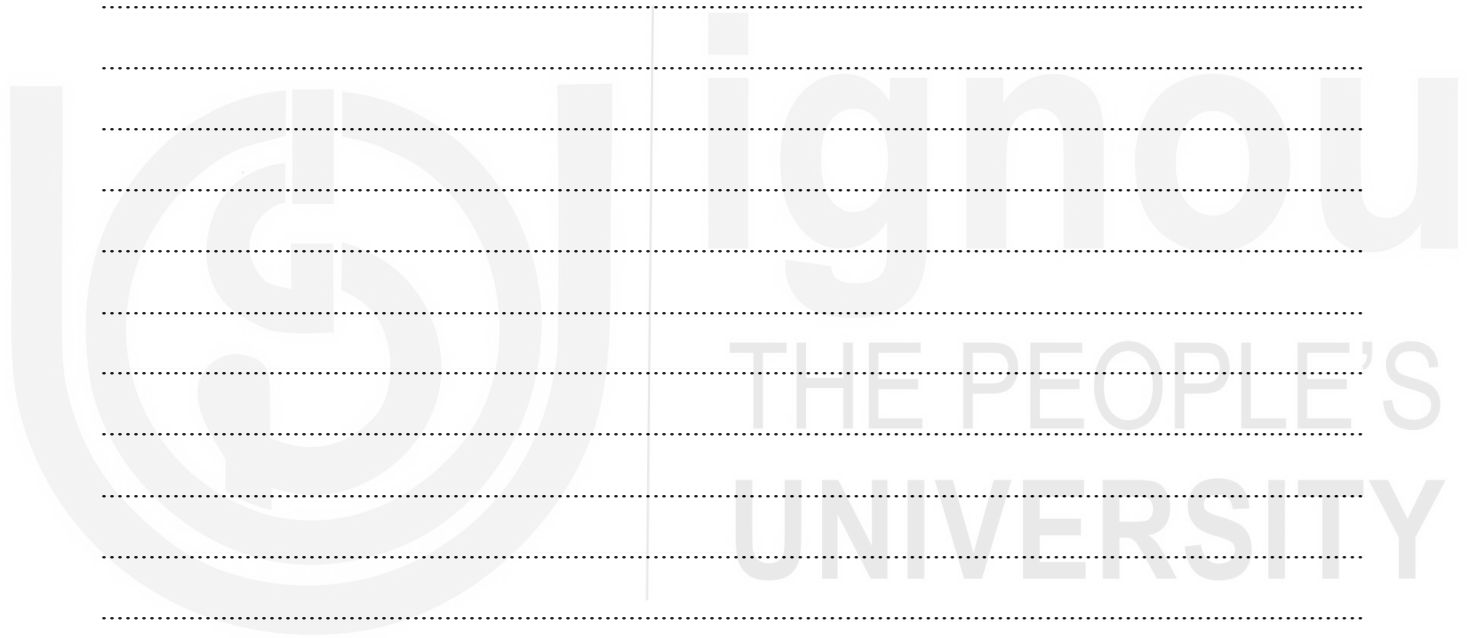
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 12

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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Date of Submission:
Comments by FWS

Date and Signature

Orientation Visit 13

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 14

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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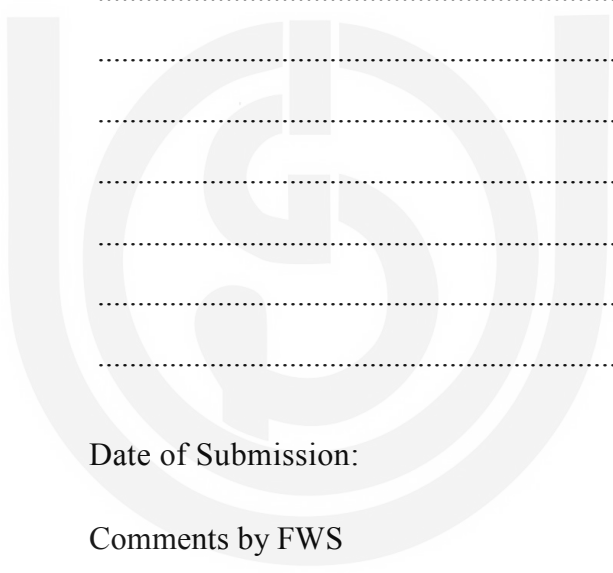
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Date of Submission:

Comments by FWS

Date and Signature





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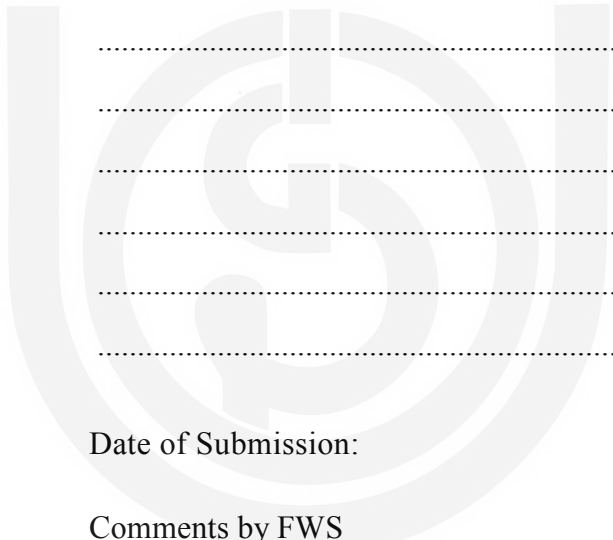
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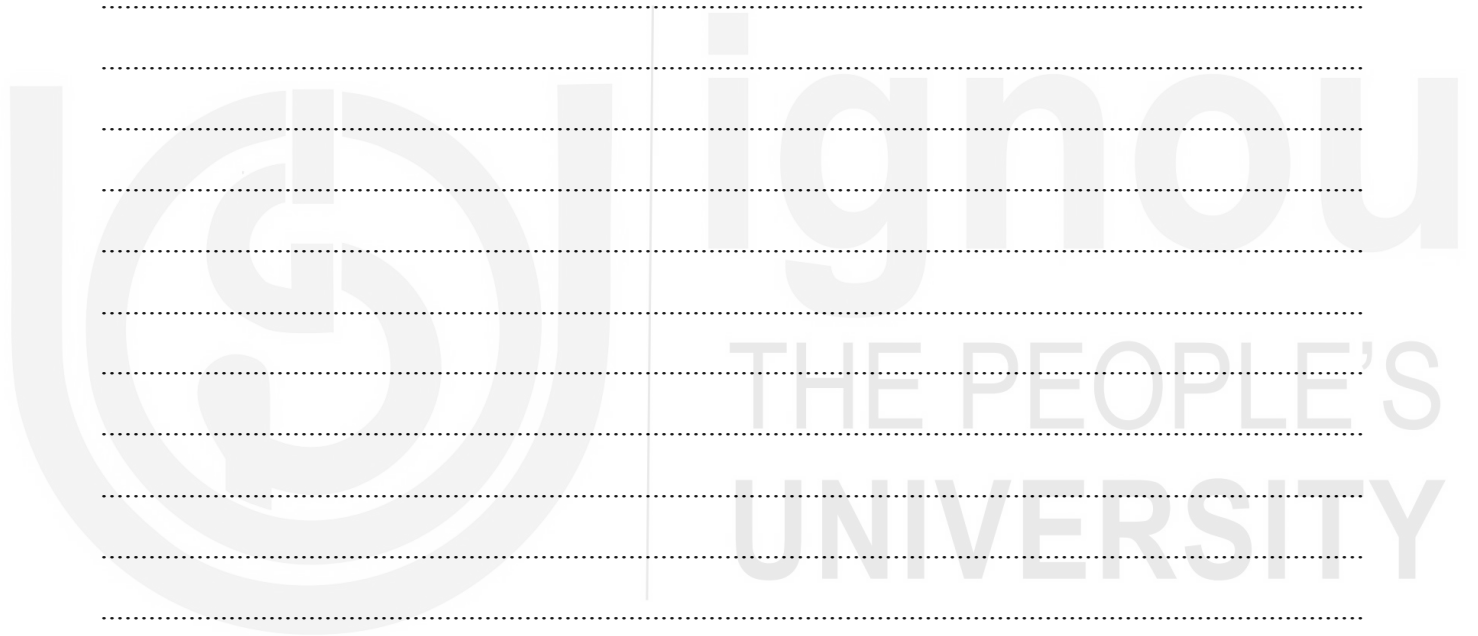


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Date of Submission:

Comments by FWS

Date and Signature







Date of Submission:

Comments by FWS

Date and Signature



Report of Orientation Visits 16-20

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Orientation Visit 16

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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Orientation Visit 17

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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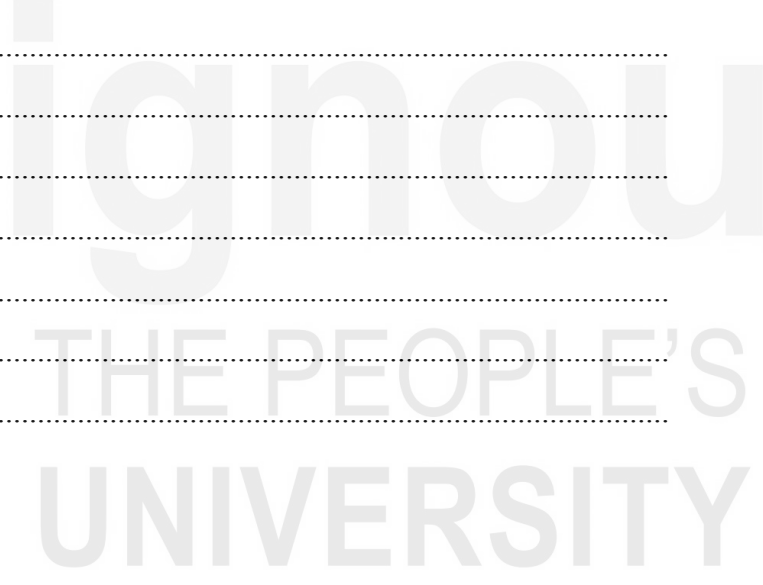
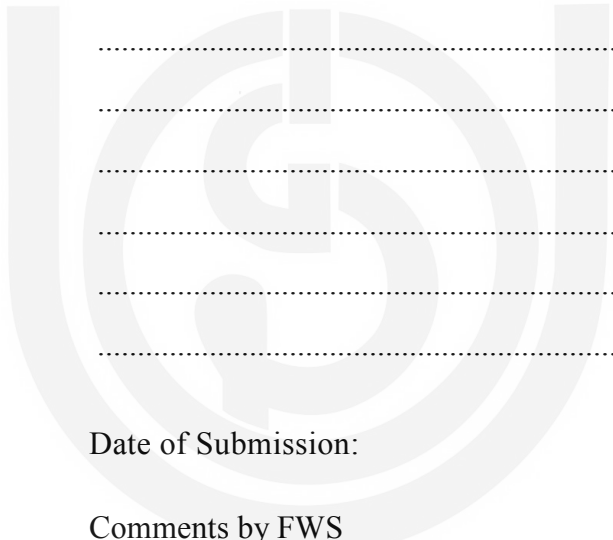






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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 18

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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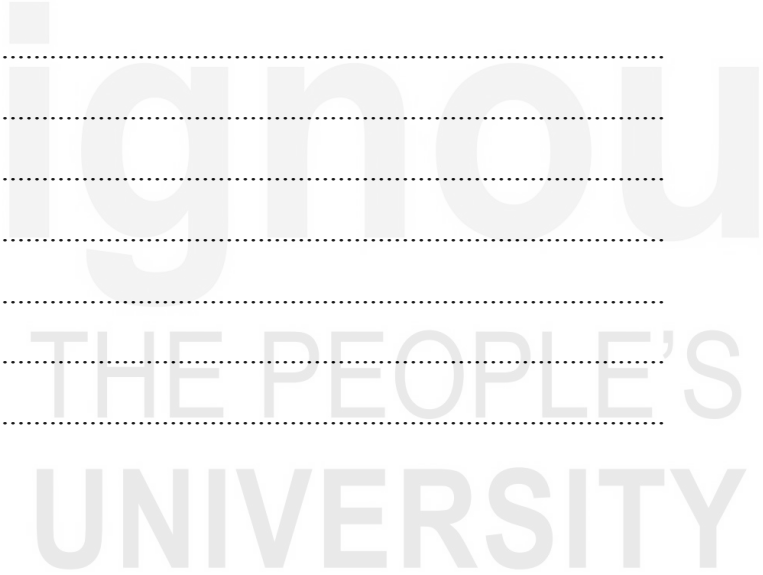
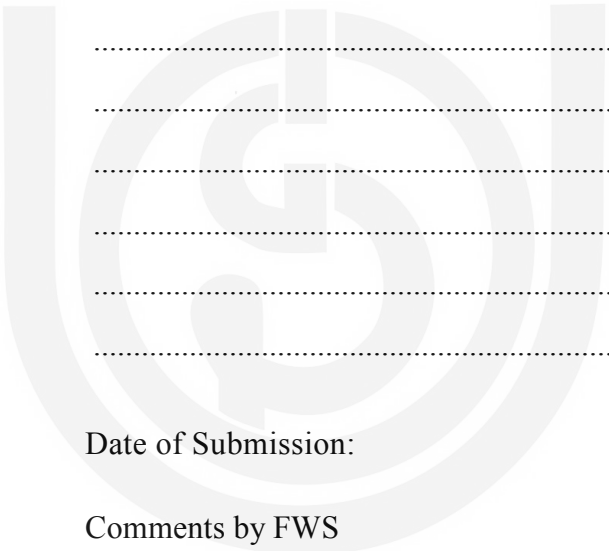
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 19

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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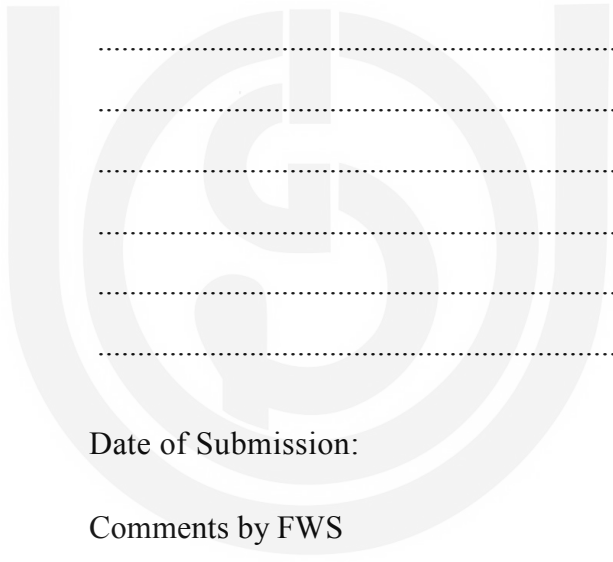
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Date of Submission:

Comments by FWS

Date and Signature

Orientation Visit 20

Date :

Time : am to

Duration :

Name of the Organization : hrs.

Name of Field Work Supervisor :

Report (Follow Proforma as explained earlier) :

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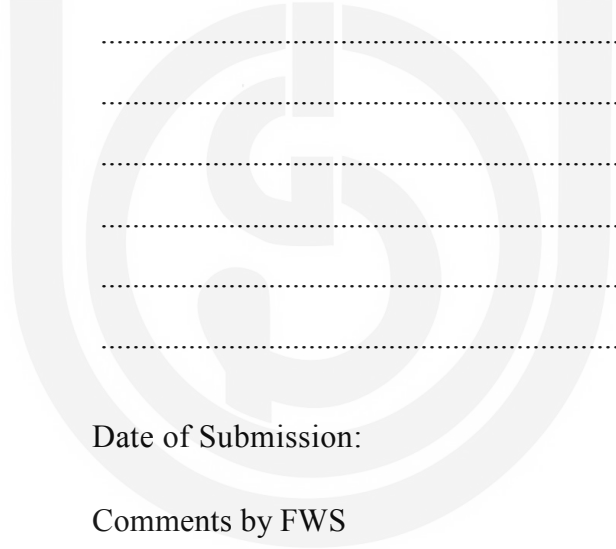
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Date of Submission:

Comments by FWS

Date and Signature







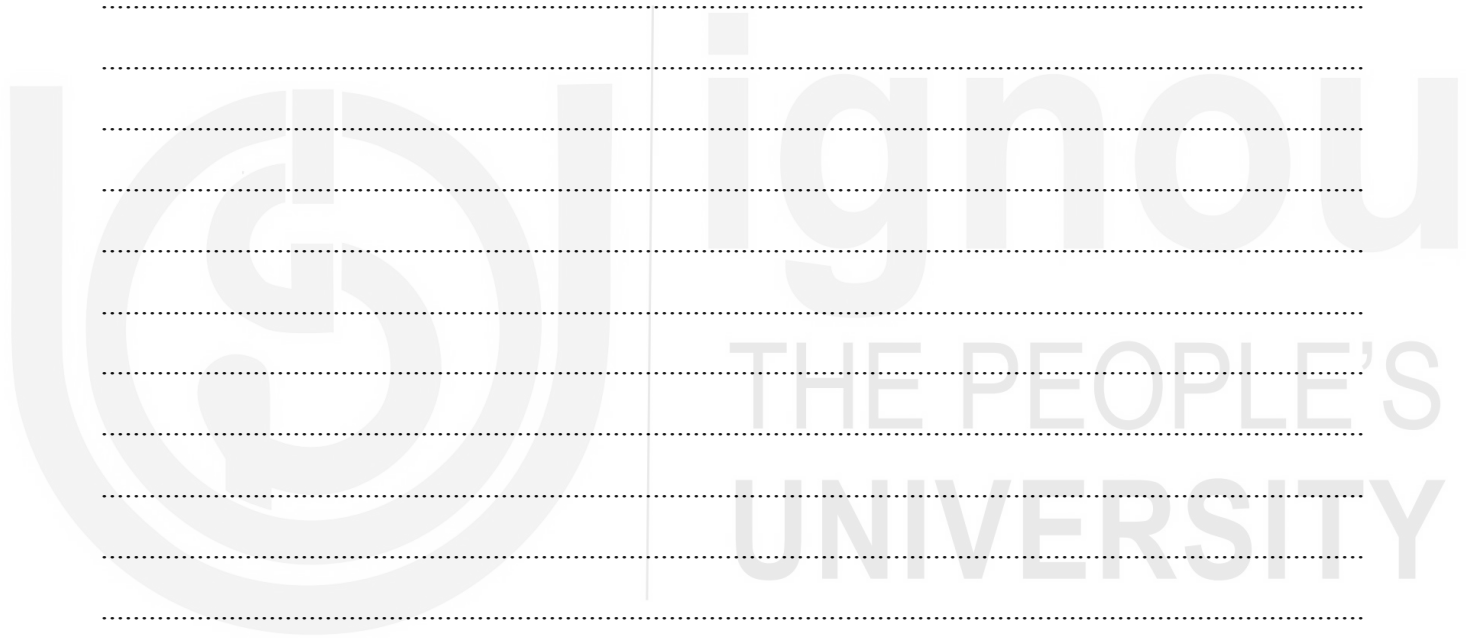
Self Evaluation Report by Student

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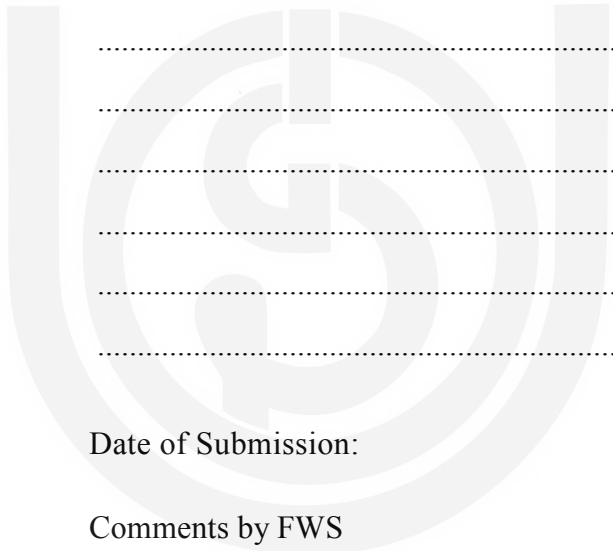




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Date of Submission:

Comments by FWS

Date and Signature



**Summary Report of First Semester
Field Work**

Summary Report of First Semester Field Work

Orientation Visits

| S.No. | Name of the agency | Date |
|-------|--------------------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |

15.
16.
17.
18.
19.
20.



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Individual Conferences

(Minimum 5)

| S.No. | Place | Time | Date |
|-------|-------|-------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |



Term-end Self Assessment Form



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Term-end Self Assessment Form

Before submitting the Field Work Journal to the FWS, you are expected to fill in the *Term-end self assessment form*. You must also compare the response you have written against each item with the *Pre-term self assessment form* i.e. the first activity you have done in this Journal. This will give you an idea about where you stand after the completion of one semester of your training in social work education and training which included both theory and practicals.

Knowledge

- 1) Agency can be registered under the NGO Act 1959.
 - a) True
 - b) False
 - b) Can't say
- 2) Legally only a registered agency can receive funds from abroad.
 - a) True
 - b) False
 - b) Can't say
- 3) The Act that regulates foreign funding for the social welfare agency is called the Foreign Contributor (Regulation) Act. 2010.
 - a) True
 - b) False
 - b) Can't say
- 4) Can you name two government schemes whose objective is the empowerment of women?
 - a) Yes 1. 2.
 - b) No
- 5) Can you name two government projects in your area that aim to improve child and women health?
 - a) Yes 1. 2.
 - b) No
- 6) Can you identify the various ethnic groups (castes, religious, tribes, linguistic groups etc.) in your neighbourhood?
 - a) Yes
 - b) No
- 7) How many levels do the local self-government institutions (municipals, corporations, panchayats) have in the area you live in?
 - a) One
 - b) Two
 - c) Three
 - d) Can't say
- 8) Social work and social service are the same.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 9) Sharamdhan is social work in Indian context.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 10) Social work is a profession.
 - a) Agree
 - b) Don't agree
 - c) Can't say

- 11) Any one can be a professional social worker.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 12) Field work/practicals are not necessary for the social work students.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 13) People who do charity can be called professional social workers.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 14) Mother Teresa, Baba Amte and Dr. Ambedkar can be called social workers.
 - a) Agree
 - b) Don't agree
 - c) Can't say

Skills

- 1) Have you undergone any programme of study or learning in the areas like counselling, psychoanalysis, social service or advocacy?
 - a) Yes
 - b) No
- 2) Have you visited a welfare agency/community/government department and observed its functioning ?
 - a) Yes
 - b) No
- 3) Do you have experience in organizing a community function like a sports event or health awareness camp etc?
 - a) Yes
 - b) No
- 4) Do you have experience in mobilising resources from the community for a community function or event?
 - a) Yes
 - b) No
- 5) How much experience do you have in writing proposals, project reports and annual reports?
 - a) No experience
 - b) Some experience
 - c) Extensive experience
- 6) "Listening" is a specific and demanding skill.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 7) If one has a strong memory, one need not do any recording as the social worker can recall the details any time he/she wants.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 8) It is easy to interpret the non-verbal communication (body language) of the person.
 - a) Agree
 - b) Don't agree
 - c) Can't say
- 9) The social worker consciously uses his/her self in his/her relationship with the client with the objective of changing the client behaviour.
 - a) Agree
 - b) Don't agree
 - c) Can't say

13) Beggars are nuisance to any society and any means is justified to control this problem.

- a) Agree b) Don't agree c) Can't say

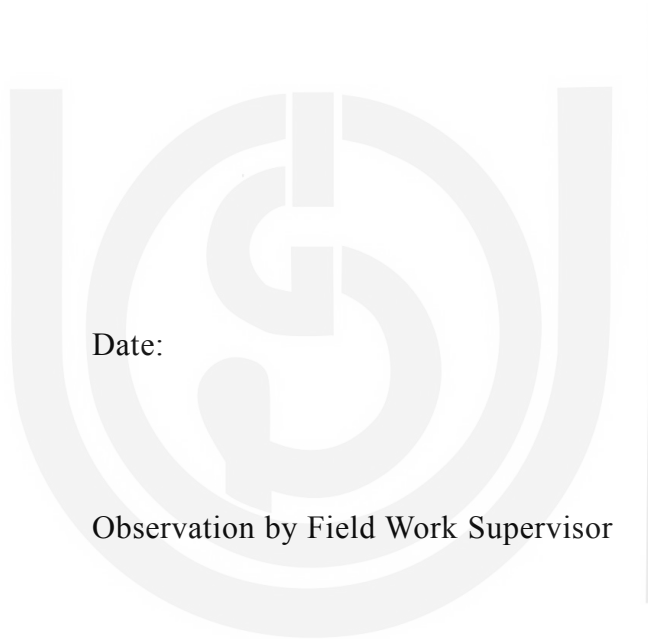
14) Homosexuals and lesbians are bad people and should not be allowed to live in the society along with others.

- a) Agree b) Don't agree c) Can't say

15) Drug addicts can never be trusted.

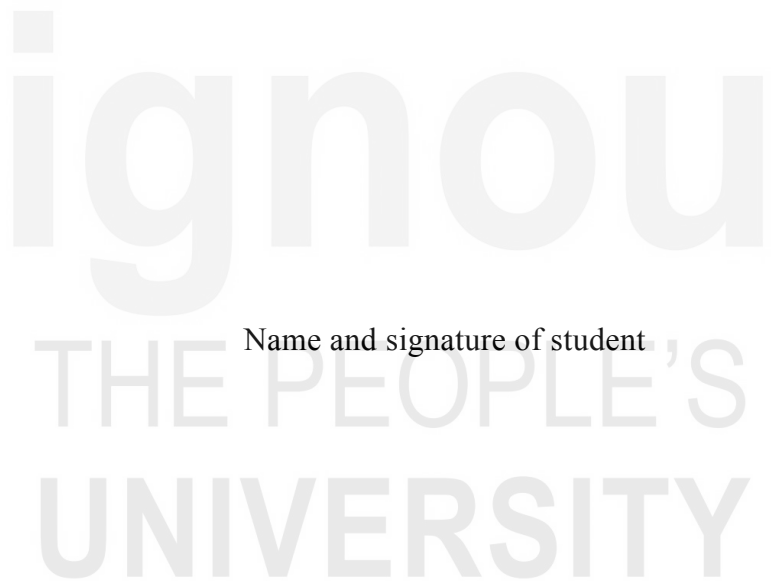
- a) Agree b) Don't agree c) Can't say

Comments by student on changes noticed between pre-term and term-end self assessment form.



Date:

Observation by Field Work Supervisor



Name and signature of student

Date:

Name and signature of supervisor

CHECKLIST

Dear Learner,

Kindly check if you have completed all the components of field work. Submit your journal for evaluation only when you have completed all the required components in the journal. 100 per cent attendance is mandatory in fieldwork. Incomplete journals will be returned back. Hence carefully see the checklist and once satisfied, submit to your FWS.

1. Read Programme Guide
2. Read Guidelines for Students
3. Filled in Face Sheet I (self) and Face Sheet II (FWS)
4. Fieldwork Practicum Certificate by Supervisor filled in and signed
5. Pre-term Self Assessment Form filled
6. Filled in Log Sheet duly signed by Supervisor
7. Attended Induction Meeting and report written
8. 20 Orientation Visits done and reports written
9. 5 ICs attended; reports written
10. Self Evaluation Report written
11. Summary reports written
12. Term-end Self Assessment Form filled



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Evaluation



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Evaluation of First Semester BSWG Field Work

The following parameters will be used for evaluating your performance in Field Work Practicum of first semester BSWG.

Knowledge

- 1) Extent of understanding the agency's place in the larger social system and its influence on the agency.
- 2) Extent of understanding the policies and procedures of the agency, organizational structure and its influence on service delivery.
- 3) Extent to which the learner applies this knowledge to the field work practice.
- 4) Extent of knowledge of the various programmes the agency implements and the nature of beneficiaries.
- 5) Ability to identify relevant knowledge that needs to be applied and correlate theory with the social reality the learner observes in the field.
- 6) Ability to locate various service providers in the area by which he/she can do referral work.
- 7) Extent of understanding the importance of planning, implementing and evaluation of projects.

Skills

- 1) Data collection and analysing skills that will substantiate his/her findings in field. The learner should be able to work in variety of situations and choose appropriate tools.
- 2) Planning, organizing, implementing and evaluating skills. This includes the ability to set priorities according to the social situation, agency policies and resources available.
- 3) Recording and presentation skills.
- 4) Public speaking skills and proficiency in one to one conversations.
- 5) Ability to make use of the field work conferences in a creative manner.
- 6) Ability to learn from practical experience and supervisory feedback.
- 7) Ability to convey interest, concern and capacity to empathise with the client system.
- 8) Gradually develops the ability to break larger problems into simpler ones and deal with it accordingly.

Professional Attitudes

- 1) Regularity, punctuality and commitment to work and in submission of the field work records.
- 2) Giving sufficient importance to the requirements of the situation especially in the matters of dressing properly, showing respect to elders, seniors and clients in the agency keeping in mind the culture of the place.
- 3) Ability to implement in his/her work the social work principles of acceptance, self-determination, non-judgmental attitude and limited emotional involvement.
- 5) Growing self-awareness.

Development of the Professional Self

In some ways this is related to all three aspects of social work profession mentioned above — knowledge, skill and attitude. But specifically it includes the following:

- 1) Ability to prevent personal bias and values from interfering in his/her relationship with the client.
- 2) Ability to control frustration, anger and other negative emotions when events do not go as she/ he wants.
- 3) Ability to react aptly to different situations and adjust quickly with diverse types of people.
- 4) Increasing curiosity in the matters related to his/her work and looks constantly for opportunities to increase his/her knowledge and skill base.



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GRADE SHEET

BSWG FIRST SEMESTER FIELD WORK PRACTICUM

Total Marks : 200

Examiner through SED, IGNOU : 200

Marks Assigned:

In words:

Signature & Date:



Note : A Student needs to secure a minimum of 35% marks by evaluator in order to pass.

