BSWL-109

FIELD WORK JOURNAL

BSWG (Sixth 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 and Address of Agency where concurrent visits were done :…..……

Name & Address of Field Work Supervisor :……...…….……..

Phone/Mobile No. of Supervisor :……..……

Signature of Student

1. It is mandatory for the student to provide all the information 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 Field Work Supervisor 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

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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 Counselor 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 profile of the supervisor are incomplete or not filled by student and/or Field Work Supervisor respectively. The profile of the supervisor must be countersigned by the coordinator of study centre.

Fieldwork Practicum Certificate by Supervisor

This is to certify that Mr. / Mrs._____ having enrollment number _____was placed under my supervision for fieldwork practicum of BSWG (Sixth Semester). As per the requirement, he/she has completed all the components of Sixth Semester fieldwork practicum which include:

1. Induction Meeting
2. 5 Orientation visits to 5 different social welfare agency/ institutions
3. 15 days of concurrent visits in **one** social welfare agency / institutions / setting
4. Participated in 5 individual conferences

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

Signature:

Name:

Address:

Mobile:

Email ID:

Date:

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INTRODUCTION

FIELD WORK JOURNAL FOR BSWG SIXTH SEMESTER

Welcome to the sixth and last semester of your BSW programme. We hope that the fifth semester has been a fruitful and enjoyable experience. You are going to continue to do your field work this semester too. You will be applying the knowledge, skills and attitudes you have gained in your fifth semester. In this semester, you will have to complete 25 days of work. It comprises of 5 orientation visits, 15 days of concurrent field visits and 5 individual conferences. In this semester, you will be practicing two methods, viz. social welfare administration and social action during the concurrent field work visits. You will also be studying about these two methods in the theory paper BSW-131: Social Welfare Administration and Social Action. You will also find detailed guidelines about how to practice these two methods in this practicum journal.

You are in your sixth and final semester of your BSW programme and when you complete this semester you will be sufficiently equipped to practice in the field as a para-professional. If you are already working, doing this course would help you gain new perspectives and new experiences. You would be able to understand the rationale for doing those things, which you were doing with limited understanding. You will get a holistic perspective on various issues. By relating your theory to your field work you will be able to place the problems of your localities in a larger context.

The objective of the sixth semester field work is the following:

- To develop an understanding of agency set up (service delivery system)
- To develop capacity for planning, organizing and evaluating different agency programmes
- To develop skills in observation, interviewing, recording, group discussions and leadership.
- To develop skills in report writing, use of supervision, and preparation for facing interviews.

As you would have realized, field work is an important component of social work education. It gives you opportunities to practice what you learnt with an added advantage of having a supervisor to guide you. Please take your theory and field work seriously. If you do not complete the mandatory field work of the fifth semester, you will not be allowed to take the field work of the sixth semester.

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.

After successful completion of BSW, you will be ready to go to the next step i.e. Masters in Social Work either through the conventional system or through the distance education mode.

I wish you good luck in the successful completion of this programme.

Dr. Sayantani Guin

Programme Coordinator

Guidelines for Students
BSWG Sixth Semester

In BSWG sixth semester, field work practicum comprises of twenty five (25) days of field work. This includes five orientation visits, fifteen concurrent visits and five individual conferences. In this semester, you will be practicing the method of Social Welfare Administration and Social Action during the concurrent field work days. 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. 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):** Individual Conference (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, seek clarification on various issues and seek further guidance. Meet your field work supervisor at study centre. Refer to the list of field work settings attached in this journal and clear doubts, if any for orientations visits. Seek guidance regarding report writing.

3. **Orientation Visits I-V**: In BSWG sixth semester, you have to complete five orientation visits in total, in different settings. Complete five (5) orientation visits in 5 different NGOs/agencies/community settings (refer list of field work setting attached in this journal.

4. **Start writing reports**: 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 five orientation visits. Select a field work setting to complete 15 days of concurrent field work. Ask questions, clear your doubts and seek supervisor's guidance wherever required. Show her/him the reports of induction meeting, 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. **Concurrent Visits I-V**: in BSWG sixth semester, you have to complete 15 days of concurrent field work in one field work setting, where you practice the method of Social Welfare Administration and Social Action. Initially complete five (5) concurrent visits. Write reports and show it to field work supervisor for comments during IC. Details on how to practice the method of Social Welfare Administration and Social Action and writing reports are explained later.

7. **Individual Conference III (IC III)**: Meet your supervisor, discuss with her/him your experiences you gained during the concurrent 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 concurrent 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. **Concurrent Visits VI-X:** Continue another five (5) concurrent visits in the same setting. 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 the experiences you gained during the next five concurrent visits. Share your plan of action for the next five days of concurrent field work. Ask questions, clear your doubts and seek supervisor's guidance wherever required. Show her/him the reports of the five days of concurrent 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. **Concurrent Visits X-XV:** Continue the last five (5) concurrent visits in the same setting. Write reports of concurrent visits (X-XV) and reports of Social Welfare Administration and Social Action and show it to the 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, concurrent visits, reports of social welfare administration and social action, individual conferences, self evaluation report, summary report of Sixth Semester field work and complete the checklist before the final submission of field work journal.

12. **Submit your completed field work journal directly to the Regional Centre.**

- **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 individual 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. Everything 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 objective of BSWG (Sixth Semester). The learning plan will include the learning objectives, the tasks that has 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 objectives 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/observation. Failures and success can be reported truthfully since only then will the exercise become meaningful. You will have to prepare for the field work conferences by jotting down the points for discussion.

- **Attendance at Field work**

You should attend twenty-five days of field work in (BSWG) Sixth Semester including 5 orientation visits, 15 concurrent 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 Sixth Semester field work before the fourth 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 individual conferences**

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

LIST OF FIELD WORK SETTINGS

Social work is practiced in several sectors, viz. health, education etc. The following list is provided to facilitate you to select settings in which you may conduct your orientation and concurrent visits in the Sixth Semester. The list is not exhaustive.

1. NGOs working with women, Children, aged
2. NGOs working in the field of education, health, family setting, counseling
3. Open community: projects related to women, children, education, sanitation, potable drinking water, health, Self Help Groups
4. Health Setting: Government Hospital, Private Hospital, Primary Health Centre, Block Hospital, Ayurveda centre, Homoepathy Centre, Unani Centre, Yoga Centre, Home for aged, Home for destitute, Home for street children, Palliative Care.
5. Programme Implementation: Mid-day meal Scheme, Immunization Projects, Family Planning Projects, Projects on Tuberculosis, Malaria, HIV
6. School Settings: Government Schools, Private Schools, International Schools
7. Administrative Offices: Block Office, Panchayat Office, District Collectorate Office
8. Media House: Print Media-Newspaper, Electronic Media-TV News Channel, Online media
9. Corporate Social Responsibility (CSR) Projects
10. Family Court, District Court, Sessions Court
11. SOS village
12. Business establishments: Companies, Factories
13. Correctional Settings: Central Jails, District Jails, Sub Jails, Open prisons, Women's Jails, Borstal Schools, Special Prisons, Observation Homes 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 organizations for Juvenile Boys and Girls.
14. Protective Homes: Shelter home for victims of prostitution
15. Nari Niketans
16. Beggars Home
17. Faith Based Organizations: Gurudwara, Churches, Mosques, Madrasas, Ram Krishna Mission, Missionaries of Charity, Seminaries/ Monasteries.
18. Palliative care centres
19. Hospice care centres
20. Orphanages
21. Training centres for various types of programmes
22. MPs/MLAs development grants

Log Sheet

Note: Kindly fill on the day of your field work and get it signed by the Field Work Supervisor allotted by the Study Centre.

Name of the Organization for Concurrent Visits (15) :…….....

Address:…… ……

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 I			
4.	Orientation Visit II			
5.	Orientation Visit III			
6.	Orientation Visit IV			
7.	Orientation Visit V			
8.	Individual Conference II			
9.	Concurrent Visit I			
10.	Concurrent Visit II			
11.	Concurrent Visit III			
12.	Concurrent Visit IV			
13.	Concurrent Visit V			
14.	Individual Conference III			
15.	Concurrent Visit VI			
16.	Concurrent Visit VII			
17.	Concurrent Visit VIII			
18.	Concurrent Visit IX			
19.	Concurrent Visit X			
20.	Individual Conference IV			
21.	Concurrent Visit XI			
22.	Concurrent Visit XII			
23.	Concurrent Visit XIII			
24.	Concurrent Visit XIV			
25.	Concurrent Visit XV			
26.	Individual Conference V			

Paste the certificate of 15 days of concurrent field work placement in an agency or community setting in the box.

Induction Meeting

Induction Meeting

Kindly contact your study centre for an induction meeting on field work. Academic Counseller/Field work supervisor (FWS) will organize an induction meeting for the Sixth Semester BSWG students for 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 conferences, etc. The supervisor will also give details of the first orientation visit regarding 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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Date of Submission _____

Comments by FWS

Signature and Date

Report of Individual Conference-I

During the Sixth Semester, a minimum of 5 individual conferences will be held. However, there can be more than 5 individual conferences 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 the field work, learning plan, report writing etc. with your FWS.

Date:

Time:

Duration:

Name of the FWS:

Report:

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Date of Submission

Comments by FWS

Signature and Date

Field Work Components

Field Work Components

The sequential arrangement of the components of Field Work is as follows:

1) Orientation Visits
2) Placement
3) Agency client relationship
4) Assignment of tasks
5) Nature of social work process
6) Teamwork
7) Administrative assignments
8) Recording
9) Field Instruction

COMPONENT 1 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 aim at developing an appreciation for social work intervention in these programmes by recording relevant information about the client system and the problems/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 provides an important learning opportunity.

2) **Correctional Settings**

Correctional settings include prisons, police stations, juvenile 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) Educational Settings

Educational settings are schools, colleges and non-formal/adult educational 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 educational 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 role of social worker includes 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 centre

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 relapse in future.

9) Palliative care centre

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, neither medical care nor trained personnel are available at the home. 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 semester, 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 Officers :

Board members :

Type of work (Programme/project) :

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 position held

Level	Number	Qualification	Position Held
Professional			
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 be 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

In your own placement, you can familiarize yourself to what extent the agency utilizes computers, phone, internet, etc. and see whether they can be better utilized.

Audio/Video equipment

Find out if the agency uses projectors, video players, radio for public education purpose.

Relationship with other agencies

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

Coordination, cooperation and networking with other NGOs working in the similar field, 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

Find out whether the agency receives government funding or not; whether the agency cooperates with the government in implementing programmes or not. 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? Do the agency officials think that PRIs are functioning well?

4) Relationship with community based organization (CBOs)

Find out the number of CBOs working in the field, the method of their formation, whether they are self – initiated or started by government, or 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 organization like religious organizations, associations etc.

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

Opinion 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 the government department, 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 Plan

The agency's 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 towards social upliftment.

Affiliations

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

Any other information

Provide any other information, for example, the agency's 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.

COMPONENT 2 PLACEMENT

Placement is an important part of the field work. You are expected to do at least 15 full working days at the agency. You may be already working in an agency and in such cases your field work supervisor will help you get maximum exposure in practicing those skills, which cannot be practiced in your agency.

Social workers are always part of a team. You will, wherever possible, be placed in teams of three to six. The aim of this exercise is to enable the student to adjust to new situations and with people from different backgrounds; to gain experience in reconciling different approaches towards the same problem and ensure effective service delivery; to learn from the knowledge and experience of the other professionals; to learn to divide responsibilities, discard egoistic attitude and promote group goals; to develop leadership skills, communication skills and improve self-awareness. Questions related to this are given in the teamwork section.

COMPONENT 3 AGENCY CLIENT RELATIONSHIP

One of the aims of the Social Worker is to improve the social functioning of the client. It is by establishing a relationship with the client that the social worker achieves that aim. The process starts when the client on his/her initiative or on the persuasion of others approaches the agency for help. Sometimes this action of the client is as a result of the programme conducted by the agency itself. For e.g. an awareness campaign on HIV and AIDS will encourage individuals who suspect that they are infected to approach the agency. In other cases, he/she will be referred to by other organizations to the agency. The agency then allocates the case to the social worker. The role of the agency is to provide the necessary resources. The client is the centre of the whole process and therefore the client–social worker-agency system is to be understood properly.

The client approaches the agency with some expectations and may be with some apprehensions. He/she has his/her own world view based on his/her value system, individual experiences and position in the social structure. The client may have certain ideas on the social work process. For example, a person with financial problem may expect some monetary help and feel that whole process of counselling is a waste of time. On the other hand, the agency has its own ideology and its own limitations. They have to proceed on the basis of these values and ideology.

The social worker has his/her own value system based on professional values and ethics. It is important that personal values formed by specific personal experience don't affect his/her perception of the client. Social Work principles like non-judgmental approach and controlled emotional involvement emphasize the need for that quality on the part of the social worker. The social worker therefore should develop a certain level of self-awareness to limit the influence of personal experience in the relationship.

The following points can be used for self-introspection:

1) Discuss and list down your own likes and dislikes with regard to your social functioning like your choice of friends and kind of work you enjoy or dislike and such matters, which you consider to be important.

2) What are the first impressions of an individual/group/community and whether it changed after subsequent sessions and after the availability of more information?

3) How does the client see the agency and why?
   a) Helper b) friend c) relative d) broker e) doctor f) Professional g) any other

4) How does the agency see the client?
   a) Poor and helpless b) resourceless
   The rational for providing the service to the clients can be discussed here. Some of the important reasons for the provisions of the service are religious, philanthropical, professional, entrepreneurial and to improve public relations.

5) How does the agency see the social work professionals?

6) Do you think that the agency is fulfilling the purpose it is meant for? If yes, give reasons and if no, give reasons.

7) How do the beliefs, traditions and preconceived notions of the client system influence the perception of the agency?

8) Understand the implications of existing bureaucratic set-up and legislation on the service provided.

COMPONENT 4 ASSIGNMENT OF TASKS

The aim of doing specific tasks is to expose the student to situations where the Social Work methods in rudimentary form are used. The task itself may not be related to social work but the preparation of the same may require meeting individuals and groups, interacting with them and enabling them to plan the task and implement it. The task can be chosen depending on the need of the target population and the resources available.

Describe the various steps followed to organize an event:

I) Initial stage

- Initial contact with the group.
- Rapport building.
- Studying the situation and getting to know the felt needs of the target population.
- List out objectives of the programme in qualitative and quantitative terms.
- Choose the appropriate task or activity to attain these objectives after consultation with agency officials, community members and beneficiaries. If permission has to be taken from the concerned authorities you should do so.
- Develop a realistic time frame for conducting the activities.

II) Planning stage

- Prepare a plan.
- List out the tasks to be done.
- Anticipate expected problems and unexpected problems by brainstorming.

- Allocate the responsibilities to individual and groups or both. Mention clearly the responsibilities. Communicate the responsibilities to the concerned persons preferably in a meeting where everyone involved is present.
- Mobilize the internal and external resources. The community resources have to be mobilized.
- Always keep notes of all the points involved in various interactions.

III) Implementation stage

- Implement the plan
- Unexpected assistance that helped you to implement the programme needs to be mentioned.

IV) Evaluation and feedback

- Have the objectives set been attained?
- What is the impact of the programme on the target population?

Tasks that can be undertaken (some illustrative activities)

Individual related activities

1) Arrange a job for a person who has to be rehabilitated.
2) Arrange a loan/government scheme for a needy person helping him/her during the various stages of his/her application.
3) Arrange for loan/scholarship for the children/adults from private/public sources.
4) Arrange for a patient to be taken to hospital using a volunteer. **You should not take the patient yourself and claim that it's a valid assignment.**
5) Arrange for cost of medication for the children/adults from private/public sources.

Group/Community related programmes

1) Organize a picnic, visits to places of interest like museums, temples, historical places etc.
2) Arrange for adult education classes/non-formal classes/tuitions for the various categories of the people in the community.
3) Organize an awareness camp related to health, education, government programme, human rights to improve the knowledge level of the people.
4) Organize street plays with the actors being the members of the community.
5) Conduct a health camp for people. It can be a nutrition camp or immunization camp.
6) Conduct surveys for use in the formulation of future programmes.
7) Organize a fund raising event. For example, a bal mela can be organized in the school.
8) Organize a sports programme in the school or the community.

9) Organize leadership training programme for the informal leaders of the community.
10) Organize a dharna or demonstration for focusing on a people issue.
11) Arrange for filling Public Interest Litigation for a social problem.
12) Arrange for legal aid for the afflicted persons and follow up till the issue is satisfactorily resolved.
13) Arrange for vocational training for the disadvantaged sections.

Describe the problems encountered in organizing the event

Some of the problems can be the following.

1) Lack of cooperation or even hostility from the people and target population.
2) Lack of resources: internal resources include organizational resources like fund and staff. External resources include community resources, community participation and infrastructure.
3) Target Population related problems
   - First, the group or community may be riddled with factions whose previous conflicts may enter the planning and implementation of the current programme.
   - Two, the presence of a dominating individual or group may reduce participation by others leading to dissatisfaction among others.
   - Three, some individuals and group may try and use the common programme for private use.
   - Lastly, weaker sections of the population like women, schedule caste and the poor may not be able to participate due to lack of motivation or lack of convenience.
4) Problems related to participants
   - Inconsistency of the people's interest levels in the task which they have decided for themselves, there may be high enthusiasm in the beginning that may lower after some time.
   - Individuals who accepted responsibilities may neglect it later and give various excuse or may not appear at all.
   - By making alternative arrangements like giving the responsibility to someone else and so on.
   - Within yourself – that is controlling your emotions of being let down etc. from negatively influencing your performance.
   - By discussing the situation with the concerned persons or confronting the participants.

   It would be beneficial if you write down how these problems were faced by making alternative arrangements like giving the responsibility to someone else and so on.

Discuss your reactions with your FWS.

Describe the achievements of the programme

1) In terms of the objectives of the programme

- **i)** Participation of the people – in terms of gender, communities and groups of community especially the weaker sections of the community.
- **ii)** Quality of participation.

2) ***In terms of the change wanted by you.***

3) ***In terms of the larger programme of the agency***

4) ***In terms of the people's needs***

- **i)** What specific need did the programme satisfy?
- **ii)** What further programmes should be conducted to attain the objectives set by you.

5) ***In terms of the people's participation in future programmes.***

COMPONENT 5 NATURE OF SOCIAL WORK PROCESS

In the Sixth Semester, you will practice the methods of Social Welfare Administration and Social Action.

SOCIAL WELFARE ADMINISTRATION

Social Welfare Administration is a secondary method of social work. Being a secondary method however does not lessen its importance. It creates the necessary conditions for an effective performance of the primary methods of social work. Without a sound management, all activities of the agency will go haywire (unorganized) and the result will be chaos. Administration comes from the Latin words 'ad' which means to 'minister' which means 'to look after'. According to one prominent management thinker Luther Gulick, administration can be explained by the acronym POSDCoRB. The expansion to this is given below. You can use the acronym to study the administration pattern of the agency.

Planning

You can note how the agency plans its programmes. For example, the agency may be studying the community and sending its report to the headquarters and based on the priorities of the organization they may be given targets. The agency at the unit level (local level) then decides what programmes need to be implemented to attain the objectives.

If the agency is a small one, they may make a study and approach the funding organizations for financial support. You can note down the whole process of planning at different levels and at different organisations.

Organizing

It refers to the structure of the organization and how work is divided among various departments (finance, field staff, etc.). You can note down the qualifications and the experiences of the board of directors' (if permitted); how they set up the organization and what factors contributed to its growth. You can also note down how work is allotted to the employees and the number of professionals in the organizations.

Staffing

It refers to the methods by which members/employees are recruited in the agency. Recruitment policy and personnel policy can be discussed with the individuals who do this function for the agency.

Directing

It refers to the decision making process of the agency. You can note down who makes the decisions, how they are communicated and who implements them. Directing is done at various levels-upper management level, middle level and at the field level.

Coordinating

The process of coordination with other branches of the agency and within the various parts of the organizations can be reported.

Reporting

It refers to whom subordinates should inform as to what is going on and how these reports are communicated. It can be written or in oral form. It can be either by individual to individual basis or by periodical meetings.

Budgeting

Budgeting is a complicated task. It is done by people in the accounts section. But this needs a lot of interaction between the managers and the accounts section. You learn how the budget is prepared and you can ask them how this process works.

Also, when you are reading the annual report of the previous year give attention to the statement of accounts. Some information regarding the budget is given in the proforma for orientation visits. You can go through that also.

Evaluation and feedback

It is a crucial aspect of management as the purpose of the agency is to attain the objectives it has set for itself. Some of the parameters for evaluation have been mentioned in the orientation visits section.

Evaluation can be done at different time periods-weekly, monthly, half yearly and annually.

Evaluation can be done by different entities-intra-agency evaluation, funding agencies and outside evaluations.

SOCIAL ACTION

You can present a report of a strike, dharna or protest you have observed or witnessed. Otherwise, you can talk to an activist whom you know has led a strike, dharna or protest.

You can record the following observations:

Who were the participants of the social action?

What were the issues involved?

Who were the targets of their action? Government/private agency/individual.

What were their demands?

Was there any incident that precipitated the protest?

For how long did this protest last?

What modes of protest did they adopt?

For how long do they feel that the protest will go on?

What will they do if there are no response from the authorities?

Have they contacted the press for coverage?

What symbolic acts have they done or are planning to do for furthering the protest?

Where are the resources coming from?

What was the public response to the actions?

What was the response from the authorities?

Where are the resources coming from?

What was the response from the police and administration?

Have they kept their line of communication with the authorities?

COMPONENT 6 TEAM WORK

As mentioned earlier, social workers have to work in teams and the team members may be other professionals like lawyers, doctors, nurses or volunteers. The approach of other professionals will be very different from social workers. The social worker in such cases not only has to take care of the psychological and social needs of the individuals, but also has to humanize and integrate the various approaches.

It has been also observed that some professionals especially doctors in a medical setting try to marginalize the social worker's role in the healing process. This kind of response may be found in voluntary social workers who are impatient with the approach of the professional social workers. It is the social worker's responsibility that he/she adjust in the situations keeping in mind the welfare of the clients.

1) Explain your role in the team (individuals you work with directly in course of implementing your programme).
2) Observe and explain the impact of the functioning of the team on the implementation of the programmes.
3) Does any team member show lack of understanding of the social work profession?
4) Instances of cooperation and conflict, is any.

COMPONENT 7 ADMINISTRATIVE ASSIGNMENTS

- Read and report on the Memorandum of Understanding and bye-laws of the agency you are working. If possible, get a copy of the bye-laws and read it.
- Write reports of the programmes you conducted.
- Look at the reporting procedures of the agency critically; whether the agency staff is receptive to suggestions to improve the same.
- Try to find out the salaries of the staff and more importantly find out their opinions on the same. Are they satisfied?
- Determine how many staff meetings the agency hold in a week. If possible, attend a meeting of the agency of the middle level or high level.
- Try to find out the attitude of the staff towards their work and discuss with your field work supervisor.

You can find what are the underlying values of the organizations and see whether they are compatible to social work values. Some of you may get opportunities to involve in several administration task like time keeping, record updating, monitoring of some of the projects, communications within the agency, supervisory and so on. In such cases, you are expected to write detailed report of all your activities in the agency.

COMPONENT 8 RECORDING

Till now you were doing verbatim recording which means that you were recording the events as it happened. In previous semesters, you were asked to record also the causative factors of the problems you observed. During this semester, you will have to record the process of work and also the dynamics between the systems and the subsystems. This means that your reporting should reflect the theory you have studied so far. You may make observations, which agree or disagree with the ideas presented in the textbook.

COMPONENT 9 FIELD INSTRUCTION

The relationship between you and the FWS is a crucial one. It is a professional one in which the FWS is your friend, philosopher and guide. It is up to you to make best use of the FWS. Your role in the field work conferences should be qualitatively better. You can start making individual presentations followed by question and answer sessions. You can take the responsibilities of chairing sessions under the supervision of the supervisor. Your queries to the supervisor should be related to methodological problems.

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Report of Orientation Visits
I – V

Orientation Visits

During the Sixth Semester, you are expected to visit five different field work settings/ agencies 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
i) Your observations about the agency, staff, and today's activity.

Comments of field work supervisor

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Orientation Visit I

Note: Follow the report writing guidelines for more details on this activity.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Orientation Visit II

Note: Follow the report writing guidelines for more details on this activity.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Orientation Visit III

Note: Follow the report writing guidelines for more details on this activity.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Orientation Visit IV

Note: Follow the report writing guidelines for more details on this activity.

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Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Orientation Visit V

Note: Follow the report writing guidelines for more details on this activity.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Report of Individual conference (IC) 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.

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Time:

Duration:

Name of the FWS:

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Date of Submission

Comments by FWS

Signature and Date

Concurrent Field Work

Concurrent Field Work Reports

During the Sixth Semester, you are expected to gain 15 days of experience in the project/agency. These visits in social work terminology are called concurrent visits. During the 15 days of concurrent field work, you are required to practice Social Welfare Administration and Social Action as a method of social work. You will be placed in a development project or agency for field work practicum by the FWS in groups of three to six. Your concurrent field work practicum reports are to be written after each visit. You may follow the instructions given in the journal for report writing.

You are expected to read the portion on field work components before you write your draft report so that important points are included in the report. Depending on the activities you can use the space for each visit. For some visits you may require more space while for some others you may require less. It is desirable that you prepare a draft, correct it and then copy the same in your journal. Remember to write your journal in your own hand writing and never type the report. You must use the following proforma for writing the report. After writing 15 concurrent field reports, you will have to write the report on Social Welfare Administration and Social Action.

Proforma for report on concurrent field work

Date of field work **Time spent in the agency**

Activities performed today

Observations related to the agency functioning or related institution functioning.

Teamwork

Assigned tasks (which stage and progress so far etc.)

Observation regarding client system and service delivery

Administrative assignments

Social work techniques used

Field instruction expected for the following
1)
2)

This will include your doubts and observation

Comments by the Field Work Supervisor

Report of Concurrent Visits
I – V

Concurrent Visit I

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

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Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit II

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit III

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit IV

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

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Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit V

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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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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Date of Submission _____

Comments by FWS

Signature and Date

Reports of Concurrent visits
VI – X

Concurrent Visit VI

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit VII

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit VIII

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit IX

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit X

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Report of Individual conference IV

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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Date of Submission

Comments by FWS

Signature and Date

Reports of Concurrent visits
XI – XV

Concurrent Visit XI

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit XII

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit XIII

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit XIV

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

Report:

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Date of submission:

Comments by FWS

Date and signature

Concurrent Visit XV

Note: Do not copy from any source or else your journal will be returned back. Follow the format for report writing. It should be based on the actual field work done by you.

Date:
Time:…….am to ….……pm Duration …….Hours
Name of the organization:……..
Name of the FWS:…….

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Date of submission:

Comments by FWS

Date and signature

Social Welfare Administration

SOCIAL WELFARE ADMINISTRATION

You will describe the field work agency's structure and functioning. You would have known the agency quite well by now. But in this section, you must describe the management processes of the agency. Please take the help of your theory course BSW 131: Social Welfare Administration and Social Action for clarification of topics. You can interview the chief executive and other employees of the agency. You must ask them about the organization itself and the experience of working in the agency. You can also write down your own observations and comments about the various aspects of the organization.

Planning

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Social Action

Social Action

(This report is to be written after collecting information based on the following point)

Who were the organizers/leaders/motivators of the social action activity?

Who were the participants of the social action?

What were the issues involved?

Who were the targets of their action? Government, private agency or individual?

What were their demands?

Was there any incident that precipitated the protest?

Since how long has this protest been going on?

What modes of protest have they adopted?

For how long do they feel that the protest will go on?

What will they do if there is no response from the authorities?

Did they contact the press/media for coverage?

What symbolic acts have they done for furthering the protest?

What were the material and non material resources involved?

Where were the resources coming from?

What was the public response to the action?

What was the response from the authorities?

What was the response from the police and administration?

Did they keep their line of communication with the authorities?

What were the negative impacts?

What were the gains?

Finally, what was your impression (opinion/relevance of social action as a method on social work?)

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Date of submission:

Comments by FWS

Date and signature

Report of Individual conference-V

Note: 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, concurrent visits, social welfare administration, social action, individual conferences, self-evaluation report, summary report of Sixth Semester field work and complete the checklist before the final submission of field work journal to your field work supervisor. After completion of field work journal, submit the journal to the Regional Centre.

Date:

Time:

Duration:

Name of the FWS:

Report:

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Date of submission:

Comments by FWS

Date and signature

Self Evaluation Report by Student

EVALUATION OF SIXTH SEMESTER BSWG FIELD WORK

The following parameters will be used by your FWS as well as evaluator for evaluating your performance in field work practicum in the Sixth Semester. Based on the following parameters, write the self-evaluation report.

Knowledge

1) Knowledge about the community power structure and community power analysis.
2) Knowledge about the different interests of the various groups and use of this knowledge to negotiate between these groups for reaching common understanding.
3) Knowledge about the group dynamics and its consequences on the functioning of the group.
4) Knowledge about different ways in which different people communicate their feelings and ideas.
5) Knowledge about the different cultural traits of the population that one is working with.
6) Knowledge about the various programmes the government is implementing in the area.
7) Knowledge about the various programmes the NGOs are implementing in the area.
8) Knowledge about how various policies of the government affect the NGO sector.
9) Knowledge about the various means by which aim of social justice is achieved in specific situation.
10) Knowledge about the various offices and their role in the programme.

Skills

1) Ability to use all the methods of social work in an integrated manner in the process of helping people to solve their problems.
2) Ability to improvise and modify social Social Welfare Administration and Social Action skills as and when required.
3) Ability to communicate ideas in purposeful manner to a large number of people.
4) Ability to gain acceptance by the community and be seen as a sincere and honest helper and guide.
5) Ability to perform the roles of the community organizer according to the demands of the situation.
6) Ability to mobilize and motivate people to participate in the programmes that are being organized.
7) Ability to mobilize resources from within and outside the community.
8) Ability to communicate one's experience of social Social Welfare Administration and Social Action initiatives to the authorities who can bring about change.
9) Ability to observe and learn from other individuals who are performing leadership roles in different situations.
10) Ability to develop one's own leadership style suited to the need and the culture of the place.

11) Ability to identify leaders and potential leaders of the community and orient them into the methods of democratic leadership skills.
12) Ability to write reports that not only describe the events but also analyse them for better understanding and for deciding further course of action.

Attitudes

1) Openness in dealing with people regardless of their social background.
2) Openness to new learning experiences and benefit from it.
3) Non-judgmental attitude towards non-conforming individuals.
4) Willingness to cooperate with others and achieve common goals.

Development of Professional Self

1) Self-confident enough to accept blame and share glory with others.
2) Ability to understand one's feeling and its influence on one's actions.
3) Control of frustrations when things do not go one's way.
4) Ability to control negative feelings towards individuals and groups when they do not match up to accept one's expectation.

Self Evaluation Report by Student

You may write a brief report regarding field work, the experience you gained during the Sixth Semester of your field work practicum according to the set parameters namely knowledge, skills, attitude and development of professional self.

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Date of submission:

Comments by FWS

Date and signature

Summary Report of Sixth Semester Field Work

Summary Report of Sixth Semester Field Work
Orientation visits (Minimum 5)

S. No. Name of the agency Date

1. ……...

2. ……

3. ……...

4……...

5……...

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Concurrent Visits
(Minimum 15)

S. no. Main activity in one line Date

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10. ……

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15. ……

Individual Conference
(Minimum 5)

S. No.	Place	Time	Date

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CHECKLIST

Dear Learner,

Kindly check if you have completed all the components of field work. Submit your journal for evaluation at the Regional Centre only when you have completed all the required components in the journal. 100 percent attendance is mandatory in field work. 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. Filled in Log Sheet duly signed by Supervisor allotted by study centre ☐
6. Attended Induction Meeting and report written ☐
7. 5 Orientation Visits done and reports written ☐
8. 15 Concurrent Visits done and reports written
9. Report of Social Welfare Administration written ☐
10. Report of Social Action written ☐
11. 5 ICs attended; reports written ☐
12. Self Evaluation Report written ☐
13. Summary reports written ☐

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GLOBAL COMMENTS BY THE FIELD WORK SUEPRVISOR

Note: It is mandatory for FWS to provide global comments on overall performance of the student based on knowledge, skill and attitude.

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EVALUATION

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GRADE SHEET

Field Work Practicum

Sixth Semester

Total Marks: 200

Evaluator through SED, IGNOU: 200

Criteria for Marking	Total Marks	Marks Obtained
1) Induction Meeting Attendance and Report	20	
2) Orientation Visits Attendance and Reports	50	
3) Concurrent Field Visits; Social Welfare Administration; Social Action Attendance and Reports	100	
4) Individual Conferences Attendance and Reports	30	
Total	200	

Marks Assigned: _____

In Words: _____

Signature and Date: _____

Name with Address: _____

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Note: A student needs to secure a minimum of 35% marks by evaluator (by SED) in order to Pass.