

MANUAL FOR SUPERVISED PRACTICUM

1.	Introduction	5
2.	Part I : Mini-Research	11
3.	Part II : Guidelines for Preparation of a Mini-Research Proposal	21
4.	Part III : Broad Areas and Topics for Mini-Research	25
<i>Appendices</i>		<i>(i-ix)</i>

EXPERT COMMITTEE

Prof. V.N. Rajasekharan Pillai (*Chairperson*)

Vice Chancellor

IGNOU, New Delhi

Prof. Reeta Sonawat
Dean & Head, Department of
Human Development, SNTD
Women's University, Mumbai

Prof. Mathew Verghese
Head, Family Psychiatry Centre
NIMHANS, Bangalore

Prof. Girishwar Misra
Department of Psychology
University of Delhi, New Delhi

Prof. Shagufa Kapadia
Head, Department of Human
Development and Family Studies
The M.S. University of Baroda
Vadodara

Prof. Manju Mehta
Department of Psychiatry
AIIMS, New Delhi

Prof. Ahalya Raghuram
Department of Mental Health
and Social Psychology,
NIMHANS, Bangalore

Dr. Rajesh Sagar
Associate Professor,
Deptt. of Psychiatry, AIIMS &
Secretary, Central Mental Health
Authority of India, Delhi

Prof. Rajni Dhingra
Head, Department of Human
Development
Jammu University, Jammu

Prof. T.B. Singh
Head, Department of Clinical
Psychology, IHBAS, New Delhi

Prof. Anisha Shah
Department of Mental Health and
Social Psychology, NIMHANS,
Bangalore

Prof. Sudha Chikkara
Department of Human
Development and Family Studies
CCS HAU, Hisar

Prof. Aruna Broota
Department of Psychology
University of Delhi
New Delhi

Prof. Minhotti Phukan
Head, Deptt. of HDFS
Assam Agricultural University
Assam

Mrs. Vandana Thapar
Deputy Director (Child
Development), NIPCCD
New Delhi

Dr. Indu Kaura
Secretary, Indian Association for
Family Therapy, New Delhi

Dr. Jayanti Dutta
Associate Professor of HDCS,
Lady Irwin College, New Delhi

Ms. Reena Nath
Practising Family Therapist
New Delhi

Dr. Rekha Sharma Sen
Associate Professor
(Child Development), SOCE
IGNOU, New Delhi

Prof. Vibha Joshi
Director, School of Education
IGNOU, New Delhi

Prof. C.R.K. Murthy
STRIDE
IGNOU, New Delhi

Mr. Sangmeshwar Rao
Producer, EMPC, IGNOU
New Delhi

Prof. Neerja Chadha
(*Programme Coordinator*)
Professor of Child Development
School of Continuing Education
IGNOU, New Delhi

Dr. Amiteshwar Ratra
(*Convenor & Programme
Coordinator*)
Research Officer, NCDS
IGNOU, New Delhi

Acknowledgment:

We acknowledge our thanks to Prof. Omprakash Mishra, Former PVC, IGNOU; Prof. C.G. Naidu, Former Director (I/c) P&DD and Head, Nodal Unit; Dr. Hemlata, Former Director (I/c) NCDS; and Dr. Arun Banik, Director, NCDS, for facilitating the development of the programme of study.

PROGRAMME COORDINATORS – M.Sc. (CFT) / PGDCFT

Dr. Amiteshwar Ratra
Research Officer
NCDS, IGNOU, New Delhi

Prof. Neerja Chadha
Professor of Child Development
SOCE, IGNOU, New Delhi

COURSE COORDINATORS

Dr. Amiteshwar Ratra
Research Officer
NCDS, IGNOU, New Delhi

Prof. Neerja Chadha
Professor of Child Development
SOCE, IGNOU, New Delhi

COURSE WRITERS

This Manual is adapted from Course MRDP-001 of IGNOU.

Adapted and developed by:

Dr. Amiteshwar Ratra
Research Officer
NCDS, IGNOU
New Delhi

&

Dr. Navita Abrol
Consultant, NCDS
IGNOU, New Delhi

BLOCK EDITORS

Prof. Reeta Sonawat
Dean & Head
Department of Human Development
SNDT Women's University, Mumbai

Prof. Neerja Chadha
Professor of Child Development
SOCE, IGNOU, New Delhi

Dr. Amiteshwar Ratra
Research Officer,
NCDS, IGNOU, New Delhi

Acknowledgment:

The Art work for the cover page is adapted from MES-016 of IGNOU.

January, 2011

© Indira Gandhi National Open University, 2011

ISBN:

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University, New Delhi.

Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi- 110 068 or the official website of IGNOU at www.ignou.ac.in.

Printed and published on behalf of Indira Gandhi National Open University by Registrar, MPDD.

Laser Composed by: Rajshree Computers, V-166A, Bhagwati Vihar, (Near Sector-2, Dwarka), Uttam Nagar, New Delhi-110059

Printed by:

INTRODUCTION

Dear Learner,

Welcome to the practical component of the Course 'Counselling and Family Therapy: Research Methods and Statistics' of the Indira Gandhi National Open University (IGNOU). This course MCFTL-005 is a compulsory component of M.Sc. (CFT)/PGDCFT which is of 2 credits. As you were informed through the Programme Guide, one credit is of 30 hours involvement by the learner. Therefore, the minimum time expected of you for the completion of this practicum is $30 \times 2 = 60$ hours. If you engage four hours a day for doing this practicum, you will require 15 days to complete the work on this practicum.

The above calculation and explanation is to convey to you the importance and the seriousness expected of a student of M.Sc. (CFT)/PGDCFT. It also conveys the predominant role expected from you in the successful completion of this very important practicum.

In the various theory papers we have tried to provide you adequate knowledge and information about: the **what, why** and **how** of counselling and family therapy and the numerous areas and issues associated with counselling and family therapy. Learning the theory alone does not qualify a student to be a 'Master' in counselling and family therapy discipline. It is essential that students pursuing study in counselling and family therapy, visit field areas like hospital, school, creches, family welfare centres, women cell, counselling centres, families, NGOs and Government agencies to observe and interact with the people, who are involved in programmes related to counselling and family therapy. The IGNOU students of the M.Sc.(CFT)/PGDCFT are, therefore, encouraged through the Practicum course on MCFTL-005 to visit field areas, gain first hand knowledge about the counsellor, situation and environment and make an indepth study on any one of the areas or issues associated with counselling and family therapy. In order to make your task of conducting an empirical study an easy one, we have prepared this Manual which will assist you in various stages of your mini-research.

The first task you have in hand is to be thorough, with the course content of the Course **MCFT-005: Counselling and Family Therapy Research Methods and Statistics**. In this Course, we have provided sufficient information and knowledge about various aspects of research in counselling and family therapy. Therefore, try to complete the study of Course MCFT-005 and prepare yourself for this practicum. In the meantime, you should also initiate the process of undertaking field visits, choose the topic for your mini-research, discuss with your supervisor/counsellor about the various aspects pertaining to the preparation of the mini-research and also the tools for collecting data.

In this Manual for Supervised Practicum we have provided some guidelines which will enable you to conduct your mini-research and prepare the report. Your supervisor/counsellor will provide you further necessary guidance. There are three parts in this Manual for Supervised Practicum.

Part I deals with concept of mini-research pertaining to M.Sc. (CFT)/PGDCFT. **Part II** is on guidelines for preparation of a mini-research proposal. **Part III** identifies broad areas and topics for mini- research.

Role of the Counsellor in Supervised Practicum/Mini-Research

- The counsellor is a qualified professional in the field, allotted by the Programme Study Centre/Study Centre to which you are attached. The counsellor will supervise and guide for the mini-research.
- You have to spend 1 hour of each of your 15 working sessions with the supervisor/counsellor, in which she or he will guide you on the method(s) in which the mini-research has to be performed, as well as the analysis of the same. Besides this, you can seek the help of the counsellor at any time during the sessions.
- The counsellor may or may not be associated with the individual/setting/families you identify for the mini-research, but she or he can help you in identifying the same.
- To conduct mini-research, you have to meet the counsellor first, and get your synopsis or research proposal approved by him/her. Discuss the topic on which you are going to perform or conduct mini-research as well as the tools (e.g., interview schedule) that you are going to use for the purpose. Revise the research proposal if required. After the counsellor has approved your synopsis, visit your respondents [the person(s) who are being tested, interviewed or observed by you] for data collection. It is advisable to report to your counsellor after you complete each component.
- Apart from guiding and supervising, the counsellor will also evaluate your work. Thus, the counsellor will evaluate and mark each component. The evaluation sheet to be used is given at the end of this Manual.

Important Guidelines for Working with Individuals and Families

- Identify the family/individual in desired setting carefully, as per the objectives of your mini-research.
- Inform the counsellor about the selected individual/family.
- Seek the consent from the family/participant before conducting the mini-research. The consent form is enclosed at the end of this Manual.
- The time schedule for conducting the practicum activity should be planned according to the convenience of the family or the individual with whom the mini-research is to be carried out.
- Be punctual for your appointment; and if there is any change in time or day inform the concerned family or individual.
- Before starting the data collection, spend some time with the respondent(s) to establish rapport and create an environment comfortable for conversation or activity; this is generally termed as rapport building.
- Respect the views of respondents and do not interrupt or show your own attitude, opinion or prejudice regarding what they are saying or doing. The process should not be biased by your view points. Keep the information confidential, and do not discuss it with any other person including your friend, spouse, parents and other family members.
- In case the respondent does not cooperate with you, or you feel that you are not getting the desired information, try to improve the rapport building and make your questions clearer. If it does not work, stop the activity politely and take leave. Find another respondent as per the research sample.

Supervised Practicum File

The Supervised Practicum File will be prepared by writing all the chapters. You have to submit the complete Research Report duly evaluated by your Practicum Supervisor at your Programme Study Centre/Study Centre, before the mentioned due date. The File would contain sheets on which you have written the report, duly evaluated by the Academic Counsellor, and the filled-in evaluation sheet given at 'Annexure A' at the end of this Manual. Do not forget to include in the Supervised Practicum File that you submit, the research proposal or synopsis duly approved by the Counsellor, as well as the duly filled-in 'Annexure B' given at the end of this Manual.

The Counsellor will record the marks that you have obtained for each component of the Practicum in your Supervised Practicum File, and in Section 1 of the mark sheet provided at the end of this Manual at Annexure A. Sections 2 & 3 of Annexure A have to be left blank, as these are to be filled-in by the External Evaluator.

This Annexure A with duly filled in Section 1 and blank Sections 2 & 3 must be included in the Supervised Practicum File that you submit.

In addition, the counsellor will certify the Form given at Annexure B at the end of this Supervised Practicum Manual which declares that the supervised practicum for this course, in the form of mini-research, was carried out by you as stipulated in this Manual under her or his supervision according to the approved research proposal or synopsis. You must also include this duly filled-in Annexure B in the File you submit.

Evaluation of Supervised Practicum File

The evaluation of Supervised Practicum is done at two levels. These are:

- Evaluation Level 1 : Internal Evaluation
- Evaluation Level 2 : External Evaluation

Evaluation Level 1: At the Programme Study Centre / Study Centre by the Academic Counsellor/Supervisor

Every component will be evaluated by the Academic Counsellor/Supervisor with whom you have been attached by the Programme Study Centre/Study Centre for the Supervised Practicum component of this Course. For the purpose of evaluation, for each component the Academic Counsellor will judge your performance during interactive sessions and evaluate the written records which have been submitted by you in the Supervised Practicum File. This is called *Internal Evaluation*.

The marking scheme is as follows:

Maximum marks (MM) for each component = 40

Break-up

MM for the interactive session(s) for the component = 10

MM for the written record of the component for the Practical File = 30

Hence, total MM for the internal evaluation of the Supervised Practicum (all 9 components) is 360.

Evaluation Level 2: External Evaluation (Evaluation of Practicum File at IGNOU Headquarters).

An expert from the panel, nominated by IGNOU, will evaluate the Supervised Practicum File. This is called *External Evaluation*. The External Evaluator will record the marks in Sections 2 and 3 of Annexure A of this Supervised Practicum Manual, that you would have enclosed in the File.

External evaluation will therefore be done on the basis of the Supervised Practicum File submitted by the learner.

The External Evaluator shall evaluate each component out of 40 marks. Thus, the total marks for the external evaluation component shall be 360.

Weightage of Two Levels of Evaluation

The two levels of evaluation carry equal weightage towards final marks:

- The marks given by the Supervisor at Level 1, known as '*Internal Assessment*', will be calculated as 50% weightage; and
- The marks given by the Expert at Level 2, known as '*External Assessment*', will also be calculated as 50% weightage.

You have to secure 40% as pass marks in both the Assessments, internal as well as external. If you are not able to secure 40% marks in either assessment, you have to repeat the complete Supervised Practicum MCFTL-005. It means you have to re-do the Supervised Practicum (the mini-research), make a new Practicum File and submit it.

Note: *The panel of experts nominated by IGNOU, who are going to evaluate your Practicum File have the right to moderate the Internal Assessment marks awarded through the Programme Study Centre / Study Centre in any component of the Practicum.*

Submission of Supervised Practicum File

The complete Practicum File may be sent to the following address:

Student Evaluation Division

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110068

Note: *Before mailing the Practicum File, you must keep a photocopy of the File with yourself, so that in case of loss in transit or misplacement, you would be able to submit the copy of that file.*

Maximum Duration of the Practicum

As discussed earlier, for 2 credit Supervised Practicum of this Course, you have to spent 15 sessions of which one hour is with your Counsellor or Supervisor and 3 hours are to be devoted to the field work. The maximum time you can take to complete the practicum is four months from the date of commencement of the Supervised Practicum for this Course.

Date for submission of the Supervised Practicum File

- If you wish the marks of the Supervised Practicum to be included in the June Term-end Examination marksheet then your Supervised Practicum File must reach SED, IGNOU, Maidan Garhi, New Delhi latest by 30th April. The File should be duly verified and evaluated by your Supervisor before submission for external evaluation.

- In case the File is submitted after 30th April, and before 31st October, marks would be included in December term-end examination marksheet.

Thus, if your Supervised Practicum File reaches IGNOU between 1st November and 30th April it will be accounted for in the marksheet for the June examination, and if the Supervised Practicum File reaches IGNOU between 1st May and 31st October it will be accounted for in the marksheet for the December examination.

- In the first year of your registration, the first time you can appear in the June term-end examination only. Subsequently you can appear for both June & December term-end examination.
- The file submitted will not be returned to you.
- Do remember to keep a photocopy of the File.

Checklist of Enclosures:

When submitting your Supervised Practicum File please ensure that you have included the following:

- 1) The cover page should clearly state the title “Supervised Practicum File for the Course MCFTL-005”. Your name and enrolment number must also be mentioned on the cover page.
- 2) The first page or the face sheet must also have your name, enrolment number, full address, name, designation and address of your Supervisor; as well as name and address of your PSC/SC. The format for the face sheet of the Practicum File is given below:

SUPERVISED PRACTICUM FILE

M.Sc. (CFT) — First Year

&

PGDCFT

MCFTL-005

Name of the Student :

Enrolment No. :

Address :

Phone No. :

Study Centre/Programme Study Centre :

Regional Centre :

Name & Address of
Supervised Practicum Supervisor :

Phone No./Mobile No./
e-mail address of Supervisor :

Signature of the Student

Date :

- 3) You must enclose the written record of data collection as it took place. Also enclose the audio tape/CD if used or the sheets on which you noted the answers of the respondents during the interview or noted/recorded the observations; etc.
- 4) You must also enclosed the Master sheet and sheets of data compilation and data analysis for evaluation. If the data compilation and analysis was done on computer then please attach the print-out of the same.
- 5) Donot forget to attach the mini-research proposal/synopsis, duly approved by the academic counsellor/ supervisor.
- 6) A certificate signed by you stating that the research report is based on your own bonafide, original research work.
- 7) Annexure A (Section 1, 2 & 3) and Annexure B.



PART 1
MINI-RESEARCH



PART I

MINI-RESEARCH

Having studied the basis of counselling and family therapy, it is appropriate that you get familiarized with the counselling settings. The mini-research and preparation of the research report is going to be a new experience for most of you. What you have learnt in theory papers may help you, to some extent, in understanding the counselling and family therapy situations. Surely you have chosen M.Sc. (CFT)/PGDCFT with a purpose. Therefore, you must be eager to acquire some specialized knowledge on the subject. Most people learn by doing. That is how exactly we are trying to help the students of counselling and family therapy. This mini-research exercise is intended to help you to acquire not only information and knowledge, but also an orientation to analyzing family situations, their problems and their impact. You will also be able to get an exposure to and develop some basic skills in preparing synopses or research proposals for research, tools for data collection, report writing and making suggestions or recommendations. In short, you will be able to translate into action what you have learnt in Course MCFT-005: Counselling and Family Therapy : Research Methods and Statistics.

Purpose

The main purpose of this supervised practicum in terms of a small research exercise is to sensitize and familiarize you with the process of research in counselling and family therapy. For this, you will be choosing a topic of your interest. This may be pertaining to the area in which you are already working or you may like to work. You have grasped, we are sure, from the theory papers that the areas and issues pertaining to counselling and family therapy are very vast. Here, we would like you to concentrate on a particular theme or topic.

Objectives

The main objectives of this Supervised Practicum are to:

- Acquaint you with research process in counselling and family therapy;
- Help you to choose a topic of your interest relating to counselling and family therapy for in-depth study;
- Help you gain practical knowledge required in preparing a research proposal;
- Assist you in conducting an empirical study;
- Enable you to write down a research report of good quality; and
- Practice what you have learned in Course MCFT-005.

For fulfilling these objectives of Supervised Practicum, you would need to:

- Choose a suitable topic (title) for your mini-research;
- Develop the research design for conducting the mini-research;
- Describe, by way of a brief statement, the problem or issue you have chosen to study;
- Identify the objectives of your study;

- Identify the geographical area or locale of your study;
- Identify the universe of the mini-research;
- Develop the sampling framework;
- Prepare tool(s) for data collection based on the objectives and hypothesis (if any);
- Collect data by visiting the sampling units;
- Scrutinize the data collected;
- Develop a codebook for data entry;
- Collate the data (manually or through computer);
- Tabulate data and to do statistical calculation (if needed);
- Choose relevant tables for inclusion in different chapters based on themes/objectives;
- Develop draft chapters;
- Finalize various chapters with the guidance of the academic counsellor; and
- To conduct proof reading, binding and submission of the research report.

What is Mini-Research?

Mini-research is an indirect and enabling method, which helps you to acquire fresh information in an organized way regarding a topic. Usually a topic is chosen on which not adequate studies have been done in the past. It is also possible that you choose a topic on which studies were done earlier, but with different objectives. You may wish to study a particular aspect in greater depth. You can choose any specific topic and study any particular aspect pertaining to that topic. For example, lots of studies were done with joint families. Yet you can choose the same area and concentrate on a specific area such as: comparative study between joint and nuclear families, study tribal family system, analyse role of media in integration of family, role of counselling and family therapy and so on. In the mini-research, a systematic approach is adopted for collecting new facts, tabulating and analyzing data and discussing the findings.

For example, one may say that the nuclear-joint families ratio in India is 1:1 or 50:50. The actual position can be found out from the National Census Survey carried out by Government of India once in ten years. The 2010 census would show the actual data. Similarly, we have accurate data to show the increase or decrease in divorce rate in the country. You may also use such secondary sources in the course of your research.

Outcome

The outcome of the mini-research will be in the form of a research report. The research report will have an introduction which will clarify the topic and the issue being investigated. It will also briefly describe various studies conducted earlier by individuals and/or organizations. Based on the review of such literature, the research report will specify what new area is proposed to be studied or explored. The research design or the chapter on Methodology will discuss step by step how the study was carried out and the data compiled. The research report will conclude with a chapter which will provide major findings and suggestions or recommendation for implementation and/or for further investigation. Do not forget to add, right in the beginning, the contents page. Also remember to acknowledge all those who have provided help to you in this mini-research exercise.

When to Start the Mini-Research?

Preliminary preparation for your project must start once you have completed the five compulsory Courses of M.Sc. (CFT)/PGDCFT namely, MCFT-001, MCFT-002, MCFT-003, MCFT-004 and MCFT-005. Remember to read this Manual for Supervised Practicum thoroughly. The steps involved in mini-research are:

- Selection of a topic of your interest;
- Meeting the academic counsellor/supervisor assigned to you by the Study Centre Coordinator/ Programme Coordinator;
- Preparation of the synopsis/research proposal for the mini-research based on the guidelines given in this Manual for Supervised Practicum as well as guidance given by the counsellor;
- Taking approval of the research proposal from the counsellor;
- Conducting the mini-research;
- Report writing;
- Taking guidance from the counsellor at various stages; and
- Submission of the supervised practicum file meeting all the requirements spelt out in the Manual for Supervised Practicum to the academic counsellor for evaluation.

Remember to contact your Study Centre Coordinator/Programme Coordinator for assigning you a counsellor/supervisor for this supervised practicum. Usually, one of the Academic Counsellors of M.Sc. (CFT)/ PGDCFT will guide you as supervisor for this practicum. The same counsellor will approve your mini-research proposal, guide you through your field work and the preparation of your research report and assess the work you have done.

As you have read, it is a systematic approach for collecting new facts. Therefore, various steps are to be followed for carrying out the mini-research which we have listed above in brief. Now in the following couple of pages, let us discuss these steps one by one.

Selection of Topic

For initiating research, the first and the foremost step is that of topic selection. The choice of topic should preferably be based on the course materials provided to you. You are supposed to select the topic of your own choice. While deciding about the topic you have to keep various factors in mind. Some of these factors are:

- Suitability of the topic,
- Relevance of the topic,
- Availability of literature related to the topic,
- Availability of time at your disposal,
- Finance at your disposal,
- Feasibility of data-collection within the limited time-frame,
- Distance from your place to the geographical location for data-collection,

- Knowledge of the local language and customs, etc., and
- Contacts available in the local area.

In order to choose a relevant and useful topic of your interest, you may browse through the Course material. There are several Courses and for each Course there are several Blocks. Within each Block you will find several Units and each Unit has several sub-titles and sub-sub-titles. These titles will help you in the actual selection of the topic. We shall list out some of the broad areas which are based on the structure of the programme for M.Sc. (CFT)/PGDCFT at Part III of this Manual for Supervised Practicum.

Apart from the broad areas given in Part III of this Manual, you may look into a specific Unit for choosing a more precise title. This does not mean that you depend entirely on a Unit title or sub-title. You should be able to modify the title to suit the specific area, field and perhaps counselling or family therapy situation.

Therefore, the programme structure and the various sub-titles will only act as sources for your reference as far as the selection of a specific topic is concerned. Apart from these, you should also consult your counsellor. The topic chosen should be of your interest. It should have the approval of your counsellor provided to you from your Study Centre.

Remember not to select a topic which is chosen by other students of M.Sc. (CFT)/ PGDCFT known to you. The University will reject the Practicum File, if it is found to be copied, repeated or translated from another research report.

Consultation with Your Counsellor

After choosing the topic of your interest, you should discuss it with your counsellor. The counsellor may further help you in understanding the positive and negative aspects pertaining to the investigations concerning your topic. Perhaps she or he may ask you to broaden your area of study or to limit your study to certain specific aspects. The discussion with your counsellor will also enable you to identify and finalise the objectives of your mini-research, facilitating you to develop certain hypotheses, choosing the universe as well as sampling framework. This will also facilitate the preparation of tool(s) for data-collection and also their application in collecting the data. The counsellor will help you in clarifying all your doubts. She or he will also guide you in the preparation of the mini-research proposal. Once you prepare the mini-research proposal in consultation with your counsellor, it will be easier for you to get her or his prompt approval. It is desirable that you yourself prepare a draft mini-research proposal when you go for seeking guidance. That will enable the counsellor to help you in finalizing the proposal. Keeping good academic rapport with the counsellor will facilitate you in carrying out a good mini-research. This may eventually help you also for further studies in the same or related areas. Therefore, the importance of the role that your counsellor may play in finalizing your mini-research cannot possibly be over-emphasized.

Mini-Research Proposal

The mini-research proposal that you will make may be of about 3-5 pages. It should clearly clarify the conceptual framework and should contain a brief statement of the problem, objectives, hypothesis (if any), universe of the study (overall milieu), sample size, proposed tool(s) for data collection, data collection process, proposed strategy of data analysis, and the proposed scheme of chapterization.

Suggested maximum sample size is 30 for mini-research.

Mini-research proposal is the guideline for your investigation. You are doing a RE-SEARCH, which means, you are looking for new knowledge and new information on a particular topic. Thus, it is going to be a systematic and scientific investigation. In nutshell, you become the social scientist studying a particular social phenomena.

You must submit the mini-research proposal only to your counsellor. She or he will go through the same and provide you the approval. Therefore, you should not mail your proposal to IGNOU Headquarters or Regional Centre, since the approval is to be obtained from your counsellor only. For further clarification, you may meet your study centre coordinator.

Preparation of Tools for Data Collection

After getting your mini-research proposal approved by the counsellor, you should start developing tool(s) for data collection. In Block 2 of MCFT-005 detailed explanation about tools for data collection is given. You may please go through that Block while preparing the tools. For your empirical study, you may use tools like *interview schedule*, *questionnaire*, *observation guide*, *case study format* etc. While preparing the tools, the objectives and hypotheses (wherever applicable) should be kept in mind. You should also prepare a draft of the tools and show the same to your counsellor and take her or his guidance. Once the counsellor is satisfied with the tools, you can go ahead with pre-testing, finalization of the tools and actual data collection. Some of the common tools for data collection pertaining to counselling and family therapy include:

i) Interview Schedule

Interview schedule is prepared keeping in mind the objectives and hypothesis of the study. As far as possible, questions should be specific. Adequate number of questions must be included which will enable meeting the objectives of the study. Depending on the research study, number of questions to be asked and from whom to ask, should be planned in advance. Both open-ended and close-ended questions should be asked.

ii) Observation Guide

Observation guide is also for helping the investigator to keep in mind certain important points. This will help in observing some real-life situations and events from the place of data collection. This instrument is never final but keeps building up as the research progresses.

iii) Case Study Guide

In order to collect information for developing case studies, one has to plan in advance by preparing a guide which will comprise important areas such as information about the individual (personal data), family, finance, social life, specific area of concern etc.

iv) Questionnaire

Questionnaire is used for collecting additional information in case study or as an individual tool for data collection. In this close-ended and open-ended questions should be made depending on the criteria of the study.

As per the convenience of the respondents, the tool should be modified in a language understandable by them.

Note : These methods are discussed in Block 2 of MCFT-005 in detail.

Pre-testing

It is necessary that you conduct a pre-testing of the tools (if not standardized) which will help you in eliminating irrelevant questions and also in adding a few questions based on your actual experience in the field. The pre-testing is to be done in the same geographical area and in the same sample unit. This will help you in making a more accurate study. After the pre-testing of the tools, you can finalise the tools and make sufficient number of copies whether through taking print-outs or through photocopying. Always make sure to keep 5-6 additional copies which can be used in any eventuality.

Data Collection

Data collection is a very important part of your mini-research as this is the very base of your whole “MINI-RESEARCH”. You can collect the required data using various tools that you have prepared. Other than filling your interview schedules, you may also be required to take extensive notes. For all this, you will be required to develop rapport with your respondents so as to get frank and reliable responses. For obtaining better results, you must have close and repeated interaction with your respondents. If you plan to include case studies, then you will have to collect the necessary additional data accordingly.

Tips for Conducting Interview

In order to elicit genuine responses from your respondents, you may follow some of the points mentioned below:

- Ask only one question at a time.
- Repeat a question if necessary.
- Try to make sure that the interviewee understands the question.
- Listen carefully to the interviewee’s answer.
- Observe the interviewee’s facial expressions, gestures, and tone or voice so as to derive meanings from her or his body language.
- Allow the interviewee sufficient time to answer the question, but do not let the interview drag on and on.
- Strictly avoid suggesting answers to questions.
- Do not show signs of surprise, shock, anger, or other emotions if unexpected answers are given.
- Maintain a neutral attitude with respect to some controversial issues during the interview.
- Take a note of answers that seem to be vague, ambiguous, or evasive.
- Use tact and skill in getting the respondent back to the area of inquiry if she or he strays too far away from the original question.
- In the unstructured interview, ask additional questions to follow-up clues or to obtain additional information.

Data Analysis

Data analysis needs thorough concentration as you need to make proper notes, assign codes and transfer raw data into a sheet on which various statistical techniques can be applied (in case of quantitative analysis). You may also carry out qualitative analysis of the data you have collected. The information obtained through personal notes, interviews and case studies can also be utilized in providing supporting evidence in the report. Data analysis is a very important step and should be carried out properly.

You will do better if you make analysis of some sample tables (data) and show the same to your counsellor. She or he will help you accordingly after seeing the kind of initiatives that you have taken. However, you must make sure to acquaint yourself with Course MCFT-005 which will answer most of your doubts.

Report Writing

The analysis of the data has to be presented in the form of a report. It is suggested that you prepare the plan for draft research report in which you may have about five chapters. Your first chapter can be the 'Introduction' chapter which will spell out the what, why and how of the topic you would like to investigate. Major objectives of study, scope and limitation of study should also be included in this chapter. The 'Review of Literature' can be the second chapter pertaining to studies conducted in similar and/or same area, specifically showing the fresh knowledge and information you wish to add to the study area through your own research. The third chapter could be on 'Methodology' which will provide the research design formulated, sampling process, locale of the study, sample size, sampling method followed, choice of variables selected, tools for data method used, statistical measures used etc. Chapter four is 'Results and Discussion', with could be based on data-interpretation focussing on the objectives. It should include presentation of data through tables, figure and narration, discussion and inferences drawn from data, and comparison with previous research studies etc. The last chapter is named as 'Summary and Conclusions' which will give the summary of the findings and provide suggestions or recommendations. References or bibliography must be given at the end. Any additional and useful information collected from secondary sources may be given as appendix and tool(s) used for data collection should be attached as annexures.

Needless to say, for any research report there should be a table of contents, list of figures/tables, a preface and an acknowledgement along with the requisite declaration by the student and a certificate from the counsellor.

Report Submission

The research report you have prepared is a document of importance. You have spent time, money and expertise in developing this valuable document. This document could help you later in conducting your dissertation research in the final year of the Master's programme.

Checklist of Research Report Submitted

- The research report, should be properly typed (preferably computer-typed) in double space, 12 font in A-4 size (29 x 20 cm) paper. Maximum number of pages is 55. Suggested number is 40-50.
- The final draft should be shown to your counsellor before binding.

- You must read the typed version and correct the typing errors; page numbers are to be given and relevant illustrations are to be placed in appropriate pages and chapters.
- You should attach a copy of the approved mini-research proposal while getting the copies bound.
- Attach a certificate from your counsellor stating that the mini-research was done under her or his supervision and that it is a genuine and original work (see copy at annexure).
- The first page should have your name, enrolment number, full address, name of the counsellor etc. (as per format given).
- The mini-research report submitted to IGNOU will not be returned to you.



PART II
GUIDELINES FOR PREPARATION OF A
MINI-RESEARCH PROPOSAL

You may prepare a draft proposal and discuss the same with your counsellor. The following steps are provided to you for preparing the mini-research proposal.

1) **Title**

The title of the study should clearly specify the type and nature of the research. It should be clear, brief and specific.

2) **Introduction**

In the introduction, you may provide a description of the topic, broad area of the study, why the topic is important and clarification of the important concepts.

3) **Statement of the Problem**

The statement of problem should briefly contain an analysis and relevance of the problem. To be exact, this is a rationale for carrying out the study. Existing literature is reviewed and gaps are brought out so as to provide justification for choosing specific topic of the study.

4) **Objectives**

The objectives of the proposed mini-research should state your intention for carrying out this study. Usually a topic contains two to three objectives. These objectives can be given in a serial form, pinpointing your approach. For example, you want to study the marital problems of couples in metro city. You may like to study the reasons for marital problems among couples of various socio-economic classes. The objectives will spell out the scope of the study.

5) **Hypothesis**

Hypothesis is the probable answer to the problem you have undertaken, and the research tests the hypothesis. But not all studies involve testing of hypothesis. You can discuss with your counsellor as to type of study you want to undertake. You may even avoid hypotheses for your study since you are expected to make only a small study.

6) **Universe of the Study**

If the research involves field work, you should define the universe of the study. *Universe* is defined as the entire area or population taken for the particular study. This will depend on the geographical limits of the study and the unit of the study. For instance, if you are studying the characteristics of households in a town, then all the households will comprise the universe of the study. You will draw the sample from this universe.

7) **Sample**

If your proposal is based on field work you will have to choose a sample from the universe. A sample is representative of the whole population. Sampling can be done in many ways such

PART II

GUIDELINES FOR PREPARATION OF A MINI-RESEARCH PROPOSAL

You may prepare a draft proposal and discuss the same with your counsellor. The following steps are provided to you for preparing the mini-research proposal.

1) **Title**

The title of the study should clearly specify the type and nature of the research. It should be clear, brief and specific.

2) **Introduction**

In the introduction, you may provide a description of the topic, broad area of the study, why the topic is important and clarification of the important concepts.

3) **Statement of the Problem**

The statement of problem should briefly contain an analysis and relevance of the problem. To be exact, this is a rationale for carrying out the study. Existing literature is reviewed and gaps are brought out so as to provide justification for choosing specific topic of the study.

4) **Objectives**

The objectives of the proposed mini-research should state your intention for carrying out this study. Usually a topic contains two to three objectives. These objectives can be given in a serial form, pinpointing your approach. For example, you want to study the marital problems of couples in metro city. You may like to study the reasons for marital problems among couples of various socio-economic classes. The objectives will spell out the scope of the study.

5) **Hypothesis**

Hypothesis is the probable answer to the problem you have undertaken, and the research tests the hypothesis. But not all studies involve testing of hypothesis. You can discuss with your counsellor as to type of study you want to undertake. You may even avoid hypotheses for your study since you are expected to make only a small study.

6) **Universe of the Study**

If the research involves field work, you should define the universe of the study. *Universe* is defined as the entire area or population taken for the particular study. This will depend on the geographical limits of the study and the unit of the study. For instance, if you are studying the characteristics of households in a town, then all the households will comprise the universe of the study. You will draw the sample from this universe.

7) **Sample**

If your proposal is based on field work you will have to choose a sample from the universe. A sample is representative of the whole population. Sampling can be done in many ways such as

random sampling, cluster sampling etc. To know more about the different types of sampling, please refer to Unit 7 of Block 2 of Course MCFT-005.

8) Tools for Data Collection

You should suggest what kinds of tools you intend to use for the collection of data from various sources. You may have to choose more than one tool for a particular study since social reality is always complex and multi-faceted.

9) Data Analysis

The raw data has to be scrutinized and coded and then data analysis can be done, qualitatively and/or quantitatively. It is desirable that the techniques which you intend to use are mentioned in the proposal.

10) Tables

Tables will contain relevant statistical calculations such as percentage, mean, median, standard deviation, co-relation etc.

Tables will have proper numbers (i.e. Chapter I will have Table 1.1, Table 1.2 etc; Chapter 2 will have Table 2.1, Table 2.2 etc.). Table number will be followed by Table title which should be as brief as possible while conveying the matter contained in the table clearly. If a table is lifted from some other sources, it should be indicated below the table. Table interpretation may be given in three paragraphs: (i) an introduction to the parameter or topic, (ii) interpretation, (iii) major findings/indications.

11) Chapter Plan

Chapter plan or chapterization will give a tentative plan for writing the report. This exercise will help you in completing your research report smoothly and in a systematic way.

PART III
BROAD AREAS AND TOPICS
FOR MINI-RESEARCH



PART III

BROAD AREAS AND TOPICS FOR MINI-RESEARCH

In order to enable you to choose a topic for your mini-research, we have listed below some broad areas. This does not mean that you cannot choose another topic of your interest pertaining to counselling and family therapy. The areas or topics listed below are only to give you some idea about the numerous titles which will guide you in selecting a relevant topic. You must discuss your topic and take necessary approval from your counsellor before going ahead with the collection of data. Your counsellor will guide you in the preparation of the research proposal as well as in selecting and preparing appropriate tools for the collection of data. Kindly ensure that you take prior approval for your proposal. Original copy of the approved proposal must be attached with the report before binding it. The suggested topics are as under:

1. A study of the factors affecting child development and mental health.
2. A study of the effectiveness of family therapy in improving couple relationships.
3. Impact of counselling on alcoholic anonymous groups.
4. Reasons for progress in mental health programmes.
5. Importance of evolving new strategies for counselling and family therapy.
6. Analysis of the extent of father's participation in family therapy sessions.
7. Exploration of the counselling needs in rural areas.
8. Impact of counselling and family therapy on families with chronic illness.
9. Salient features of family therapy as applicable in India.
10. A study of the role of counsellor for school going children's development.



EVALUATION SHEET

Remember to attach this Annexure A (Completed Section 1, and Blank Sections 2 & 3) with the Supervised Practicum File when you send it to IGNOU. Keep a copy with yourself.

SECTION 1: Internal Evaluation by the Academic Counsellor at the Programme Study Centre/Study Centre

The following is the format in which the Academic Counsellor/Supervisor is required to consolidate the marks for the mini-research done by the student.

Sl. No.	Name of the Component	Maximum Marks	Marks Obtained		
			Marks based on Interaction (out of 10)	Marks based on Report (out of 30)	Total Marks (out of 40)
1.	Synopsis Research Proposal	40			
2.	Introduction (including relevant theoretical perspectives, need and relevance of proposed study, objectives, scope of study, etc.)	40			
3.	Review of Literature (relevant studies through consulting journals, books, internet; inferences drawn from past studies that have a bearing on the proposed research)	40			
4.	Methodology (Research design formulated, sampling process, locale of study, sample size, sampling method to be followed, variables selected, tools for data collection, data analysis strategy and statistical measures to be used etc.)	40			
5.	Results and Discussion (Presentation of data through tables, figures and narration, inferences drawn from data and comparison with previous research studies etc.)				
6.	Summary and Conclusions (brief, to the point, summarizing the whole picture of results through brief description of all the above mentioned headings (from 2-5), major findings are pointed out, concluded with suggestions and recommendations etc.)	40			
7.	References (Complete references are given in uniform format in alphabetic order.)	40			
8.	Appendix (Tools used for data collection to be attached etc.)	40			
9.	Overall Research Report	40			
	Grand Total	360	Grand Total (x)		

Note : Total marks for each component is 40, out of which 10 is for the assessment based on interaction with the counsellor and 30 is for the assessment of the written report, which is to be supplemented by audio/CDs/sheets on which notes were taken during interview/observation etc. submitted by the learner.

Blank page



- **Weightage of marks for Internal Evaluation is 50%. To calculate this, use the formula given below:**

$$\frac{\text{Total marks obtained by learner (x)}}{360} \times 50 = \text{'N'}$$

Note : The pass percentage for Internal Evaluation is 40%. Therefore, if the learner gets **less than 20 marks** after calculating 50% weightage of total marks obtained, then the student has to **repeat the supervised practicum**. In other words, 'N' obtained should be at least 20 for the learner to pass.

The Counsellor is required to use the given formula to calculate the final marks out of 50, obtained by the learner in internal evaluation and to write this final score in figures and in words.

$$\frac{\text{(x)}}{360} \times 50 = \text{.....}$$

(Marks obtained out of 50 in internal evaluation to be written in both figures and words)

.....
Academic Counsellor's/Supervisor's overall comments about the learner (use additional sheets, if needed).

Date:

Place: **(Signature of the Academic Counsellor/Supervisor)**

Name & Designation of Academic Counsellor/Supervisor :

Address of Academic Counsellor/Supervisor :

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor :

Blank page



Date:

Place:

**(Signature and Stamp of the Programme
Incharge of PSC/Coordinator of SC)**

Name of Programme Incharge of PSC/Coordinator of SC :

Address of Programme Incharge/Coordinator :

E-mail Address of Programme Incharge/Coordinator :

Phone/Mobile No. of Programme Incharge/Coordinator :



Blank page



SECTION 2 : To be Used for External Evaluation at IGNOU

The following sheet will be used by the Expert Examiner identified by IGNOU headquarters to evaluate the Supervised Practicum File submitted by the Learner.

Sl. No.	Name of the Component	Maximum Marks	Marks Obtained
1.	Synopsis/Research Proposal	40	
2.	Introduction (including relevant theoretical perspectives, need and relevance of proposed study, objectives, scope of study, etc.)	40	
3.	Review of Literature (relevant studies through consulting journals, books, internet; inferences drawn from past studies that have a bearing on the proposed research)	40	
4.	Methodology (Research design formulated, sampling process, locale of study, sample size, sampling method to be followed, variables selected, tools for data collection, data analysis strategy and statistical measures to be used etc.)	40	
5.	Results and Discussion (Presentation of data through tables, figures and narration, inferences drawn from data and comparison with previous research studies etc.)		
6.	Summary and Conclusions (brief, to the point, summarizing the whole picture of results through brief description of all the above mentioned headings (from 2-5), major findings are pointed out, concluded with suggestions and recommendations etc.)	40	
7.	References (Complete references are given in uniform format in alphabetic order.)	40	
8.	Appendix (Tools used for data collection to be attached etc.)	40	
9.	Overall Research Report	40	
	Grand Total (y)	360	

Note : Here, the external evaluator gives marks out of 40 on the basis of the report submitted for evaluation, which is to be supplemented by audio/CDs/sheets on which notes were taken during interview/observation etc. submitted by the learner.

- **Weightage of marks for external evaluation is 50%. To calculate this, use the formula given below:**

$$\frac{\text{Total marks obtained as above (y)}}{360} \times 50 = S$$

Note: The pass percentage for external evaluation is 40%. Therefore if the learner

Blank page

ignou
THE PEOPLE'S
UNIVERSITY

gets less than 20 marks after calculating 50% weightage, then the student, has to repeat the Supervised Practicum. In other words, 'S' obtained by the student should be at least 20 to pass.

The external evaluator is required to use the above formula to calculate the final marks, out of 50, obtained by the learner in external evaluation and to write this score in figures and in words.

$$\frac{(y)}{360} \times 50 = \dots\dots\dots$$

(Marks obtained out of 50 in external evaluation to be written in both figures and words)

.....



Blank page



**SECTION 3 : Grand Total of Marks for Inclusion in the
Learner's Final Marksheet**

Marks obtained by the Learner in Sections 1 and 2 i.e. in both internal and external evaluation of Supervised Practicum are to be consolidated below by the External Expert (who did evaluation in Section 2)

Supervised Practicum (MCFTL-005)

<p>Internal Assessment</p> <p><i>(External Expert to write marks as stated by the Learner's Supervisor as 'N' at the end of Section 1 of Annexure A)</i></p> <p>(Marks out of 50)</p>	<p>External Assessment</p> <p><i>(External evaluator to write marks here given by her/him as 'S' at the end of Section 2 of Annexure A)</i></p> <p>(Marks out of 50)</p>	<p>Total marks obtained (T)</p> <p><i>(Expert to add marks 'N' and 'S' and write the total here)</i> <i>(N+S=T)</i></p> <p>(Marks out of 100)</p>

GRAND TOTAL OF MARKS OBTAINED BY THE LEARNER (T) :

(To be written in both figures and words)

.....

Date: **(Signature of External Examiner of IGNOU Panel)**

Place:

Name of External Examiner :

Address of External Examiner :

.....

E-mail Address of External Examiner :

Phone/Mobile No. of External Examiner :

Blank page



**Certificate of Completion of Supervised Practicum
MCFTL-005**

Remember to enclose this Annexure in your Practicum File. Keep a copy with yourself.

(To be certified by the Academic Counsellor/Supervisor and the Programme Incharge of the Programme Study Centre or Study Centre Coordinator)

We certify that the student Mr. / Ms. / Dr. with enrolment number has carried out the mini-research on

(Title of the mini-research study) comprising the Supervised Practicum of the course 'Counselling and Family Therapy: Research Methods and Statistics' under our guidance and supervision. The Supervised Practicum File submitted herewith is the result of bonafide and original research work done by the student for the supervised practicum MCFTL-005 from (start date) to..... (end date).

Date:

Place: (Signature of the Academic Counsellor/Supervisor)

Name & Designation of Academic Counsellor/Supervisor :

Address of Academic Counsellor/Supervisor :

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor :

Date:

Place: (Signature and Stamp of the Programme Incharge of PSC/Coordinator of SC)

Name of Programme Incharge of PSC /Coordinator of SC :

Address of Programme Incharge/Coordinator :

E-mail Address of Programme Incharge/Coordinator :

Phone/Mobile No. of Programme Incharge/Coordinator :

Blank page



Sample of Consent/Permission Letter

I, (name of the student)
am pursuing M.Sc. (CFT)/PGDCFT programme from IGNOU. I am attached to
..... Regional Centre at Study Centre /
Programme Study Centre.....

(Name, Address and PSC/SC No.). I am doing Supervised Practicum of the
Course 'Counselling and Family Therapy : Research Methods and Statistics —
MCFTL-005' under the guidance of my Academic Counsellor/Supervisor
..... (name of the Academic Counsellor/Supervisor). For
the completion of my course work on
(here write the title of your mini-research study), I need to request you to participate/
let your ward participate in the study. Please grant your consent and oblige.

(Student's Signature & Name)

(Academic Counsellors' Signature & Name)

Name & Signature of the Respondent/Participant

**Parent's Name & Signature
(in case the participant is a child)**

Blank page



Dear Learner,

Photocopy this page, and place the duly filled-in copy at the end of each Chapter in your Supervised Practicum File.

Chapter No. :

TO BE FILLED IN BY THE SUPERVISOR/COUNSELLOR

Counsellor's Comments:

.....
.....
.....
.....
.....
.....
.....
.....

Assessment during Interaction

Marks (out of 10) :

Assessment of Written Report (Supplemented by audio/CD, record sheets used at the time of interviewing/observing etc. submitted by the learner).

Marks (out of 30) :

Total Marks (out of 40):

(The total marks are to be written in both figures and words)

.....

.....
(Counsellor's Signature and Date)

.....
(Counsellor's Name)