

**BLOCK PLACEMENT JOURNAL**  
**MSW**  
**(First Year)**

*Block Placement Supervision/Guidance can be given only by an approved Supervisor (by IGNOU) at the Study Centre with MSW/M.A. (Social Work)*

**FACE SHEET**  
**PROFILE OF THE STUDENT**

**Name of the Student** : .....

**Address** : .....  
.....

**Phone No. & E-mail** : .....  
.....

**Enrollment No.** : .....

**Study Centre Code** : .....

**Regional Centre** : .....

**Signature of Student**

***Designed and Developed by:***

Dr. Saumya

Programme Coordinator

SOSW, IGNOU, New Delhi

---

**Print Production**

---

Mr. Kulwant Singh

Assistant Registrar (Publication)

SOSW, IGNOU, New Delhi

---

February, 2019

© Indira Gandhi National Open University, 2019

*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.*

*Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.*

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by Director, SOSW, IGNOU, New Delhi.

# FACE SHEET

## PROFILE OF THE SUPERVISOR

[To be filled by Field Work Supervisor (FWS)]

Name of Field Work Supervisor :

Address of Supervisor :  
(office/personal)

Phone No. Office/Residence /Mobile :  
of Supervisor

E-mail :

Designation/Profession :

Name of the University awarded :  
MSW/MA

Area of Specialization :

Teaching/Professional Experience :

Date of Appointment as :  
Field Work Supervisor :

Signature of Field Work Supervisor

Seal & Signature of Study Centre Coordinator

**Note :**

**The Block Placement Journal would be returned back to the student if the details given in the face sheet are incomplete or not filled by the student and the Field Work Supervisor.**

### **IMPORTANT**

*Your Block Placement 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 study centre for your personal record. Remember to take an acknowledgement slip from study centre while submitting the final report. The Journal will be submitted to Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068 by the study centre coordinator along with the award list submitted by the supervisor.*

# Introduction

Dear Student,

Welcome to the first year of MSW Programme. The Masters in Social Work programme would provide both academic learning and professional education and training. The field practicum has been designed in such a way that each learner would be provided adequate opportunities of gaining knowledge, information and the much needed skills for working with people in various areas of intervention. During the first year you are taught basics of Professional Social Work. You will also do practicals based on some of the methods of social work through concurrent field work. Block placement is done only after completing the first year field work and submission of field work journal MSWL-013.

**It is intended that the candidate completing this programme of study should be able to:**

- Understand the basic concepts, professional aspects and various methods of social work
- Understand the basic knowledge of human relationship, various developmental aspects of human being.
- Have sound knowledge about the what, why and how of various social work methods and their relevance in practice.
- Understand social work as a profession and the values, principles and ethics of professional social work.

**Who can benefit from this programme?**

The programme of study will be highly beneficial to a number of people. The specific target learners for this programme of study are:

- Health care providers
- Teachers (Schools, colleges and Universities)
- NGO functionaries
- Religious leaders
- Service providers in social and welfare agencies
- Corporate sector, etc.

**Block Placement**

Block placement should be done in one organization/institute/social welfare agency for one month which is mandatory under the supervision of an approved FWS (by IGNOU) at study centre who has done MSW/ M.A. (social work). The Block Placement is required to be done under the guidance of your field work supervisor from the agency. The university has prepared this separate journal MSWL-014 for writing block placement reports. **As a student you are expected to practice exclusively any two of the methods viz; Case Work, Group Work, Community Organization, Social Welfare Administration, Social Action and Social Work Research during your placement in discussion with the field work supervisor from the agency.** The field work supervisor of MSWL-013 will facilitate the student for block placement by helping the student in finding an agency, seeking necessary permission, issuing necessary letters and finally forwarding the record duly signed to Registrar, Student Evaluation Division, IGNOU Maidan Garhi, New Delhi – 110068. **Read Field Work Manual for more details.**

The models for report writing of various methods of social work mentioned above are given with illustration in Field Work Manual MSWL-013 (Block-1). Apart from writing reports for the methods practiced by you as a student, you are also expected to submit a detailed report of the organization where you were placed based on the following guidelines:

1. Name of the agency/institution
2. History of the agency/institution
3. Institutional objectives
4. Administrative structure – executive body, board members, registration details
5. Type of work (programme/projects)
6. Funding sources
7. Number and target group of beneficiaries
8. Organizational structure
9. Infrastructure facilities
10. Success stories, limitations
11. Future plans
12. Detailed report of the work done by the student in the agency during block placement namely practice report on any one of the methods of social work.

### **Evaluation**

The evaluation for block placement would be done both by the field work supervisor and by the faculty from SOSW, IGNOU HQ. The field work supervisor (internal) will be giving marks out of 100 and the faculty(external) SOSW, IGNOU will be assigning marks out of 100. Minimum 50 per cent marks, both by the supervisor and the faculty separately are required to qualify in Block placement. In case if you fail to secure 50 per cent you will have to repeat the block placement and rewrite the journal for reevaluation.

You should keep a duplicate/photocopy of MSWL-014 before submitting the same to the study centre for forwarding to the University .

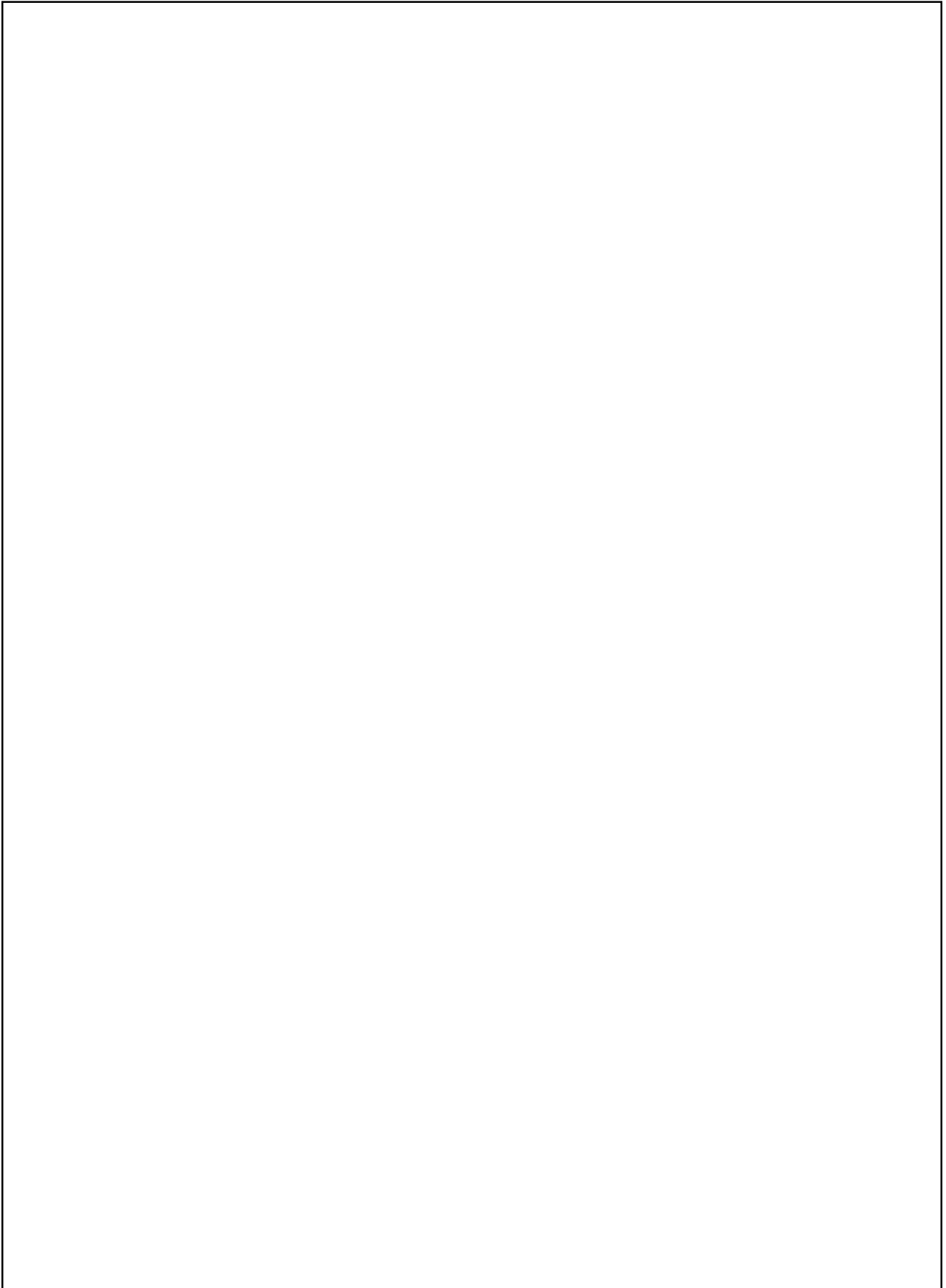
**Dr. Saumya**  
**Programme Coordinator**

**PASTE THE CERTIFICATE OF MSWL-013 (Field Work done in first year) IN THE BOX**

A large, empty rectangular box with a thin black border, intended for pasting a certificate. The box occupies most of the page's vertical space.



**PASTE THE CERTIFICATE OF MSWL-014 (Block Placement done in first year) IN THE BOX**

A large, empty rectangular box with a thin black border, intended for pasting a certificate. The box occupies most of the page's vertical space.



## LOG SHEET

**Note :** Kindly fill this everyday and get it signed by MSW professional who is supervising you at the agency.

**Name of the Organisation :** .....

**Address:** .....

Sl. No.	Main Activities	Date	Student's Signature	Agency Supervisor's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

**You must ensure that your block placement is required to be done under the guidance of a field work supervisor who is approved by IGNOU, provided at the Study Centre having MSW/M.A. (Social Work).**

## **Block Placement Report**

Block placement report is to be written on a daily basis giving date and the report for the day in about one page. During the first few visits, you may like to present a lengthy report as you will have to provide the profile of the agency.

After writing reports of one month, kindly provide a brief summary in less than five pages giving details about your response, experience and observations.

### **Profile of the Agency**

**Follow the format given earlier in this journal.**

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



A series of horizontal dotted lines for writing, consisting of 25 lines spaced evenly across the page.

A series of horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.

Lined writing area consisting of 28 horizontal dotted lines.

A series of 30 horizontal dotted lines spanning the width of the page, intended for writing.



A series of horizontal dotted lines for writing.

## Block Placement Visit 2

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



**Block Placement Visit 3**

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A series of horizontal dotted lines for writing.

### Block Placement Visit 4

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....











### **Block Placement Visit 7**

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am      to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A series of 25 horizontal dotted lines spanning the width of the page, intended for writing.



A series of horizontal dotted lines for writing, consisting of 24 lines spaced evenly down the page.



A series of horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.

**Block Placement Visit 10**

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am      to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A series of 30 horizontal dotted lines spanning the width of the page, intended for writing.

**Block Placement Visit 11**

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....









A series of 30 horizontal dotted lines spanning the width of the page, intended for writing or drawing.



A series of horizontal dotted lines spanning the width of the page, providing a template for handwriting practice. The lines are evenly spaced and extend across most of the page's width.

**Block Placement Visit 15**

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am      to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A series of 30 horizontal dotted lines spanning the width of the page, designed for writing.











A series of horizontal dotted lines spanning the width of the page, intended as a guide for handwriting practice. The lines are spaced evenly down the page.











A series of horizontal dotted lines for writing.



A series of 30 horizontal dotted lines spanning the width of the page, intended for writing or drawing.







A series of 20 horizontal dotted lines spanning the width of the page, intended for writing.



A series of 30 horizontal dotted lines spanning the width of the page, intended for writing or drawing.







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

### Block Placement Visit 28

Date : \_\_\_\_\_

Time : \_\_\_\_\_ am to \_\_\_\_\_ pm

Duration : \_\_\_\_\_

Name of the Agency/ Community: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Name of Agency Supervisor : \_\_\_\_\_

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





A series of 30 horizontal dotted lines spanning the width of the page, providing a template for writing.



A series of 30 horizontal dotted lines spanning the width of the page, intended for writing or drawing.



Dotted lines for writing.

Date of Submission: \_\_\_\_\_

Comments by Field Work Supervisor

Date and Signature





### Report of Individual Conference 3

A series of horizontal dotted lines for writing.

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

Date of Submission:  

---

Comments by Field Work Supervisor

Date and Signature











A series of horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.





## CHECKLIST

**Dear Learner,**

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

1. Read Programme Guide and Field Work Manual
2. Submitted MSWL-013
3. Pasted Certificate of MSWL-013 in the box provided
4. Agency Profile prepared and written
5. 30 days of Block Placement done (Practiced two of the social work methods); reports written.
6. 5 ICs attended; reports written
7. Summary reports written
8. Pasted Certificate of Block Placement from Agency in the box provided
9. Filled in Log Sheet duly signed by Agency Supervisor
10. Filled Face Sheet I (self) and Face Sheet II (FWS)
11. Agency Certificate filled and signed

Field work Supervisor: 100 (Internal)	Faculty SOSW, IGNOU:100(External)
<p>Marks Assigned : .....</p> <p>In words : .....</p> <p>Signature &amp; Date : .....</p> <p>Name &amp; Address of Supervisor</p> <p>.....</p> <p>.....</p>	<p>Marks Assigned : .....</p> <p>In words : .....</p> <p>Signature &amp; Date : .....</p>

**Note:**

A student needs to secure a minimum of 50 per cent marks by both internal and external supervisors in order to pass.

## **AGENCY CERTIFICATE**

*This is to certify that Mr./Mrs. ....*

*Enrolment No..... First year MSW Student was placed (Name of the Agency).....*

*for Block Placement of one month. His / her performance during the period was found to be not satisfactory/satisfactory/good/very good.*

Signature, Name & Address of .....

.....

.....

.....

Agency Supervisor .....

Phone No. ....

E-mail : .....

Date : .....