

**INTERNSHIP JOURNAL**  
**MSW**  
**(Second Year)**

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

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

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

**Signature of Student**

***Designed and Developed by:***

Dr. Saumya

Programme Coordinator

SOSW, IGNOU, New Delhi

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**Print Production**

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Mr. Kulwant Singh

Assistant Registrar (Publication)

SOSW, IGNOU, New Delhi

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April, 2020

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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 Internship 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 Internship 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 second 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. Internship is done only after completing the second year field work and submission of field work journal MSWL-015.

**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.

## INTERNSHIP

The internship 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) provided at the study centre who has done MSW/MA (Social Work). The Internship is required to be done under the guidance of your field work supervisor from the agency. The university has prepared this separate journal MSWL-016 for writing Internship reports. The field work supervisor of MSWL - 015 will facilitate the student for Internship by helping the student in finding an agency, seeking necessary permission, issuing necessary letters and finally forwarding the evaluated journal to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

- Agency Profile (Refer to guidelines in Field Work Manual, page.....)
- Community Profile (Refer to guidelines in Field Work Manual, page.....)
- Household Survey

You are required to do a survey of 15 households and 5 community stakeholders. Conducting survey on households and collecting socio-economic and demographic details will provide you with an opportunity to gain first hand knowledge of social service systems in rural/urban settings, apply theoretical knowledge to social problems such as poverty, socio-economic disadvantage, social injustice and discrimination and to understand how these impact the rural/urban client system. In addition, you will learn to communicate oral, written, and technological information reflecting professional social work skills. The communication and dialogue in the community with different stakeholders will help you understand self in the professional context and accept the value of diversity and differences.

## Evaluation

The evaluation for Internship 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 Internship. In case if you fail to secure 50 per cent you will have to repeat the Internship and rewrite the journal for reevaluation.

You should keep a duplicate/photocopy of MSWL-016 before submitting the same to the study centre for forwarding to the University .

**Dr. Saumya  
Programme Coordinator**

## HOW TO DO HOUSEHOLD SURVEY

In **MSWL- 016**, you are required to do household survey. If you are doing a survey of households, you have to understand what do you want to learn and why? You can do a household survey and collect data on demographic, socio-economic details, information related to government schemes and programmes which they have benefitted from individually as well as part of their community.

**Demographics** are characteristics of a population. Characteristics such as race, ethnicity, gender, age, education, profession, occupation, income level, and marital status, are all typical examples of demographics that are used in surveys. **Socio-economic data** helps in providing us actual situation of that area. Through survey you can analyze what type of improvement can be implied there. You can think about the reforms of that area. At a macro level, government collects this information (in greater detail) through census which is done every 10 years. Socio-economic data of any area helps government in planning to improve the life of people.

You will be able to understand how many people face the problem of poverty in any particular area. You will also learn about the dependency and independency of population from total populations, the information on resources, about the annual income of family, per person income, how many people use vehicles and what type of vehicle they use, what type of technology they use, what kind of cropping pattern is found in that area and so on.

Following steps can be followed:

- Define your objectives.
- Prepare an interview schedule in consultation with your FWS to collect data. Keep the survey questions easy and simple so that people can answer comfortably. Be objective and avoid personal bias. It's important to choose your words carefully so that you do not influence the member.
- Test on a pilot group before you go to community for actual data collection.
- Collect responses. Write it in field diary. When you are back from field then write the report of data collection in fieldwork journal.
- Analyze the responses. After you have collected the responses from 15 households and stakeholders like Asha worker, Panchayati Raj Official (for rural/tribal area) / Counsellor (for urban area), government school teacher, Anganwadi worker etc., then you can analyze the responses collected and prepare a comprehensive report and attach it in fieldwork journal.
- Write report in the fieldwork journal mentioning the details of the community, households, and each day's data collection. So there should be 20 reports on data collection from 20 respondents (15 household heads/members and 5 other stakeholders as mentioned above). Besides the individual responses, there should be a data interpretation report which you can attach separately in the journal.

You should choose the households in such a manner to represent cultural diversity in terms of caste, class, religion, gender etc. Prepare sampling in consultation with your FWS. You should be careful to perform culturally appropriate client interviews and assessments. Try and understand equity and access to resources in your setting. By the end of survey, you should know the actual condition of area that what kind of people lives in that area.

The socio-economic and demographic details should include:

- Data on the age of the population
- Sex

- Permanent or migrant population/ Occupational mobility
- Marital status
- Religious affiliation
- Mother tongue
- Education
- Employment/Occupation
- Health status
- Income
- Housing and household facilities
- Water and sanitation- main source of drinking water, toilet facility
- Land holding/ agriculture
- The economic condition of people. What types of economic activities are they involved in?
- The social condition of the people in that area. What type of family, how the family survives, and what type of meal they use? It should tell us about their education and self dependency.
- What types of crops, livestock etc. if they are involved in farming

You should prepare the interview schedule for data collection in consultation with your FWS in such a way as to include the above mentioned points. Through the survey you should be able to collect varied socio-demographic data pertaining to conditions under which people live, their well-being, activities in which they engage, demographic characteristics and cultural factors which influence behavior, as well as social and economic change.

From your sample survey, you will select part of the population from which observations will be made or data will be collected and then inferences will be made to the whole population.

Lastly, you should keep in mind that all surveys require careful and judicious preparations if they have to be successful.



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





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





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**PASTE THE CERTIFICATE OF MSWL-015 (Field Work done in second year) IN THE BOX**





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**PASTE THE CERTIFICATE OF MSWL-016 (Internship done in second year) IN THE BOX**





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## 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
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**You must ensure that your Internship 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).**

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**Internship Report**

Intenship 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 in field work manual, page..... .**

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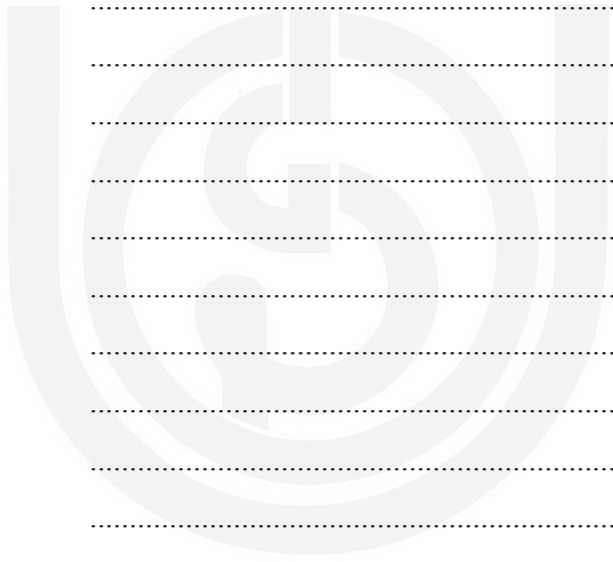
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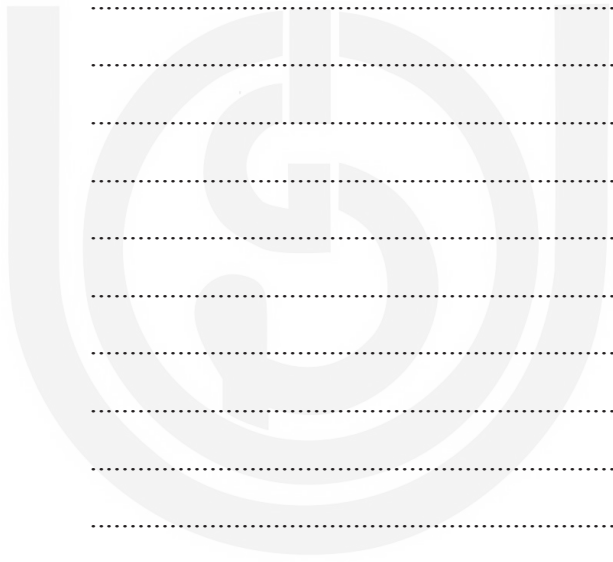
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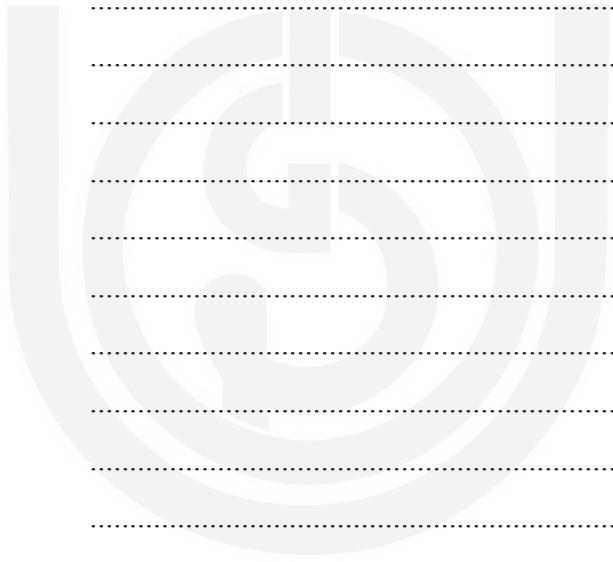


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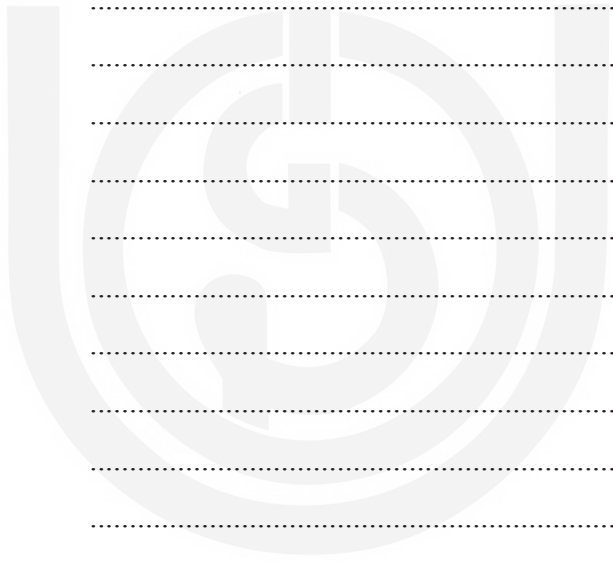




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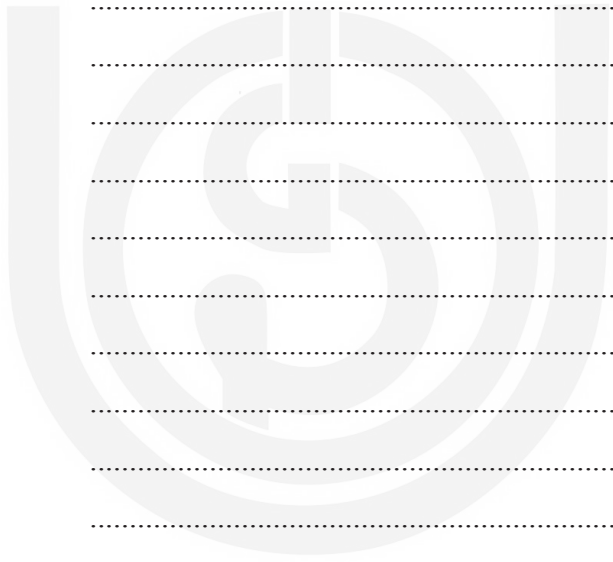


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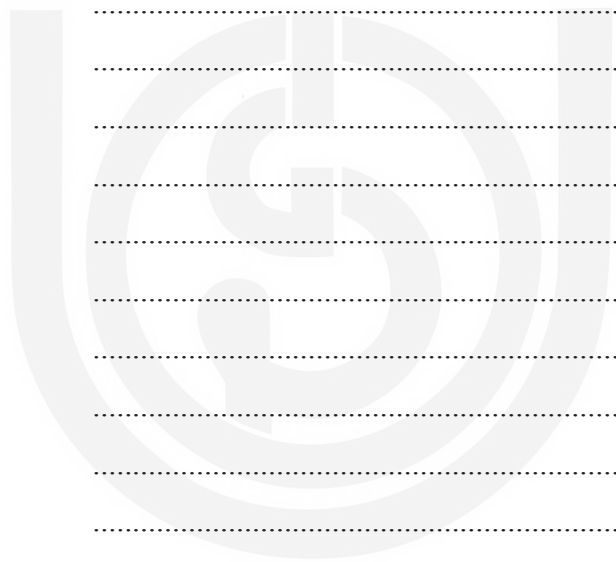


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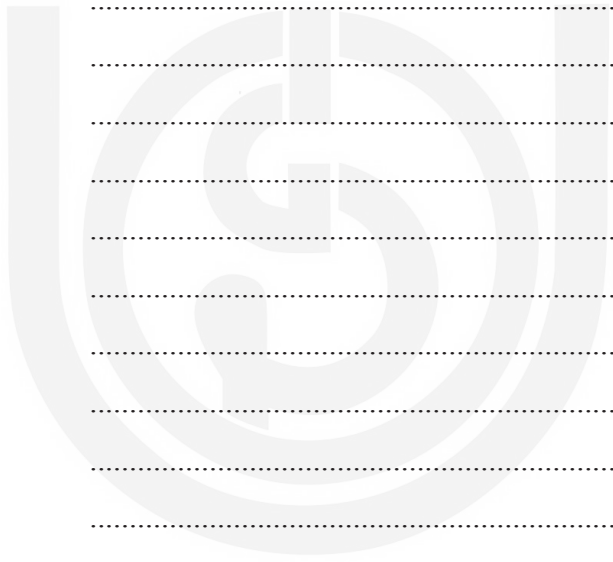




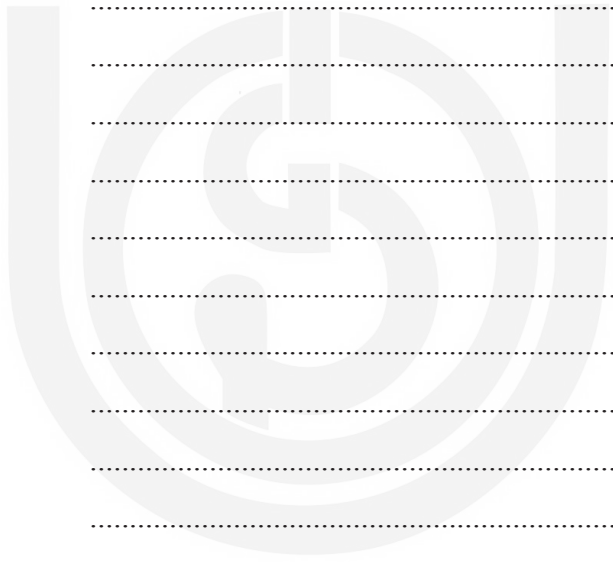
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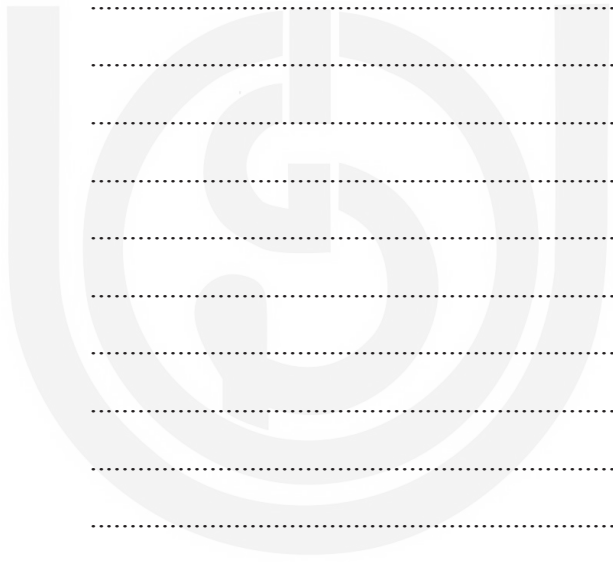
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### Internship Visit 1

Note: You are required to do a Household Survey of 15 households and 5 community stakeholders. See detail on Field Work Manual on page 64. Attach the interview schedule prepared for the survey.

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

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

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

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

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

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

**Note : Agency supervisor is the social work professional who supervises your work at the agency.**

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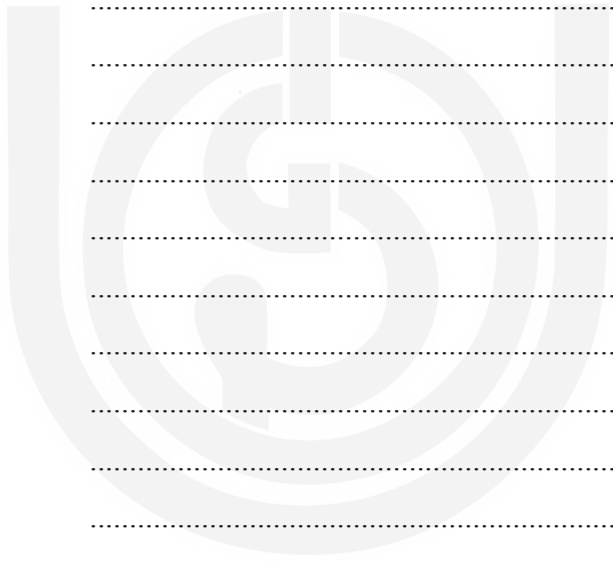
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**Internship Visit 2**

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

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

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

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

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

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

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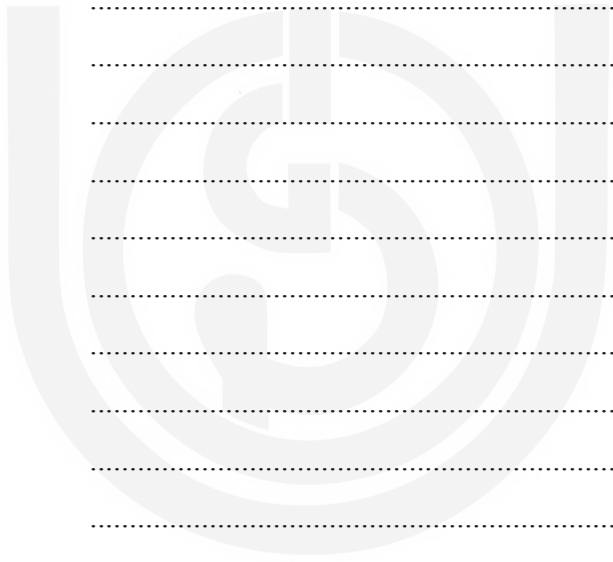
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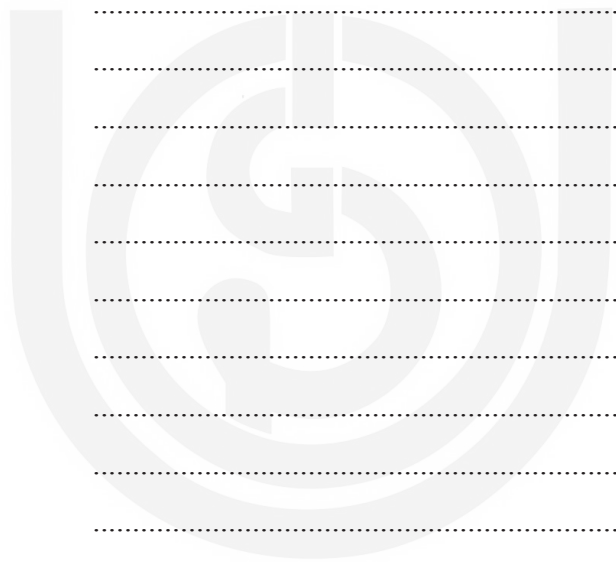
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### Internship Visit 4

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

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

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

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

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

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

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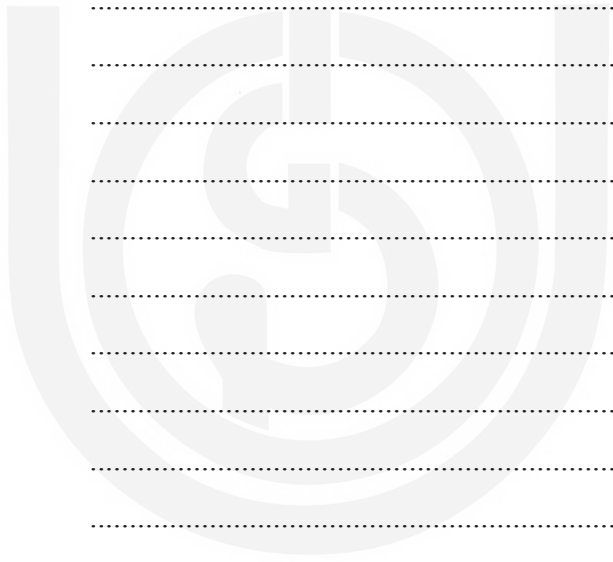
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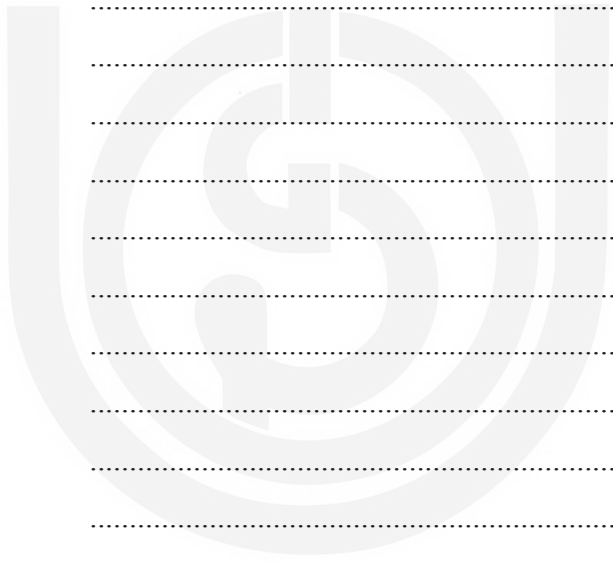
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### Internship Visit 6

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

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

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

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

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

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

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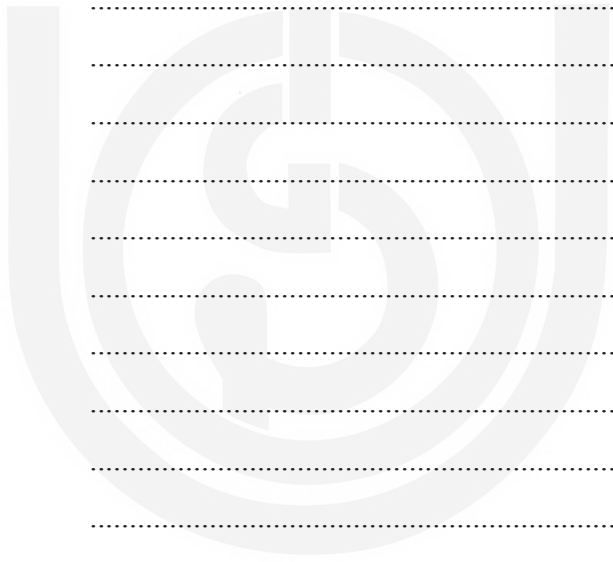
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**Internship Visit 7**

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

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

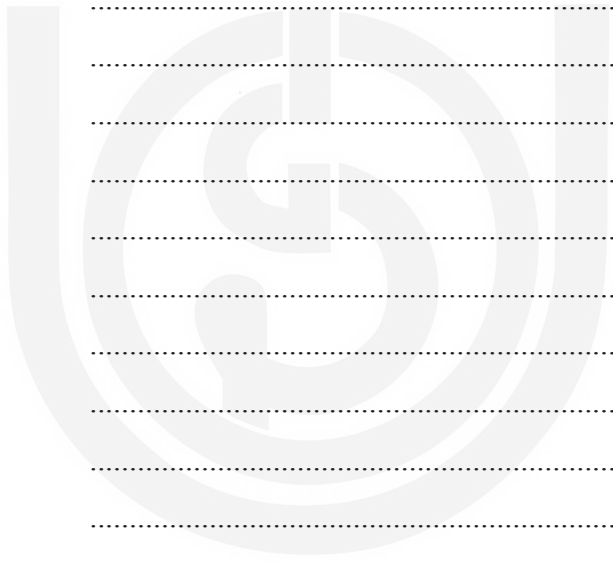
Duration : \_\_\_\_\_

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

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

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

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### Internship Visit 8

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

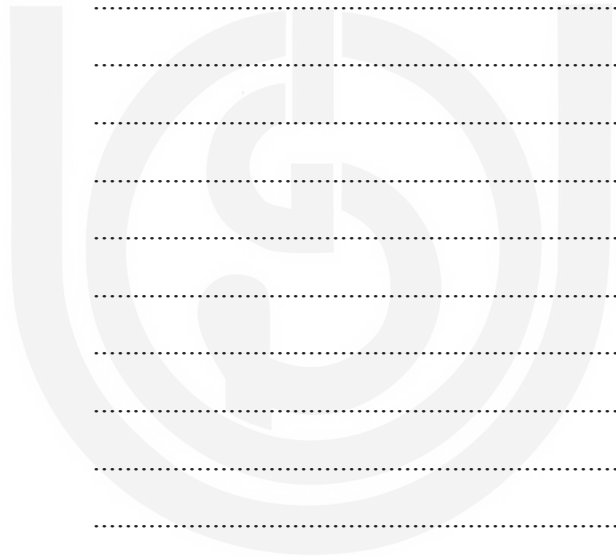
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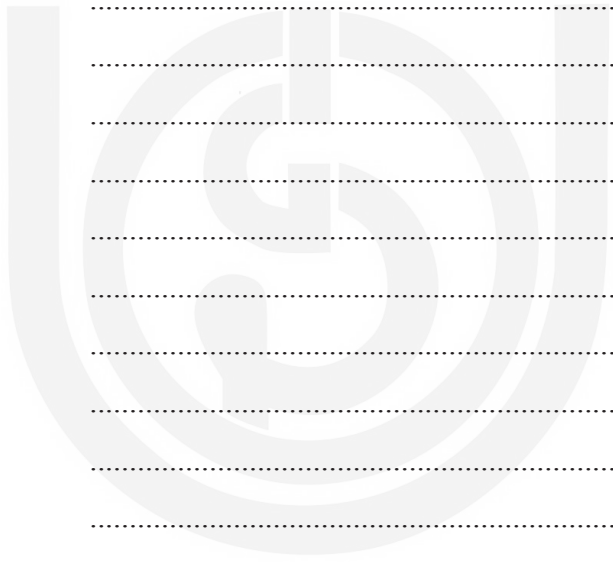
Name of the Agency/ Community: \_\_\_\_\_

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

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



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**Internship Visit 9**

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

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

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

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

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

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

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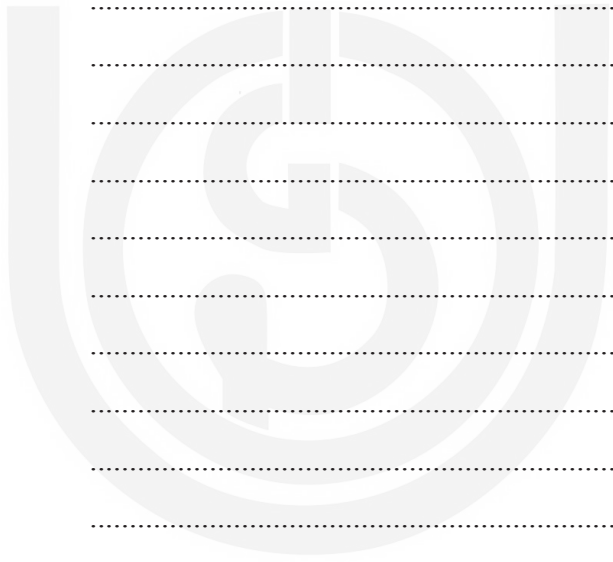
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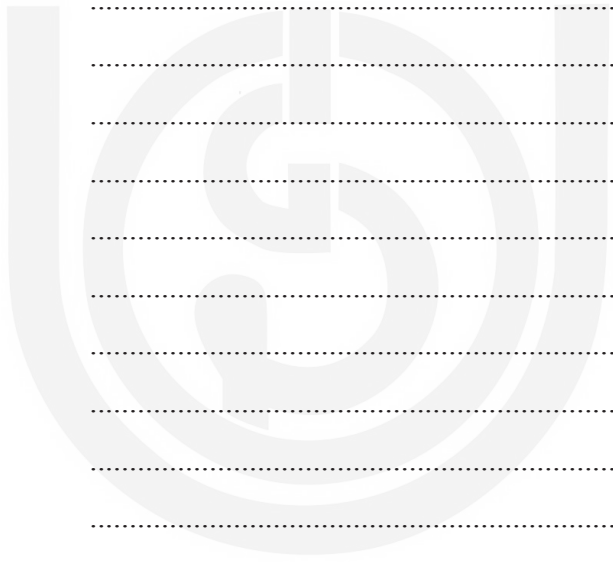
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### Internship Visit 11

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

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

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

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

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

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

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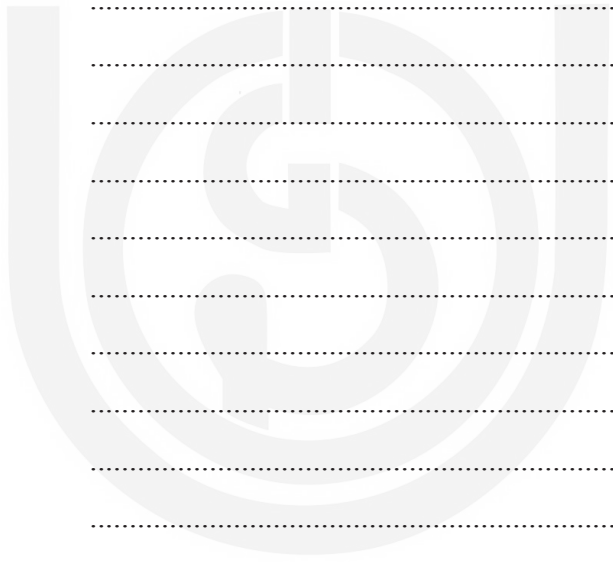
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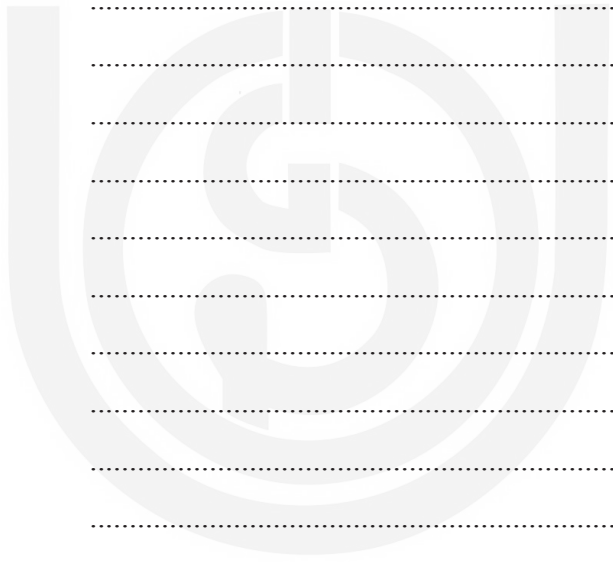
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**Internship Visit 13**

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

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

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

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

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

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

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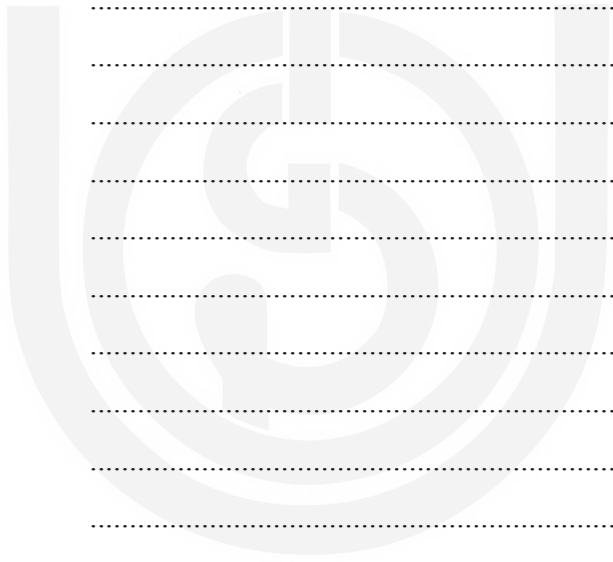
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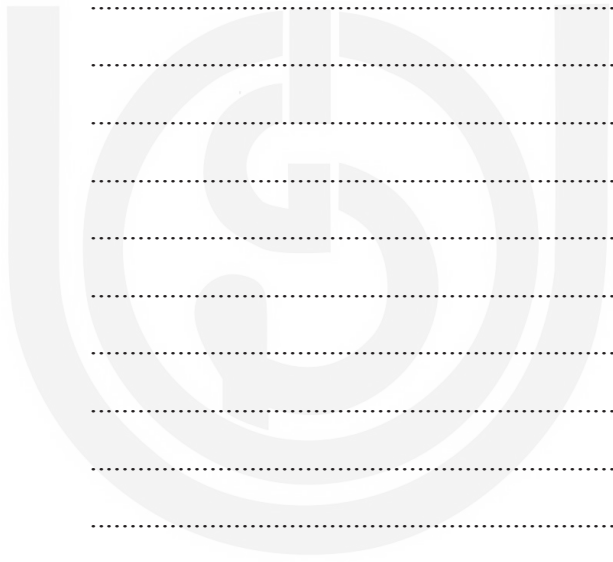
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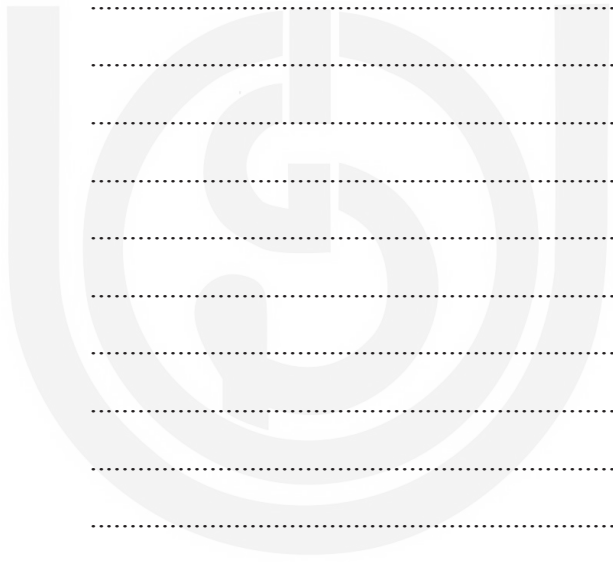
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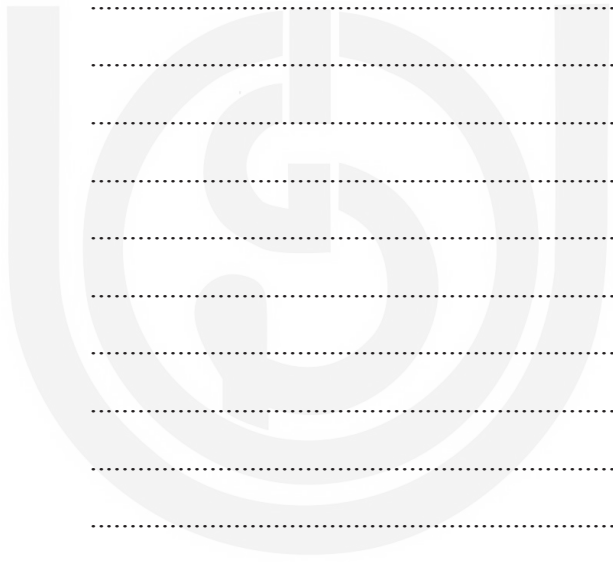
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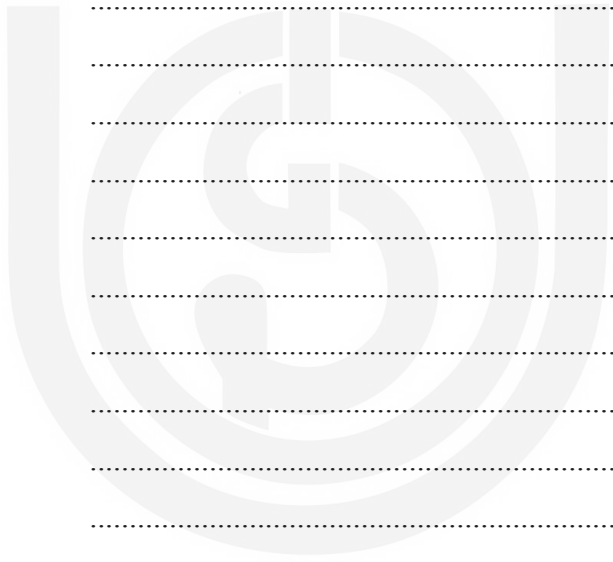
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### Internship Visit 18

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

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

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

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

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

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

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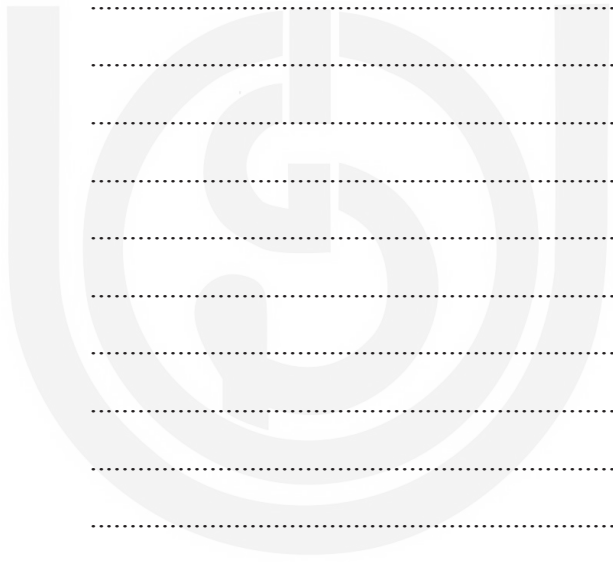
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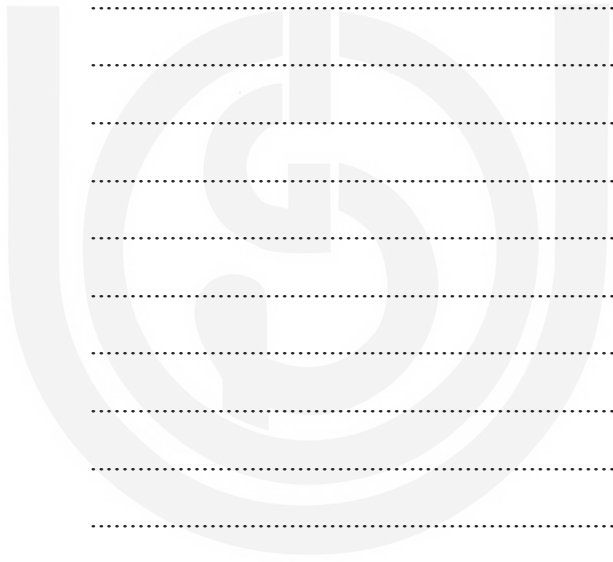
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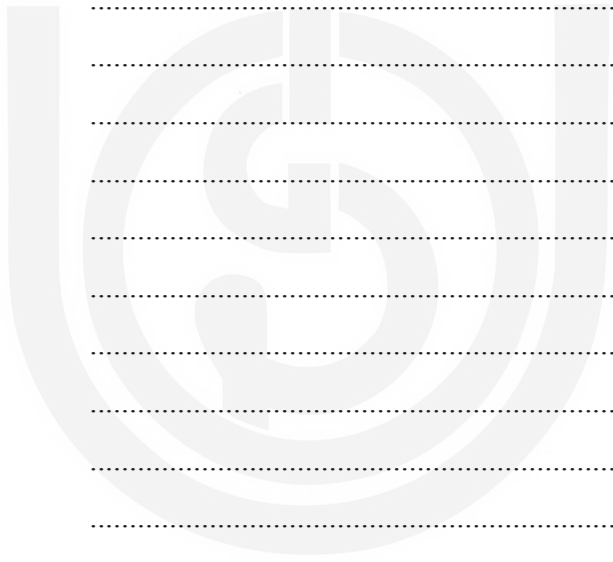
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**Internship Visit 21**

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

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

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

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

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

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

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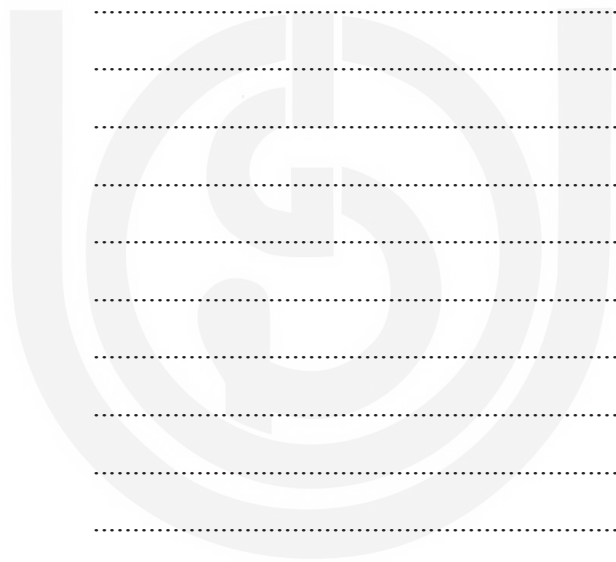
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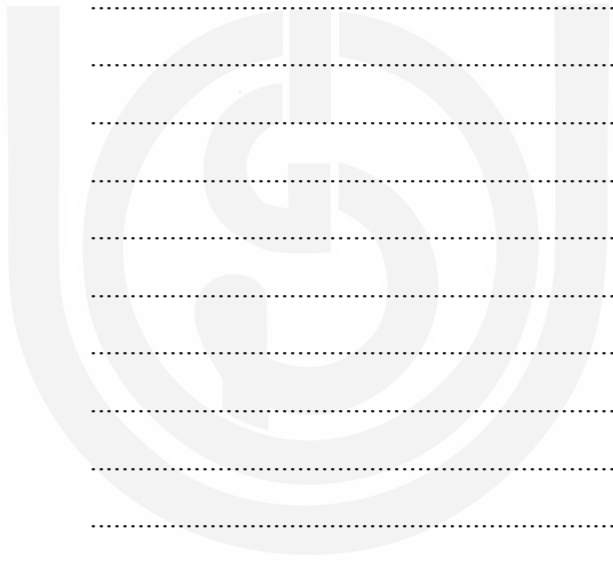
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**Internship Visit 23**

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

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

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

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

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

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

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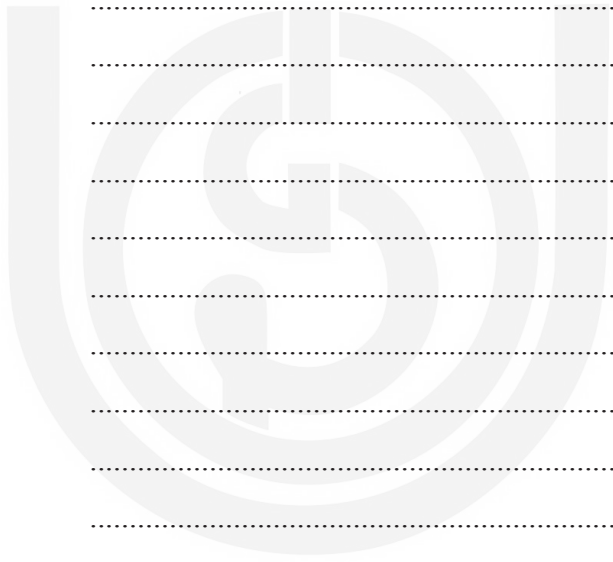
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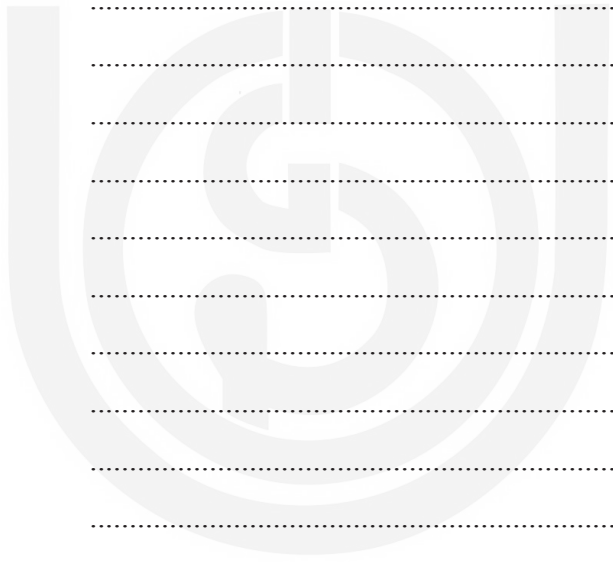
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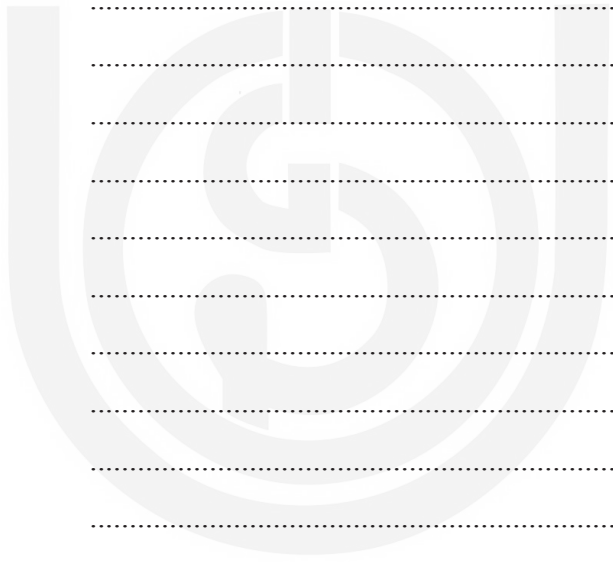
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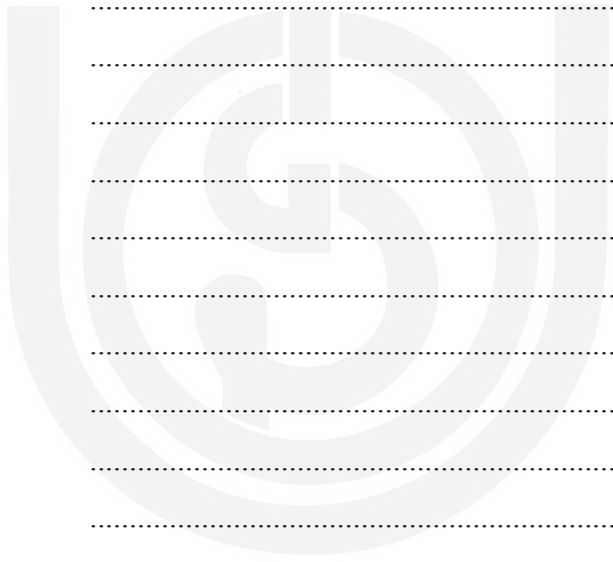
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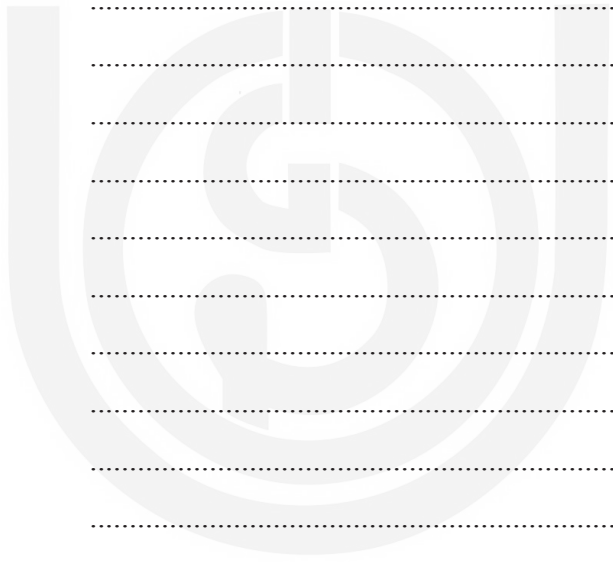
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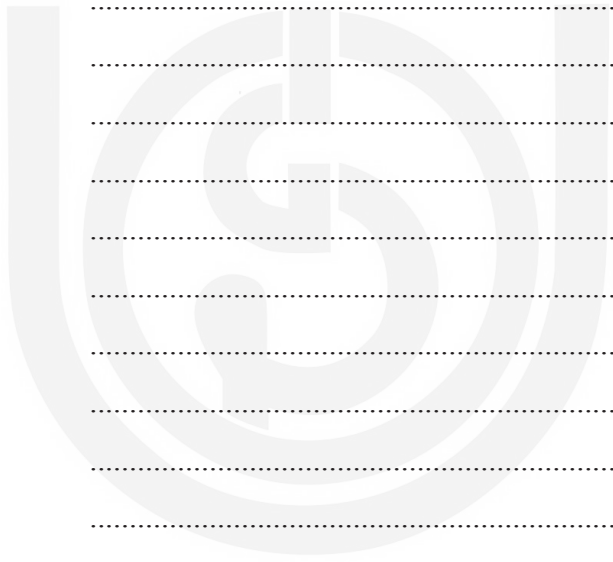
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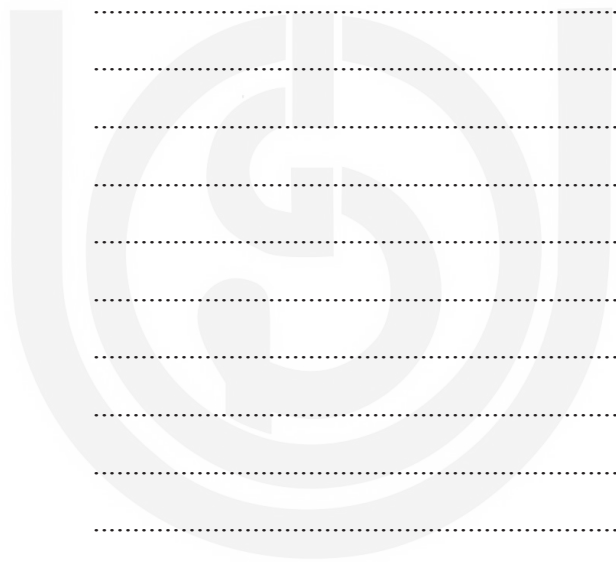
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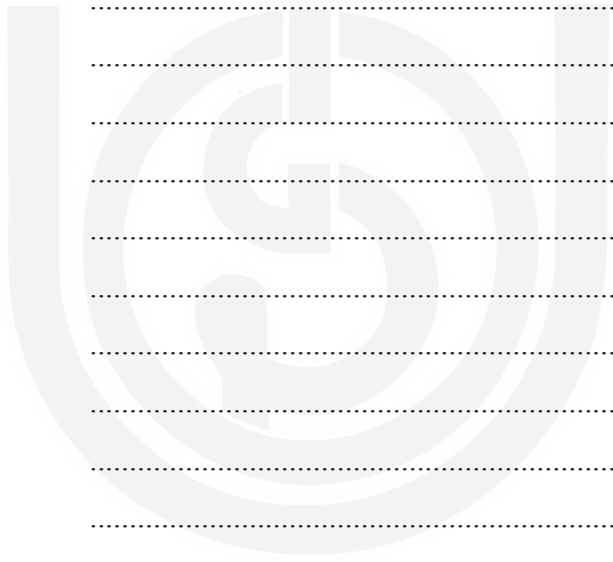
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**Report of Individual Conference**

During the Internship 5 individual conferences will be held. 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. Read Field Work Manual (MSWL-013 Block-I) for more details.

**Report of Individual Conference 1**

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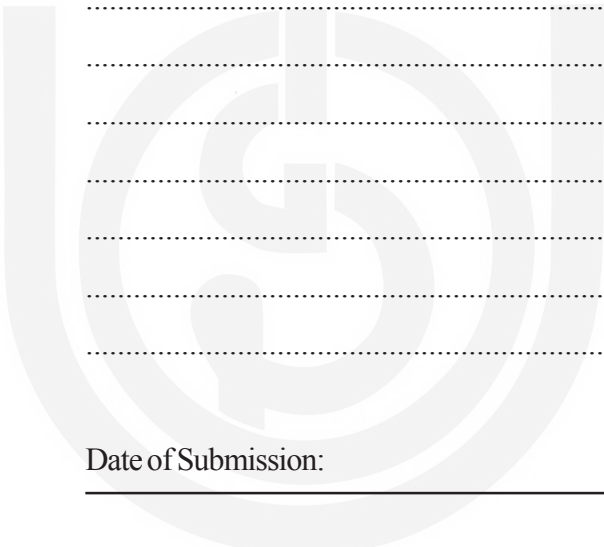
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Comments by Field Work Supervisor

Date and Signature





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Date of Submission:

Comments by Field Work Supervisor

Date and Signature

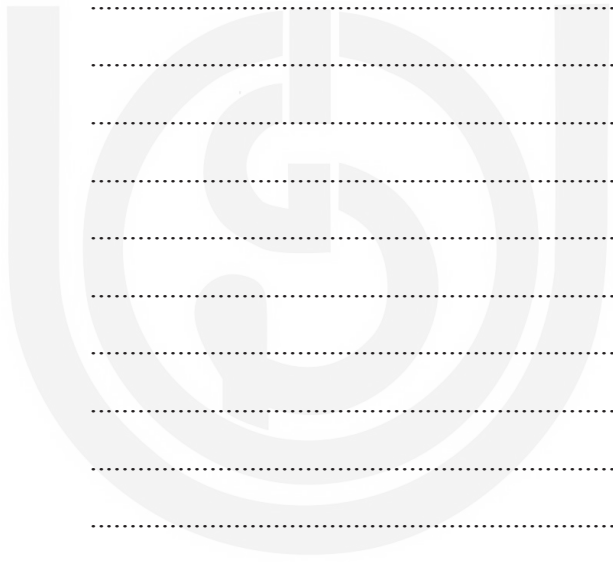






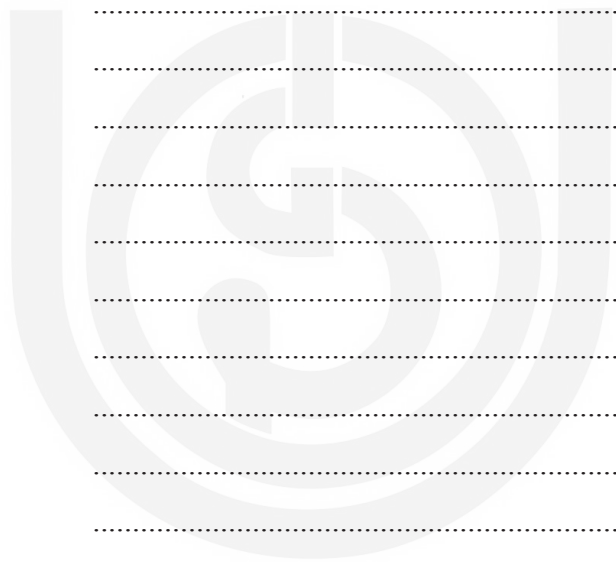






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## CHECKLIST

**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. Submitted MSWL-014
4. Submitted MSWL-015
5. Pasted Certificate of MSWL-013, MSWL-014, MSWL-015 and MSWL-016 in the box provided.
6. Agency Profile and Community profile prepared and written
7. 30 days of Internship done (15 Household Survey, 5 Community Stakeholders); reports written.
8. 5 ICs attended; reports written
9. Summary reports written
10. Filled in Log Sheet duly signed by Agency Supervisor
11. Filled Face Sheet I (self) and Face Sheet II (FWS)
12. Agency Certificate filled and signed

# GRADE SHEET

## INTERNSHIP

Total Marks 200

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..... Second year MSW Student*  
*was placed (Name of the Agency).....*  
*for Internship 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 : .....



