

FIELD WORK JOURNAL

MSW (First Year)

FACE SHEET I

Name of the Student :
Address :

Phone No. & E-mail :
Enrollment No. :
Address of Study Centre & Code :
Regional Centre :
Name & Address of Agency where concurrent visits were done :
Name & Address of Field Work Supervisor :
Phone/Mobile No. of Supervisor :

Signature of Student

IMPORTANT

1. *It is mandatory for the student to provide all the informations sought above in the face sheet.*
2. *Your Field Work Journal is a precious document. You must keep it in a safe place at home, while on travel, at study centre etc. It is safer to keep a separate personal diary with all notings so that in case of loss due to any kind of unforeseen event, you can still compile the work done and get it certified by the FWS in a fresh copy of the Journal. It is suggested that you keep a photocopy of the Journal before submitting the final report to the 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 SE Division by the study centre coordinator along with the award list submitted by the supervisor.*

Designed and Developed by:

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Programme Coordinator

SOSW, IGNOU, New Delhi

Print Production

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SOSW, IGNOU, New Delhi

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FACE SHEET II

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

Name of Field Work Supervisor :

Address of Supervisor for Communication :

Phone No. Office/Residence /Mobile of Supervisor :

E-mail :

Designation/Profession :

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

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

Area of Specialization (if any) :

Teaching/Professional Experience (in years) :

Date of Appointment as :

1. Field work Supervisor :

2. Academic Counsellor in Social Work :

Signature of Field Work Supervisor

Seal & Signature of Study Centre Coordinator

Note :

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

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Part I

INTRODUCTION

Dear student,

Welcome to IGNOU. The journey towards attaining a professional degree in social work can be an interesting one, if one accompanies us with sincerity and commitment. It is our privilege to offer the Master's Degree Programme in Social Work or the students who want to make a change in the society by obtaining a professional degree and want to make a change in the society by obtaining a professional degree and want to do something for the betterment of the society. You would be very spellbound to know that less than 10 per cent of the school leaving students in India get an opportunity for higher education and you are one of them for which you should feel proud. As a student of MSW you will get insight into various aspects of human life and will be confronted with several problems being faced by people in India in their day to day life, which is unique to social work profession. By getting into this field we are very sure that you will feel great in yourself; you will get to know what is happening at the grassroots level and not sit in an ivory tower with certain false assumptions. Social work is the field that has a practical element integrated in it. This is a professional programme of study, which will not only help you to get a job but will increase your knowledge as well. You are aware that there are several degree programmes with too much of theory and little creativity, sometimes leading to boredom. Social work, however, is a programme that will actually allow you to test your theoretical knowledge in the field and learn from experience.

The Master's programme differs itself, as it demands you to spend at least 75 days each year in the field apart from completing assignments, attending teleconferencing sessions, interactive radio counselling sessions, counselling sessions at your study center etc. This will give you an opportunity to plan and implement several socio-economic and developmental programmes, which will help people stand on their feet. In this ODL System, you will get an opportunity to be guided by an experienced person. Even if you make some mistakes it is all right as you are a learner, instead of getting discouraged. You will have plenty of opportunities to improve your communication skills, as this is one of the key objectives of this programme of study. MSW will qualify you for better job opportunities besides, enabling you to see the non-so-obvious human factors that influence people at work. This is a programme which will give you the skills that will help you to do better in areas where human relations play an important role.

The claim that this is a useful programme, however, is not a blank cheque. It entails lot of contribution from your side as well. You should help us make the programme advantageous to you. I suggest that you sincerely follow the guidelines given in this field work journal and practice carefully in the field and take your field work supervisor's help, wherever needed.

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

Once again I welcome you to benefit from this sea of knowledge and information on human beings in social context and to "help the people to help themselves" in different situations as a para-professional and later as a professionally qualified social worker.

Dr. Saumya
Programme Coordinator

Log Sheet

Note: Kindly fill on the day of your field work and get it signed by the MSW professional supervising you at the agency.

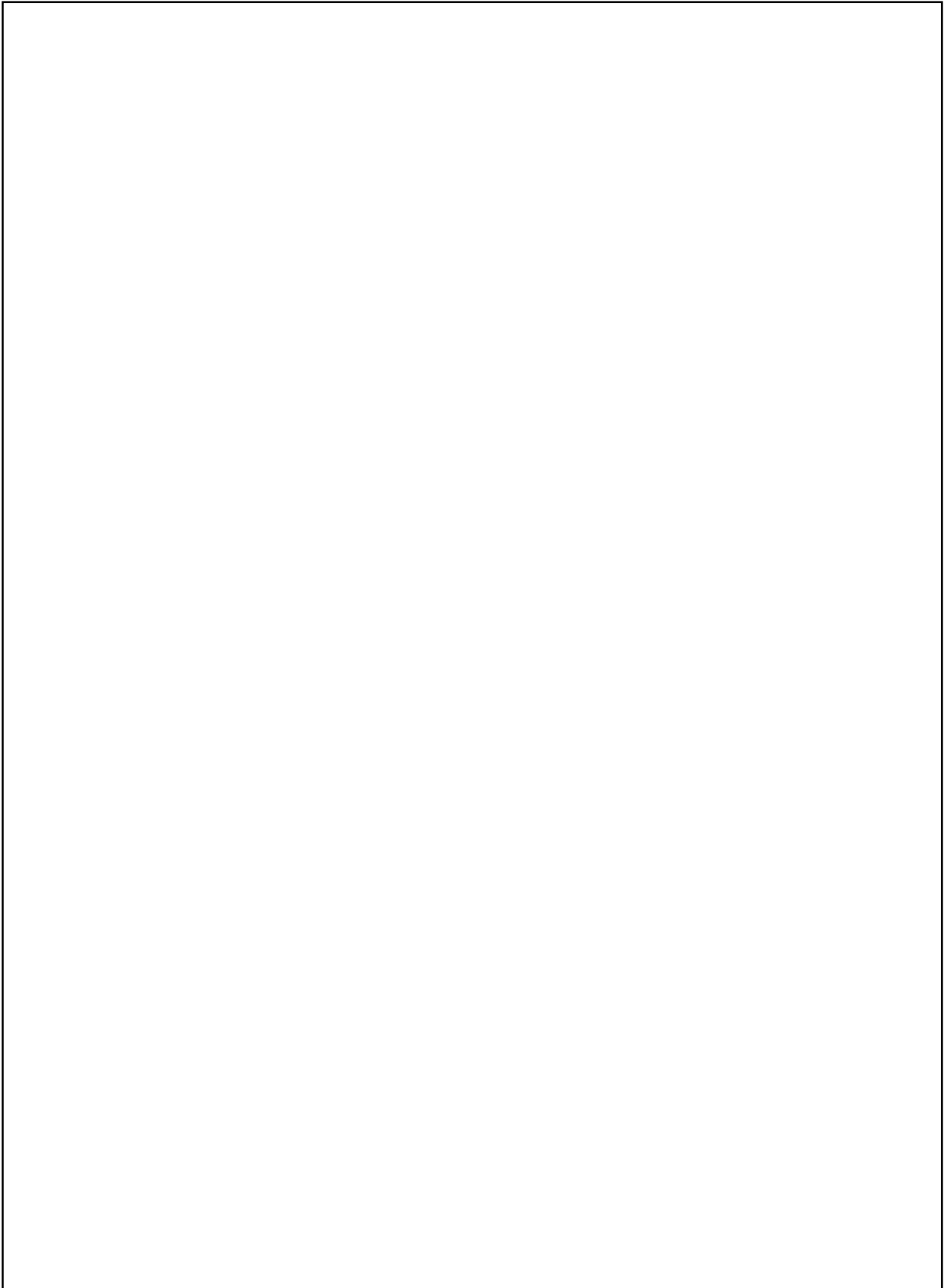
Name of the Organisation:.....

Address :

Sl. No.	Main Activities	Date	Student's Signature	Agency Supervisor's Signature
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Paste the Certificate of 45 days of Concurrent field work placement in an agency or Community Setting in the box.

A large, empty rectangular box with a thin black border, intended for pasting a certificate of 45 days of concurrent field work placement. The box occupies most of the page's vertical space below the instruction.

Guidelines for Students

Take your theory and field work seriously

You might be familiar with theory in your school or college. But you might not be very familiar with the fieldwork part of the course as it is rarely found in school or college curriculum. You must remember that the field work component is given 40 per cent of weightage in your core course of social work. If you do not complete the mandatory fieldwork of the first year, you will not be allowed to pursue the second year of Field Work. However, you can appear for the theory papers.

Field work tips

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

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

- **Know your limitations**

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

- **Know the limitations of the agency**

The agency may have its limitations — lack of personnel, lack of funds, lack of motivation, poor leadership, lack of infrastructure, poor relationship with community, factionism, corruption, etc. which hinder your own performance. But that has to be accepted and that should be the framework within which you should work. Also important is your dealing with the wrong doings in the agency. It is better to discuss these issues with the FWS and do according to his/her guidance.

- **Use the journal meaningfully**

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

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

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

- **Attendance at field work**

You should attend forty five days of concurrent fieldwork in a year.

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

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

- **Attendance Individual and Group Conference**

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

READ THE FIELD WORK MANUAL CAREFULLY BEFORE UNDERTAKING FIELD WORK. BLOCK-1 IS YOUR FIELD WORK MANUAL WHICH PROVIDES ALL THE DETAILED EXPLANATIONS OF EVERY COMPONENT OF FIELD WORK.

**PROFORMA FOR AGENCY PROFILE REQUIRED FOR ORIENTATION VISITS/
PLACEMENT**

Detailed explanation is provided in Field Work Manual (Block-1)

Name of the Institution:

Address :

Mission Statement/Motto (if any):

Institutional Objectives:

Chief Executive Officer/Executive Officer:

Board Members:

Type of Work:

Number and Nature of Beneficiaries:

Geographical area of work:

Whether the agency is registered or not:

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

Number of Staff Members and Nature of Staff:

History of the Organisation:

Source of Funding:

Infrastructure Facilities:

Relationship with other Agencies:

Future Plans:

Recognition and Awards:

Affiliations:

Any other Information:

Learning Process:

Field Work Supervisor Comments:

PROFORMA FOR REPORTING FOR CONCURRENT FIELD WORK

Date of Field Work:

Time spent in the agency:

Activities Performed Today :

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

**Observations related to the agency functioning/related institutions functioning/client system/
service delivery:**

Social work techniques used:

Field work Supervisor's Comments:

Pre-Term Self Assessment Form

PRE-TERM SELF ASSESSMENT FORM

The questionnaire is to be used for the purpose of testing your attitude, skills and knowledge related to social work. Since the course is being offered in the distance learning mode the learner community is bound to come from various walks of life, age groups and geographical locations. Some of the questions will therefore appear to need more knowledge than you may have now or may seem irrelevant to you. There are no right and wrong answers to these questions and you will not be evaluated on that basis.

Skills

- 1) Can you name two welfare agencies located nearer to your home?
(i) _____ (ii) _____ (iii) Do not know
- 2) Name the media centre nearer to your home.
(i) _____ (ii) Do not know
- 3) Can you name any two skills of a case worker?
(i) _____ (ii) _____ (iii) Do not know
- 4) Observation is method of social work research.
(a) Agree (b) Disagree (iii) Can't say
- 5) Name one of the most popular health awareness campaign in your locality in the recent past.
(i) _____
- 6) What do you understand by project report?
.....
.....
- 7) It is easy to interpret the non-verbal communication (body language) of the person.
(a) Agree (b) Disagree (c) Can't say
- 8) The social worker consciously uses his/her self in his/her relationship with the client with the objective of changing the client's behaviour.
(a) Agree (b) Disagree (c) Can't say
- 9) Have you ever undergone any programme of study or learning in thee areas like counseling, social service, advocacy.
(a) Yes (b) No
- 10) Have you ever made any attempt to involve in counselling individuals, when they were in stressful situation.
(a) Yes (b) No
- 11) Do you agree that the meaning of disabled, differently abled and specially abled is one and the the same?
(a) Yes (b) No

- 12) Are you familiar with any research skills like conducting a case study, working out sampling or any similar skill?
 (a) Yes (b) No
- 13) Have you ever participated in any research work?
 (a) Yes (b) No
- 14) Do you have any experience in handling office related activity.
 (a) lot of experience (b) little experience (c) no experience
- 15) Point out any three skills you think you possess.
 (a) (b) (c) (d) none

Mention any two aspects in social work practice that require you to exercise highest level of self control

Knowledge

- 1) The discipline of social work started in 1889:
 (a) True (b) False
- 2) Social work education through distance learning began in 1977 in.
 (a) UK (b) USA (c) Australia (d) India
- 3) Bhoo-dan movement is associated with:
 (a) Raja Ram Mohan Roy (b) Vinoba Bhave (c) Swarni Dayanand Saraswati
- 4) Founder of Brahma Samaj is:
 (a) Swami Dayanand Saraswati (b) Raja Ram Mohan Roy (c) Gandhiji
- 5) Reforestation is associated with:
 (a) Tree plantation (b) Cutting down trees (c) Environment Creation offorests
- 6) "Non-governmental Organizations are working against the govt. policies and programmes".
 (a) True (b) False (c) Can't say
- 7) NSS is associated with:
 (a) Social Work (b) Social Service (c) Nation Students Service (d) Nair Sewa Sangh
- 8) Social workers do not take part in policy formulation and development
 (a) True (b) False (c) Can't say
- 9) "Social work is Charity".
 (a) True (b) False (c) Can't say
- 10) "Social work is a profession".
 (a) Agree (b) Don't agree (c) Can't say
- 11) Any one can be called professional social worker.
 (a) Agree (b) Don't agree (c) Can't say
- 12) In Indian context Shramdhan is social work.
 (a) Agree (b) Don't agree (c) Can't say

- 13) Social work and voluntarism are the same.
 (a) Agree (b) Don't agree (c) Can't say
- 14) Field work / practicals are not necessary for the social work students.
 (a) Agree (b) Don't agree (c) Can't say
- 15) Professional social work and doing charity are same
 (a) Agree (b) Don't agree (c) Can't say
- 16) Medha Patkar is associated with:
 (a) Bhoodan Movement (b) Green Peace Movement (c) Narmada Bachao Andolan
- 17) Name two health related government projects in your area on women and children.
 (a) (b)
- 18) How many levels do the local self-government institutions (Panchayati Raj) have in the area you live in?
 (a) One (b) Two (c) Three (d) Four (e) Can't say
- 19) Name two government schemes for empowerment of women:
 (a) (b)
- 20) Mohammad Yunus was awarded prize in the year 2006 for:
 (a) Social Work (b) Community work (c) Peace (d) Self Promoting Help Groups
- 21) HIV/AIDS is a communicable disease
 (a) True (b) False (c) Can't say
- 22) A social worker can solve the client's problem by making a personal relationship
 (a) Agree (b) Disagree (c) Can't say
- 23) A learner should give more focus on theory instead of field work.
 (a) Agree (b) Disagree (c) Can't say
- 24) Social work research and social action are one and the same.
 (a) True (b) False (c) Can't say
- 25) Social work and sociology are same disciplines
 (a) True (b) False (c) Can't say
- 26) Problem formulation is not necessary in social work research.
 (a) True (b) False (c) Can't say
- 27) Confidentiality and privacy is one and the same.
 (a) (b) (c)

Attitude

- 1) How comfortable are you when you work with members of the opposite sex.
 (a) Very comfortable (b) somewhat comfortable (c) Not comfortable
- 2) Democratic decision making is both time consuming and inefficient:
 (a) Agree (b) Disagree (c) Can't say

- 3) Poor people can never be satisfied as they keep demanding for more services, aid and grant.
(a) Agree (b) Disagree (c) Can't say
- 4) Leaders cannot change their attitudes.
(a) Agree (b) Disagree (c) Can't say
- 5) You must always counsel young people to follow age old traditions.
(a) Agree (b) Disagree (c) Can't say
- 6) How do you prefer to work?
(a) Alone (b) With person of your choice (c) Part of a team
- 7) Villagers can not take decisions
(a) Agree (b) Disagree (c) Can't say
- 8) Villagers should not be given education
(a) Agree (b) Disagree (c) Can't say
- 9) Caste and class distinctions are natural in every society
(a) Agree (b) Disagree (c) Can't say
- 10) A scheduled caste person should not be given entry to a hindu temple
(a) Agree (b) Disagree (c) Can't say
- 11) Do you think "Homosexuality" should be given a legal status
(a) Agree (b) Disagree (c) Can't say
- 12) Do you think by nature women belong to the weaker sections of the society
(a) Agree (b) Disagree (c) Can't say
- 13) All religions are equal
(a) Agree (b) Disagree (c) Can't say
- 14) Beggars are a nuisance of any society and any means is justified to control this problem
(a) Agree (b) Disagree (c) Can't say
- 15) All tribes live in forests, mountains and remote areas, and live by food gathering
(a) Agree (b) Disagree (c) Can't say
- 16) Drug addicts can be fully cured.
(a) Agree (b) Disagree (c) Can't say
- 17) Separate hospitals should be set up for the HIV/AIDS infected.
(a) Agree (b) Disagree (c) Can't say
- 18) Do you think that you are an emotional person that is a person who reacts with strong emotions to the various events taking place around you?
(a) Yes (b) No (c) Can't say
- 19) A good professional needs only knowledge and skills and need not be cone ed with qualities like punctuality, responsibility and accountability. These qualities are the management's responsibilities.
(a) Agree (b) Disagree (c) Can't say

- 1) How would you define acceptance?
- 2) In what way your present level of acceptance be a positive influence on the client?
- 3) Working on improving marital relationship of a couple, you come to know that the man is having an extra marital affair and the wife is not aware?

What ethical principle will you follow in the following case?

- 4) People who ask for financial help are weak.
- 5) Seeking counseling services an indication of weak personality.
- 6) List three most important qualities which you think are required of a social worker for effective practice.

Name three problems you would not like to work with.

What according to you is the single most difficult part of being a social worker.

Date:

Name and signature of Student

Date:

Name and signature of supervisor

Induction Meeting

Induction Meeting

Kindly contact your study centre for an induction meeting on field work. Academic Counsellor/Field Work Supervisor (FWS) will organize an induction meeting for the first year MSW students for preparation of the field work. During this meeting FWS will give you necessary guidance with regard to the purpose, expectation from field work, responsibilities of the students, teaching learning process, guidance for writing field work journal, importance of individual and group conferences, etc. The supervisor will also give details of the first orientation visit: time, place, etc.

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

Report of Induction Meeting

Date :

Time:

Name of the Supervisor:

Report:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Orientation Visits

Orientation Visits

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

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

Name of the Institution:

Address:

Mission Statement/Motto (if any):

Institutional Objectives:

Chief Executive Officer/Executive Officer:

Board Members:

Type of Work:

Number and Nature of Beneficiaries:

Geographical Area of Work:

Whether the Agency is Registered or not:

Organizational Structure:

Number of Staff Members and Nature of Staff:

Level	Number	Qualification	Position Held
Professionals			
Supper Staff			
Volunteers			
Total			

History of the Organization:

Source of Funding:

Infrastructure Facilities:

Problems faced by the agency and proposed remediate:

Future Plans (if any):

Recognition and awards:

Affiliations:

Any other information:

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

Orientation Visit 1

Note: Refer to the Field Work Manual (Block-1) for more details on this activity. Follow the report writing guidelines.

Date :

Time : am to pm Duration.....Hours

Name of the Organization :

Name of the FWS :

Report :

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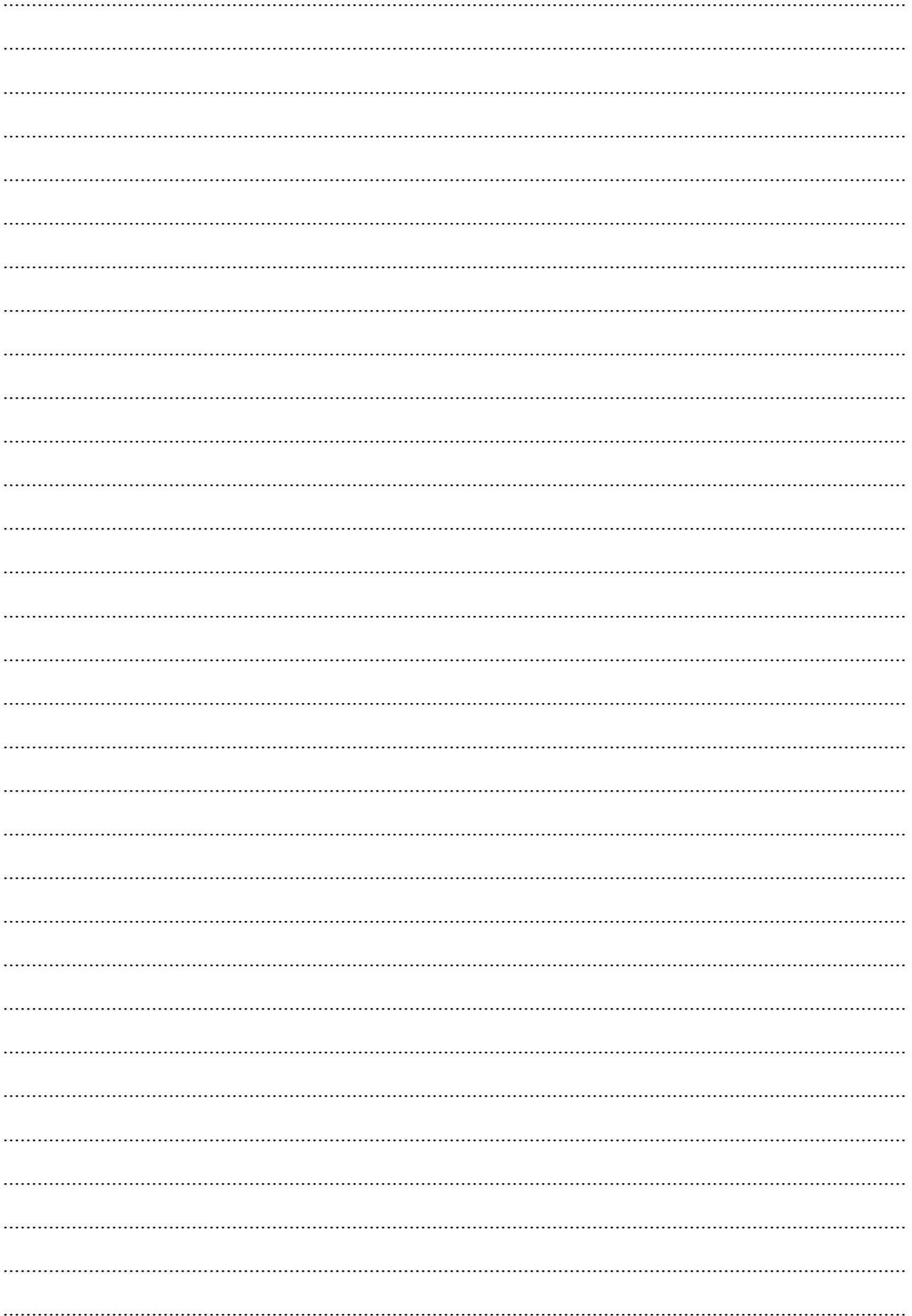
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Orientation Visit 2

Date :

Time :am topm Duration.....Hours

Name of the Organization :

Name of the FWS :

Report :

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Orientation Visit 3

Date :

Time :am topm Duration.....Hours

Name of the Organization :

Name of the FWS :

Report :

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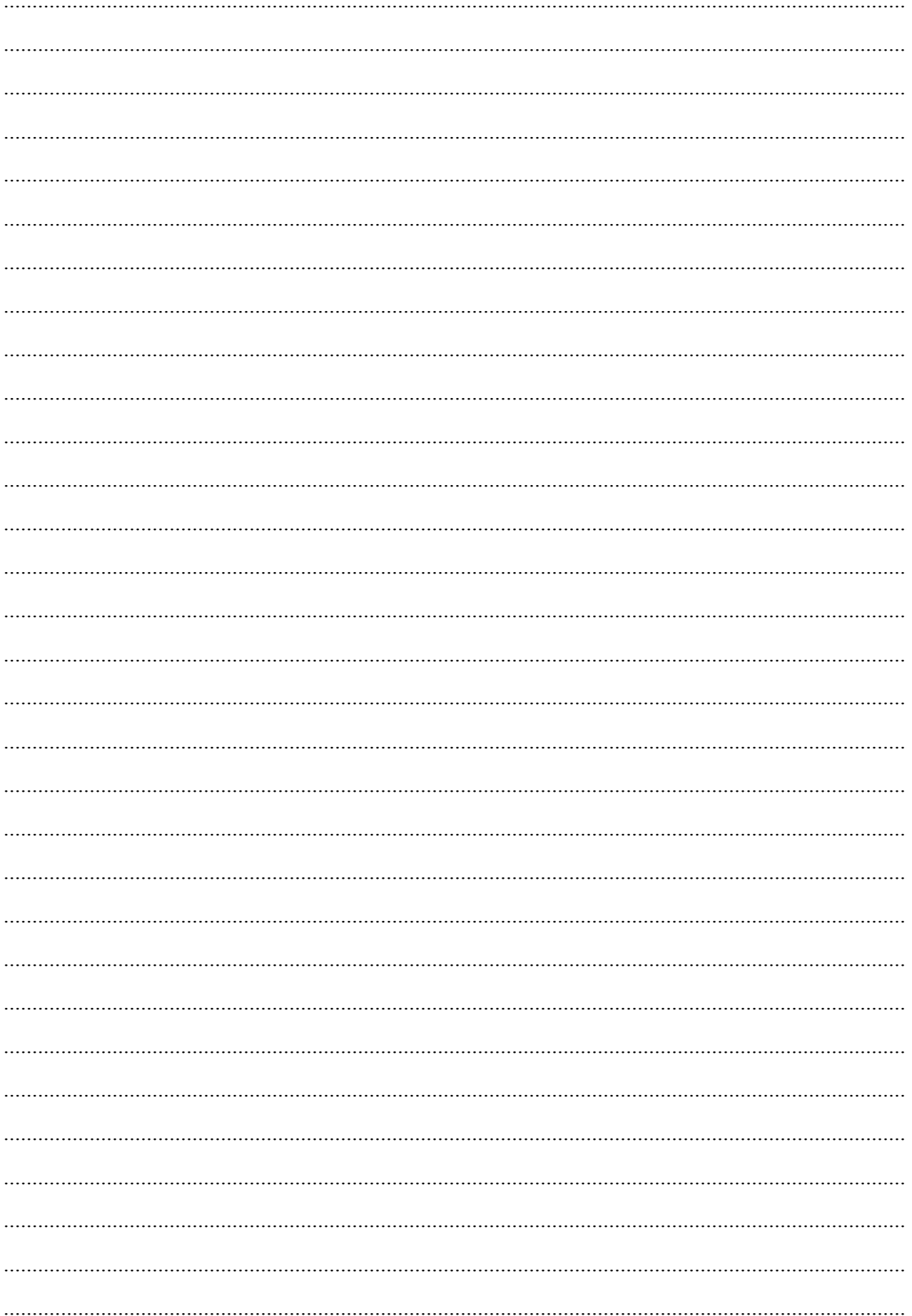
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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Individual Conference

During the year a minimum of 5 individual conferences will be held. However there can be more than 5 individual conference depending upon the need and convenience of the FWS. Before going for the individual conference, you are expected to prepare for the individual conference so that you can discuss all the problems and other points pertaining to field work practicum. For details on IC read field work manual (Block 1).

Report of Individual Conference 1

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

Date :

Time:

Duration :

Name of the FWS :

Report:

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Concurrent Field Work Reports

Concurrent Field Work Reports

You will be placed in a development project or agency for field work practicum by the FWS in groups of three to six. During the first year you are expected to gain 45 days of experience in the project/agency. These visits in social work terminology are called concurrent visits. **The student should do the 45 days of concurrent field work in one organisation only.** Your concurrent field work practicum reports are to be written after each visit. You may follow the instructions given in the journal for report writing.’

Part II of the journal deals with field work components. You are expected to read this portion before you write your draft report so that important points are included in the report. Depending on the activities you can use the space for each visit. For some visits you may require more space while for some others you may require less. It is desirable that you prepare a draft, correct it and then copy the same in your journal. Remember to write your journal in your own hand writing and never type the report. You must use the following proforma for writing the report:

Proforma for report on concurrent field work

Date of field work

Time spent in the agency

Activities performed today

Observations related to the agency functioning or related institution functioning.

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

Observations regarding client system and service delivery

Social work techniques used

Field work Supervisor comments

Concurrent Visit 1

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

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor*:

(* Agency Supervisor is the professional at the organization where your are doing field work. He/She will supervise your work at the organization you are placed.)

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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, intended for writing or drawing.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

A series of 30 horizontal dotted lines for writing.

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

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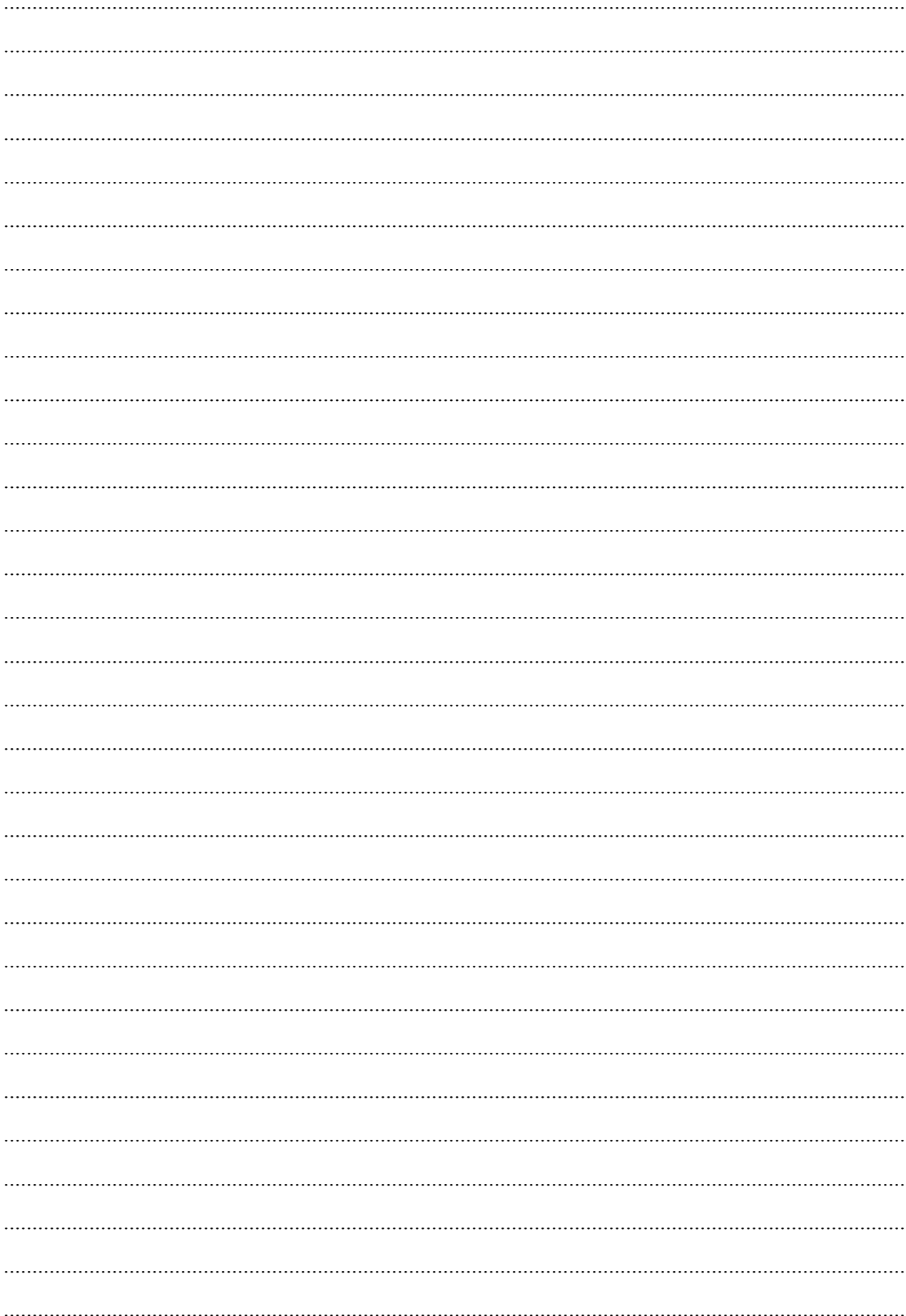
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date



Dotted lines for writing practice, arranged in horizontal rows across the page.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 4

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

A series of horizontal dotted lines for writing.

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Concurrent Visit 6

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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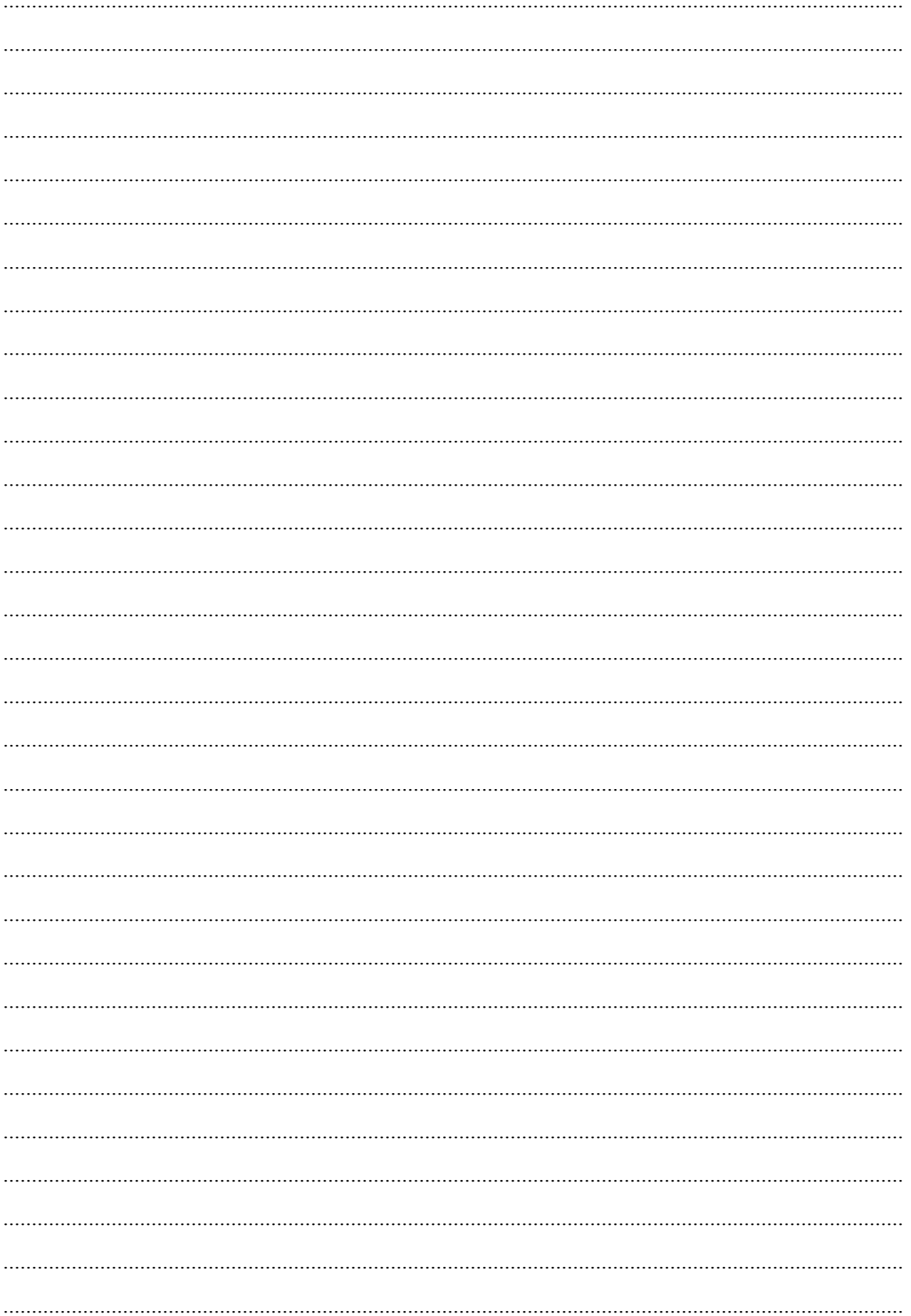
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A series of 25 horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

A series of 32 horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date



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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

A series of 30 horizontal dotted lines for writing.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Report of Individual Conference 2

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

Date :

Time:

Duration :

Name of the FWS :

Report:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Report of Group Conference (Wherever Feasible)

Group Conferences are to be held between the FWS and a group of students of MSW 1st year at the study centre. It is expected that a minimum of 5 group conferences are held during the year. However there can be more group conferences depending upon need/suggestion by FWS. Before going for the group conference you are expected to prepare for the same so that all the issues confronting you and the group or field/agency can be discussed with the FWS. Read Field Work Manual for more details.

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 10

Date:

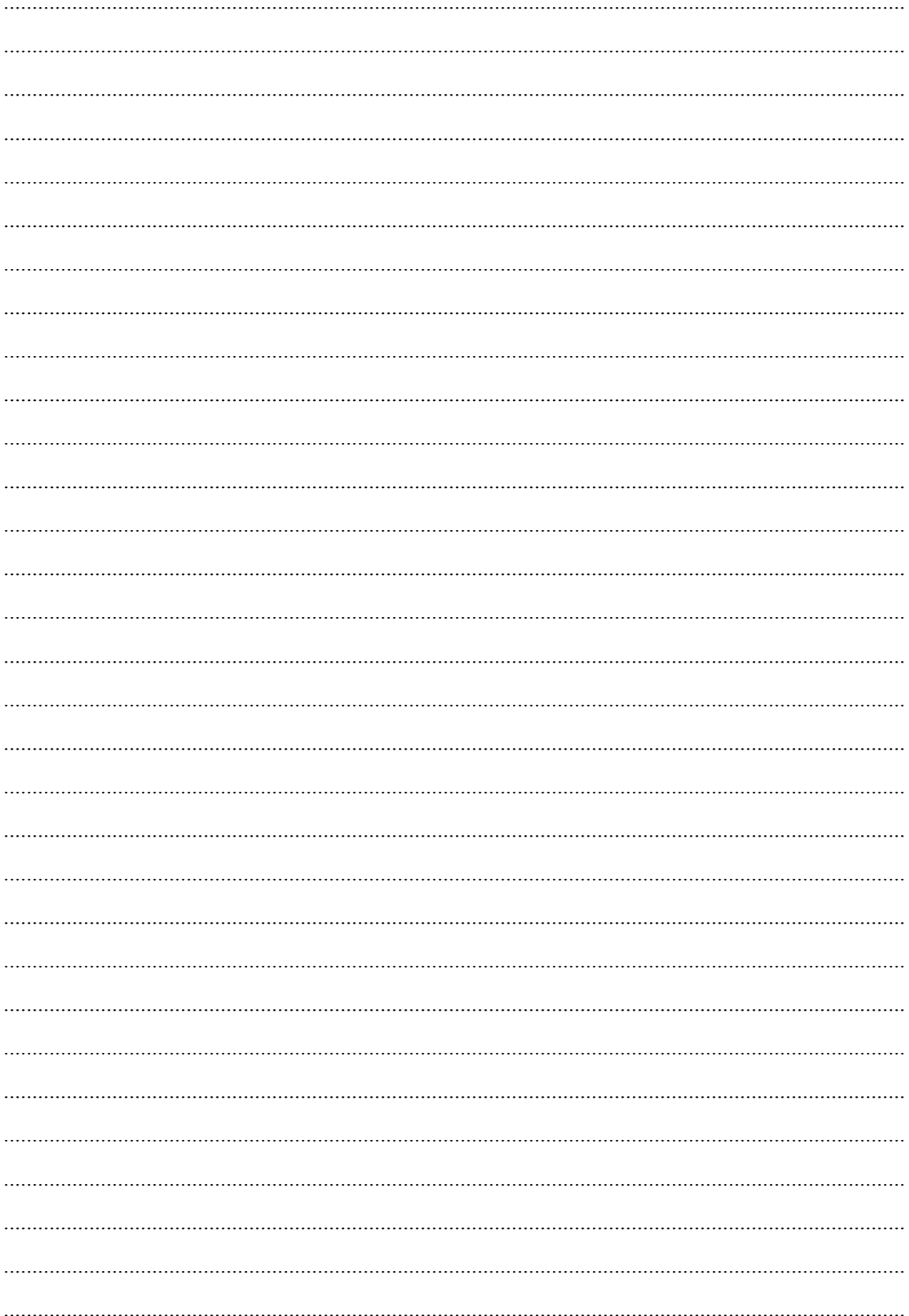
Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 11

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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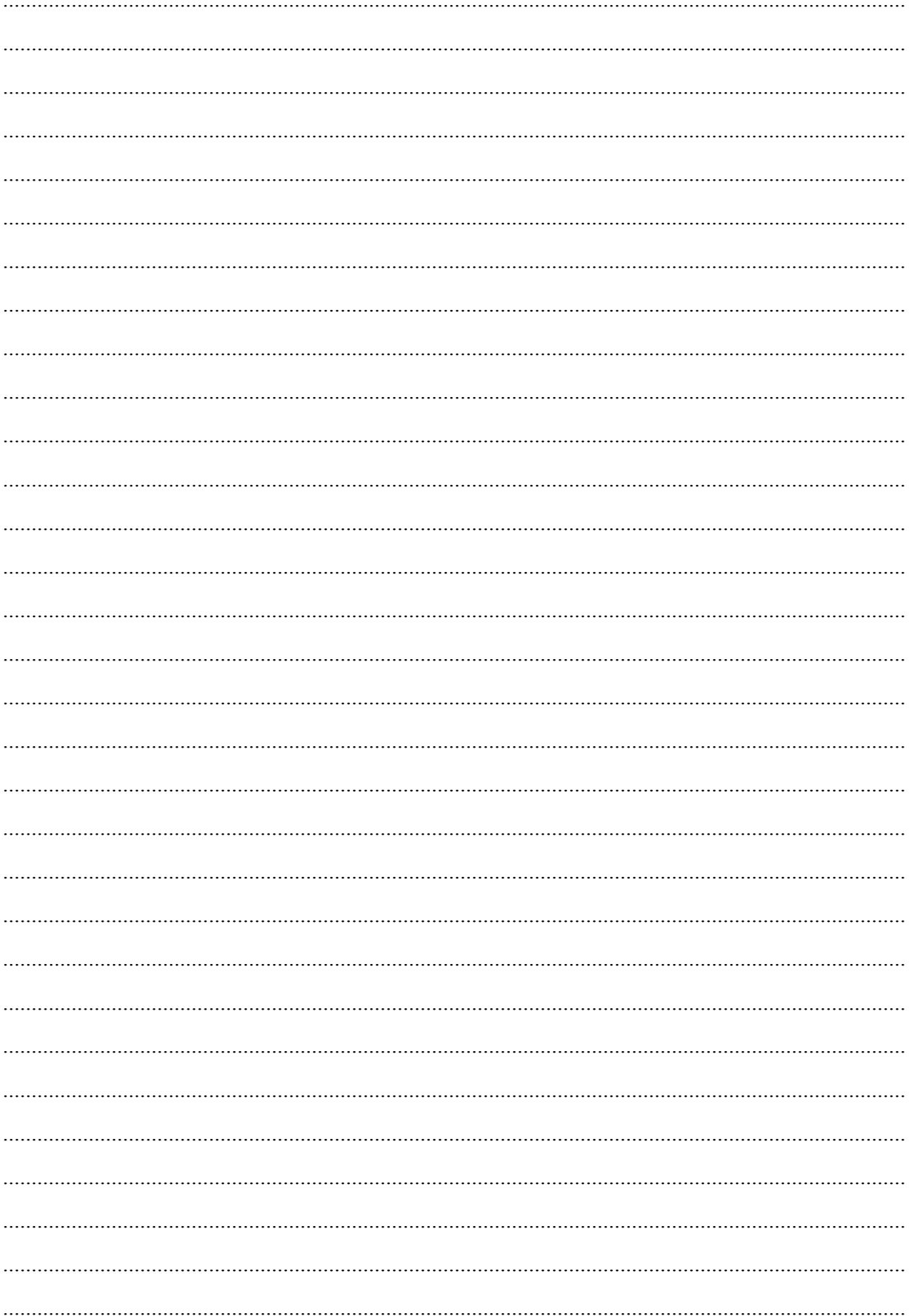
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Dotted lines for writing.



Concurrent Visit 13

Date:

Time :am topm Duration.....Hours

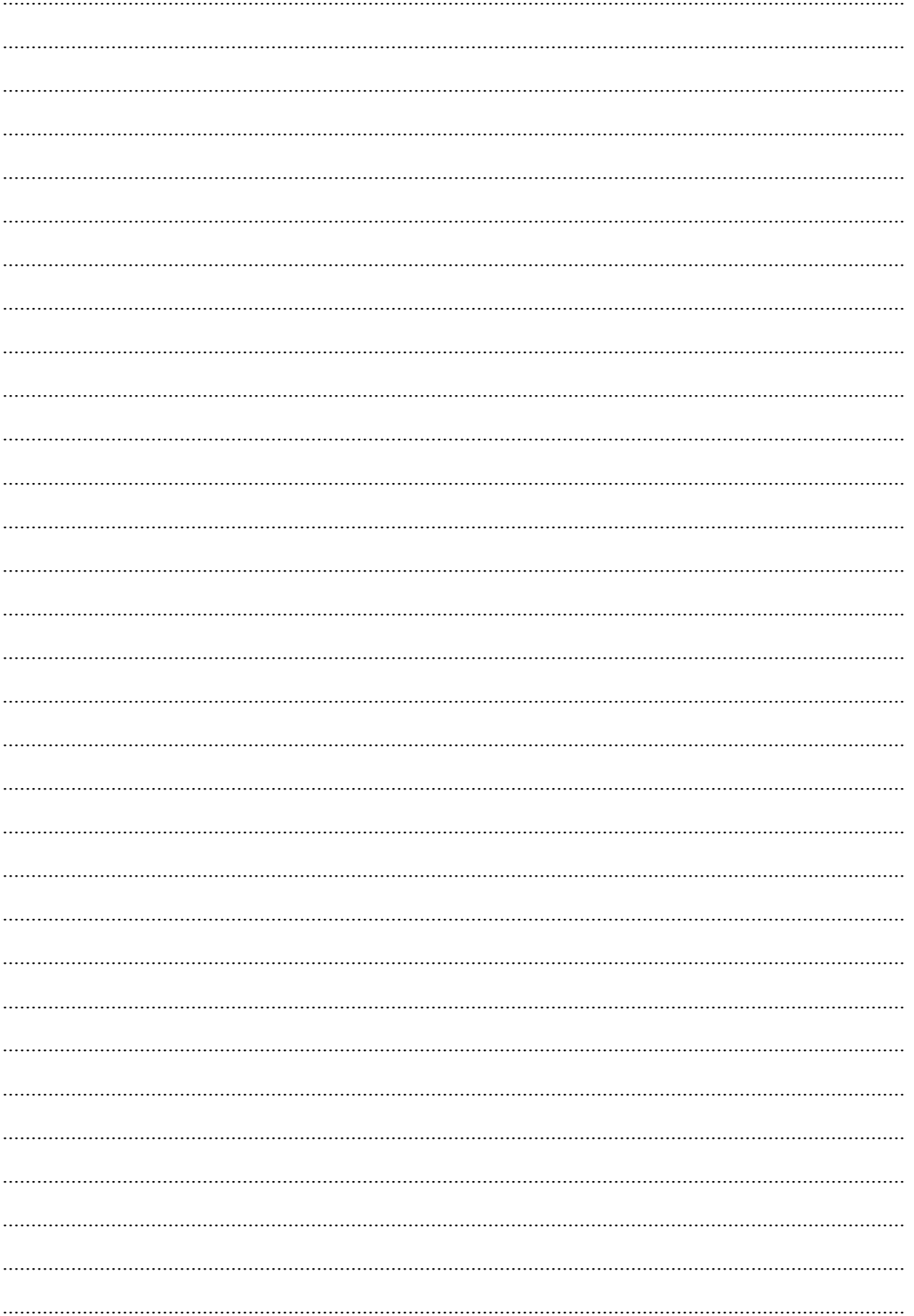
Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 14

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 15

Date:

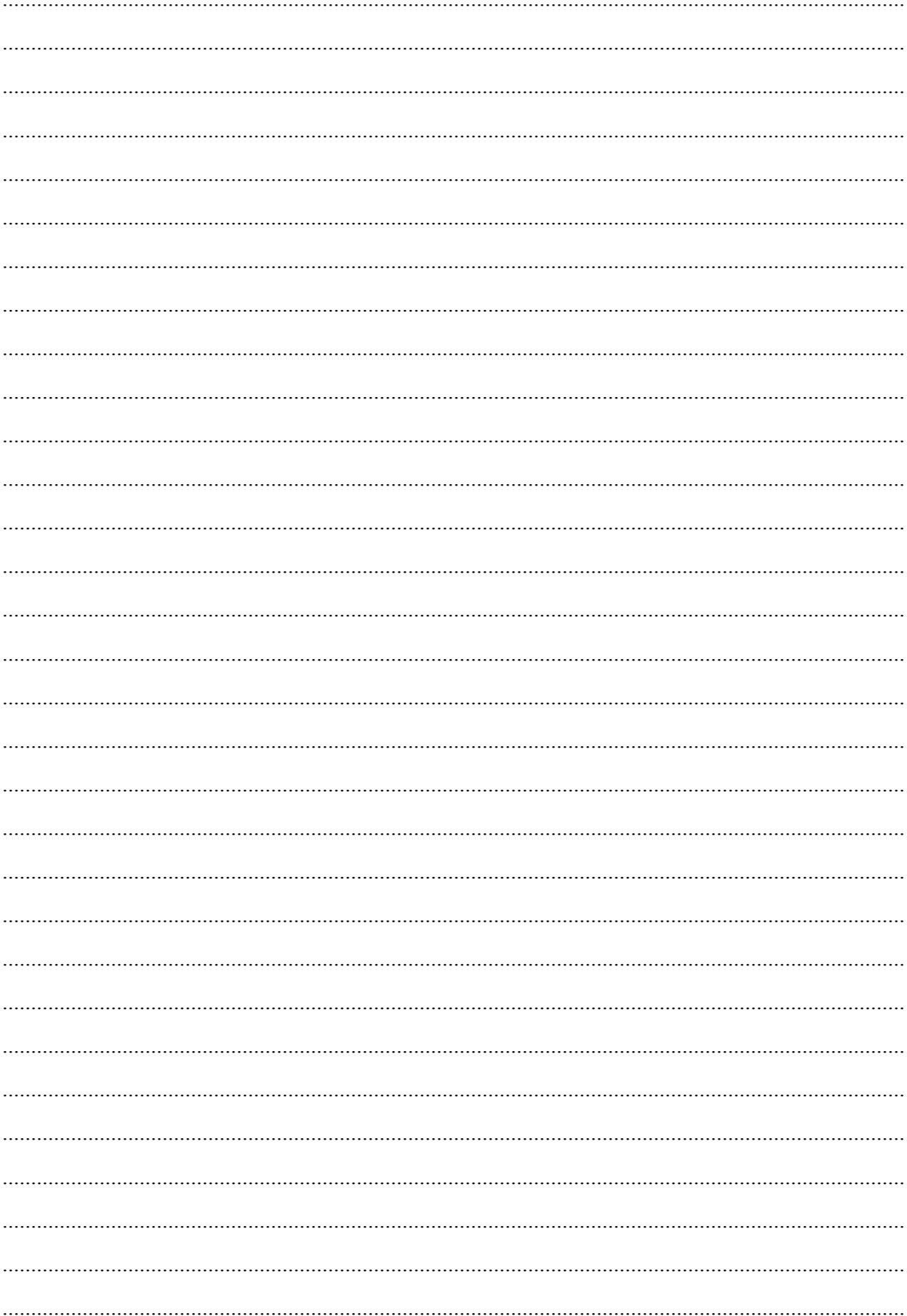
Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:





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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 17

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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A series of 25 horizontal dotted lines spanning the width of the page, providing a guide for handwriting practice.

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

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

Dotted lines for writing

Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Report of Individual Conference 3

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

Date :

Time:

Duration :

Name of the FWS :

Report:

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Report of Group Conference 2

Note: Attend GC before proceeding for your next field visit with your FWS and peer group pursuing MSW (1st year).

Date :

Time:

Duration :

Name of the FWS :

Name of group members present :

Field work issues discussed :

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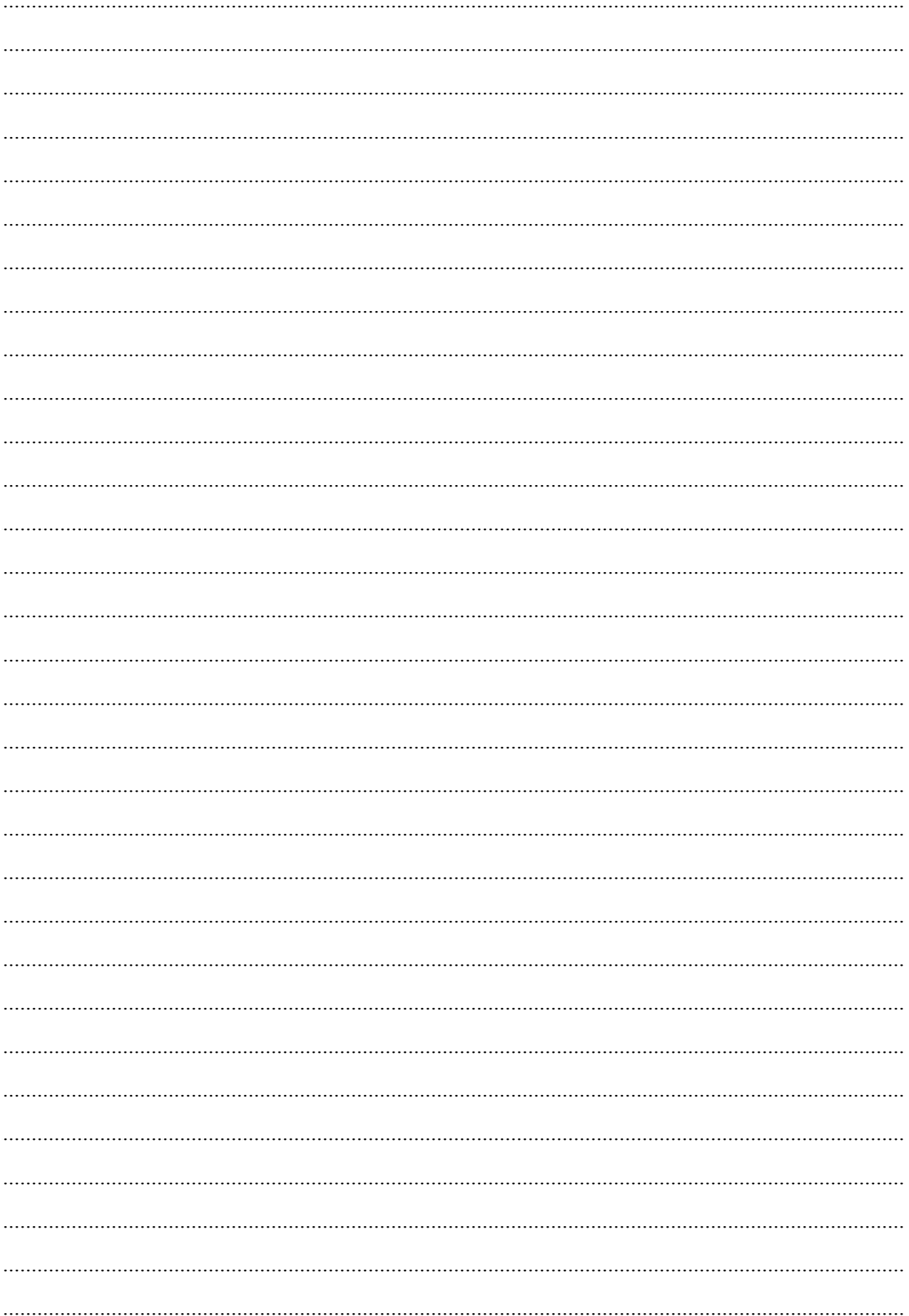
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 19

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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



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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

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 the entire width of the page.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 21

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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A series of horizontal dotted lines for writing.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 22

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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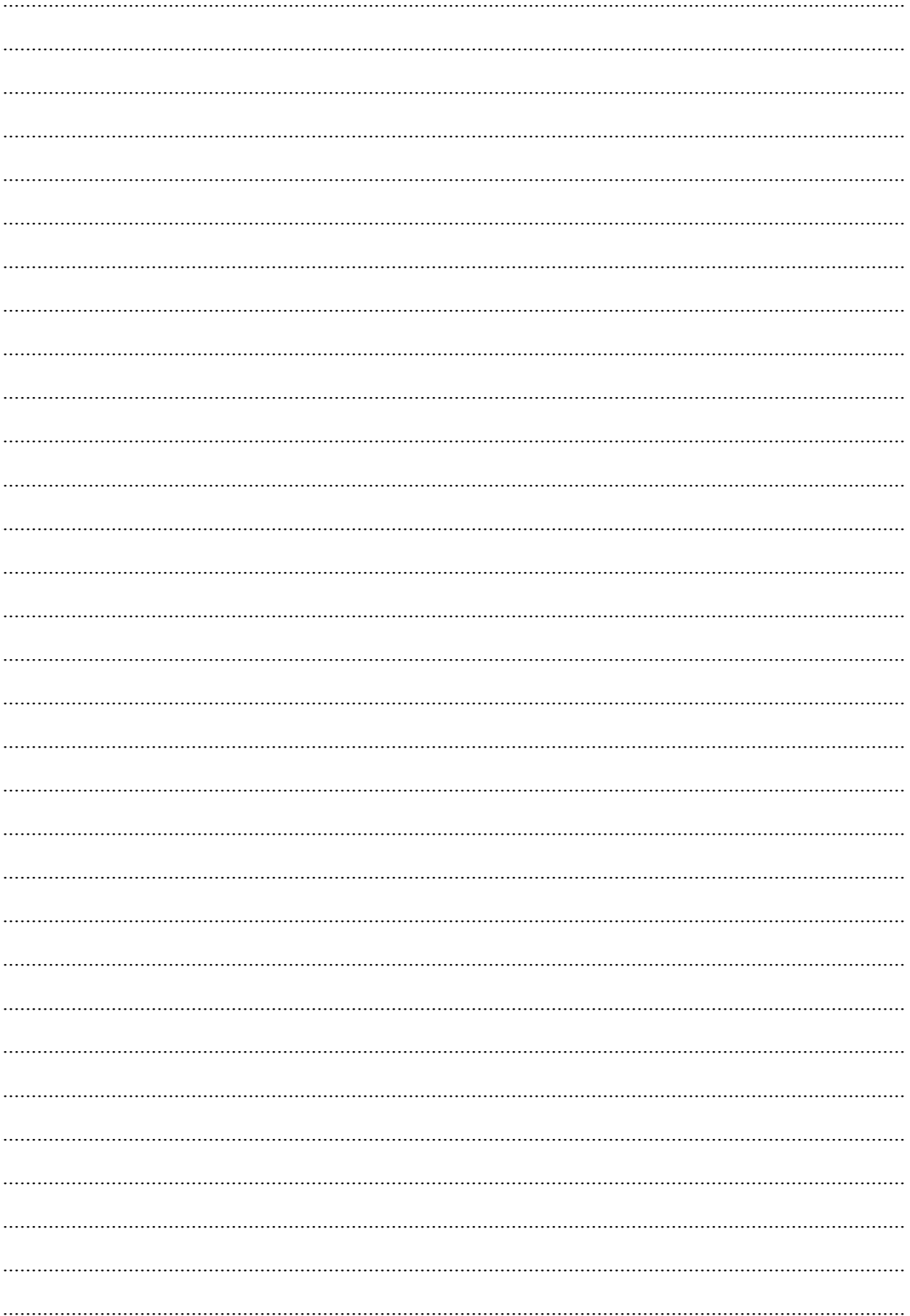
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A series of horizontal dotted lines spanning the width of the page, intended for writing or drawing.



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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 24

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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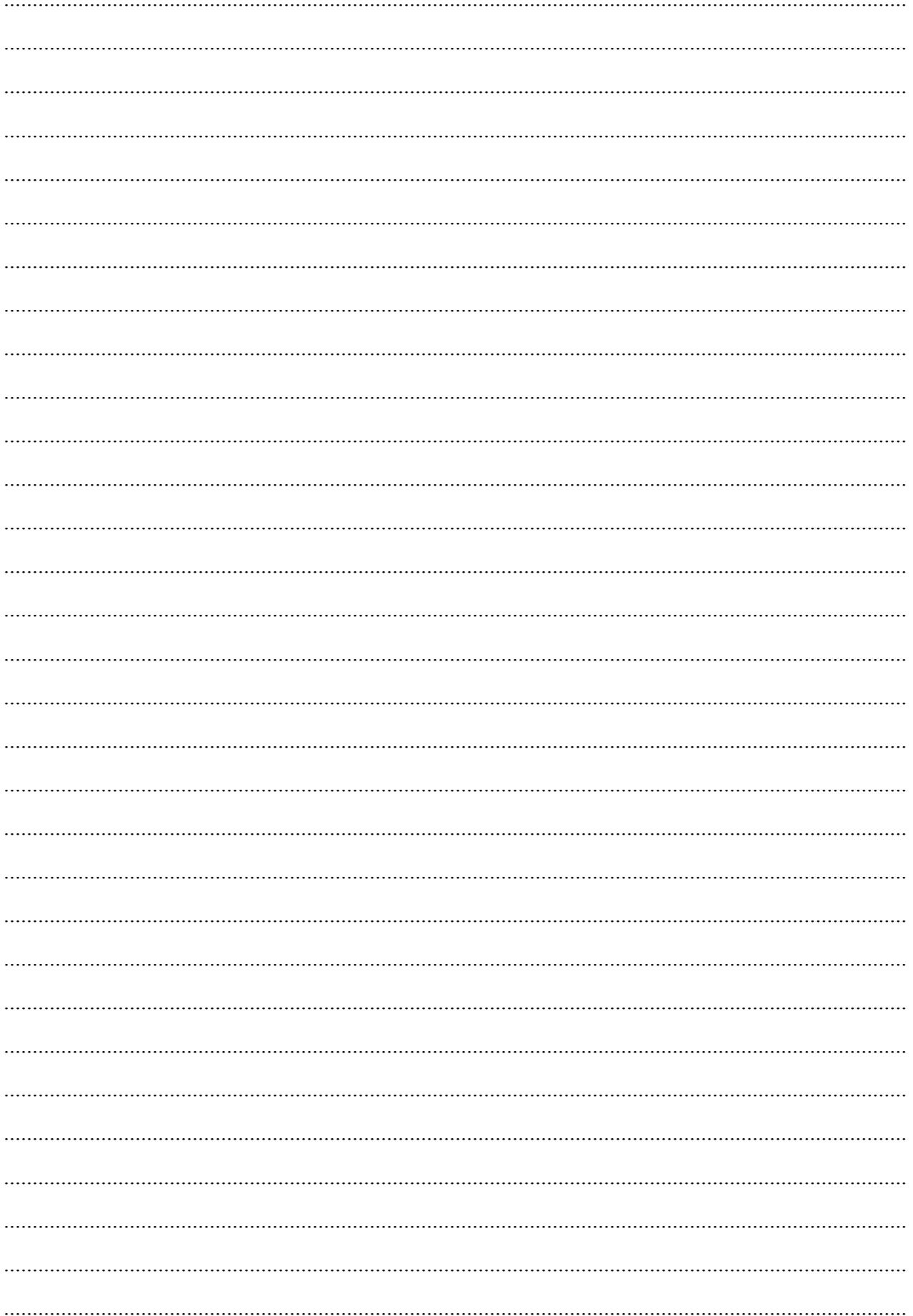
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A series of 30 horizontal dotted lines spanning the width of the page, intended for writing.

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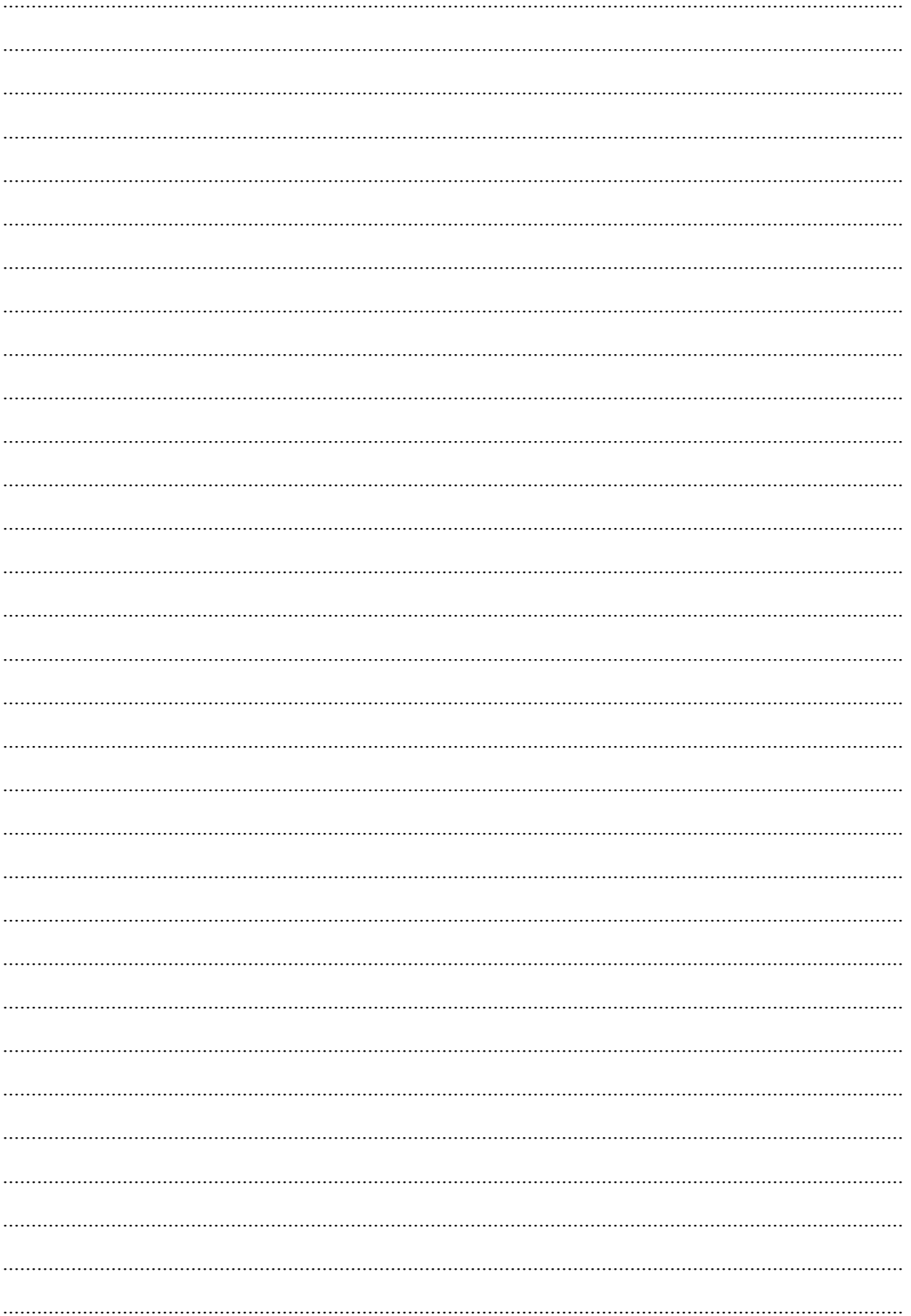
Date of Submission:



Comments by Field Work Supervisor

Signature and Date





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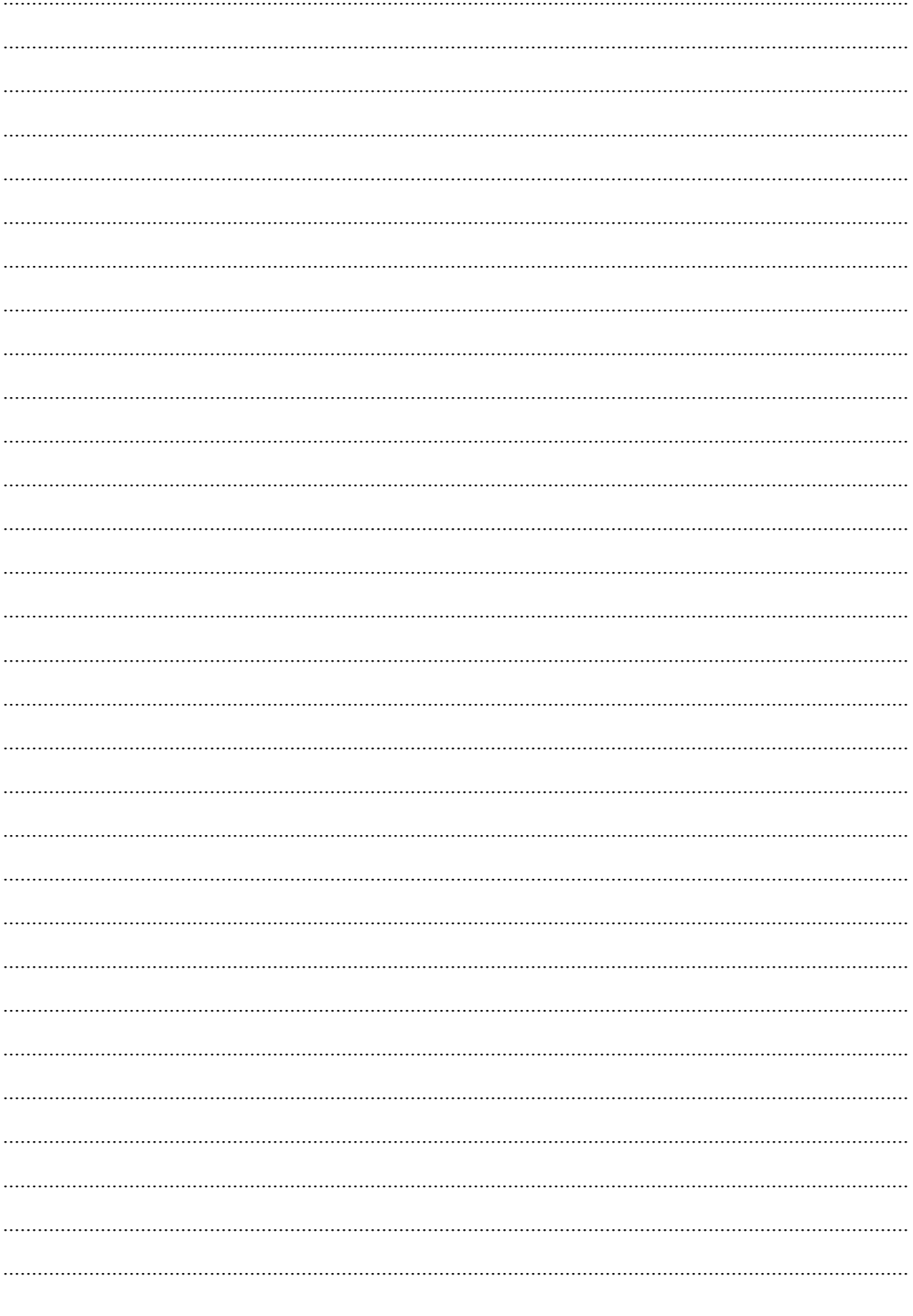
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Date of Submission: _____

Comments by Field Work Supervisor

Signature and Date





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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 27

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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A series of 30 horizontal dotted lines for writing.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Report of Individual Conference 4

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

Date :

Time:

Duration :

Name of the FWS :

Report:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Report of Group Conference 3

Note: Attend GC before proceeding for your next field visit with your FWS and peer group pursuing MSW (1st year).

Date :

Time:

Duration :

Name of the FWS :

Name of group members present :

Field work issues discussed :

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

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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A series of horizontal dotted lines for writing, consisting of 31 lines.

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 29

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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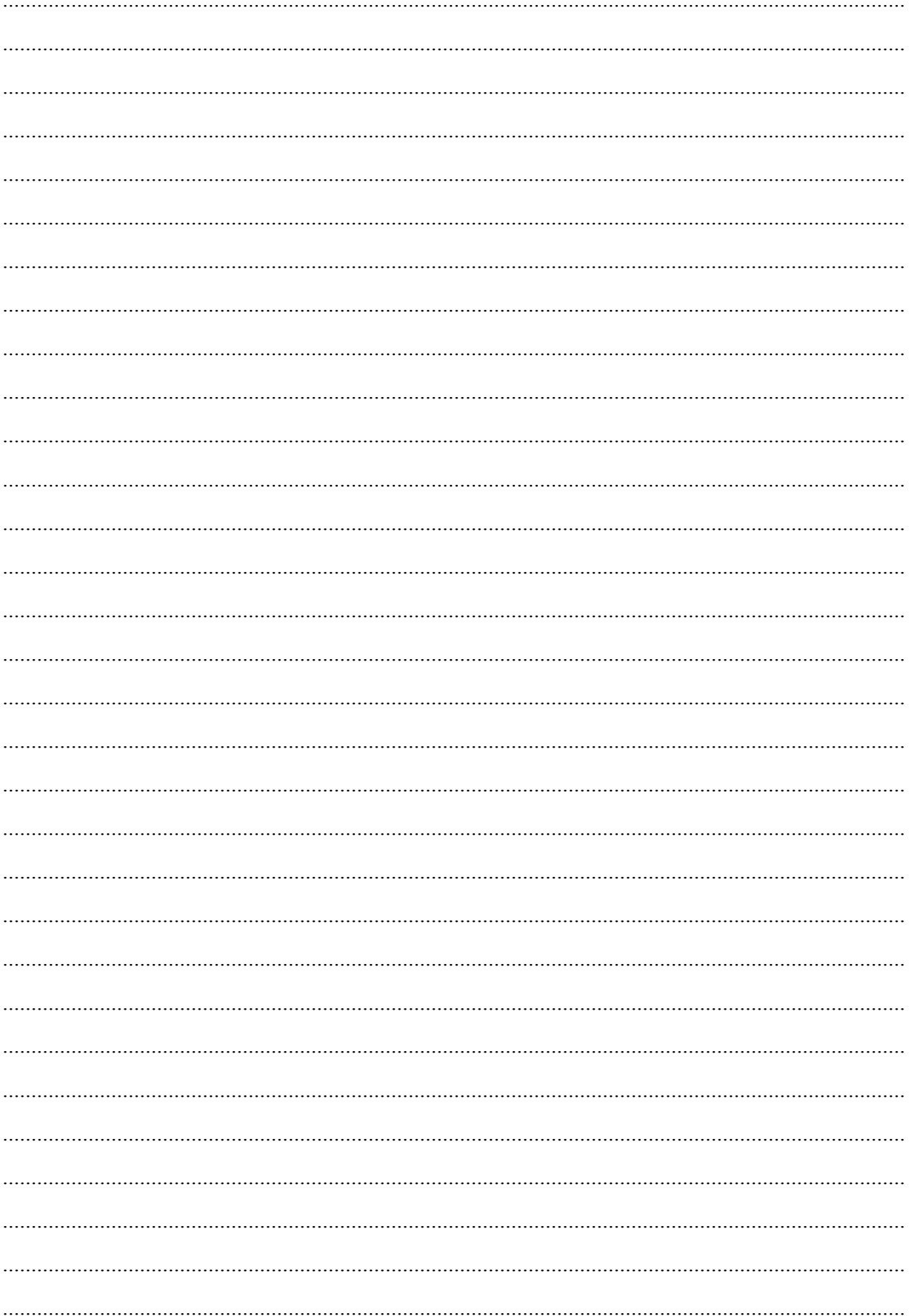
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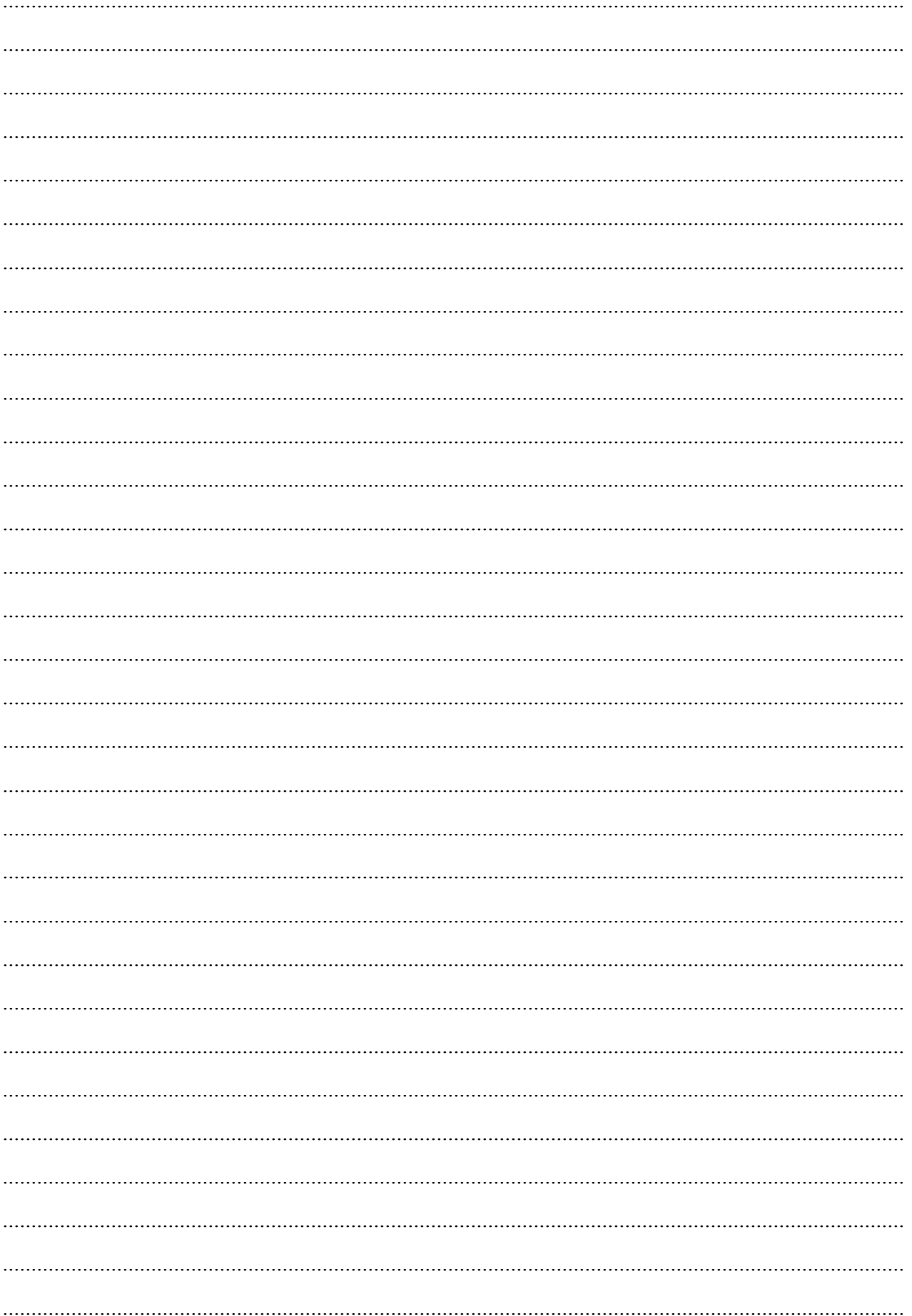
Date of Submission:



Comments by Field Work Supervisor

Signature and Date

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Dotted lines for text entry.

Date of Submission:

Horizontal line

Comments by Field Work Supervisor

Signature and Date

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

A series of 32 horizontal dotted lines spanning the width of the page, intended for writing or drawing.

Concurrent Visit 32

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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



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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 33

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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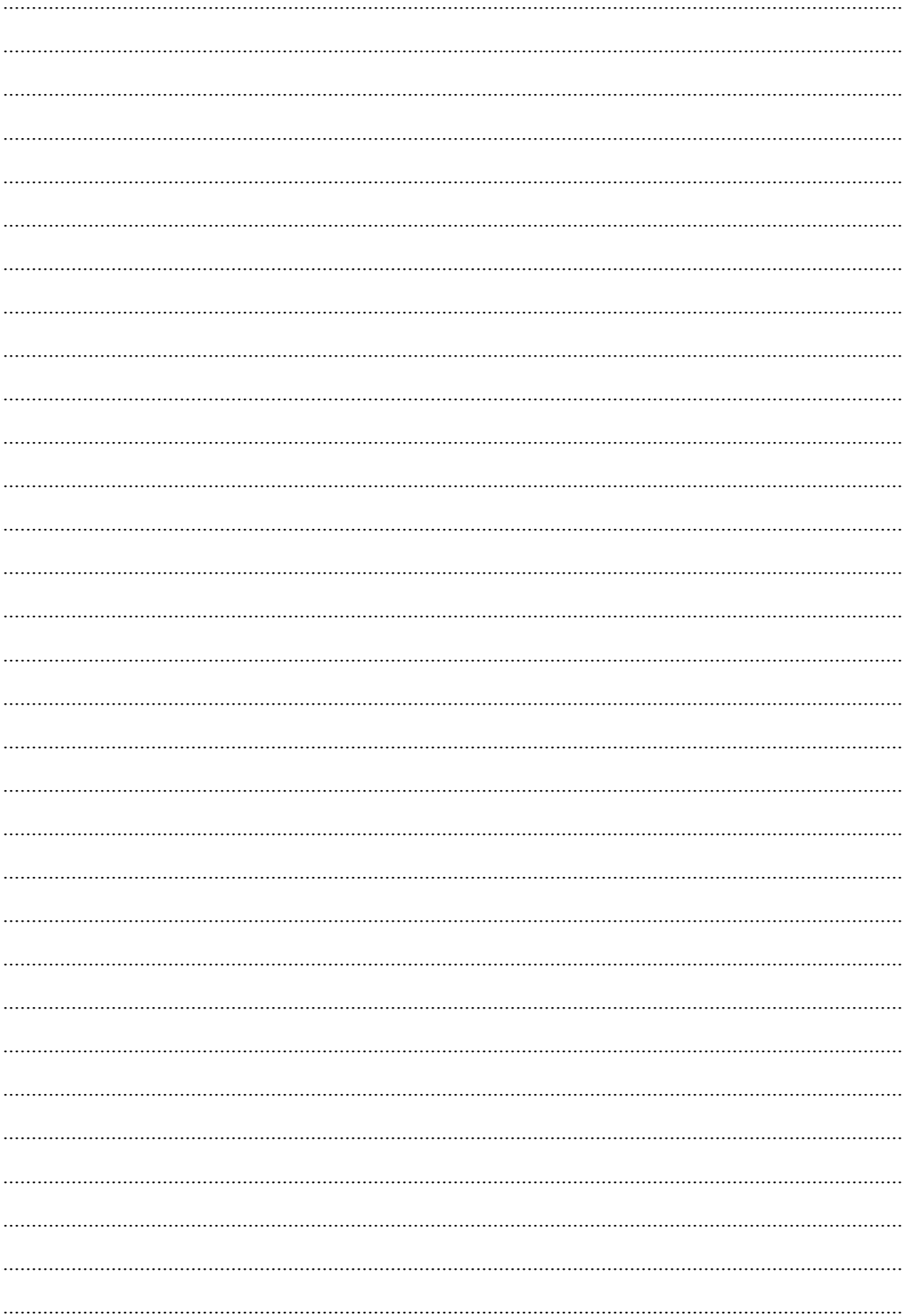
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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 34

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 35

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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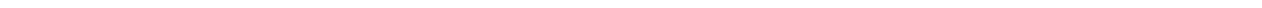
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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Concurrent Visit 36

Date:

Time :am topm Duration.....Hours

Name of the Organisation :

Name of the FWS :

Name of Agency Supervisor:

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

Report of Individual Conference 5

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

Date :

Time:

Duration :

Name of the FWS :

Report:

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Date of Submission:



Comments by Field Work Supervisor

Signature and Date

Report of Group Conference 4

Note: Attend GC before proceeding for your next field visit with your FWS and peer group pursuing MSW (1st year).

Date :

Time:

Duration :

Name of the FWS :

Name of group members present :

Field work issues discussed :

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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Date of Submission:

Comments by Field Work Supervisor

Signature and Date

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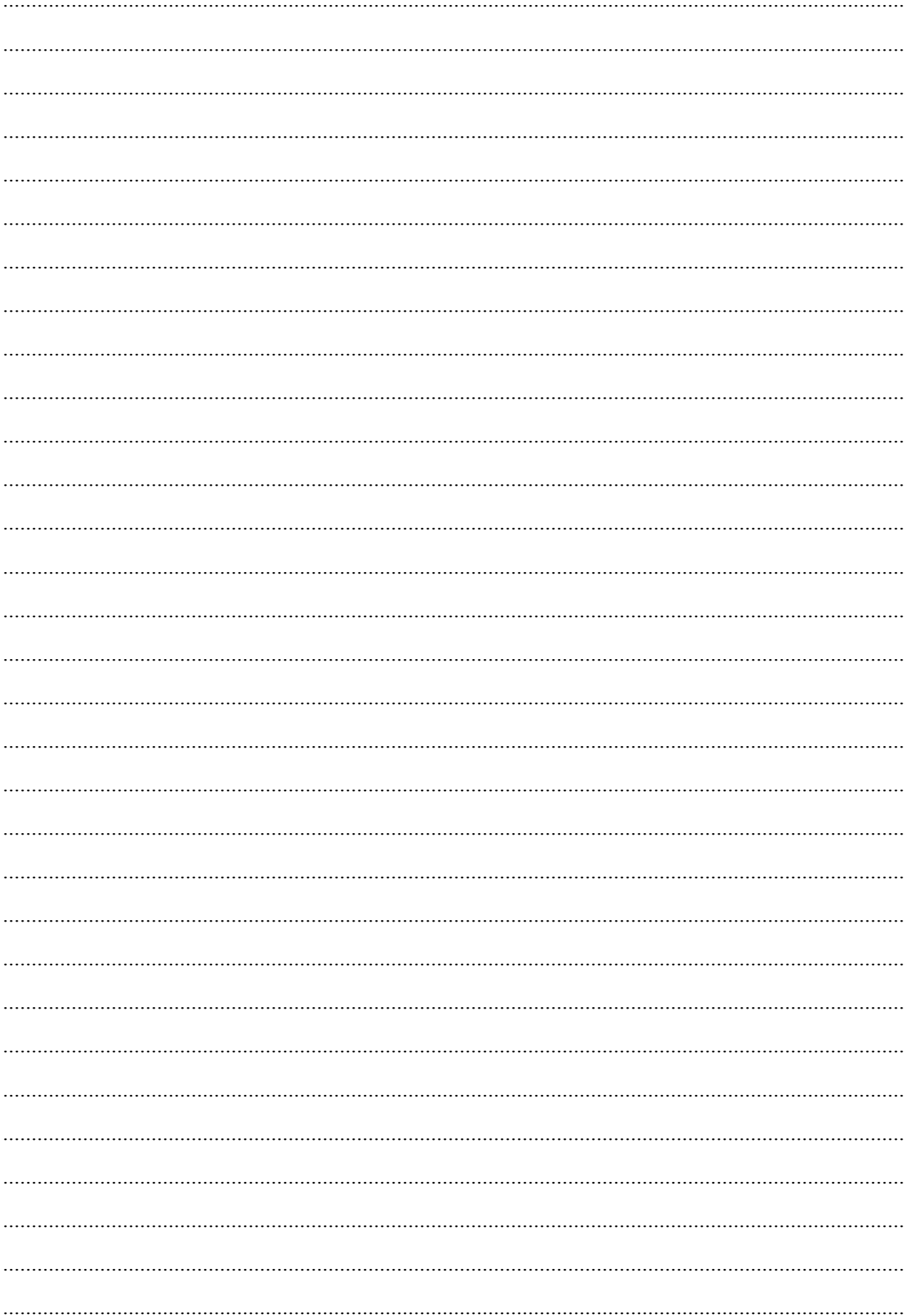
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Comments by Field Work Supervisor

Date and Signature

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Date of Submission: _____

Comments by Field Work Supervisor

Date and Signature

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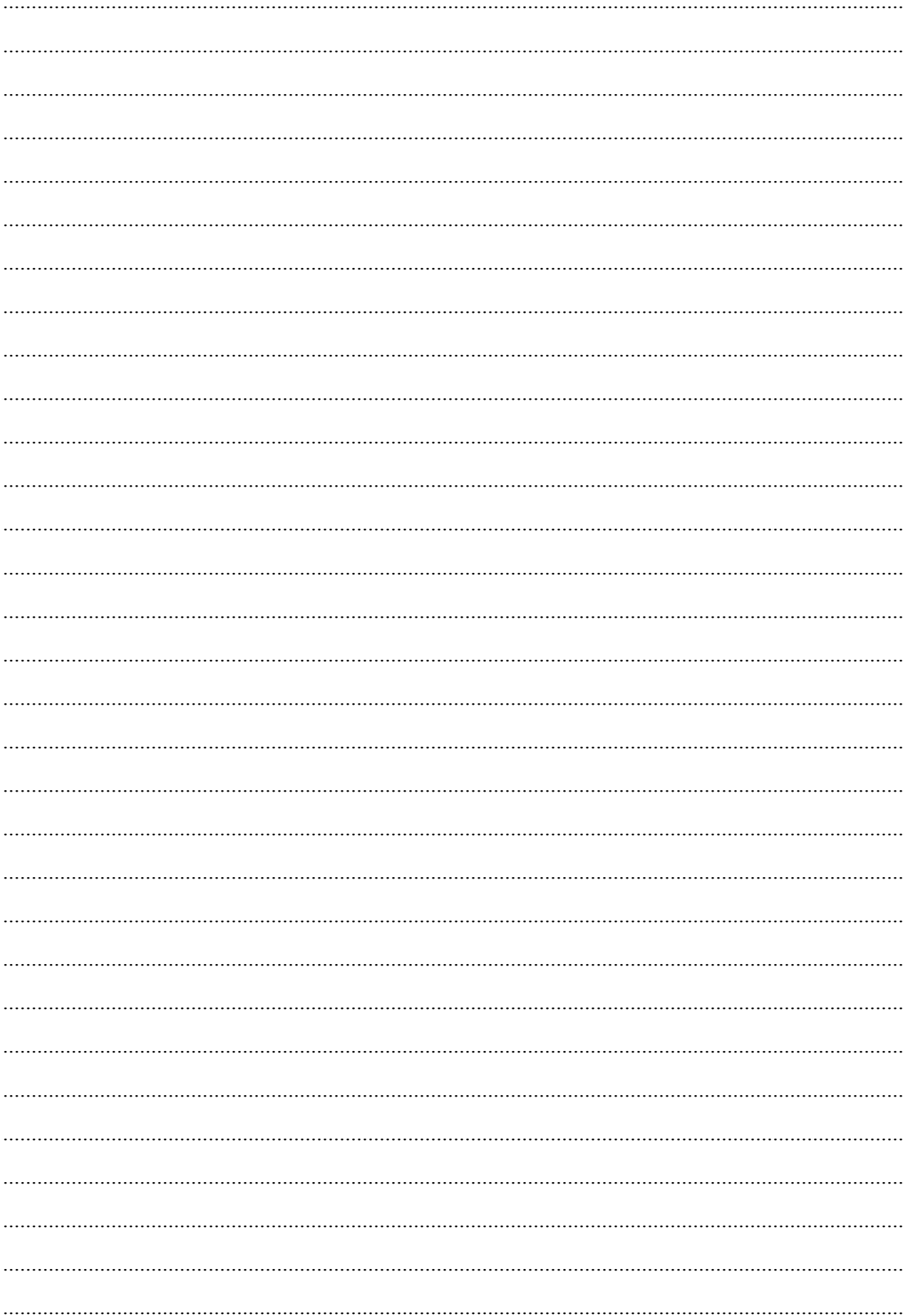
Date of Submission: _____

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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Self Evaluation Report by Student

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Summary Report of First Year Field Work

Summary Report of First Year Field Work
Agencies Visited

S.No.	Name of the agency	Date
1.	
2.	
3.	
4.	
5.	

Concurrent Visits

(Minimum 45)

S.No.	Main activity in one line	Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
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Term-End Self Assessment Form

TERM-END SELF ASSESSMENT FORM

The questionnaire is to be used for the purpose of testing your attitude, skills and knowledge related to social work. Since the course is being offered in the distance learning mode the learner community is bound to come from various walks of life age groups and geographical locations. Some of the questions will therefore appear to need more knowledge than you may have now or may seem irrelevant to you. There are no right and wrong answers to these questions and you will not be evaluated on that basis.

Skills

- 1) Can you name two welfare agencies located nearer to your home?
(i) (ii) (iii) Do not know
- 2) Name the media centre nearer to your home.
(i) (ii) Do not know
- 3) Can you name any two skills of a case worker?
(i) (ii) (iii) Do not know
- 4) Observation is method of social work research.
(a) Agree (b) Disagree (iii) Can't say
- 5) Name one of the most popular health awareness campaign in your locality in the recent past.
(i)
- 6) What do you understand by project report?
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- 7) It is easy to interpret the non-verbal communication (body language) of the person.
(a) Agree (b) Disagree (c) Can't say
- 8) The social worker consciously uses his/her self in his/her relationship with the client with the objective of changing the client's behaviour.
(a) Agree (b) Disagree (c) Can't say
- 9) Have you ever undergone any programme of study or learning in these areas like counseling, social service, advocacy.
(a) Yes (b) No
- 10) Have you ever made any attempt to involve in counselling individuals, when they were in stressful situation.
(a) Yes (b) No

- 11) Do you agree that the meaning of disabled, differently abled and specially abled is one and the the same?
(a) Yes (b) No
 - 12) Are you familiar with any research skills like conducting a case study, working out sampling or any similar skill?
(a) Yes (b) No
 - 13) Have you ever participated in any research work?
(a) Yes (b) No
 - 14) Do you have any experience in handling office related activity.
(a) lot of experience (b) litte experience (c) no experience
 - 15) Point out any three skills you think you posses.
(a) (b) (c) (d) none
- Mention any two aspects in social work practice that require you to exercise highest level of self control

Knowledge

- 1) The discipline of social work started in 1889:
(a) True (b) False
- 2) Social work education through distance learning began in 1977 in.
(a) UK (b) USA (c) Australia (d) India
- 3) Bhoodan movement is associated with:
(a) Raja Ram Mohan Roy (b) Vinoba Bhave (c) Swarni Dayanand Saraswati
- 4) Founder of Brahm a Samaj is:
(a) Swami Dayanand Saraswati (b) Raja Ram Mohan Roy (c) Gandhiji
- 5) Reforestation is associated with:
(a) Tree plantation (b) Cutting down trees (c) Environment Creation offorests
- 6) “Non-governmental Organizations are working against the govt. policies and programmes”.
(a) True (b) False (c) Can’t say
- 7) NSS is associated with:
(a) Social Work (b) Social Service (c) Nation Students Service (d) Nair Sewa Sangh
- 8) Social workers do not take part in policy formulation and development
(a) True (b) False (c) Can’t say
- 9) “Social work is Charity”.
(a) True (b) False (c) Can’t say
- 10) “Social work is a profession”.
(a) Agree (b) Don’t agree (c) Can’t say
- 11) Any one can be called professional social worker.
(a) Agree (b) Don’t agree (c) Can’t say

- 12) In Indian context Sharamdhan is social work.
 (a) Agree (b) Don't agree (c) Can't say
- 13) Social work and voluntarism are the same.
 (a) Agree (b) Don't agree (c) Can't say
- 14) Field work / practicals are not necessary for the social work students.
 (a) Agree (b) Don't agree (c) Can't say
- 15) Professional social work and doing charity are same
 (a) Agree (b) Don't agree (c) Can't say
- 16) Medha Patkar is associated with:
 (a) Bhoodan Movement (b) Green Peace Movement (c) Narmada Bachao Andolan
- 17) Name two health related government projects in your area on women and children.
 (a) (b)
- 18) How many levels do the local self-government institutions (Panchayati Raj) have in the area you live in?
 (a) One (b) Two (c) Three (d) Four (e) Can't say
- 19) Name two government schemes for empowerment of women:
 (a) (b)
- 20) Mohammad Yunus was awarded prize in the year 2006 for:
 (a) Social Work (b) Community work (c) Peace (d) Self Promoting Help Groups
- 21) HIV/AIDS is a communicable disease
 (a) True (b) False (c) Can't say
- 22) A social worker can solve the client's problem by making a personal relationship
 (a) Agree (b) Disagree (c) Can't say
- 23) A learner should give more focus on theory instead of field work.
 (a) Agree (b) Disagree (c) Can't say
- 24) Social work research and social action are one and the same.
 (a) True (b) False (c) Can't say
- 25) Social work and sociology are same disciplines
 (a) True (b) False (c) Can't say
- 26) Problem formulation is not necessary in social work research.
 (a) True (b) False (c) Can't say
- 27) Confidentiality and privacy is one and the same.
 (a) (b) (c)

Attitude

- 1) How comfortable are you when you work with members of the opposite sex.
 (a) Very comfortable (b) somewhat comfortable (c) Not comfortable

- 2) Democratic decision making is both time consuming and inefficient:
 (a) Agree (b) Disagree (c) Can't say
- 3) Poor people can never be satisfied as they keep demanding for more services, aid and grant.
 (a) Agree (b) Disagree (c) Can't say
- 4) Leaders cannot change their attitudes.
 (a) Agree (b) Disagree (c) Can't say
- 5) You must always counsel young people to follow age old traditions.
 (a) Agree (b) Disagree (c) Can't say
- 6) How do you prefer to work?
 (a) Alone (b) With person of your choice (c) Part of a team
- 7) Villagers can not take decisions
 (a) Agree (b) Disagree (c) Can't say
- 8) Villagers should not be given education
 (a) Agree (b) Disagree (c) Can't say
- 9) Caste and class distinctions are natural in every society
 (a) Agree (b) Disagree (c) Can't say
- 10) A scheduled caste person should not be given entry to a hindu temple
 (a) Agree (b) Disagree (c) Can't say
- 11) Do you think "Homosexuality" should be given a legal status
 (a) Agree (b) Disagree (c) Can't say
- 12) Do you think by nature women belong to the weaker sections of the society
 (a) Agree (b) Disagree (c) Can't say
- 13) All religions are equal
 (a) Agree (b) Disagree (c) Can't say
- 14) Beggars are a nuisance of any society and any means is justified to control this problem
 (a) Agree (b) Disagree (c) Can't say
- 15) All tribes live in forests, mountains and remote areas, and live by food gathering
 (a) Agree (b) Disagree (c) Can't say
- 16) Drug addicts can be fully cured.
 (a) Agree (b) Disagree (c) Can't say
- 17) Separate hospitals should be set up for the HIV/AIDS infected.
 (a) Agree (b) Disagree (c) Can't say
- 18) Do you think that you are an emotional person that is a person who reacts with strong emotions to the various events taking place around you?
 (a) Yes (b) No (c) Can't say
- 19) A good professional needs only knowledge and skills and need not be cone ed with qualities like punctuality, responsibility and accountability. These qualities are the management's responsibilities.

(a) Agree

(b) Disagree

(c) Can't say

- 1) How would you define acceptance?
- 2) In what way your present level of acceptance be a positive influence on the client?
- 3) Working on improving marital relationship of a couple, you come to know that the man is having an extra marital affair and the wife is not aware?

What ethical principle will you follow in the following case?

- 4) People who ask for financial help are weak.
- 5) Seeking counseling services an indication of weak personality.
- 6) List three most important qualities which you think are required of a social worker for effective practice.

Name three problems you would not like to work with.

What according to you is the single most difficult part of being a social worker.

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. Pre-term Self Assessment Form filled
3. Attended Induction Meeting and report written
4. 5 Orientation Visits done and reports written
5. 45 days Concurrent Visits in one organization done and reports written by self
6. 5 ICs attended; reports written
7. 5 GCs attended; reports written
8. Self Evaluation Report written
9. Summary reports written
10. Term-end Self Assessment Form filled
11. Pasted Certificate from Agency in the box provided
12. Filled in Log Sheet duly signed by Agency Supervisor
13. Filled Face Sheet I (self) and Face Sheet II (FWS)
14. Agency Certificate filled and signed

Evaluation

Evaluation of first year MSW field work

Knowledge

- 1) Extent of understanding the agency's place in the larger social system and its influence on the agency.
- 2) Extent of understanding the policies and procedures of the agency, organizational structure and its influence on service delivery.
- 3) Extent to which the learners applies this knowledge to the fieldwork practice.
- 4) Extent of knowledge of the various programmes the agency implements and the nature of beneficiaries.
- 5) Ability to identify different factors in the neighbourhood and the community that affect client system and the problems caused due to that. Understanding of the macro level causes and micro level causes of the problems have to be understood.
- 6) Ability to identify relevant knowledge that needs to be applied and correlate theory with the social reality, the learner observes in the field.
- 7) Ability to locate various service providers in the area by which he/she can do referral work.
- 8) Extent of understanding the roles of himself/herself, the supervisor's and the client's in the fieldwork process.
- 9) Ability to identify the sources in the community from where material and non-material resources can be raised.
- 10) Ability to understand the importance of participation of the beneficiaries in the programme and devise method to enhance the same.
- 11) Extent of understanding the importance of planning, implementing and evaluation of projects.

Skills

- 1) Data collection and analysing skills that will substantiate his/ her findings in field. The learner should be able to work in variety of situations and choose appropriate tools.
- 2) Mobilise resources from the community by convincing individuals and organizations of the worthiness of the cause and the advantage that they may gain from the same.
- 3) Planning, organizing, implementation and evaluation skills. This includes the ability to set priorities according to the social situation, agency policies and resources available.
- 4) Motivational skills to improve people participation.
- 5) Ability to understand and manage groups and their internal dynamics.
- 6) Recording and presentation skills.
- 7) Public speaking skills and proficiency in one to one conversations.
- 8) Ability to make use of the fieldwork conferences in a creative manner.
- 9) Extent of understanding the ways by which commonly found obstacles in the field can be tackled. For example, patriarchy influences women's participation in programme and learner's ability to deal with the problem effectively.

- 10) Ability to work well in a team with diverse members and ability to influence it in a conducive manner.
- 11) Ability to form professional relationship with other members of the agency and beneficiaries.
- 12) Ability to learn from practical experience and supervisory feedback.
- 13) Ability to make constructive use of the volunteers available!
- 14) Ability to make constructive use of the common resources available ..
- 15) Ability to draft simple letters, minutes of the meetings and the reports of the activities undertaken.
- 16) Ability to tactfully give constructive suggestions for improvement of agency's functioning.
- 17) Ability to convey interest, concern and capacity to empathise with the client system.
- 18) Development of the ability to break larger problems into simpler ones and deal with them accordingly.

Attitude

- 1) Regularity, punctuality and commitment to work and in submission of the fieldwork records.
- 2) Importance given to the requirements of the situation especially in the matters of dressing properly, showing respect to elders, seniors and clients in the agency keeping in mind the culture of the place.
- 3) Ability to implement in his/her work, the social work principles of acceptance, self-determination, nonjudgmental attitude and limited emotional involvement.
- 4) Ability to work as part of the team of professional and volunteers by shedding egoism and destructive individualism.
- 5) Growth of self-awareness.

Development of the professional self

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

- 1) Ability to prevent personal bias and values from interfering in his/her relationship with the client.
- 2) Ability to control frustration, anger and other negative emotions when events do not go as she/he wants.
- 3) Ability to work with other members and client system without passing negative judgments about them and their capabilities.
- 4) Ability to treat clients with a professional approach, regardless of their socio-economic background.
- 5) Increasing ability to understand the influence of his/her behaviour on different clients and conscious use of the knowledge to improve social relationship.
- 6) Ability to react aptly to different situations and adjust quickly with diverse types of people.
- 7) Ability to be a self-starter and take initiative in the tasks assigned to him/her.
- 8) Increasing curiosity in the matters related to his /her work and seeking opportunities to increase his/her knowledge and skill base.

Learn evaluation in the narrative mode

You can give the positive and negative aspects of the fieldwork performance with illustrative examples to support your view point.

Evaluation Report of Supervisor

GRADE SHEET

Total Marks : 200

CONCURRENT FIELD WORK

Field Work Supervisor : 100 (Internal)

Faculty SOSW, IGNOU : 100 (External)

Criteria for Marking	Total Marks	Marks obtained	
1) Induction Meeting Attendance and Report	10		
2) Orientation visit Attendance and Report	20		
3) Concurrent Field visit Attendance & Recording	50		
4) Individual Conference/ Group Conference Attendance and Report	15		
5) For completion of checklist on page no. 299	05		
Total	100		
Marks Assigned:			Marks Assigned:
In words:			In words:
Signature & Date:			Signature & Date:

Note : 1. A Student needs to secure a minimum of 50% marks by both internal and external Supervisors respectively in order to pass.

2. Wherever Group Conference is not feasible, the internal Supervisor may give Marks in that column based on the over all performance of the student.

AGENCY CERTIFICATE

This is to certify that Mr./Mrs.

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

for Concurrent Field Work of minimum 45 days. His/her performance during the period was found to be not satisfactory / satisfactory /good / very good.

Signature, Name & Address of.....

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Agency Supervisor.....

Phone No.

E-mail :

Date :

