



MANUAL FOR SUPERVISED PRACTICUM

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

EXPERT COMMITTEE (Original, 2010)

Prof. V. N. Rajasekharan Pillai

(Chairperson)

Vice Chancellor

IGNOU, New Delhi

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

Prof. Manju Mehta
Department of Psychiatry
AIIMS, New Delhi

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

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

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

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

Prof. Vibha Joshi
School of Education
IGNOU, New Delhi

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

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

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

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

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

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

Ms. Reena Nath
Practising Family Therapist
New Delhi

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

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

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

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

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

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

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

Mr. Sangmeshwar Rao
Producer, EMPC,
IGNOU, New Delhi

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

Acknowledgement:

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

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

Prof. Neerja Chadha
Professor of Child Development
School of Continuing Education
IGNOU, New Delhi

Dr. Amiteshwar Ratra
Associate Professor
STRIDE, IGNOU, New Delhi

EXPERT COMMITTEE FOR MINOR REVISION (2020)

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

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

Prof. Rajni Dhingra
Dean, Faculty of Science &
Professor of Human Development
University of Jammu, Jammu

Prof. Manju Mehta
Professor (Retd.)
Department of Psychiatry
AIIMS, New Delhi

Prof. Rajesh Sagar
Department of Psychiatry
AIIMS, New Delhi

Dr. Jitendra Nagpal
Sr. Consultant Psychiatrist
Moolchand Medcity, New Delhi

Prof. Sudha Chikkara
Department of Human
Development and Family Studies
CCSHAU, Hisar, Haryana

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

Prof. Rekha Sharma Sen
Professor of Child Development
SOCE, IGNOU, New Delhi

Prof. Namita Ranganathan
Central Institute of Education
University of Delhi, Delhi

Dr. Neerja Sharma
Associate Professor (Retd.)
Human Development and Childhood Studies
Lady Irwin College
University of Delhi, Delhi

Dr. Renu Gulati
Associate Professor
Human Development and
Childhood Studies
Institute of Home Economics
University of Delhi, Delhi

Prof. Neerja Chadha
(Convenor & Programme Coordinator)
Professor of Child Development &
Former Director, School of Continuing
Education, IGNOU, New Delhi

Dr. Amiteshwar Ratra
(Programme Coordinator)
Associate Professor
STRIDE, IGNOU, New Delhi

COURSE WRITERS (Original)

This Manual is adapted from Course MRDP-001 of IGNOU

Adapted and development by :

Dr. Amiteshwar Ratra
(Convenor & Programme
Coordinator)
Research Officer, NCDS

Dr. Navita Abrol
Consultant, NCDS
IGNOU, New Delhi

EDITORS (Original)

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

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

Prof. Neerja Chadha
Professor of Child Development
School of Continuing Education
IGNOU, New Delhi

Acknowledgment: The Artwork for the cover page is adapted from MES-016 of IGNOU

COURSE COORDINATORS AND COURSE REVISION TEAM (2020)

Dr. Amiteshwar Ratra
Associate Professor
STRIDE, IGNOU
New Delhi

Prof. Neerja Chadha
Professor of Child Development
School of Continuing Education
IGNOU, New Delhi

PRINT PRODUCTION

Mr. Rajiv Girdhar
Assistant Registrar (P)
MPDD, IGNOU, New Delhi

Mr. Hemant
Section Officer (P)
MPDD, IGNOU, New Delhi

March, 2021

© Indira Gandhi National Open University, 2021

ISBN: 978-93-90773-74-9

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

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

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

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

Printed by: Chandra Prabhu Offset Printing Works Pvt. Ltd., C-40, Sector-8, Noida-201 301 (U.P.)

Dear Learner,

This course “Counselling and Family Therapy: Research Methods and Statistics — Supervised Practicum” (MCFTL-005) is the practical counterpart of the theory course “Counselling and Family Therapy: Research Methods and Statistics” (MCFT-005). This Supervised Practicum course is of 2 credits. As you were informed through the Programme Guide, one credit is of 30 hours involvement by the learner. Therefore, the approximate time expected of you for the completion of this practicum is $30 \times 2 = 60$ hours. If you engage four hours a day for doing this practicum, you will require 15 days to complete the work on this practicum.

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

In the various theory papers we have tried to provide you adequate knowledge and information about the **what, why** and **how** of counselling and family therapy and the numerous areas and issues associated with counselling and family therapy. Learning the theory alone does not qualify a student to be a ‘Master’ in counselling and family therapy discipline. It is essential that students pursuing study in counselling and family therapy, understand primary and secondary data as well as literature dealing with various situations in which counselling and family therapy has been effectively used.

The IGNOU students of M.Sc.(CFT)/PGDCFT are, therefore, encouraged through the Practicum course on MCFTL-005 to study relevant literature, gain first hand knowledge about the counsellor, situation and environment and make an indepth study on any one of the areas or issues associated with counselling and family therapy. In order to make your task of conducting the study an easy one, we have prepared this Manual which will assist you in various stages of your mini-research.

With best wishes,

Programme Coordinators
IGNOU

INTRODUCTION

The first task you have in hand is to be thorough with the course content of the Course **MCFT-005: Counselling and Family Therapy — Research Methods and Statistics**. In this Course, we have provided sufficient information and knowledge about various aspects of research in counselling and family therapy. Therefore, try to complete the study of Course MCFT-005 and prepare yourself for this practicum. Choose the topic for your mini-research, discuss with your Supervisor/Academic Counsellor about the various aspects pertaining to the preparation of the mini-research proposal, and proceed with carrying it out and writing the report.

As you have to complete Eleven Courses (5 Theory Courses and 6 Supervised Practicum Courses) of the programme of study Master of Science in Counselling and Family Therapy (MSCCFT) in the first year, or the Post Graduate Diploma in Counselling and Family Therapy (PGDCFT), hence, it is advisable to complete the practical activities pertaining to mini-research as per the scheduled time.

In this Manual for Supervised Practicum, we have provided some guidelines which will enable you to conduct your mini-research and prepare the report. Your Supervisor/ Academic Counsellor will provide you further necessary guidance. There are three parts in this Manual for Supervised Practicum. **Part I** deals with concept of mini-research pertaining to M.Sc.(CFT)/PGDCFT. **Part II** is on guidelines for preparation of a mini-research proposal. **Part III** identifies broad areas and topics for mini- research.

Please go through this Manual, and the guidelines given, carefully before commencing the mini-research for this course.

- You may conduct the mini-research through primary data collection or by using secondary data.
- In case you choose to collect primary data, you may do so face-to-face, maintaining social distancing, or telephonically/through use of technology. The number of participants may be kept below 30, given that it is only a mini-research study.
- If your mini-research is based on use of secondary data, engage in extensive review of related literature. With the guidance from the Counsellor, do a critical analysis of the reviews collected, as per your objectives.
- Your analysis and discussion should be grounded in the socio-cultural context. Highlight the underlying concepts, and come to conclusions.
- Do emphasize the relevance of your topic and findings to the field of counselling and family therapy.

Role of the Counsellor in Supervised Practicum/Mini-Research

- The academic counsellor is a qualified professional in the field, allotted by the Programme Study Centre/Study Centre to which you are attached. The academic counsellor will supervise and guide your mini-research.
- Your supervisor/ academic counsellor will guide you on how to carry out the mini-research. You can seek the help and advice of the counsellor during the academic counselling sessions.
- The counsellor will help you to refine your topic for the mini-research.
- To conduct mini-research, you have to discuss with the counsellor first, and get your synopsis or research proposal approved by him/her. Discuss the topic on which you are going to conduct mini-research; the tools (e.g., interview schedule) that you propose to use for data collection; as well as how you propose to analyse the data. Revise the research proposal if required. After the counsellor

has approved your synopsis, collect relevant literature and proceed further. You may do this mini-research by collecting primary or secondary data. It is advisable to report to your counsellor after you complete each component.

- **The academic counselling sessions, for the Supervised Practicum/mini-research course, are the forum where you would interact with your Academic Counsellor and discuss the practicum activities/activities pertaining to mini-research. These may be scheduled face-to-face, or with use of some digital technology for interaction. Keep in touch with your study centre to find out about the same.**
- Participating in the academic counselling sessions for practicals/mini-research is essential. You are required to carry out the Supervised Practicum activities/ mini-research under the guidance and supervision of the Academic Counsellor for the Supervised Practicum course at your Programme Study Centre (PSC)/ Study Centre (SC). The Academic Counsellor would guide, supervise, and evaluate your practical work. Please stay in touch with your PSC/SC to find out the schedule of academic counselling sessions for the Supervised Practicum course.
- Your discussions with your Counsellor regarding the mini-research activities, both before and after doing them, would help you to write an analytical report.
- Apart from guiding and supervising, the counsellor will also evaluate your work. The evaluation sheet to be used is given at the end of this Manual.

Important Guidelines for Working with Individuals and Families

- Identify a relevant research topic as per the objectives of your mini-research, and finalise the synopsis/research proposal under the guidance of your supervisor/ academic counsellor.
- The time schedule for conducting the practicum/research activities should be planned so as to complete the mini-research preferably in 15 days involving four hours a day.
- In case of primary data collection, seek the consent from each family/participant before involving them in the mini-research. The consent form is enclosed at the end of this Manual.
- Respect the views of respondents and do not interrupt or show your own attitude, opinion or prejudice regarding what they are saying or doing. The process should not be biased by your view points. Keep the information confidential, and do not discuss it with any other person including your friend, spouse, parents and other family members.

Supervised Practicum File

The Supervised Practicum File will be prepared by writing all the chapters of the report of your mini-research. You have to submit the complete mini-research report, duly evaluated by your Practicum Supervisor/Academic Counsellor assigned by the Programme Study Centre/Study Centre, under whose guidance and supervision you carried out the mini-research.

Do not forget to include in the Supervised Practicum File that you submit, the research proposal or synopsis duly approved by the Counsellor.

The synopsis and written report of the mini-research should be supplemented by research material/rough data collection sheets/CD/audio recording used for discussion and interactions with your Academic Counsellor.

The File must also contain the duly filled-in Evaluation Sheet given at 'Annexure A', as well as the duly filled-in Certificate of Completion given at 'Annexure B' at the end of this Manual.

The Counsellor will record the marks that you have obtained in Section 1 of the Evaluation Sheet provided at the end of this Manual at 'Annexure A'. Sections 2 & 3 of 'Annexure A' have to be left blank, as these are to be filled-in by the External Evaluator.

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

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

Please write the report of the mini-research in your words and ensure that it is plagiarism free.

Please do not copy from your peers/friends/any other source, as you would be failed in that case.

Maximum Duration of the Practicum

For this 2 credit Supervised Practicum Course, you have to carry out mini-research. The maximum time you can take to complete the practicum is four months from the date of commencement of the Supervised Practicum for this Course.

Evaluation of Supervised Practicum File

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

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

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

Mini-research will be evaluated by the Academic Counsellor/Supervisor with whom you have been attached by the Programme Study Centre/Study Centre for this Supervised Practicum Course. The Academic Counsellor will evaluate the Synopsis/Research Proposal, as well as the Written Report of your mini-research. The Academic Counsellor will also assess your performance during interactive sessions/academic counselling sessions, in the course of your discussions with the counsellor with respect to your research proposal and the subsequent mini-research activities based on it.

The marking scheme is as follows:

Maximum marks (MM) for the synopsis/research proposal = 50

Maximum marks (MM) for the Written Report of the mini-research = 100

Maximum marks (MM) for interaction with the Academic Counsellor = 50

Hence, total MM for the internal evaluation component of the Supervised Practicum is 200.

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

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

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

The External Evaluator shall evaluate the synopsis/ mini-research proposal included in the File out of 50 marks. The written report of the mini-research would be evaluated out of 100 marks. Review of enclosures pertaining to the mini-research, that formed the basis of interaction with the Academic Counsellor, would be evaluated out of 50 marks.

Thus, the total marks for the external evaluation component shall be 200.

Weightage of the Two Levels of Evaluation

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

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

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

For practical (Supervised Practicum) courses, there is no term-end exam.
--

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

Submission of Supervised Practicum File

- Once the internal evaluation has been done, you must submit your duly complete practical file (including the duly filled, signed and stamped Annexures A & B) to SED, IGNOU, for external evaluation.

The duly complete Practicum File must be sent for external evaluation to the following address:

Registrar (SED)
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068.

- Depending on when you submit your Supervised Practicum file to SED, your internal and external evaluation marks would be included in the June/December TEE grade card, as per University norms.
- The file submitted will not be returned to you.

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

Essential Checklist

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

- 1) Synopsis/ research proposal;
- 2) Written record of mini-research;
- 3) Duly filled-in, signed and stamped Annexures 'A' and 'B'.

The cover page should clearly state the title "Supervised Practicum File for the Course MCFTL-005". Your name and enrolment number must also be mentioned on the cover page.

The first page or the face sheet must also have your name; enrolment number; full address; name, designation, and address of your Supervisor; as well as name and address of your PSC/SC. The format for the face sheet of the Practicum File is given below:

SUPERVISED PRACTICUM FILE

MSCCFT - First Year/

PGDCFT

MCFTL-005

Name of the Student :

Enrolment No. :

Address :

Phone No. :

Study Centre/Programme Study Centre :

Regional Centre :

Name & Address of Supervisor :

Phone No./Mobile No./

e-mail address of Supervisor :

Signature of the Student :

Date :



ignou
THE PEOPLE'S
UNIVERSITY



ignou
THE PEOPLE'S
UNIVERSITY

PART 1
MINI-RESEARCH



Ignou
THE PEOPLE'S
UNIVERSITY



ignou
THE PEOPLE'S
UNIVERSITY

PART 1

MINI-RESEARCH

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

Purpose

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

Objectives

The main objectives of this Supervised Practicum are to:

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

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

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

- Collect primary or secondary data. The primary data may be collected face-to-face or through use of ICT, e.g. by using telephone or internet;
- Scrutinize the data collected;
- Develop a codebook for data entry, that may be based on thematic data analysis in the case of qualitative research;
- Analyse the data;
- Develop draft chapters;
- Finalize various chapters with the guidance of the academic counsellor; and
- Conduct proof reading, binding and submission of the mini-research report.

Remember to write in your own words. Don't copy from anywhere/ anyone. Do plagiarism check before submitting.

What is Mini-Research?

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

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

Outcome

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

When to Start the Mini-Research?

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

- Selection of a topic of your interest;
- Discussing with the academic counsellor/supervisor assigned to you by the Study Centre Coordinator/ Programme Coordinator;

- Preparation of the synopsis/research proposal for the mini-research based on the guidelines given in this Manual for Supervised Practicum as well as guidance given by the academic counsellor;
- Taking approval of the research proposal from the academic counsellor;
- Conducting the mini-research;
- Report writing;
- Taking guidance from the academic counsellor at various stages; and
- Submission of the supervised practicum file meeting all the requirements spelt out in the Manual for Supervised Practicum to the academic counsellor for evaluation.

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

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

Selection of Topic

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

- Suitability of the topic,
- Relevance of the topic,
- Availability of literature related to the topic,
- Availability of time at your disposal,
- Feasibility of data-collection within the limited time-frame, and
- Knowledge of the local language and customs, etc.

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

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

Therefore, the programme structure and the various sub-titles will only act as sources for your reference as far as the selection of a specific topic is concerned. Apart from these, you should also consult your

counsellor. The topic chosen should be of your interest. It should have the approval of your counsellor provided to you from your Study Centre.

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

Consultation with Your Counsellor

After choosing the topic of your interest, you should discuss it with your counsellor. The counsellor may further help you in understanding the positive and negative aspects pertaining to the investigations concerning your topic. Perhaps she or he may ask you to broaden your area of study or to limit your study to certain specific aspects. The discussion with your counsellor will also enable you to identify and finalise the objectives of your mini-research, facilitating you to develop certain hypotheses,

choosing the universe as well as sampling framework. The counsellor will help you clarifying all your doubts. She or he will also guide you in the preparation of the mini-research proposal. Once you prepare the mini-research proposal in consultation with your counsellor, it will be easier for you to get her or his prompt approval. It is desirable that you yourself prepare a draft mini-research proposal when you go for seeking guidance. That will enable the counsellor to help you in finalizing the proposal. Keeping good academic rapport with the counsellor will facilitate you in carrying out a good mini-research. This may eventually help you also for further studies in the same or related areas. Therefore, the importance of the role that your counsellor may play in finalizing your mini-research cannot possibly be over-emphasized.

Mini-Research Proposal

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

In case of primary data collection, suggested maximum sample size is 30 for mini-research. Mini-research may be based only on secondary data also, in which case you should have at least 20 references pertaining to the review of literature.

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

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

Preparation of Tools for Data Collection

After getting your mini-research proposal approved by the counsellor, you should start collecting your secondary data. In case you intend to collect primary data, start developing your tool(s) for data collection. In Block 2 of MCFT-005, detailed explanation about tools for data collection is given. You

may please go through that Block while preparing the tools. For your empirical study, you may use tools like *interview schedule*, *questionnaire*, *observation guide*, *case study* etc. While preparing the tools, the objectives and hypotheses (wherever applicable) should be kept in mind. You should also prepare a draft of the tools and show the same to your counsellor and take her or his guidance. Once the counsellor is satisfied with the tools, you can go ahead with pretesting, finalization of the tools and actual data collection. Some of the common tools for data collection pertaining to counselling and family therapy include:

i) Interview Schedule

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

ii) Observation Guide

Observation guide is also for helping the investigator to keep in mind certain important points. This will help in observing some real-life situations and events from the place of data collection.

iii) Case Study Guide

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

iv) Questionnaire

Questionnaire is used for collecting additional information in case study or as an individual tool for data collection. In this, close-ended and open-ended questions should be made depending on the criteria of the study. As per the convenience of the respondents, the tool should be modified in a language understandable by them.

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

Pre-testing

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

Data Collection

Data collection is a very important part of your mini-research as this is the very base of your whole “MINI-RESEARCH”. You can collect the required data using various tools that you have prepared. You may also be required to take extensive notes. For all this, you will be required to develop rapport with your respondents so as to get frank and reliable responses. For obtaining better results, you must have close and repeated interaction with your respondents. If you plan to include case studies, then you will have to collect the necessary additional secondary data accordingly. If you have planned to do your mini-research based only on secondary data, you must do an extensive review of related literature. Your review of literature must have at least 20 references for your secondary data for evaluation and analysis.

Tips for Conducting Interview

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

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

Data Analysis

Data analysis needs thorough concentration. In case of primary data, you may need to assign codes and do quantitative analysis. You may also carry out qualitative analysis of the data you have collected. The information obtained through personal notes, interviews and case studies can also be utilized in providing supporting evidence in the report. In case you are basing your study on secondary data, you must do a critical analysis of the research material collected, as per your objectives. Data analysis is a very important step and should be carried out properly.

Report Writing

The analysis of the data has to be presented in the report. The research report may have about five chapters. Your first chapter can be the 'Introduction' chapter which will spell out the what, why and how of the topic you have investigated. Major objectives of study should also be included in this chapter. The 'Review of Literature' can be the second chapter pertaining to studies conducted in similar and/or same area, specifically showing the fresh knowledge and information you wish to add to the study area through your own research. The third chapter could be on 'Methodology', which describes the research design formulated, sampling process, locale of the study, sample size, sampling method followed, choice of variables selected, tools for data collection and method used, statistical measures used etc. In case you are basing your study on secondary data alone, you would need to focus upon how you went about collecting that data. Chapter four is 'Results and Discussion', which could be based on data interpretation focussing on the objectives. It should include presentation of data through tables, figures and narration, discussion and inferences drawn from data, and comparison with previous research studies etc. In the case of secondary data based research, you would need to do a critical analysis of the research material collected; research articles and papers reviewed; and the

secondary data gathered based on your objectives. The last chapter is named as ‘Summary and Conclusions’ which will give the summary of the findings and provide suggestions or recommendations. References must be given at the end. Tool(s) used for data collection should be attached as annexures. Needless to say, for any research report, there should be a table of contents, list of figures/tables, a preface and an acknowledgement along with the requisite declaration by the student and a certificate from the counsellor.

Report Submission

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

Checklist of Mini-Research Report Submitted

- The report should be properly typed in double space, 12 font in A-4 size (29 x 20 cm) paper. Maximum number of pages is about 30. Hand-written report may also be submitted.
- The final draft should be shown to your counsellor before binding.
- You must read the typed version and correct the typing errors; page numbers are to be given and relevant illustrations are to be placed in appropriate pages and chapters.
- You should attach a copy of the approved mini-research proposal while getting the copies bound.
- Attach a certificate from your counsellor stating that the mini-research was done under her or his supervision and that it is a genuine and original work (see copy at annexure).
- The first page should have your name, enrolment number, full address, name of the counsellor etc. (as per format given).
- The mini-research report submitted to IGNOU will not be returned to you.



ignou
THE PEOPLE'S
UNIVERSITY

PART II
GUIDELINES FOR PREPARATION OF A
MINI-RESEARCH PROPOSAL



ignou
THE PEOPLE'S
UNIVERSITY

PART II

GUIDELINES FOR PREPARATION OF A MINI-RESEARCH PROPOSAL

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

1) **Title**

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

2) **Introduction**

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

3) **Statement of the Problem**

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

4) **Objectives**

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

5) **Hypothesis**

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

6) **Universe of the Study**

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

7) **Sample**

If your research involves field work and primary data collection, you would be studying a sample. Sampling can be done in many ways such as random sampling, convenience sampling etc. To know more about the different types of sampling, please refer to Unit 7 of Block 2 of Course MCFT-005.

8) **Tools for Data Collection**

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

9) **Data Analysis**

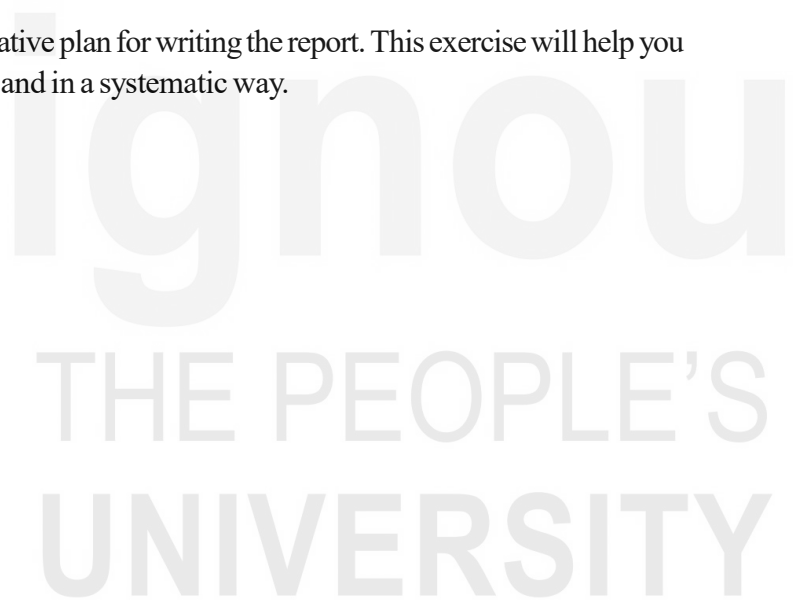
The raw data has to be scrutinized and coded and then data analysis can be done, qualitatively and/or quantitatively. It is desirable that the techniques which you intend to use are mentioned in the proposal.

10) **Tables**

Tables will contain relevant statistical calculations such as percentage, mean, median, standard deviation, co-relation etc. Tables will have proper numbers and titles; which should be as brief as possible while conveying the matter contained in the table clearly. If a table is taken from some other sources, it should be indicated below the table.

11) **Chapter Plan**

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



PART III
BROAD AREAS AND TOPICS
FOR MINI-RESEARCH

ignou
THE PEOPLE'S
UNIVERSITY



ignou
THE PEOPLE'S
UNIVERSITY

PART III

BROAD AREAS AND TOPICS FOR MINI-RESEARCH

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

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

EVALUATION SHEET

Remember to enclose this Annexure A (completed Section 1, and blank Sections 2 and 3) in the Supervised Practicum File when you submit it for external evaluation at IGNOU. *Keep a copy with yourself.*

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

Sl. No.	Name of the Component	Basis of Evaluation	Maximum Marks	Marks Obtained
1	Synopsis/Research Proposal	Written Synopsis	50	
2*	Written Report of the mini-research	Written Report of the mini-research	100	
3**	Synopsis and Report	Interaction with the Academic Counsellor with respect to Synopsis and Report	50	
	Grand Total		200	(x)

Note: * Here, the Academic Counsellor gives marks out of 100 on the basis of the report submitted for evaluation, which is to be supplemented by research material/ data collection sheets/CD/audio recording etc. submitted by the learner.

** Here, the Academic Counsellor gives marks based on the interaction of the learner with the Counsellor in the context of development and preparation of the Synopsis, as well as the Report of the mini-research, supplemented by research material/ data collection sheets/CD/audio recording used for discussion and interactions with the Academic Counsellor.

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

$$\frac{\text{Total marks obtained as above (x)}}{200} \times 50 = \text{'N'}$$

Note: The pass percentage for internal evaluation is 40%. Therefore if the learner gets less than 20 marks after calculating 50% weightage (as above), then the student has to repeat the Supervised Practicum/mini-research. In other words, 'N' obtained by the student should be at least 20 to pass.

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

$$\frac{(x)}{200} \times 50 = \dots\dots\dots$$

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

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

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

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

Name & Designation of Academic Counsellor/Supervisor:

Address of Academic Counsellor/Supervisor:

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor:

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

Name of Programme Incharge of PSC/Coordinator of SC :

Address of Programme Incharge/Coordinator:

E-mail Address of Programme Incharge/Coordinator:

Phone/Mobile No. of Programme Incharge/Coordinator:

SECTION 2 : To be Used for External Evaluation at IGNOU

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

Sl. No.	Name of the Component	Basis of Evaluation	Maximum Marks	Marks Obtained
1	Synopsis/Research Proposal	Written Synopsis	50	
2*	Written Report of the mini-research	Written Report of the mini-research	100	
3**	Synopsis and Report	Review of Interaction (based on enclosures)	50	
	Grand Total		200	(y)

Note: * Here, the Academic Counsellor gives marks out of 100 on the basis of the report submitted for evaluation, which is to be supplemented by research material/ data collection sheets/ CD/audio recording etc. submitted by the learner.

****** Here, the external evaluator gives marks based on review of enclosures, that is research material/ data collection sheets/CD/audio recording etc. submitted by the learner, that formed the basis of interaction with the Academic Counsellor in the context of development and preparation of the Synopsis, as well as the Report of the mini-research.

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

$$\frac{\text{Total marks obtained as above (y)}}{200} \times 50 = 'S'$$

Note: The pass percentage for external evaluation is 40%. Therefore if the learner gets less than 20 marks after calculating 50% weightage (as above), then the student has to repeat the Supervised Practicum. In other words, 'S' obtained by the student should be at least 20 to pass.

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

$$\frac{(y)}{200} \times 50 = \dots\dots$$

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

Date :

(Signature of the Academic Counsellor/
Supervisor)

Place :

(iii)

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

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

Supervised Practicum (MCFTL-005)

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

GRAND TOTAL OF MARKS OBTAINED BY THE LEARNER (T) :
(To be written in both figures and words)

.....

Date: (Signature of External Examiner of IGNOU Panel)

Place:

Name of External Examiner :

Address of External Examiner :

.....

E-mail Address of External Examiner :

Phone/Mobile No. of External Examiner :

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

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

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

We certify that the student Mr. / Ms. / Dr.with enrolment number has carried out the mini-research on
(Title of the mini-research study) comprising the Supervised Practicum of the course “Counselling and Family Therapy: Research Methods and Statistics — Supervised Practicum” under our guidance and supervision. The Supervised Practicum File submitted herewith is the result of bonafide and original research work done by the student for the supervised practicum MCFTL-005 from (start date) to.....(end date).

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

Name & Designation of Academic Counsellor/Supervisor:

Address of Academic Counsellor/Supervisor:

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor:

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

Name of Programme Incharge of PSC/Coordinator of SC :

Address of Programme Incharge/Coordinator:

E-mail Address of Programme Incharge/Coordinator:

Phone/Mobile No. of Programme Incharge/Coordinator:

Sample of Consent/Permission Letter

I, (name of the student) am pursuing M.Sc. (CFT)/PGDCFT programme from IGNOU. I am attached to Regional Centre at Study Centre/ Programme Study Centre..... (Name, Address and PSC/SC No.). I am doing Supervised Practicum of the Course “Counselling and Family Therapy : Research Methods and Statistics— Supervised Practicum (MCFTL-005)” under the guidance of my Academic Counsellor/Supervisor (name of the Academic Counsellor/Supervisor). For the completion of my course work on (here write the title of your mini-research study), I need to request you to participate/let your ward participate in the study. Please grant your consent and oblige.

(Student’s Signature and Name)

(Academic Counsellor’s Signature & Name)

Name & Signature of the Participant /Parent

