

UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)

(w. e. f. 2010 – 2011 onwards)

Field Work Practicum Manual

Semester	Core Paper No.	Field Work Practicum
Semester - I	IV	I
Semester – II	VIII	II
Semester – III	XIII	III
Semester-IV	XVIII	IV
Block Placement / Internship	-	-

Introduction:

The nucleus of Social Work Education is the Field Work Programme which is a fundamental component of the curriculum. The field work practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people, the essence of the profession. It has several components that help the students to develop a holistic understanding of the problems, situations, their causative factors and the possible strategies of intervention.

Objectives of Field Work:

The fieldwork programme has been designed to achieve the following objectives:

1. To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences
2. To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities
3. To help students identify, plan and implement social work interventions through the application of the methods of social work and to assess their impact on different client systems in various specialisations

4. To help students appreciate the role of social work profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice
5. To help students develop skills and appropriate personality qualities required for professional social work practice
6. To provide opportunities to accept challenges and respond to them
7. To understand the nature of social work practice in different specializations

Field Work Grid

Semester	Type of Field Work	Duration (Days)	No. of Hours	Credits	Marks	
					Int.	Ext.
I	Orientation (2)	24	180	6	40	60
	Practice Skill Laboratory (6)					
	Observation Visits (8)					
	Rural Camp(8)					
II	Concurrent Field Work (24)	24	180	6	40	60
III	Concurrent Field Work (16)	24	180	6	40	60
	Study Tour (8)					
IV	Concurrent Field Work (24)	24	180	6	40	60
	Block Placement (Course Completion Requirement)	30	-	2	-	-
Total		126	-	26	160	240

- For MSW Social Work course
2 days of Field Work = $2 \times 7 \frac{1}{2} = 14$ hours
- For Work Load of the Teachers
14 hrs of Field Work = $\frac{1}{3}$ of teaching hours

Semester I

Core Paper No. IV - Field Work Practicum I

General Objectives:

1. To get exposed to wider area of social realities at the micro level
2. To develop analytical and assessment skills of social problems at the level of individual, group and community and local, regional, national and international dimensions
3. To acquire documentation skills to ensure professional competence
4. To develop the right values and attitudes required for a professional social worker

Components:

1. Orientation
2. Practice Skill Laboratory
3. Observation Visits
4. Rural Camp

Orientation:

The Orientation Programme is aimed at providing appropriate direction to professional learning. It involves familiarizing students with the problems of society, especially marginalized and weaker sections. They are made aware of the existing resource base available for their development and ways of mobilizing them and motivating them to initiate work in the field. The knowledge and skill base of the students is supplemented by supportive field instructions given by academicians and field practitioners throughout the year. The contents of the Orientation Programme are:

1. Introduction to Social Work Profession
2. Fieldwork in Social Work Education
 - a. Rules and Regulation
 - b. Supervision
 - c. Recording
 - d. Evaluation
3. Methods of working with people
 - a. Social Case Work
 - b. Social Group Work
 - c. Community Organisation
 - d. Social Action
 - e. Research in Social Work
 - f. Social Work Administration
4. Areas/Settings of Social Work Practice
5. Understanding of the Department's Projects
6. Interactive Sessions for the purpose of
 - a. Introduction to the faculty
 - b. Getting to know each other
 - c. Interaction with seniors and alumni (Sharing of field experiences)
 - d. Adapting to the new environment

Duration: 2 Days

Practice Skills Laboratory:

The Lab provides structured experiences which gives an opportunity of “learning by doing” in a supervised environment. Learning about social realities, others and self is essentially through inputs, group experiences and simulation games. The lab sessions equip students with knowledge, attitudes and practice skills in keeping with social work values, beliefs and ethics. The students get exposed to rural realities existing in society, a critical analysis of such situations and the need to work towards human development. The lab consists of sessions on:

1. Communication skills and Interpersonal Relations
2. Analysis of Indian Society and Social Problems
3. Leadership and Personality Development
4. Values and Ethics in Social Work
5. Reality walk – meeting Social Work Professionals

Duration: 6 Days

Observation Visits:

The Observation Visits aim to make the students get oriented to the objectives, administrative structure and process and the client system of various organisations in the field of social work, such as non-governmental organisations involved in welfare and development activities, government bodies involved in development work, hospitals and health care organisations, organisations in the care of aged, women and children and Corporate Social Responsibility initiatives of corporate organizations.

Duration: 8 Days

Rural Camp:

Objectives:

1. To develop an understanding of the rural social structures and cultural processes with special reference to specific groups experiencing poverty and deprivation
2. To develop an understanding of the level of government intervention in relation to below the poverty line groups in the area and the related structure of decision-making and intervention
3. To develop the capacity to make a critique of the intervention of both the voluntary organisations and the Government Agencies in relation to the specific Below the poverty line group
4. Through experience in group living, appreciate its value in terms of self-development, interpersonal relationships sense of organisation, management and mutual responsibility
5. To acquire skills in planning, organizing, implementing and evaluating the camp

Duration: 8 Days

Semester II

Core Paper No. VIII – Field Work Practicum II

General Objectives:

1. To understand the agency as a system –governance, philosophy, objectives, structures and management of services/ programmes
2. To develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research
3. To enable to acquire knowledge and practice skills related to social work methods at the individual, group and community level in different fields
4. To develop documentation skills
5. To develop skills in identifying and utilizing community resources, both at Government and private levels
6. To develop the ability to work as a team
7. To reinforce the belief in the inherent strength of the people to meet their needs and resolve their problems
8. To enable to make conscious application of professional values, ethics and principles
9. To develop an understanding and skills in working with the professionals (Medicine, Law, accountancy etc.)

Components:

Concurrent Field Work:

The broad aim of concurrent field work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill certain requirements namely,

Skills in Organizational Involvement:

While working with the agency of placement, the students should

1. Develop beginning perceptions about agency functioning and identify congruence or gaps between organizational stances or programs and client's service needs (e.g. restrictive intake policies, inadequate office hours, poor referral system for resources).
2. Initiate learning about how outside regulations, organizations and funding effect delivery of services.
3. Show beginning ability to identify problems/issues in organizational terms.
4. Demonstrate beginning initiative and involvement in efforts to influence agency processes on behalf of client's needs (e.g. at least, bringing situation to attention of someone who may be receptive and able to be influential).
5. Develop beginning confidence to participate and contribute to team effort, e.g. represent own discipline, develop some credibility, present own thinking, receptive to others' ideas.

Working with Individuals:

Each student should get exposed to the practice of Social Case Work with the guidance of the supervisors and submit the record of each session.

Working with Groups:

Each student should get exposed to the practice of Social Group Work with guidance of the supervisors and submit the case records.

Community Organisation:

Each student should organise a community organisation in his/her field work agency.

Duration: 24 Days

Semester III

Core Paper No. XIII – Field Work Practicum III

Components:

1. Concurrent Field Work based on Specialisations
2. Study Tour

Objectives of Field Work based on Specializations:

Study Tour:

The aim of study tour is to provide an exposure for the students to other Schools of Social Work and well known organizations (common and specialization based) involved in the practice of social work outside the jurisdiction of University of Madras. The Place and the days shall be decided by the department in consultation with the students. The students are expected to observe the differences and nuances in such organizations with respect to their concurrent field work agencies in terms of service delivery. A detailed report of the study tour has to be submitted to the department immediately after the study tour.

Duration: 8 Days

Community Development

Rural Community Development

Objectives:

1. To study the rural and semi rural life in all its ramifications including group dynamics and power structure in rural community
2. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, government and non government agencies
3. To develop positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker
4. To enable to work with disadvantaged groups in rural areas
5. To enable to plan and implement methods, tools and techniques for intervention based on the needs of the community

Tasks

1. Administrative set up of Panchayati Raj Institutions (PRIs)
2. Panchayat Raj members, their socio-economic and caste status
3. Coordination of block level administrative personnel with elected person at different levels
4. Decision making process: type of problems that come before Panchayat Union and Village Panchayat, who initiates various development projects and process of assessing them. How decisions are made- manipulations, lobbying, pressure tactics used
5. Current Major Programmes, budget allocations for the programmes, methods of implementation, participation of people, impact of development and social justice
6. Application of the principles of Rural Community Development
7. Application of methods of professional social work in rural setting
8. Identify/ study/ explore the rural problems covering the following aspects:
 - a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services.
 - b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem concerned with health, education and welfare (Social Audit)
 - c) The problem as perceived by the i) rural community/ village / client system ii) rural local body iii) field work agency and iv) professional social work trainee

Medical and Psychiatric Social Work*

Medical Social Work

Objectives:

1. To equip the students with the necessary assessment skills to understand the psycho-social problems of the patient and family with respect to the consequences of the disease and disability
2. To enable the students to practice the methods of Social Work, particularly, Social Case work and Social Group Work
3. To enable the students to function as a member of the Multidisciplinary team with respect to the Medical, Physical and Psycho-social Treatments
4. To enable the students to develop a Rehabilitation Plan with respect to long-term illness & Disability
5. To enable the students to understand the national health programmes and its implementation at community level

Tasks:

1. Involve in the preparation of psycho-social assessment of the patient in relation to the consequence of disease and disability.
2. Develop and implement intervention strategies with family and community as social support systems
3. Apply Social Case Work (includes identification, assessment, intervention, rehabilitation and follow-up)
4. Identify & undertake Group therapeutic sessions
5. Organise a need based/ setting based Community Health Programme
6. Function as a member of the Multidisciplinary team
7. Network with other organizations and advocate when necessary
8. Document and maintain records

Human Resource Management

Manufacturing/ Service/ IT Sectors

Objectives:

1. To practically understand the concept of Industrial Relations and to acquire the related competencies
2. To familiarize with the Labour Legislations
3. To learn to apply the various methods of Social Work in various Industrial Settings
4. To observe the application of various Labour Welfare measures
5. To observe the practice of current trends in HR
6. To provide opportunity for the integration of class room learning and field practice
7. To acquire human resource management skills
8. To observe the CSR activities
9. To develop skills to organize people to meet their needs and solve their problems
10. To make innovative contributions to the organization functioning
11. To represent HR profession in inter disciplinary terms
12. To carry out application oriented mini – research projects
13. To utilize field instructions for enhancing and integrating professional growth in Human Resource

Tasks:

I Organisational Profile

History of the Agency, Organisation Chart, The Products/ Services, Branches/ Units, Workforce, Line and staff management, Structure and functions of the Human Resource Department

II Areas of Personnel Functions

- Manpower Planning (Need Analysis)
- Recruitment (Advertisement/ Consultancies /Campus /Other Bureaus/ Sources)
- Types of Employees (Contract/ Temporary/ Permanent/ Part-Time)
- Selection (Interview/ Written Test /Group Discussion / Physical examination)
- Induction and Placement, Promotion and Transfer
- Training and Development (Need Analysis/ Types/Outsourcing)
- Disengagement - Retention, Resignation/ Termination and Retirement (Exit Interviews)
- Time Office(Daily Attendance/ Swiping Cards/ Attendance Register)
- Hours of Work (Time In/Break/ Movement Register/Period of Rest/ Time Out)

Leave and Holidays (Casual Leave/ Medical Leave/ National and Festival Holidays etc.)

Wage and Salary Administration (Daily/ Monthly/ Hourly/ Time- Rate/ Piece- Rate)

Social Security Benefits (Social Insurance/ Social Assistance)

Employee Service Register, Communication

Employee Appraisal (Ranking/ Free Essay/ 360 degree Appraisal), Balance Score Card, Succession Planning

III Industrial Relations Functions

IR at Shop Floor & Plant Level (Works Committee/ Joint Production Committee/ Joint Management Councils)

Grievance Handling - Grievance Settlement Procedure

Works Standing Orders (Employee Discipline/ Domestic Enquiry/Absenteeism/ Alcoholism/ Punishment)

Employers' Association, Trade Unions, Collective Bargaining - The Agreements, Strikes, Lock- Outs and Retrenchment

IV Labour Welfare Measures

Intra Mural and Extra Mural - Statutory and Non Statutory Measures (Housing/ Crèche/ Canteen/ Credit and Consumer Co-operatives)

Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/ Stress/ Fatigue/ Burn Out), Employee Counselling

Workers' Education, Recreation, Other Welfare Measures

V Labour Legislations

Legislations applicable to the Organisation

VI Others

TQM, ISO, Use of OD Techniques, CSR Activities

Family and Child Welfare*

Objectives:

1. To enable the students to acquire the necessary assessment skills to understand family life and intervention
2. To enable the students to practice the methods of Social Work in Family and Child Welfare setting
3. To equip the students with necessary skills for the therapeutic and service oriented intervention
4. To enable the students to develop a Plan for Assessment and Goal setting for Family and Child Rights intervention

Tasks:

Assessment of families through Ecomap, Genogram and Family Dynamics
Applying interventions with families - Crisis Intervention, Family System Intervention, Family Counselling for Self Help groups
Practicing Family Life Education
Working with Families in difficult circumstances (HIV/ disaster, displacement)
Planning and Organising Training Programmes

Duration: 16 Days

Semester IV

Core Paper No. XVIII – Field Work Practicum IV

Components:

Field Work Based on Specialisations

Block Placement

Block Placement / Internship: (After IV Semester Examination)

After satisfactory completion of concurrent field work during the two academic years and after the Final University Examination, every student of the MSW (Second year) is placed for Block Field Work for a period of 30 days for a full-time work in an approved agency or project in or outside Tamil Nadu. The Department approves agencies / projects from amongst a large number of them, keeping in mind the availability of learning opportunities for the students. The purpose of Block Field work is to broaden the student's perspectives of development and welfare concerns, offer pre-employment work experiences and enable him/her to assume professional responsibilities after graduation. A student is not eligible for the degree unless he/she has completed Block Field Work to the satisfaction of the Department. At the conclusion of Block Field Practicum, Agency Supervisor sends a Report about the performance of the student to the Department. The student on his /her part also submits a comprehensive report of the Block Field practicum. It carries two credits.

Objectives:

1. Develop enhanced practice skill and integrate learning
2. Develop greater understanding of reality situations through involvement in day to day work
3. Develop appreciation of other's efforts and develop sensitivity to gaps in the programme
4. Enhance awareness of self in the role of a Professional Social Worker

Duration: 1 month

Community Development

Urban Community Development

Objectives:

1. To focus on urban community life pattern – its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems
2. To develop skills in identifying and utilizing urban community resources both governmental and non governmental agencies
3. To sharpen the urban community development skills such as influencing grass root urban leaders, rapport building, organising, resource mobilization, recording, advocacy and lobbying
4. To develop skills in communicating, fact finding, fund raising, budgeting, report writing, urban community project formulation, management, appraisal and evaluation
5. To help the trainee gain insight into the components of Urban Community Development
6. To enhance competencies to assess and analyse urban problems, needs and service delivery.
7. To enhance the capacity to recognise the linkage between urban community development and the practices in the field in terms of policy and programmes.

Tasks:

1. Observation visit to urban community / slums (informal settlements)
2. Analysis of their socio-economic conditions
3. Application of the principles of Urban community development
4. Application of professional social work methods in urban setting
5. Organizing and mobilizing urban community/ slums in participatory mechanisms/ structures
6. Identify/ study/ explore the urban problems covering the following aspects:
 - a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, grass root urban leadership, occupation, housing, available social services etc.
 - b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem
 - c) The problem as perceived by the i) urban community/ slum / client system ii) urban local body iii) field work agency and iv) professional social work trainee

Medical and Psychiatric Social Work*

Psychiatric Social Work

Objectives:

1. To equip the students with the necessary skills for the Psychosocial assessment of persons with mental disorders and disabilities
2. To apply the methods of Social Work in the management of persons with mental disorders
3. To enable the students to apply the theoretical approaches in practice and develop necessary skills for practice
4. To enable the students to develop and implement a programme for Community Mental Health
5. To acquire skills of networking and advocacy

Tasks:

Analyzing the person in the mental health environment

Practice Psychiatric Case History Taking and psycho social assessment

Assess the health/ welfare needs of various groups and the agency's response to meet these needs

Study the disease profile and critically analyse the impact of the disease/ problem/ disability on the individual, family and society

Applications of the methods of social work in the agency and integrate theory and practice in intervention

Human Resource Management

Manufacturing/ Service/ IT Sectors

Objectives:

1. To practically understand the concept of Industrial Relations and to acquire the related competencies
2. To familiarize with the Labour Legislations
3. To learn to apply the various methods of Social Work in various Industrial Settings
4. To observe the application of various Labour Welfare measures
5. To observe the practice of current trends in HR
6. To provide opportunity for the integration of class room learning and field practice
7. To acquire human resource management skills
8. To observe the CSR activities
9. To develop skills to organize people to meet their needs and solve their problems
10. To make innovative contributions to the organization functioning
11. To represent HR profession in inter disciplinary terms
12. To carry out application oriented mini – research projects
13. To utilize field instructions for enhancing and integrating professional growth in Human Resource

Tasks:

I Organisational Profile

History of the Agency, Organisation Chart, The Products/ Services, Branches/ Units, Workforce, Line and staff management, Structure and functions of the Human Resource Department

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Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/ Stress/ Fatigue/ Burn Out), Employee Counselling
Workers' Education, Recreation, Other Welfare Measures

V Labour Legislations

Legislations applicable to the Organisation

VI Others

TQM, ISO, Use of OD Techniques, CSR Activities

Family and Child Welfare:

Objectives:

1. To enable the students to understand socio-economic dynamics with special reference to the Family setting
2. To help the students to identify specific issues that require immediate attention and intervention with reference to ensuring the Child Rights
3. To enable the students to understand Social Work interventions in Family and Child Welfare Setting

Tasks:

Application of Social Work methods in Child Rights setting
Application of Social Work methods with Children in difficult circumstances
Practice Multi-disciplinary approaches in Family and Child Welfare settings
Enhance skills in Rights Based Approach for Child Rights

Duration: 24 Days

Field work Supervision:

Supervision is the basis of practice learning. The objective of supervision is to guide a student to acquire social work skills and attitudes required for the profession and to relate field practice to knowledge acquired in the classroom. This objective is achieved by placing the students under the supervision of a teacher in the Department as well as a trained social worker in the agency. The guided supervision through individual and group conferences on specified days and timings helps a student grow as a better professional.

The supervisor's primary task in the beginning is to make the student feel comfortable and apprise him/her briefly of the social work values and skills. At the onset of the supervisor-supervisee relations, the supervisor must make some assessment of the student's ability for social work intervention and his/her individual assets, which create suitable learning opportunities and environment. The Supervisor must strive to:

- Help create a non-intimidating and non-authoritarian ambience of learning which help the student raise his/her queries and participate in the discussion
- Help the student develop the capability to critically examine issues and instances from the field
- Assist the student develops maturity in dealing with difficult situations and circumstances and learn to appreciate and respect multiplicity and diversity of communities and culture
- Help him/her grow as professional social worker, conscious of the requirements of the profession and develop capability to manage situations independently
- Help the student to present and discuss his/her views, feelings and proposed action in a democratic manner and setting
- Provide feedback to the students about their performance
- Encourage debates on the alternative courses of action and help the student to take appropriate decisions
- Enable the student to develop an agenda of self – directed life long learning for personal and professional development for a career in the profession of social work including continuing social Work Education
- Arrange periodic meetings with agency supervisor wherein the proposed course of action by the student is discussed and an affirmative response is obtained from the agency.
- Provide guidelines to the student on his/her records. It should be seen that the records should not reflect merely the diary or chronological recording of the time spent in the field. While commenting upon the gaps in recording, insight on the nature of improvement to be made by the student may be discussed.

Relationship between Department and Field Work Agency:

The Relationship between department and field work agency is one of equal partnership where both department and agency supervisor take the responsibility for students learning and acquisition of Social Work Skills.

Distribution of Responsibility between Department and Agency Supervisors:

A. Department Supervisor:

Department Supervisor concentrates on helping the students to understand the basics including rules and regulations of field work programme. In addition, the supervisor helps the students to:

- a. Grasp the field
- b. Prepare him/her for accepting the agency's policies and programmes.
- c. Develop insight into the processes of Social work intervention using social work philosophy, principles, methods and skills.
- d. Provide instructions for report writing including maintaining case records, group session records, preparing papers and minutes for group conferences

In order to be effective in performing the above mentioned responsibilities the Department Supervisor provides regular, timely and systematic inputs. This will entail regular submission of students weekly reports, discussing the same with students during scheduled individual conferences, and regular evaluation of students work through monthly evaluation of student's performance.

B. Agency Supervisor:

1. Agency Supervisor should preferably be trained social worker. He/She should;
 - a. Provide an overview of the agency, its aims, objectives, policies and programmes and limitations to the students placed under his/her supervision.
 - b. Plan out students work programme along with Department Supervisor so as to maximize students learning.
 - c. Provide on the spot guidance to facilitate learning of the student.
 - d. Provide appropriate intervention in the event of the students facing problem/s viz agency's procedural routines, relationship with other staff members etc.
3. Agency Supervisor provides student/s with adequate and scheduled time (on a weekly basis) to discuss students problem and progress.
4. Agency Supervisor provides the students with a place to sit and keep his/her field work files/records.
5. Agency Supervisor insists on submission of weekly fieldwork reports by students. They should be advised to go through them and give their comments.
6. The agency Supervisor should ensure that log sheets reflect the actual work and fieldwork hours being put in by the student. Only log sheets which have been duly filled in by the students should be signed by the agency supervisor on regular basis.

7. Agency Supervisor should keep a check on the students' regularity and punctuality. Some system of ensuring this (attendance register) could be worked out by the agency supervisor and should feel free to contact the Department Supervisor.

Nature of Relationships between the Field Work Department and the Agency:

- a. Department should maintain regular contact with all the agencies. Mechanisms to do so could include
 - i. Regular visits by Department Supervisors to agencies.
 - ii. Agency Supervisor will be invited as resource person for the Supportive Field Instruction Programme of the Department.
 - iii. At least one 'Agency Supervisor Meet' is organised at the Department annually. This can comprise of a general meeting followed by working groups based on different areas of field work practice. It is mandatory for all Department Supervisors to attend the meet. It is a formal meeting with well defined agenda proposed by the Head of the Department.
 - iv. Agency should be provided with contact numbers of Department Supervisors and the Field Work Office to facilitate interaction.
2. There should be a clear policy for selection of appropriate agencies. In case an agency is discontinued (either temporarily or permanently) for the concurrent field work the agency will be intimated about the same by the Social Work Department.

Frequency and minimum contact with the Agency:

- i. Department Supervisors should make a minimum of one visit per month to the agencies where their students are placed.
- ii. The first visit by the Supervisor should be devoted to helping the agency supervisor get an understanding of the Field Work programme and policies. Department supervisor, in turn, should learn about agency's objectives, programmes and procedural routines. Department and Agency Supervisor should also discuss the broad scope for students learning within the agency's structure and policy frame work.
- iii. The subsequent visit should focus on the development of a term plan for the student, keeping in mind the agency's requirements and students learning needs.
- iv. The last visit of the first and third terms should aim at assessing students' progress and discussion on the thrust of learning for the next term.
- v. The first visit in the second and the fourth term should focus on discussing the plan of the work for the team. Care should be taken to ensure that the student derives a comprehensive exposure to all aspects by the agency.

vi. The last visit of the each Semester should be focussed on the evaluation of the students work during the course of the semester. Additionally, the Department Supervisors can also take note of any special requirements of the agency regarding future placement.

A Proforma will be sent to the agency Supervisor at the end of each semester to help them to evaluate the student's work. The broad categories in the Proforma are:

1. Nature of work assigned to the students in both the terms (separately)
2. Expectations of the agency from the student in both the terms
3. Activities / programmes taken up by the student during the course of the year
4. Social Work techniques / methods / skills applied by the student while working
in the field e.g. interactional skills, reporting skills, service delivery skills and evaluatory skills and emotional skills in working with client systems
5. Brief comments on student self-discipline (regularity, punctuality)
6. General comments on students' strengths and areas to be strengthened
7. Note on Agency's expectation from the Department whether they were met/not met and any suggestions for future placements.

Agencies are also suggested to organise a sharing session between agency staff, student and Department Supervisor at the end of each Semester. In this session students could make a presentation of work done and nature of learning he/she has had. This could be followed by comments of agency staff (including agency supervisor) about students work performance and scope for improvement in future. Department Supervisor could be a non participant observer or may intervene if requested to. This would give a chance to the students to know the general reaction of agency's staff towards his/her work, his/her general behaviour and scope for improvement.

Evaluation:

The process of evaluation is an important aspect of training. It helps the students in developing awareness necessary for the development of a professional social worker. It is continuous in nature and is an on going teaching-learning process. It is a shared process throughout the placement involving the analysis of the students' performance and progress with a view to help students enhance their learning and competence as social worker.

Evaluation is not only limited to the written and formal monthly, mid-term and final evaluation, but also is implicit in every weekly individual conference. Therefore, the Department supervisor must explain the evaluation process to the student in the beginning of the academic session. *Evaluation mark allocation: Field Work: External 60: Internal 40. Field Work: External 60 marks (20 – viva; 40 marks for Agency Supervisor)*

Process of Evaluation:

The process of evaluation is continuous in nature. At the end of every week the department supervisor writes the comments indicating the work done by the student vis-a-vis the learning requirements. It is shared with the students in the individual conference and is signed by both i.e. the supervisor as well as the supervisee.

Before appearing before the viva voce evaluation the student is asked to prepare a summary of the work done by him/her throughout the Semester.

Field work carries 100 marks in each Semester. The work of student is subjected to evaluation by both internal as well as external examiners. This is treated as final marks secured by the student. It must be noted that reevaluation of field work programme is not permitted in University of Madras under any condition. Those students who fail in field work have to repeat the entire semester Field Work. However, if a student has passed theory papers, but has failed to get minimum marks in field work, he/ she is required to repeat only field work. But he/she has to enrol as a regular student. Minimum pass marks in field work is 50%

Field Work Evaluation

(For Agency Supervisors and Department Supervisors - Total Marks - 40)

S.No	NORMS	MARKS
1.	Attendance (Including Regularity and Punctuality)	5
2.	Regularity in submission of Report / individual conference	5
3.	Relationship with agency	5
4.	Application of theory and social work methods in field work	15
5.	Content of the record	10
	TOTAL	40

Weightage for Field Work Norms:

1. Attendance:

Less than	75 %	-	0.0
75%	79%	-	2.0
80%	84%	-	3.5
85%	89%	-	4.0
90%	94%	-	4.5
95%	100%	-	5.0

However, students are encouraged to put in 100% attendance

2. Regularity in submission of report/ Conference:

Beyond 10 days	-	0
7 days to 10 days	-	1
5 days to 7 days	-	2
3 days to 5 days	-	3
1 day to 3 days	-	4
Exact date	-	5

No late submission of reports shall be entertained.

3. Relationship with Agency:

Very good	-	4-5
Good	-	2-3
Satisfactory	-	0-1

4. Application of theory and methods of social work:

Very good	-	11-15
Good	-	6-10
Satisfactory	-	0-5

5. Content of the Record:

Very good	-	8-10
Good	-	6-8
Satisfactory	-	0-5

Viva Voce Examination:

The Viva Voce Examination in Field work will be conducted by an Examiner would be a Field based Senior Professional Social Worker at the end of each semester. Norms for Viva Voce examination will be prepared by the external examiner.

For Instance

Proper maintenance of Field Work Records	-	5
Communication Skills	-	5
Knowledge and Skills regarding Application of theory into Practice	-	10
TOTAL	-	20

Administrative Policies and Procedures:

Field Work Schedule - Time Schedule:

The student should follow the agency timings and they should be involved in 14 hrs of field work per week. During the concurrent fieldwork, a student is required to spend atleast 14 hours per week in an agency/community setting throughout the period of study at the department. These 14 hours are spent by working for two full days in a week. It is to be noted that the time spent by the students in writing of field work report and carrying out the specified field tasks are also included. However, the time spent in travelling between student's home/department and the field work agencies is not counted towards field work hours.

Attendance:

1. The Department expects students to be regular and punctual in field work and takes a serious note of unauthorised absence from the field work. It is to be noted that dishonest practices will adversely affect student's field work evaluation. Unauthorised absence from field work cannot be compensated. Only in special cases, there is a provision of authorised leave of absence from field work on grounds of sickness or important personal reasons. Leave from fieldwork should generally be applied in advance. All leave applications should be addressed to the department supervisors. In case a student is unable to attend field work due to illness she/he must arrange to send a message as soon as possible to the agency as well as the department. The authorised day of absence shall be compensated to ensure 100% attendance.
2. Record of student's attendance in field work is maintained.
3. A student is not required to attend fieldwork on Agency holidays. However on days when agency observes holiday, it will be utilized as per the instructions of the Department Supervisor.
4. Attendance in supportive fieldwork programme, rural camp, individual and group conferences is compulsory.
5. Compensation of fieldwork hours is permissible only on the ground of prolonged / disabling illness. The fieldwork hours lost in each Semester may be compensated with the permission of the department.

Field Work Reports:

- A Student is expected to keep a daily record of his / her field work. Students may maintain Field Work Records in electronic form and may send the reports through e- mail also. This record/report along with a log-sheet on the prescribed form should be handed over to the department supervisor. The date and time for the submission Records is decided by the Department.
- The copies of the fieldwork reports (e- file) must be submitted to the agency. This will give an opportunity to the agency supervisor to know the nature of work done by the student in the agency.
- The log-sheets are to be filled in by the student every week indicating (i) the dates and days on which field work was done: (ii) the time spent in the field work agency on each field work day: (iii) the work done (in brief) on each day: (iv) the date and time of the individual conferences attended at the department: and (v) the total time spent on field work in each week. The log-sheets are to be signed by the student and the Agency Supervisor / In-charge before submitting them to the Department Supervisor, who will in turn countersign them.

- Record of irregularities in attendance at the agency, late or non-submission of reports and log-sheets and absence from individual conferences are maintained by the Department Supervisor.

- The fieldwork reports (E-files) should be submitted once in a week on the day and time specified by the Department. In case of inability of the student to submit the reports on time for valid reasons, it is necessary to obtain permission of the supervisor to submit the reports late by stating the reasons. The supervisor is authorized to accept the reports, if submitted late, for a week. If the student attends field work, but does not submit reports on time and / or does not attend individual conferences as required, the field work for this period will be treated as unsupervised field work.

- As part of a student's field work assignment, he/she may have to correspond with client or members of their families and other social welfare agencies. All such correspondences should be sent with the knowledge and approval of the Department and/or agency supervisor. A student is advised not to enter into any private correspondence with individuals who she/he is trying to help in a professional capacity and to meet at his/her residence or at the Department during the training period or afterwards.

- Any special Correspondence with organizations other than the field work agency in any aspect of field work will be done by the Department on the basis of an application addressed to the Head of the Department, which should be signed by the supervisor, along with his/her recommendations.

**Note: For the specializations of Medical and Psychiatric Social Work and Family and Child Welfare, the placement in the field work agencies (i.e. the type of setting) is interchangeable between the III and the IV semesters.*
