

# **Master of Social Work (MSW)**

## **First year MSW Field Work Practicum Report**

*A field work practicum report submitted to the School of Distance Education,  
Bharathiar University, in partial fulfillment of the requirements for the award of  
MSW degree*

*Submitted by*

*Name: -----*

*Reg.no:-----*

*Enrollment no: -----*

*Name of the Agency: -----*

*Name of the study center : -----*

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**School of Distance education**  
**Bharathiar University**  
*May 2012*

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## Regulations for the MSW Field work Practicum

### **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.

**The broad aim of 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.

### **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 field settings.
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

### **General Objectives in an agency setting:**

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.)

**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 Organization:**

Each student should organize a community organization in his/her field work agency.

## **Important instructions**

- **The report shall be hand written neatly and legibly only with BLUE / BLACK ball pen.**
- *The student has the liberty to choose any NGO, Government social welfare agency, Hospital etc.*
- *Field work Duration is 20 Days of 8 hours a day*
- *All the 20 visits made by the trainee shall be certified by the agency Supervisor*
- *After 20 visits a consolidated report shall be written in the space given at the end of this manual*
- *The students shall do at least 2 case work , one group work and one community organization activity.*
- *The report shall be signed with seal of the NGO / agency where the student has undergone field work training and submitted to the Director, SDE.*
- *The students are evaluated on the basis of the report submitted through a viva-voce examination.*
- *The last date for the submission of the report is -----*

## Focused areas to be covered in the Report

The report should contain the following contents. Write the report after careful observation and collection of information from the agency.

1. An introduction about the agency, name, location, address, year of establishment, registration details, constitution of board/Trust, office bearers etc.
2. Vision and Mission of the organization, Organizational structure , resources, net work details, Funds / budget details, projects undertaken
3. General profile i.e. Details about the inmates of the organization
4. Major activities of the organization ,future plans
5. Case Work Practice, Group Work Practice and community organization practice in the organization for the benefit of the inmates and the locality with the prior permission of the agency.
6. Role of social worker in the organization
7. Skills learnt by the Trainee during the field work training
8. Copies of various forms, returns, hand bills, posters, photographs etc. of the agency may be appended at the end of the report.

# **CERTIFICATE**

*This is to certify that Mr. /Ms-----*

*(Reg.no :-----) , a first year MSW student of School of Distance education, Bharathiar University, Coimbatore-46, has undergone field work*

*training in our agency "-----*

*-----"from*

*-----to-----.*

*Further it is certified that this field work record is a bona fide work done by Mr. /Ms-----and is submitted to SDE, Bharathiar University in partial fulfillment of the requirements for the award of MSW degree.*

*Signature with Seal*

***Forwarded by***

***Director - SDE***

***FW Agency supervisor***

-----  
***Signature of the Examiner***

*Agency visit No: 01*

*Date:*

*From:*

*to:*





*Agency visit No: 02*

*Date:*

*From:*

*to:*



*Agency visit No: 03*

*Date:*

*From:*

*to:*



*Agency visit No: 04*

*Date:*

*From:*

*to:*



*Agency visit No: 05*

*Date:*

*From:*

*to:*





*Agency visit No: 06*

*Date:*

*From:*

*to:*



*Agency visit No: 07*

*Date:*

*From:*

*to:*



*Agency visit No: 08*

*Date:*

*From:*

*to:*



*Agency visit No: 09*

*Date:*

*From:*

*to:*





*Agency visit No: 10*

*Date:*

*From:*

*to:*



*Agency visit No: 11*

*Date:*

*From:*

*to:*



*Agency visit No: 12*

*Date:*

*From:*

*to:*



*Agency visit No: 13*

*Date:*

*From:*

*to:*





*Agency visit No: 14*

*Date:*

*From:*

*to:*



*Agency visit No: 15*

*Date:*

*From:*

*to:*



*Agency visit No: 16*

*Date:*

*From:*

*to:*



*Agency visit No: 17*

*Date:*

*From:*

*to:*





*Agency visit No: 18*

*Date:*

*From:*

*to:*



*Agency visit No: 19*

*Date:*

*From:*

*to:*



*Agency visit No: 2o*

*Date:*

*From:*

*to:*



# **Consolidated Report**









**Overall learning:**