



FIELD WORK MANUAL

MASTERS

IN

SOCIAL WORK

DEPARTMENT OF SOCIAL WORK

(UGC Centre of Advanced Study)

Faculty of Social Sciences

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Introduction

Field work training holds a pivotal place in the professional development of Social Work students. Through field work training, students are provided opportunities to integrate their theoretical knowledge with practice and acquire hands on experience to deal with a variety of complex social situations. The department is widely known for its rigorous field work training. The students are placed with a variety of Government/Non-Government Organisations and through this exercise get an opportunity to enhance their knowledge and skills. The field work supervisory relationship also facilitates the development of thinking, feeling and attitudes relevant to professional practice. The field work settings and objectives for each of the semesters are synchronized with the theoretical inputs being provided in the classroom. By the end of the four semesters the students have been exposed to both, a community setting and an institutional setting.

The present Manual on Field Work is an attempt to incorporate all the relevant information required by a student of M.A Social Work, as also by the Faculty/Agency Supervisor and the placement organisation. The manual includes the objectives for each of the semesters along with their indicative tasks, the details of summer internship, evaluation proforma, guidelines for group conference and field work rules. The course structure is also provided to contextualize the field work practicum.

The Course Structure

M.A in Social Work is a 4 semesters (two year) post-graduate program with a generic base. The program is open to graduates of all academic disciplines and is designated to meet the expanding human resource requirements in the field of Welfare and Development. The Program lays a foundation in Social and Behavioral Science and Social Work methods in the first two semesters. Advanced knowledge and exposure to Welfare or Development perspective (as per the chosen stream by the students) is provided in the final year.

Students who opt for Social Welfare as their stream in the third and fourth semester are provided with specialized inputs for working at the micro and mezzo level. Some of the illustrative settings in which they are offered field work training are: mental health, child protection, dedication, disability, gender based violence, HIV/AIDS. Skill labs are also aimed at strengthening their competencies for direct intervention with the client system.

The students opting for Social Development are trained to analyse macro social realities and understand its implications for human deprivation. They are helped to develop a critical awareness of the social dimensions of economy and policy. Interventions at the macro and mezzo level through policy research, advocacy, training and documentation are also strengthened for students from the social development stream. Field work opportunities to students from this stream are provided in organizations working on issues of education, health, environment, gender, homelessness, informal economy, children, marginalized groups, governance etc.

The theory papers transacted through the course of four semesters are:

Semester I

- Foundations of Social Work
- Theory and Practice of Social Group Work
- Working with Communities
- Social Science Concepts for Social Work

Semester II

- Theory and Practice of Social Case Work
- Child and Women Development
- Social Work Research
- Marginalized Communities: Issues & Interventions

Semester III

- Counselling: Theory and Practice
- Human Rights and Social Justice
- Social Policy, Planning and Development
- Social Welfare Management & Organizational Dynamics

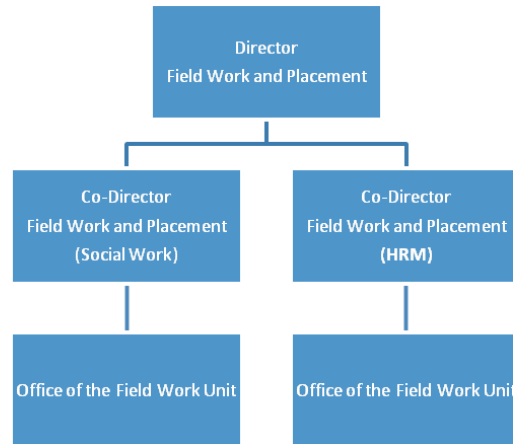
Semester IV: Specialisation SOCIAL WELFARE

- Family Practice
- Behaviour, Stress and Coping
- Health: Issues and Concerns
- Areas of Welfare Practice

Semester IV: Specialisation SOCIAL DEVELOPMENT

- Rural Development
- Urban Development
- Poverty and Livelihood
- Environmental Concerns for Social Work Practice

The Field Work Structure



Field Work Committee (FWC): The FWC is a policy making body for all matters pertaining to field work. It is a sub-committee constituted by the Board of Studies of the Department and consists of all the faculty members supervising field work. The meeting of the committee is chaired by the Head of the Department.

Director Field Work and Placement: The Director Field Work is appointed by the Board of Studies from amongst the Professors and Associate Professors for a period of two years by rotation on the basis of seniority. The Director is responsible to the Field Work Committee and Board of Studies for the administration of field work programme.

The following are the major responsibilities of the Director- Field Work.

1. To co-ordinate the work of the field work unit in the department.
2. To develop policies and procedures for field work.
3. To identify new field placement opportunities for students.
4. To prepare a field work schedule for the academic year.
5. To finalize the field placements for the students.
6. To facilitate on-site faculty supervision
7. To facilitate job placement for the students
8. To strengthen alumni networking

Co-Director Field Work and Placement

The Co-Director Field Work is appointed by the Board of Studies from amongst the Assistant Professors for a period of two years by rotation on the basis of seniority. The Co-Director is responsible for assisting the Director, Field Work and Placement in the fulfillment of the mandate of field work. The following are the major responsibilities of the Co-Director Field work.

- 1.To assist Director in coordinating the work of the field Work Unit.
- 2.To coordinate with the Director to develop policies and procedures for field work.
- 3.To identify new field placement opportunities for students in consultation with the Director.
- 4.To assist in the preparation of annual field work schedule.
- 5.To finalize the field placement agencies for the students in consultation with the Director.
- 6.To facilitate job placement for the students along with the Director.
- 7.To strengthen alumni networking.

Objectives, Components and Tasks of Field Practicum:

In tune with the theory papers in each semester, the following objectives of field practicum for the respective semesters are worked out.

MSW Semester I

Nature of Placement

The students are placed with organisations which are working with urban or rural communities located in and around Delhi.

Field Work Objectives

1. Developing an understanding of the agency and the issues that it addresses
2. Getting an orientation to the community, its needs and problems
3. Initiating groups/basic nucleus in the community for addressing some of these needs and problems and identify individuals/families that may require exclusive and intensive intervention
4. Locating internal/external resources that can be used for addressing community needs.
5. Developing an ability to record and use supervision for professional growth
6. Getting orientated to professional ethics and values

Task for Field Practicum

- 1 Developing an agency profile which would inter-alia include the organizational genesis, ideological orientation, programmes and policies, and roles and functions of various functionaries in the agency.
- 2 Collecting information on opportunities for education, health, employment etc. available in and around the community and their access to different population groups within the community and the reasons.
- 3 Utilizing various methods and techniques of social work as far as possible
- 4 Beginning to form a core group/basic nucleus of children/youth/women/ men for addressing one or more of the concerns identified above and introducing a process of self-help.
- 5 Identifying formal and informal leaders from within the community and maintaining regular liaison with them
- 6 Assisting the agency in its ongoing interventions
- 7 Relating theory with practice

Components of Field Practicum:

- Orientation Program.
- Concurrent Field Work twice a week
- Individual Conferences
- Weekly report submission

MSW Semester II

Nature of Placement

The students continue their field placement in the same organisation where they were placed in the first semester.

Field Work Objectives

1. Developing an in-depth understanding of community dynamics and the impact that it has on the lives of people
2. Strengthening the basic nucleus/groups for addressing the identified concerns in the community
3. Learning to mobilize the identified internal and external resources for the benefit of the community
4. Learning to practice individualized interventions with the identified families/ individuals/groups with special reference to urban community set up
5. Strengthening the ability to translate consciously theoretical inputs into the practice realm
6. Developing the ability to undertake analytical recording
7. Moving towards professional development of self
8. Attempting to draw out plans for making the interventions sustainable

Task for Field Practicum

- 1 Engaging in continuous discussions with the community at large, the formal/informal leaders and the functionaries of the various systems that are linked to the community
- 2 Identifying needs and problems in the community
- 3 Facilitating the core group/basic nucleus to work towards the implementation of the plan of action that is evolved.
- 4 Facilitating the core group to identify ways and means by which their interventions could be sustained after the withdrawal of the student trainee.
- 5 Finding out target groups requiring professional interventions and enabling them to evolve a plan for increasing their capacity to enhance their present level of social functioning
- 6 Identifying and networking with other agencies that could be utilized by the individuals units being worked with
- 7 Assisting the agency in its ongoing interventions
- 8 Relating theory with practice
- 9 Bringing out issues, concerns or dilemmas encountered during field work through a planned paper presentation in the scheduled group conference

Components of Field Practicum:

- Concurrent Field Work twice a week
- Individual Conferences
- Weekly report submission
- Group Conference

Summer Placement

In addition to the concurrent field work, summer internship is a compulsory component of field work training for M.A Social Work (Second Semester) students which starts immediately after completion of their second semester examinations i.e. during summer vacation of the academic year and is a basic requirement for the award of the degree of Master of Arts in Social Work. The duration of summer internship is of six weeks (30 working days). It is in the nature of conducting a research. At the end of the internship the student has to come up with a dissertation prepared in consultation with the faculty supervisor (same as that of concurrent field work of the year) and face a viva-voce examination. The structure/synopsis of the summer internship research project is developed during the field work placement of second semester by the student in consultation with the concerned field work supervisor before the end of the semester.

Nature of placement agency

The agency for summer internship is the same as that of concurrent field work placement of the student for first and second semester barring exceptional cases where undertaking a research project in that placement is not possible. In case there is need for change of agency/community the faculty supervisor has to intimate the field work unit in writing with justification and also suggest the alternative agency/community for the purpose. The field work unit exercises all relevant checks and cautions to ensure that the new agency/community so suggested would be able to provide research opportunities to the student.

Objectives of the Summer Internship

1. To provide students an opportunity to design a research based on their observations in the course of concurrent field work.
2. To develop among students, the ability to integrate theoretical learning with practical engagement and document the same in an academic mode.

3. To provide the students an opportunity to make use of their skills in networking and coordination with other agencies working in the same field for the purpose of their research work.
4. To fine tune and consolidate their knowledge and skills in social work interventions and social work research

Tasks of Summer Internship

- 1 Collecting all relevant information and documents pertaining to the summer internship and getting clarity on each and every point of reference.
- 2 Preparing a note on the agency/community set-up, programs/activities and implementation process with full clarity. (Relevant in case of change of agency/community)
- 3 Understanding problems and challenges faced by the target group as well as by the agency/community and the probable solutions. (Relevance of the task would be decided through a process of discussion with the faculty supervisor)
- 4 Undertaking all kinds of preparation for conducting a study (Scientific Investigation/Research) on each and every area related to their research with the help of their respective faculty supervisors.
- 5 Undertaking data collection tasks as per the schedule.
- 6 Writing daily diary or notes of field work in a systematic manner.
- 7 Mailing duly signed log sheets (by student and agency supervisor) to the field work unit of the department on regular basis.
- 8 Submission of termination report in the field work unit after successful completion of the internship.
- 9 Submission of the certified dissertation to the department within the timeframe.

MSW Semester III & IV Social Welfare

The thrust of the field work in MSW III & IV semester is determined by the specialization that the student has opted for. Further the objectives for the third and fourth semester are seen in a continuum and are thus not bifurcated strictly.

Nature of Placement

The students are placed in organizations where opportunities for intensive individual and group level interventions are available. Illustratively students are placed in mental health settings, statutory or non-statutory institutions involved in child protection, de-addiction facilities, statutory and non statutory institutions working on issues of domestic violence, services for differently abled, institutions offering counseling and care and support services for persons who are infected or affected with HIV/AIDS.

Field Work Objectives

1. To develop an understanding of the placement organization with respect to its ideology, vision, design, interventions and human resource policies.
2. To begin to develop an understanding of the legal environment within which the organization functions.
3. To begin to understand and analyze the social policies and legislations relevant to the client group of the agency.
4. To develop skills of assessment at an individual and group level and to develop skills of drawing out plans of intervention in the light of the above.
5. To understand and implement the intervention plan using the skills and techniques drawn from various therapeutic approaches.
6. To begin to understand and participate in the process of project formulation.
7. To learn to work as part of an interdisciplinary team.

Note: Since the placement agency of the student will ordinarily remain the same in semester III & IV and there is continuity in the work and assignments carried out by the students, the objectives remain the same for semester III and IV. However, for evaluation purposes at the end of Semester III, Objectives 1, 2 & 3 are expected to be substantially achieved and additionally the students are expected to acquire beginning skills in respect of the remaining objectives. Similarly, at the end of semester IV the students are expected to substantially achieve all the objectives listed above and acquire skills and competencies of a higher order reflected in their ability to function independently as a professional with little supervision.

Components of Field Practicum:

- Concurrent Field Work twice a week
- Individual Conferences
- Weekly report submission

MSW Semester III & IV Social Development

The thrust of the field work in MSW III & IV semester is determined by the specialization that the student has opted for. Further the objectives for the third and fourth semester are seen in a continuum and are thus not bifurcated strictly.

Nature of Placement Agencies

Students opting for social development are placed with organisations having significant focus on research, documentation, policy analysis, advocacy, training and networking. Illustratively students are placed in organizations engaging on issues of public health, child protection, gender equity, governance, environmental protection, homelessness, informal sector, marginalization etc.

Field Work Objectives

1. To develop an understanding of the placement organization with respect to its ideology, vision, design, interventions and human resource policies.
2. To begin to develop an understanding of the legal environment within which the organization functions.
3. To begin to understand the socio-political-economic context that impacts the issue being addressed by the organization.
4. To begin to understand and analyse the social policies and legislations relevant to the issue being addressed by the organization.
5. To begin to recognize the relevance and scope for using various tools (research, documentation, advocacy, training etc.) so as to create a macro level impact.
6. To directly experience the usage of any one of the above tools and bring out a document based on the above.
7. To begin to understand and participate in the process of project
8. To develop skills of different forms of
9. To learn to use supervision at faculty and agency

Note: Since the placement agency of the student will ordinarily remain the same in semester III & IV and there is continuity in the work and assignments carried out by the students, the objectives remain the same for semester III and IV. However, for evaluation purposes at the end of Semester III, Objectives 1, 2 & 3 are expected to be substantially achieved and additionally the students are expected to acquire beginning skills in respect of the remaining objectives. Similarly, at the end of semester IV the students are expected to substantially achieve all the objectives listed above and acquire skills and competencies of a higher order reflected in their ability to function independently as a professional with little supervision.

Components of Field Practicum:

- Concurrent Field Work twice a week
- Individual Conferences
- Weekly report submission

Description of the Components of MA Social Work Field Practicum

This section contains a brief description of certain field work components of MA Social Work.

Orientation Program:

The Orientation Program is arranged in the beginning of M.A. Social Work Semester I. It is a ten-day planned program aimed at providing appropriate direction to professional learning. With a judicious mixture of lectures, interactive sessions, games, skill labs and field visits, this important event provides a platform for the beginners to get introduced to different fields, dimensions, values and skills of Social Work. Besides this, the program helps the new entrants to familiarize themselves with the department and the course and also to acquaint themselves with the administrative framework, teaching pedagogy and field work rules. Since the students commence their field work within a couple of weeks of the orientation programme, the transaction within this serves as a critical basis for their understanding and engagement in field work assignments. Skill Laboratories during the orientation programme are planned in a way to help students acquire beginning skills of using the methods of community work and group work in underserved communities. Field Visits serve as an eye opener for many who have never been exposed to slums and resettlement colonies.

Skill Lab:

Skill labs are an integral part of the curriculum from the time that the students join the course till the time that they graduate. A minimum of four skill labs is organized in each semester which are aligned with the theory papers and the field work requirements. Skill labs are either facilitated by experts in the field or by faculty members. The themes for the skill labs include but are not limited to PLA tools, Therapeutic Interventions in the Context of Groups, Tool Construction in Research, Data Analysis, Life Skills Programming, Interviewing Skills in Case Work, Rights Based Programming, Designing Advocacy Campaigns, Family Therapy, Therapeutic Interventions in Specific Situations such as Addiction, Counselling Children and Adolescents, Project Formulation. The theoretical input with respect to skill labs is transacted in the class room and the skill component is covered in the day long skill lab. The faculty supervisor supports the application of these skills in the field work.

Individual Conference:

Supervision is a dynamic educational process involving the faculty supervisor, students, his/her peers and agency supervisor to develop knowledge, skills and attitude in accordance with the professional standards of social work practice. Supervision holds the key in the professional development of a social worker. Effective supervision requires clarity about their respective roles as supervisor and supervisee. Each student is placed with a faculty member who is referred to as faculty supervisor. Supervision is participatory process and the role of student is significant as he/she is expected to clearly identify her/his learning needs and take initiative to benefit fully from the supervisory process.

Individual Conferences (IC), a critical tool of supervision, is arranged to facilitate interaction, sharing and feedback between supervisor and supervisee in a systematic, planned and confidential setting. ICs are supposed to be held every week during the assigned time. It provides a platform to discuss the issues and concerns arising out of field work. The supervisor is expected to facilitate the students to relate theory with practice, and monitor their progress in terms of accomplishment of field work tasks and objectives and improvement in quality of reporting. It provides the student an opportunity to reflect on their own strengths and weaknesses and work on them for the betterment. All students are mandatorily required to attend all such Supervisory conferences. Field work without IC is considered as unsupervised field work and stands a chance of being cancelled.

The responsibilities of the Faculty Supervisor could be summarized as:

- Making student comfortable with the field setting and its requirements
- Assisting the students to develop their thinking, attitude and behavior and action in relation to the values and ethics of the profession.
- Working out a work schedule in consonance with the field work objectives
- Enabling students in learning to relate theory with practice
- Sharing with students the evaluation criteria, performance indicators and other expectations in terms of recording, use of supervisory process, etc.
- Providing periodic feedback to students about their professional growth
- Maintaining regular contact with the placement agency and agency supervisor for monitoring purposes.

Group Conference:

Group conference is a vital part of the field work training, as it enables the students to develop some of the basic skills to become an effective social work professional. In M.A. Social Work, Group Conferences are held twice in the whole course duration: one during semester II, and the other during Semester III/IV. It provides the students a rare opportunity to get exposure to a wide range of areas. Each student is supposed to assume the role of Chairperson, Paper Presenter and Rapporteur at least once in each Group Conference. It provides the student an opportunity to experience the process of presentation of a formal academic and practice oriented paper, to chair and moderate a formal discussion, to record the proceedings of discussion in a systematic, precise and formal manner, and to develop understanding of various settings and opportunities relevant to the field of Social Work. It is an evaluative component of Fieldwork. (The detailed guidelines with respect to Group Conference have been provided in the Annexures. They provide an indicative format for presentation and the roles of a chairperson, rapporteur and presenter.

Educational Camp

The Department of Social Work organizes an educational camp for 10 days in a rural area for the students of M.A. Social Work - II Semester. The camp is organized with a primary view of exposing the students to the realities of rural life. It is also a place to develop an understanding of rural community and sharpen the use of various skills like rapport formation, situational analysis and programme planning. A sense of group living and effective team work is also inculcated among the students.

Inter-Agency Meet

The inter-agency sports and cultural meet is held every year to commemorate the birth anniversary of late Dr. Zakir Hussain, the former President of India and Vice Chancellor of Jamia Millia Islamia on or around 8th February. In this meet, the students bring children from their respective field work communities to participate in the sports and cultural activities organized by the students under faculty supervision. These children mostly belong to disadvantaged and underprivileged groups, etc. The meet is an opportunity for the children to overcome their inhibitions and feel motivated as well as get a glimpse of an institute of higher learning.

Job Placement

Job Placement is an activity of the Department conducted to provide on-campus placement to the students on the basis of their ability, interest and other skills. The department is known for facilitating job opportunities to its students by providing them a stepping stone into the social sector. For job placement different NGOs, CSRs and other civil society organisations are continuously approached by the department. A placement brochure, which is prepared annually, is also circulated among the potential organisations and alumni. Subsequent to this a systematic follow up is carried out on behalf of the department by the student's placement committee. On campus placement entails a pre-placement talk followed by the individual selection processes. Campus placement is an extremely transparent and student led activity with close facilitation provided by the field work team.

Annexure - 1: Field Work Rules for Concurrent Field Work

1.Attendance

Attendance in fieldwork is compulsory. The students are required to attend fieldwork on all the fieldwork days during fieldwork period. Only the agency holidays will be observed. However, the department may announce additional holidays, if required. The students will be required to observe working hours of the agency. It is expected that a student will normally spend a minimum of seven to eight hours per day in the field. However, the students may be required to put in more time due to the exigencies of work and/ or the nature of their assignments.

2.Leave

The students will be permitted leave only on grounds of serious sickness or excruciating medical disability for not more than 2 days during a semester. Provided that in case of medical disability*, an application for condonation of shortage of attendance shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jamia Millia Islamia. The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery. In case of review/ rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department within two weeks of receipt of application for condonation.

(*Serious sickness/excruciating medical disability shall include all diseases/conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospital/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C.G.H.S. rules.)

3.Evaluation (M.A Social Work)

3.1 Evaluation of fieldwork is an ongoing process and regular feedback shall be provided to the student with the help of individual and group conferences. However, fieldwork shall be evaluated in terms of marks at the end of each semester according to the evaluation criteria as mentioned above.

The fieldwork and its various requirements for all the classes shall be evaluated by the faculty supervisor as per the process and guidelines adopted and with the help of the tools developed for the purpose by the Department. Mere fulfillment of attendance requirements by the students shall not guarantee their successful completion of fieldwork.

3.2 If a student fails to attain 75% attendance in any of the fieldwork components of the respective semester, he/she shall not be considered eligible for evaluation and shall be declared to have failed in fieldwork in the concerned semester. A student who fails in fieldwork shall not be allowed to take theory examinations and shall be treated as having failed in the semester.

3.3 If a student fails to obtain 90 per cent attendance in any of the components of fieldwork (visits to the agency, individual conference, submission of fieldwork reports and group conference) in each of the semesters his/her fieldwork evaluation may be adversely affected.

3.4 The department shall notify the names of students who fail to complete the field work requirements at the end of each semester. Such students shall not be allowed to continue with the semester and shall not be entitled to take theory examinations for that semester. The students of M.A Social Work (Semester I), if detained on account of non-completion of fieldwork requirements will have to seek readmission as fresh candidates next year. The students of the remaining semester (i.e., II III IV), however, may be readmitted with the corresponding semester next year, provided that they have passed in the preceding semesters or qualify for promotion under the promotion rules of the M.A Social Work as approved from time to time by the competent bodies.

(Explanatory Note: Field Work will mean all the fieldwork requirements as prescribed by the department. These requirements at present include visits to fieldwork agencies, submission of fieldwork records and log sheets, attending individual supervisory conference, group conference, participating in inter-agency meet and educational camp. Any other requirement/task can be added to the fieldwork requirements for each class by a notification of Fieldwork Director/Head of the Department.)

4.Compensation

None of the requirements of fieldwork can be compensated on any ground

5.Educational Camp

The students of M.A Social Work (Semester II) will be required to participate in an educational camp to be organized by the department. The camp will be evaluated as part of fieldwork requirements and the attendance rules as specified under clause 3.3 shall be applicable to the educational camp as well.

Annexure 2: Field Work Rules for Summer Internship

1.Attendance

- 1.1 Summer internship will be during May to June in the academic session.
- 1.2 Summer internship will begin and end strictly during the specified period failing which it will not be possible for the department to recommend the student to be promoted in the next semester.
- 1.3 The entire cost of undertaking the internship and production of the dissertation shall be entirely borne by the student.
- 1.4 The students of M. A. Social Work are required to prepare a synopsis for their Summer Internship research/dissertation in consultation with their respective faculty supervisors and submit it to the field work unit before the end of last teaching day of the second semester (i.e, 30th April 2014). Failing which, they will not be permitted to proceed for the Summer Internship during the academic session.
- 1.5 The student will be eligible for his/her degree only on the satisfactory completion of the summer internship.

2.Dissertation

- 2.1 The dissertation shall normally be of 75-100 pages with proper references and scientific organization.
- 2.2 The dissertation is to be typed in Times New Roman, Font 12 and 1.5 line spaces.
- 2.3 The dissertation is to be submitted as a hardbound copy in triplicate (each for student, supervisor and department).
- 2.4 The references are to be written in the APA style.
- 1.1 The dissertation submitted to the department shall be dully certified by the faculty supervisor.

3.Evaluation

- 3.1 The dissertation shall initially be examined by the supervisor and certified for submission. The faculty supervisor shall evaluate the dissertation for 50 marks.
- 3.2 Only those candidates whose dissertation is certified shall be examined externally through a viva-voce examination. The viva-voce examination carries 50 marks.

3.3 In case a dissertation is not certified by the faculty supervisor prior to the viva- voce, the candidate shall not be allowed to appear for the viva-voce and shall be declared failed in the dissertation.

3.4 In case a student is unable to submit the dissertation within the specified time as notified by the Department, he/she shall not be given another chance in that session to complete the dissertation and shall be marked as failed in the dissertation.

3.5 A student marked as 'failed' in the dissertation shall have the opportunity to complete the dissertation between the third and fourth semester. The dissertation of such students shall be supervised by the field work supervisor of the third semester.

3.6 In cases, where the student is unable to submit the dissertation within the specified time due to illness or other exigencies, the matter shall be placed before the Field Work Committee to take a decision.

4.General Instructions

4.1 In case a student is unable to complete the work related to the internship within the specified time then he/she will be needed to explain the reasons for the same in writing through

4.2 Every student is required to give his complete contact address (temporary and permanent), phone number and E-mail address to the agency of placement and to the department so that in case of any emergency it will facilitate prompt communication.

4.3 The students are required to intimate the department of his/her date of joining the agency and in case of any delay in the date as it may be, same shall be stated with reasons within one week of joining the Agency.

4.4 The joining report countersigned by the agency supervisor is to be sent through the proper channel. The joining report may be scanned and mailed. A printed copy of the same is then to be sent by Speed Post to the department.

4.5 Students are required to send fortnightly progress reports and log sheets, countersigned by the agency supervisor by e- mail/speed post to the department.

4.6 The fortnightly progress report should reach the department in time. In case the reports are not received by the department on the scheduled dates, a reminder would be sent to the student, along with a copy to the supervisor in the agency and to the department supervisor.

4.7 All students are expected to maintain a duplicate copy of all log sheets, reports and any other correspondence they send to the department.

4.8 To avoid any difficulty arising out of the non receipt of log-sheet, these may be sent by Registered Post.

4.9 If no log sheets/reports are received for a period of one month the internship would be treated as cancelled and the student would be asked to repeat it all over again in winter break.

4.10 The students are expected to strictly adhere to the working days and hours of the agency they are placed with.

4.11 In case the student is facing any problem during the internship he/she must immediately contact the supervisor and should in no case discontinue his/her training, unless specifically instructed by the department.

4.12 Within a fortnight of the completion of summer internship, the student should send a comprehensive report on the nature of work undertaken and the benefit derived from the placement. A pro-forma would be made available for the same.

4.13 A student is allowed three days of leave on account of any sickness, during the entire period of summer internship. In case the student has to avail of this leave, he/she should inform the agency as well as the department in writing along with a medical certificate. In case a student fails to attend field work more than three days due to ill health the university rule will be applicable. It reads as under:

“In case of medical disability as mentioned herein above, an application for condonation of shortage of attendance shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jamia Millia Islamia. The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery. In case of review/rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department within two weeks of receipt of application for condonation” (Students Hand Book, 2013-14, Para-3, p: 27). However the compensation of field work days in such case will be decided by the field work unit in consultation with head of the department.

4.14 Absence from summer internship on ground other than ill-health and without the permission from the agency and the department will be treated as indiscipline.

4.15 All the students are required to strictly observe deadline dates announced for the summer internship.

4.16 Correspondence in connection with summer internship should be addressed to

Mr. M. Nadeem
Extension Assistant
Field Work Unit, Department of Social Work
Jamia Millia Islamia, New Delhi-110025.

4.17 In case any problem arises on account of interpretation of the above rules and/ or for clarification needed, the field work committee which is a sub-committee created by the Board of Studies of the Department of Social Work, will be the competent body to provide the same and its decision shall be final. Rest of the field work rules and provisions as contained in the field work manual or as modified from time to time shall also continue to apply.

Annexure 3: Guidelines and Evaluation for Group Conference

Group conference is a mechanism to facilitate professional sharing among students and faculty supervisors. All students are expected to make a presentation in the group. They can select any issue from their field work setting and present it to the group for deliberation.

Objectives:

1. To provide students exposure to different field settings.
2. To provide the students an opportunity to collect data, analyze and reflect upon areas of work through presentation.
3. To facilitate problem solving through group efforts.
4. To learn to make a presentation, chair a group meeting and act as a rapporteur.
5. To develop presentation and time management skills.
6. To gain exposure in peer learning processes.

Nature of paper presentation:

- The presentation to evolve from field work practicum being pursued by the student.
- It should focus on agency profile, field work tasks, problems and challenges faced.
- The student is required to do a situational analysis of the problem that they are presenting and link it
- The paper should finally focus on a particular issue in which the student has actively engaged

Format of paper

- Preliminaries- This includes information like name of the presenter, chairperson, recorder,
- Title of the paper and name of Placement Agency
- Introduction of the organization/Agency and tasks planned by the field work trainee.
- Main content of presentation (Max 750 words)
- Each presentation should be with the help of a power point presentation to a maximum of 10 minutes duration. The presentation will be followed by a discussion of 10 minutes duration.

Structure of the Group Conference

Each student will perform the three roles of a Paper Presenter, Chairperson and a Rapporteur. These roles are as detailed below:

Role of Chairperson

1. Welcome the presenter, rapporteur and resource persons.
 2. Introduce the theme of the paper.
 3. Explain the rules of the conference.
 4. Encourage participation of the group.
 5. Maintain discipline.
 6. Time management.
 7. Seek feedback from resource persons and faculty supervisors on the issue raised.
- Summarize the discussion

Role of Rapporteur

1. To record the proceedings of the group conference.
2. To submit the written copy of the report to the assigned faculty member in three days time
3. The report should cover the following: Name of the members present in the Group Conference, Summary of the presentation, Queries raised after the presentation, and a summary of discussion.

Rules:

1. Attendance in the group conference is mandatory for the students.
2. The paper to be presented should reach Field Work unit 3 days prior to the group conference in print form. 15 copies of the same have to be provided to the field work unit.
3. The group conference will be held as per the schedule announced by the field work unit.
4. Students will normally be given only one opportunity to make a presentation. If the students fail to avail this, it may reflect negatively on the evaluation of his/her field work.
5. 15 marks are allocated for one Group Conference. The evaluation is made on the following three criteria: Presentation, Punctuality and Participation, and timely submission of report

Criteria for Evaluation of Group Conference for MSW

Evaluation of fieldwork is an ongoing process and regular feedback shall be provided to the student with the help of individual and group conferences. However, fieldwork shall be evaluated in terms of marks at the end of each semester according to the evaluation criteria as mentioned above.

The fieldwork and its various requirements for all the classes shall be evaluated by the faculty supervisor as per the process and guidelines adopted and with the help of the tools developed for the purpose by the Department. Mere fulfillment of attendance requirements by the students shall not guarantee their successful completion of fieldwork.

If a student fails to attain 75% attendance in any of the fieldwork components of the respective semester, he/she shall not be considered eligible for evaluation and shall be declared to have failed in fieldwork in the concerned semester. A student who fails in fieldwork shall not be allowed to take theory examinations and shall be treated as having failed in the semester.

If a student fails to obtain 90 per cent attendance in any of the components of fieldwork requirements (visits to the agency, individuals conference, submission of fieldwork reports and group conference) in each of the semesters his/her fieldwork evaluation may be adversely affected.

The department shall notify the names of students who fail to complete the field work requirements at the end of each semester. Such students shall not be allowed to continue with the semester and shall not be entitled to take theory examinations for that semester. The students of M.A Social Work (Semester I), if detained on account of non-completion of fieldwork requirements will have to seek readmission as fresh candidates next year. The students of the remaining semester (i.e., II III IV), however, may be readmitted with the corresponding semester next year, provided that they have passed in the preceding semesters or qualify for promotion under the promotion rules of the M.A Social Work as approved from time to time by the competent bodies.

Criteria for Evaluation of Group Conference for M.A Social Work 2nd and 3rd Semester

S.No	Broad Components	Marks	Specific Parameters
1	Presentation	6	<ul style="list-style-type: none">• Content• Clarity• Communication
2	Participation and punctuality	3	<ul style="list-style-type: none">• Attendance and adherence to time• Level of participation• Alertness
3	Chairing	3	<ul style="list-style-type: none">• Initiation• Managing discussion• Time keeping
4	Recording	3	<ul style="list-style-type: none">• Content• Clarity• Timely submission of minutes*
	Total Marks	15	

*(The recorder is required to submit the minutes of the GC within the next two working days to both the experts)

Annexure 4: Guidelines for Preparing Dissertation

THE FORMAT OF THE FRONT PAGE/1ST PAGE/COVER PAGE

PROJECT TITLE

Dissertation submitted to the JAMIA MILLIA ISLAMIA
in partial fulfilment of the requirements
for the award of the Degree of

MASTER OF ARTS (SOCIAL WORK)

BY

STUDENT NAME

RESEARCH SUPERVISOR NAME



DEPARTMENT OF SOCIAL WORK

UGC CENTRE OF ADVANCED STUDY

FACULTY OF SOCIAL SCIENCES

JAMIA MILLIA ISLAMIA

NEW DELHI-110025

INDIA

(year)

THE FORMAT OF THE CERTIFICATE

Declaration

This is to certify that the dissertation/ research report entitled, “DISSERTATION TITLE” submitted by me in partial fulfilment for the award of the Degree of MASTER OF ARTS (SOCIAL WORK) of this University has not been previously submitted for any other degree/diploma of this or any other University and is my original work.

(Signature and name of the student)

I recommend this dissertation be placed before the examiners for evaluation

Date & Place:

(Signature and name of the Supervisor)

Annexure 5: Field Work Evaluation

Annexure 5(a): Field Work Evaluation Proforma for Students

SELF EVALUATION PROFORMA M.A. SOCIAL WORK (Semester I & II)

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. Briefly describe the nature of placement Agency (Brief History, functions, programmes, organizational philosophy and organizational structure).

2. Discuss the nature of the community you were placed in (type of community, size, major population groups, occupational structure, general level in terms of: education, health, socio-economic status, availability of basic amenities etc. and kind of intervention made by the placement agency).

3. Discuss the major assignments handled during the period and the accompanying learning outcomes (This may include new insights gained, skills acquired, techniques utilized etc.)

4. In what ways you feel fieldwork training thus far had contributed to your professional growth and development. Following are the suggested constituents of professional development. These may be used to evolve a framework for discussing your professional development. Cite field examples to substantiate.

a) Commitment to the Professional Ethics, Attitudes and Values.

b) Awareness of the self in relation to the demands of the work situations (personal qualities and limitations that may be considered as either facilitating or hindering factors in professional development).

c) Conscious use of theoretical knowledge in practice.

d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.

e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for oneself, making a conscious effort to move from dependence to self direction.

f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.

g) Creating a helping environment to maximize learning opportunities and outcomes.

h) Inter personal competency to deal with a variety of work and human relation situations.

5. Use of Supervisory Guidance:

a) Discuss the ways in which you tried to make use of supervisory guidance available at the Department and the organization.

b) Highlight your abilities to receive and provide feedback and to incorporate the feedback in the day to day work situations.

c) Illustrates how you tried to minimize dependence on supervisors leading to self-directed approach to learning.

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1. Writing Records:

d) Ability to write in a clear and articulate manner.

.....
.....

e) Ability to present facts and observations in an organized manner.

.....
.....

f) Ability to relate day to day work situations with the theoretical knowledge.

.....
.....

g) Ability to present facts and observations within an analytical framework.

.....
.....

7. Discuss the problems faced in operationalizing the field work objectives and how did you try to overcome these.

.....
.....

Signature of Student
Date:

Signature of Supervisor
Date:

SELF EVALUATION PROFORMA
M.A. SOCIAL WORK (Semester III & IV)

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. Briefly describe the nature of placement Agency (Brief History, functions, programmes, organizational philosophy and organizational structure).

2. Discuss the major assignments handled during the period and the accompanying learning outcomes (This may include new insights gained, skills acquired, techniques utilized etc.)

3. In what ways you feel fieldwork training thus far had contributed to your professional growth and development. Following are the suggested constituents of professional development. These may be used to evolve a framework for discussing your professional development. Cite field examples to substantiate.

a) Commitment to the Professional Ethics, Attitudes and Values

b) Awareness of the self in relation to the demands of the work situations (personal qualities and limitations that may be considered as either facilitating or hindering factors in professional development).

c) Conscious use of theoretical knowledge in practice.

d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.

e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for one self, making a conscious effort to move from dependence to self direction.

f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.

g) Creating a helping environment to maximize learning opportunities and outcomes.

h) Inter personal competency to deal with a variety of work and human relation situations.

4. Use of Supervisory Guidance:

a) Discuss the ways in which you tried to make use of supervisory guidance available at the Department and the organization.

b) Highlight your abilities to receive and provide feedback and to incorporate the feedback in the day to day work situations.

c) Illustrate how you tried to minimize dependence on supervisors leading to self-directed approach to learning.

5. Writing Records:

a) Ability to write in a clear and articulate manner.

.....
.....

b) Ability to present facts and observations in an organized manner.

.....
.....

c) Ability to relate day to day work situations with the theoretical knowledge.

.....
.....

d) Ability to present facts and observations within an analytical framework.

.....
.....

6. Discuss the problems faced in operationalizing the field work objectives and how did you try to overcome these.

.....
.....

Signature of Student
Date:

Signature of Supervisor
Date:

Annexure 5(b): Field Work Evaluation Proforma For Faculty

M.A. Social Work (Semester I, II, III & IV)

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. In what ways has fieldwork training thus far contributed to the professional growth and development of the student?

a) Commitment to the Professional Ethics, Attitude and Values.

b) Awareness regarding personal strengths and limitations that could be facilitating or hindering professional development.

c) Conscious use of theoretical knowledge in practice.

d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.

e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for oneself, making a conscious effort to move from dependence to self direction.

f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.

g) Creating a helping environment to maximize learning opportunities and outcomes

h) Inter personal competency to deal with a variety of work and human relation situations.

2. Use of Supervisory Guidance:

Making use of supervisory guidance, ability to receive and provide feedback and incorporating the same.

3. Writing Records:

(Ability to write in a clear and articulate manner, Ability to present facts and observations in an organized manner, Ability to relate day to day work situations with the theoretical knowledge, Ability to present facts and observations within an analytical framework.)

Signature of Student
Date:

Signature of Supervisor
Date:

Annexure 5(c): weight of marks for field work Components

S.No	Components	Semester I	Semester II
1	Professional Development	60	50
2	Work Habits	30	20
3	Recording	30	15
4	Use of Supervision	30	15
5	Educational Camp	-----	35
6	Group Conference	No. G.C	15
7	Total	150	150
8	Viva-voce	No Viva	50
9	Grand Total	150	200

Summer Training Dissertation

S.No	Components	Mark
1	Project Report	50
2	Viva-Voce	50
3	Total	100

M.A Social Work (Final)

S.No	Components	Semester III	Semester IV
1	Professional Development	60	60
2	Work Habits	30	25
3	Recording	30	25
4	Use of Supervision	30	25
5	Group Conference	No. G.C	15
6	Total	150	150
7	Viva-voce	No Viva	50
8	Grand Total	150	200

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