

MASTER OF SOCIAL WORK (MSW)



FIELD WORK MANUAL

DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003

Eligibility To Become A Field Work Instructor

- (i) Faculty Members having Master's degree in Social Work (Institutions in the Department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or
- (ii) Trained Social Workers or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or
- (iii) Professionals holding Master's degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Field Work in Social Work Education: An Overview

Field Work is considered to be an integral part of social work education by all the Schools of Social Work in India. In order to maintain the academic quality of social work education, Directorate of Distance Education, Alagappa University also prepared structured Social work curriculum. Distance learners also acquire theoretical as well as field work knowledge in social work as per the guidelines formulated by the Review Committee on Social Work Education (1978). It has mentioned the following objectives of field work:

1. Development of professional skills through learning to use knowledge for the study and analysis of problems and selection of appropriate means to solve them;
2. Development of skills in problem-solving at the macro and micro levels
3. Integration of class room learning with field practice
4. Development of skills required for professional practice.
5. Developing skills required for professional practice at the particular level of training;
6. Development of professional attitudes, values and commitment; and
7. Development of self- awareness and professional ideal.

Further UGC Model Curriculum (2001) prepared by the University Grants Commission recommended that Field Work is a learning task. The Field Instructor is required to select tasks from these areas systematically. The sequencing of tasks is to range from simple to complex. The broad aim is to provide opportunities for applying the knowledge and the information gained in the theoretical background to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. The Six areas are:

1. Understanding both the agency and the clients as systems.
2. Developing knowledge about administrative procedures, programme management, and utilizing these skills in practice.
3. Developing Skills of problem solving process, and practice based research.
4. Acquiring skills in communication – writing client records, documentation of agency records, correspondence, and public relations skills.
5. Using instruction to learn practice.
6. Developing as a professional.

Objectives of the First Year Learner (Paper Code 2.5)

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following objectives for the first year learners:

1. Develop knowledge of the socio-economic and cultural realities, and their impact on the client system with specific focus on marginalized groups.

2. Develop beginning skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
3. Understand the agency as a system – its philosophy, thrust, objectives, structure and management of service/programmes.
4. Develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research.
5. Develop skills in documenting practice.
6. Develop skills in identifying and utilizing the community resources both government and voluntary.
7. Develop ability to work as a member of a team.
8. Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.
9. Make consciousness use of professional values and ethics.

Note to the Field Work Instructor:

Work assigned should be with the Individuals, Families, Groups or Communities who are victims of circumstances /Marginalized. For example – Exploited women, migrant workers, landless laborers, school dropouts, street children, neglected elderly, and HIV or AIDS affected persons, persons with various disabilities. Etc.

Areas of Work Assignment to First year Social Work Learners:

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following areas of work assignment for the first year learners:

Area 1: Social Work in the Organization/Community

Understanding the agency /community

Task provided should aid learner to.

1. Understand the socio-economic and cultural realities and their impact on the organization/community and the client system.
2. Understand the administrative structure, the communication patterns, leadership, power structure, decision making and functions of personnel, in government and voluntary agencies.

3. Understand the programmes, programme management and participate in their delivery with the use of appropriate programme media. Show ability to write proposals for new programmes and initiate them.
4. Understand the relationship of the organization to others, and its overall physical/ human environment and appreciate need for networking.
5. Understand the financial management, including source of funds, efforts at fund raising.
6. Understand and appreciate the role of the social worker and the learners in the organization.

Area II: Developing Knowledge of Administrative Procedure and Programme Management.

1. Involve learners in day to day administration planning, implementation and evaluation.
2. Tasks like preparing project proposals for new programmes.
3. Administration of ongoing services, maintaining accounts, ledgers.
4. Correspondence and records of the organization.
5. Budgeting and Fund raising.
6. Working with various categories of personnel in the organization and also as a member of a team
7. Planning and implementing short term training programmes for personnel in the organization.

Area III: Problem Solving Process and Practice Based Research

1. Identify problems and analyse them
 - a. Analyse the causative factors and dynamics in the problem situations.
 - b. Select appropriate strategy, methods and techniques of problem solving.
2. Establish and maintain relationships.
3. Identify focus of work together with client, groups/communities.
4. Involve the client system in the problem solving process.
5. Identify and utilize resources – human material and financial

6. Select and utilize appropriate tools for problem-solving, such as interviews – individual/groups, home visits, programme media and research.
7. Integrate theory and practice and utilize the integrated approach in social work practice.
8. Conduct a small practice based research.

Area IV. Develop Skills for Communication

1. Records to indicate :
 - a. Selection of material for recording
 - b. Sequential arrangement
 - c. Clarity and consistency
 - d. Feeling and attitudes
 - e. Perception of dynamics of interaction
 - f. Beginning ability to operationalize theoretical inputs in field practice.
 - g. Growth as a professional practitioner
2. Ability to write different types of records like memos, letters, referral letters, Minutes, reports, document practice.
3. Use appropriate media when presenting reports.

Area V: Learners Practice to Manifest

1. Internalization of Social Work principles like: respect for persons, social justice, confidentiality, empathy, human dignity, right to decision making, gender sensitivity.
2. Develop understanding of strengths and weakness, ability to see preconceived notions of people and issues, recognize habitual patterns of behavior and make efforts to change.
3. Openness to learn, in relation to client system, authority, team members and others.
4. Conscious use of self as growing professional.

Area VI: Responsibility towards Self/ Profession/ Learn Practice

1. **Responsibility Towards Self**
 - a. Regularity and Punctuality at work and appointments

- b. Recognition of the need for an on-going assessment of own capacity to assume and manage responsibility.
- c. Not giving false assurance.
- d. Preparation of self and client system for termination.
- e. Makes efforts to fulfill responsibilities assigned within the stipulated time and gives importance to tasks.
- f. Gradual identification with the agency and the profession.

2. Responsibility to the Profession

- a. Develop a commitment to the profession, its ethics, and for social change
- b. Work towards enhancing the status of the profession
- c. Disseminate information of the profession
- d. Assume conscious responsibility for actions
- e. Value efforts as more important than success and failure.
- f. Dress appropriately and consciously develop behavior as a disciplined self.

3. Using Instruction to Learn Practice

- a. The Learner and the instructor use field instruction as a tool for mutual professional growth.
- b. Understand the importance of recording and their regular submission
- c. Integration of theory and practice should be reflected in records and be discussed at conferences.
- d. Shows willingness to accept strengths and limitations, and uses guidance to for professional development.
- e. Demonstrate self-discipline in practicing social work ethics and values and norms to observe in behavior and dress.
- f. Takes responsibility for learning by planning conferences and participating in them through discussions.
- g. Receive guidance for practice based research.

Type of Work Assignment at the Final Year Level

Note to the Field Instructor

Encourage the learner to locate the problems in larger groups, and understand the relationship between micro and macro systems, and work with issues affecting large groups and work with communities/group/individuals, for the same. The practice to show more reflective ability along with that of task oriented work.

Encourage the learner to progress from Individual/families to issue based practice and reinforce previous year's learning.

Area I. Social Work Communities and Organizations

1. Develop skills to analyze complex situations, and evaluate the agencies functions in relation to needs/ problems of the client system.
2. Critically analyze the philosophy, policy, thrust and traditions of the organization within the frame work of the national policy, constitutional rights, human rights and international programmes.
3. Identify gaps in policy, develop initiative and use advocacy skills to bring about change at local, state and national level.
4. Use selective skills of social worker and different roles to enable people meet challenges.

Area II Working in Teams

1. Enhance skills of working with inter-disciplinary teams to support people's quest to meet needs and goals.
2. Take initiative, and leadership roles while working with teams.

Area III (A) Programme Management

1. Encourage learner involvement in programmes for social issues/concerns, and projects, prepare proposal for new programmes.
2. Develop skills for evaluation of programmes, prepare reviews, and document.
3. Develop plans and implement these for staff development.
4. Develop skills to guide and train front-line workers, like NSS and other volunteers.

5. Collect information of other similar programmes, and develop skills of networking effectively with other agencies.

Area III (B) Records

1. Records
 - i. Analysis of problem solving situations for new and significant areas of problem solving.
 - ii. Internalization of professional values.
2. Independently prepares and utilizes records like summary records, case studies, agency reports – annual and six monthly, minutes of meetings, press releases.
3. Masters skills for documentation of activities like projects, programmes, case studies etc.

Area III (C) Plan

1. Plan, implement and evaluate programmes independently.
2. Be analytical and evaluate agency functions in relation to needs and problems of the client systems.
3. Takes the initiative in leadership while working with various teams, consciously assume different roles to suit different situations, and takes leadership and helps other to do so.
4. Provide opportunities to use selectively, skills of social work and utilize them to effect change.

Area IV Practice Strategies and Tools

Manifest selective and rational use of approaches, skills, techniques.

Introspect, in relation to own behavior, values-relative, absolute, intrinsic and extrinsic and utilize this for growth.

Appreciate others contribution, however small, in the field.

Area V (A) Responsibility towards Self

Professional responsibility and concern for the client system is manifested below:

1. Mastery in time management, regularity and sincerity in work.
2. Demonstrates social work values.
3. Uses participatory approaches and problem solving skills.

4. Preparation for termination with a view to helping the client system for self dependence.

Area V (B) Responsibility Towards the Organization

1. Functions confidently as a representative of the organization with respect to tasks undertaken.
2. Guides Junior Colleagues/Volunteers to develop skills.
3. Provides leadership in specific tasks in the team of social workers, as well as in the inter disciplinary teams.
4. Shows responsibility towards other organizations
5. Practices professional ethics.

Area VI. Profession and Professional

1. Enhances faith in the profession which is committed to social change. Willingly takes up challenging tasks with confidence.
2. Represents the profession :
 - a. TO the public and other disciplines at meetings, seminars and enhances the image of profession.
 - b. Writing

Conducts self as the bearer of professional values.



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CONFIDENTIAL RECORD

FIELD WORK - EVALUATION (1ST YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community	10	
Administrative Procedure and Programme management	10	
Problem solving process and Practice Based Research	10	
Skills for Communication	10	
Learners Practice to Manifest Responsibility Towards Self/ The Profession/To Learn Practice	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal:



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CONFIDENTIAL RECORD

FIELD WORK - EVALUATION SHEETS (FINAL YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community	10	
Working with Groups	10	
Programme Management (Developing strategies and maintaining records)	10	
Responsibility towards self/ organization	10	
Over all Social Work Practice	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal: