

Dated 14th May 2020

**Sub: Revised Guidelines for Field Practicum and Project for various Programmes
CSWCJS/DAFE/BSW/PGDCOUN/MSW/MSW-C**

Dear Learner,

Welcome to School of Social Work (SOSW), IGNOU once again. Currently, we are all being confronted with a unique situation in our country and around the world because of COVID-19. This has affected all of us practically in every sphere of life including our learning process. We fully understand your deep concerns about successfully completing the programme of study enrolled for in SOSW, particularly Practicum/Project component. We are pleased to convey the revised guidelines for various components of Practicum, which will enable you to complete the process smoothly.

The major challenge involved is in visiting individuals/groups/communities for Practicum purpose. We have re-designed the strategies to enable you to do this academic exercise from home with the support of digital medium like Telephone/Mobile/E-mail/WhatsApp etc. These proposed new guidelines are only for those of you intending to submit practicum/project report for the June 2020 and Dec.2020 exam cycles. In order to complete this task you are directed to be in constant touch with your supervisor/Coordinator at your Study Centre as well as the IGNOU Regional Centre. You are expected to complete the tasks keeping in view the following:

1. Be in regular contact with your fieldwork Supervisor/Guide assigned to you from your Study Centre. If the Supervisor/Guide is not yet assigned to you until now, kindly get in touch with the Coordinator at the Study Centre and or the Director, Regional Centre.
2. Take necessary guidance and approvals from your guide for proceeding with the tasks.
3. Write the Report in the filed work Journal. If you have not yet received the copy of the Journal, you may download the same from e-gyankosh/Mobile App.
4. For those who have opted for MSWP -001, kindly compile the data as suggested and prepare the report typed or hand written. The text has to be scanned and submitted online (email) to your Supervisor for further necessary action.
5. The field Supervisor will assign the Grade/Marks and forward the same to the Regional Director.
6. The Regional Centre will forward the Journals/projects to Registrar (SED) for further necessary action along with Grade/Marks assigned by the Supervisor for Journals.
7. With regard to MSWP-001, you may forward the dissertation to the Regional Centre through your Supervisor. Evaluation (Grading) would be done by External Evaluator through SED.
8. Kindly ensure that you keep a copy of your Journals/Projects until your results are declared.

9. You may contact the Programme Coordinator for any further clarification.

With Regards,

(Prof.Gracious Thomas)

Director, SOSW

The detailed guidelines for the learners programme-wise are as under:

1. DAFE Project Work (BFEF101)

One of the course components in DAFE programme is the completion of project work (pre-revised DAFE programme). In the course of the DAFE programme, you need to keep in touch with your Coordinator at the Study Centre for assigning a Project Work Supervisor. You have to take necessary guidance from your Supervisor to initiate and complete all the formalities for the project work. The learner has the option to prepare DAFE project work (BFEP-101) by choosing **any one** of the options given below. Sample templates are provided in the Project Module BFEP-101 as well as the Programme Guide.

Choose the options wherever you can use secondary source of information from websites/e-library in the form of reports/journals/books/blogs/OERs):

Option I: Small project work based on data collection;

Option II:

- Case study of an individual/family;
- Case study of an institution in your locality
- Survey report of health care facilities in your block/district/town

Option III:

- Report of an exposure/field visit
- Directory of local non-governmental organisations
- A write up on a relevant topic with appropriate references

Option IV: Report of a community organization programme on health related issues

Option V: Development of an awareness package through an innovative intervention strategy or method

Option VI: Preparation of an education aid/kit.

2. CSWCJS: MSWL033

- Explore the internet and make a list of any 5 agencies working in the field of Criminal Justice System (viz. Observation home, special schools, nariniketn, welfare boards,

beggars home etc) and document their nature of work. Highlight their role in addressing the problems of children, women and other stakeholders.

3. BSW

BSWL-001

- Explore the internet and make a list of any 5 NGOs/ agencies/community settings (viz.agencies working with women, children, aged, etc; agencies working in the field of education, health, potable drinking water, sanitation etc) and document their nature of work. Highlight their role in addressing the problems of children, women and other stakeholders.

BSWL-002

- Explore the internet and make a list of any 5 NGOs/ agencies/community settings (viz.agencies working with women, children, aged, etc; agencies working in the field of education, health, potable drinking water, sanitation etc) and document their nature of work. Highlight their role in addressing the problems of children, women and other stakeholders.
- Explore the internet and document **one case study**.

BSWL-003

- Explore the internet and make a list of any 5 NGOs/ agencies/community settings (viz.agencies working with women, children, aged, etc; agencies working in the field of education, health, potable drinking water, sanitation etc) and document their nature of work. Highlight their role in addressing the problems of children, women and other stakeholders.
- Explore the internet and document **one social action event**.

4. MSW

MSWL 001/MSWL 013 (Concurrent Fieldwork):

- Document the impact of Covid-19 on the various aspects of people's life – the impact on elderly, children, women, critically- ill patients, migrant population etc. This can be based on newspapers, online news, news bulletins, also online data collection wherever feasible.
- How to build back life in a better way post-covid 19 for various vulnerable populations? You can suggest ways as a social worker.

MSWL 014 (Block Placement):

- Document the impact of Covid-19 on the life of a student - school going/college/distance learners etc. It could be based on telephonic survey/online data

collection etc. You can browse internet, read newspaper articles, etc to substantiate your survey.

- Document the Impact of Covid-19 lockdown on Families.

MSWL 002/MSWL 015 (Concurrent Fieldwork):

- Review two articles on ‘Online education’. Explain the role of online education in the Covid-19 epidemic times.
- Document the socio-psycho impact of Covid-19 on the life of people. You can do a telephonic/online survey, browse internet, read articles etc.
- Document the role of professional social workers amidst the pandemic affected nation.

MSWL 016 (Internship):

- Write case studies on the migrant situation in the country in the Covid-19 epidemic time.
- Write about the support services organised by individuals/groups/community in your area for helping people in need.
- Document the coping strategies adopted by people in your area.

MSW Project Work: MSWP 001

- Design a small study on the role of digital platforms in the education sector in the lockdown period.

OR

- Design a small study on the role of community in supporting the vulnerable population affected by Corona Virus.

Guidelines:

- The learners are expected to prepare the Project Report based on the approved Project proposal as per the project guidelines. The Project guidelines will be the same as contained in project guidelines booklet (**Handbook on MSWP 001**) sent with SLM. It is also uploaded on e-gyankosh.
- The learners may ensure that while submitting the final project through Online Mode, the Proposal Proforma is duly approved in original, along with “Synopsis” and Bio-data of the project guide and originality certificate is duly signed by both the Student and the Project Guide with date to be incorporated.
- The learners are required to obtain digitally approval in prescribed proforma of the Guide/Supervisor through e-mail before submitting the project through online. For seeking the approval of Synopsis, the project proposal can be forwarded to the concerned Guide/Supervisor.

- The learners may ensure that the Original Project Report is to be scanned in a single pdf format file for one Subject/Course, so as to enable the Regional Centre / Student Evaluation Division to download the same in a single pdf format file for further action.
- The first page of the pdf file must carry the correct particulars of the learner as given below:
 - Title of the Project Report / Dissertation
 - Name of the Learner
 - Programme Code
 - Enrolment Number
 - Regional Centre Code
 - Course Code(s)/of attached project
 - Mobile No. & E-mail ID

In case the project report is not found in order, it shall be returned to the student for resubmission after correction/completion.

- In case of any query with regard to submitted Project/Dissertation/Field Work Journal/Internship report, the students are advised to write to the respective Regional Centre's Email ID/SED (Project Section) Email ID.

Note:

For fieldwork and Project Work, students can:

- Do telephonic survey
- Prepare an Online survey and collect data from various stakeholders
- Browse internet and read various online resources
- Read newspapers
- Watch TV News
- Listen to IRCs/Gyan Darshan
- Refer to Magazines/books etc.
- Attend Webinars

5. MSW Counselling

MSWL 046 (Concurrent Fieldwork):

- Project Assignment: “Impact of Covid-19 lockdown on the household in your locality”. The major components of the project:
 - Prepare questionnaire to collect various Psycho-social-economic factors.
 - Size of sample: Minimum- 10, Maximum- 30 household.
 - Method of data collection: Collect data through on- line, telephone, e- mail, whatsapp.
 - Record the problems (psychological, economic, social factors) due to lockdown effect on the household in your locality.

- Analyze the problems and identify the possible intervention through counselling.

MSWL -047 (Block Placement):

- Identify any one of the Covid-19 Warriors' family (Nurses, Doctors, paramedical workers, Police personnel, government officials (who are working during lockdown period) housekeeping personnel and etc.,
- List out the support and care extended by the family to Covid-19 warriors.
- List out the problems and challenges faced by the family of Covid-19 warriors.

It could be based on telephonic survey/online data collection etc. You can browse internet, read newspaper articles, etc to substantiate your survey.

MSWL- 048 (Concurrent Fieldwork):

- Detailed (five) Case study of Children/Adolescent/Aged during lockdown period. (Telephonic/online interaction)

MSWL- 049 (Internship):

- Write in detail about the advantages and disadvantages of telecounselling based on telephonic/on-line interaction with the Counsellors who are practicing telecounselling.

6. Post Graduate Diploma in Social Work Counselling (PGDCOUN)

MSWL-011(concurrent field work):

- Discuss the scope of telecounselling in view of Covid-19 pandemic.

Or

- Prepare an innovative counselling module for Covid-19 warriors and their families. (Nurses, Doctors, Paramedical workers, Police personnel, government officials who are working during lockdown period, housekeeping personnel and other health care professionals).