

Master of Social Work (MSW)

First year Field Work Report

A field work report submitted to the Directorate of Distance and Continuing Education, Utkal University, in partial fulfillment of the requirements of the award of MSW degree

Submitted by

Name-----

*Enrollment no.*_____

*Name of the Agency*_____

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Field work practice is a vital component of social work curriculum. The purpose of field work is an interface between classroom education and actual practice. Through field work the students get an opportunity to explore, learn and develop professional skills necessary to work with people. Field work programme enables the social work students to transmit their class room knowledge into practice by applying various methods such as case work, group work and community organisation.

DDCE, Utkal University has been imparting two year course in Master of Social Work (MSW) since 2010. The 2nd Semester students have to undergo an agency based field work and prepare a report as part of the University Examination. Through this field work practice the students will acquire knowledge and experience regarding different social issues, different government programmes designed and implemented for the welfare of people, the process of implementations and the benefits of these programmes. The student has the liberty to choose the agency as per the convenience.

Objectives of Field Work

1. To help students understand the socio-economic, cultural and political environment through agency based field work.
2. To develop practical skills by applying classroom theory into real field situations.
3. To help students identify, plan and implement social work interventions by adapting various methods to specific situations.
4. To gain firsthand knowledge of social welfare and agency policies, programs, procedures and services and the manner in which they impact upon client systems
5. To demonstrate ability to proficiently communicate oral and written information in a manner that reflects professional social work skills.

General Instructions

1. The report should be hand written neatly only with BLUE/ BLACK ball pen.
2. The student will select the NGO, government social welfare agency, hospitals etc. where they will do the field work.
3. A consolidated report shall be written after completing the field work and submit to DDCE
4. The report shall be signed with the seal of the NGO/ agency.
5. The students will be evaluated on the basis of the report submitted through a viva-voce examination.

Matters to be covered in the report

The report should contain the following contents.

1. An introduction about the agency (name, location, address, year of establishment, registration details, board/ trust, office bearers etc)
2. Vision and mission of the organisation, organizational structure, resources, network details, funds/ budget details, projects undertaken.
3. General profile i.e. details about the inmates or beneficiaries of the organisation.
4. Major activities of the organisation and coverage area.
5. Implementation process and future plans.
6. Two success case studies
7. One report on group work
8. Overall summary of the field work
9. Knowledge and Skills learnt by the student during the field work.
10. Posters, photographs during field work may be attached at the end of the report.

The draft report must be placed before Renuka Kumar for suggestions regarding improvement. The final report should be produce on the date of viva voce.

RENUKA KUMAR

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