MSWL-049

INTERNSHIP RECORD

MSW : Counselling

(Second Year)

Internship Supervision/Guidance can be given only by a person having MSW/M.A. (Social Work)

FACE SHEET

PROFILE OF THE STUDENT

Name of the Student : .....

Address : .....

.....

Phone No. & E-mail : .....

.....

Enrollment No. : .....

Study Centre Code : .....

Regional Centre : .....

Signature of Student

FACE SHEET

PROFILE OF THE SUPERVISOR

Name of Field Work Supervisor :

Address of Supervisor (office/personal) :

Phone No. Office/Residence /Mobile of Supervisor :

E-mail :

Designation/Profession :

Name of the University awarded MSW/MA :

Area of Specialization :

Teaching/Professional Experiece :

Date of Appointment as :
Field Work Supervisor :

Signature of Field Work Supervisor

Seal & Signature of Study Centre Coordinator

Note :

The Internship Record would be returned back to the student if the details given in the face sheet are incomplete or not filled by the student and the Field Work Supervisor.

IMPORTANT

Your Internship Record is a precious document. You must keep it in a safe place at home, while on travel, at study centre etc. It is safer to keep a separate personal diary with all notings so that in case of loss due to any kind of unforeseen event, you can still compile the work done and get it certified by the Field Work Supervisor in a fresh copy of the Journal. It is suggested that you keep a photocopy of the Journal before submitting the final report to the study centre for your personal record. Remember to take an acknowledgement slip from study centre while submitting the final report. The Journal will be submitted to Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068 by the study centre coordinator along with the award list submitted by the supervisor.

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Introduction

Dear Student,

Welcome to the final year of MSW (Counselling). At the end of this year, you will be sufficiently equipped to practice case work and counselling in various settings. The important objective of this programme is to train a cadre of professionally qualified social workers providing them intense training through concurrent field work, block placement and internship by which each learner would be given adequate exposure in different settings in order to get hands on experience during their placements. These placements aim at improving the level of confidence of the learners by enhancing their competence in working with people, broadening their knowledge and developing critical perspectives of social work practice. Internship is done only after completing second year field work and submission of field work journal MSWL-048.

Objectives of this programme

The objective of this Masters programme is to train a cadre of professionally qualified social workers interested in working with call centres, corporate sectors, families, family courts, correctional setting, school, universities and educational Institutions, rehabilitation centres, refugee camps, institution for the differently abled, aged, child care and adoption centres, family planning, voluntary counseling and testing centres, rural sectors, deaddiction centres etc.Thus the programme would be relevant for the counsellors working in a wide range of organizational and community contexts as well as individuals in a family The objectives of the programme are as follows:

1. To provide basic knowledge of human relationship;
2. To introduce the learner to biological, psychological and developmental aspects of humans;
3. To help the learner to have sound knowledge about the what, why and how of counselling services;
4. To help the learner to understand the method of social case work and its relevance in counselling services;
5. To explain how counselling a client can improve their psychological well-being through making choices, overcoming psychological blocks and facilitating actions;
6. To describe the process through which a counselor would take a client to reach a desired goal;
7. To identify the counselor's primary role and show how to use minimal responses as an important means of listening with intent;
8. To help the counselors reduce the emotional distress of the client;
9. To promote better adaptation of the client to his/her environment and to develop his/her potential and
10. To assist the client in making important personal decisions depending upon the problem, situation and environment.

It is intended that the candidate completing this programme of study should be able to:

- Understand the basic concepts, professional aspects and various methods of social work
- Understand the basic knowledge of human relationship, various developmental aspects of human being.
- Have sound knowledge about the what, why and how of counseling services.

- To understand the method of social case work and its relevance in counseling services.
- Understand social work as a profession and the values,principles and ethics of professional social work.

Who can benefit from this programme?

The programme of study will be highly beneficial to a number of people. The specific target learners for this programme of study are:

- Health care providers
- Teachers (Schools, colleges and Universities)
- NGO functionaries
- Religious leaders
- Service providers in social and welfare agencies
- Corporate sector, etc.

Internship

Internship should be done in one organisation/institute/ social welfare agency for one month which is mandatory under the supervision of a professionaly qualified social worker who has done MSW/MA (social work). The internship is required to be done under the guidence of the same field work supervisior from the study centre. The main purpose of internship is to provide you with an apportunity to work with a welfare organisation/ agency/institution which will give exposure to various aspects which are covered under POSDCORB (Planning, Organising, Staffing, Directing, Coordinating, Reporting and Budgeting).

Apart from writing reports of the various tasks undertaken by you as a student, you are also expected to submit a detailed report of the organization where you were placed based on the following guidelines:

1. Name of the agency/institution
2. History of the agency/institution
3. Institutional objectives
4. Administrative structure – executive body, board members, registration details
5. Type of work (programme/projects)
6. Funding sources
7. Number and target group of beneficiaries
8. Organizational structure
9. Infrastructure facilities
10. Success stories, limitations
11. Future plans

12. Detailed report of the work done by the student in the agency during internship namely practice report on any one of the methods of social work.

Evaluation

The evaluation for "Internship" would be done both by the same field work supervisor and by the faculty from SOSW, IGNOU HQ. The field work supervisor (internal) will be giving marks out of 100 and the faculty(external) SOSW, IGNOU will be assigning marks out of 100.Minimum 40 per cent marks, both by the supervisor and the faculty separately are required to qualify in Block placement. In case if you fail to secure 40 per cent you will have to repeat the block placement and rewrite the journal for revaluation.

You should keep a duplicate/photocopy of MSWL-049 before submitting the same to the study centre for forwarding to the University .

You must ensure that your internship is required to be done under the guidance of a field work supervisor having MSW/MA (Social Work).

Dr. N. Ramya
Programme Coordinator

Internship Report

Internship report is to be written on a daily basis giving date and the report for the day in about one page. During the first few visits, you may like to present a lengthy report as you will have to provide the profile of the agency.

After writing reports of one month, kindly provide a brief summary in less than five pages giving details about your response, experience and observations.

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Summary of Report

GRADE SHEET

INTERNSHIP

Total Marks 200

Field work Supervisor:100 (Internal)	Faculty SOSW, IGNOU:100(External)
Marks Assigned :	Marks Assigned : .....
In words :	In words : .....
Signature & Date :	Signature & Date : .....
Name & Address of Supervisor	

Note:

1. A Student needs to secure a minimum of 50 per cent marks each by both internal and external supervisors in order to pass
2. The supervisor is directed to give not more than 80 marks out of 100, that too in exceptional cases. The usual marking should be below 75 marks.

AGENCY CERTIFICATE

This is to certify that Mr./Mrs. ..... Enrolment No..... First year MSW (Counselling) Student was placed (Name of the Agency)..... for Internship of one month. His / her performance during the period was found to be very good / good / satisfactory / not satisfactory.

Signature, Name & Address of .....

.....

.....

.....

Agency Supervisor .....

Phone No. .....

E-mail : .....

Date : .....