

PART II
PRACTICALS TO BE DONE
(PRACTICALS 1-8)



PRACTICALS TO BE DONE

INTRODUCTION

In this Part, details regarding the practicals to be done are given:

- Practical 1 : Analysing Genogram and Coping with
 Stress of an Adolescent Boy
- Practical 2 : Analysing Genogram and Coping with
 Stress of an Adolescent Girl
- Practical 3 : Analysing Genogram and Coping with
 Stress of a Gainfully Employed Woman in
 Early Adulthood Stage
- Practical 4 : Analysing Genogram and Coping with
 Stress of an Unemployed Man in Early
 Adulthood Stage
- Practical 5 : Analysing Genogram and Coping with
 Stress of a Housewife in Middle Adulthood
- Practical 6 : Analysing Genogram and Coping with
 Stress of a Man in Middle Adulthood
- Practical 7 : Analysing Genogram and Coping with
 Stress of a Senior Citizen (Male) Living in Family
- Practical 8 : Analysing Genogram and Coping with
 Stress of a Senior Citizen (Female) Living
 Alone or in an Old Age Home

The Basic Units 1 & 2 have provided you the foundational information regarding these practicals. Each practical has to be done by following the given instructions and the report written in the given format for inclusion in the Practical File. The report would include the aim, objectives, method, tool, findings, analysis and discussion, conclusion, and observations/reflections. Background information of the individual (and family), narrations of the client, the genogram diagram prepared and its analysis, and your overall interpretations must be included in your report.

GUIDELINES FOR DOING THE PRACTICALS (1-8), AND FORMAT TO BE USED FOR WRITING THE REPORT OF EACH OF THE THREE PRACTICALS, AS STIPULATED

***TITLE : Practical Activity ... (e.g. '1')—Analyzing Genogram and Coping
..... (e.g., 'an adolescent boy')***

(In the Practical Title, the individual mentioned would change as per the practical number)

AIM:

Analyzing genogram and coping style of (e.g., ‘an adolescent boy’)

(Under ‘Aim’, the individual mentioned would change as per the practical number)

OBJECTIVES:

After undertaking this Practical activity, you will be able to:

- Understand the importance of genogram;
- Prepare a genogram.....
- Analyse genogram of (e.g., ‘an adolescent boy’);
- Apply skills of analysing genogram in counselling and family therapy practice; and
- Analyse mechanisms for coping with stress in (e.g., ‘an adolescent boy’).

(Under ‘Objectives’, the individual mentioned would change as per the practical number.)

METHOD:

Materials Required:

Interview schedule for seeking information regarding the respondent, pen, paper, tape recorder.

Respondents

(Try and select respondents not only from different stages in the human life cycle but also from different settings and backgrounds for the Practicals 1-8. A more diverse exposure would enhance your quality of learning.)

For Practicals 1 & 2 Select a respondent from the given settings, like adolescent boy or girl preparing for entrance exam for various professions; adolescent boy or girl, who is the eldest child in a nuclear or joint family; who is a single child in nuclear/joint family; who has migrated to another place, etc.

For Practicals 3 & 4 Select a man/woman in the early adulthood stage with different life circumstances such as a gainfully employed woman from nuclear family, joint family, an unemployed married/unmarried man from low/middle income etc.

For Practicals 5 & 6 Select man/woman in middle adulthood from varied backgrounds, such as a middle-aged man from a farmer family; a middle-aged man who is a sole earner, a middle aged housewife woman living in three generational family etc.

For Practicals 7 & 8 Select an elderly man/woman from the given settings, like, a male senior citizen living in joint/nuclear family, an aged woman living in an old age home etc.

Procedure

1. Identify one person from the given setting which you have selected and ask the respondent if he or she would be willing to participate in an interview with you about their family. You may wish to assure the respondent that his or her responses or answers in the interview would be kept confidential.
2. Set up a mutually convenient time with them to conduct the interview. You can meet the person more than once to conduct the interview, if comprehensive data is not gathered in one go.
3. Make an interview schedule to conduct the interview. You can add questions in order to get detailed and complete information about a topic in the interview. Include in your report the interview schedule that you prepared for interviewing the respondent, as well as the changes you introduced therein in the course of the interview.
4. Be sensitive to your respondents. Some of them may want to take some time to think about the questions.
5. On an average, the interview should take about 1½ - 2 hours.

- You are required to make at least a 3-generational genogram in each case.
- If you are unable to get the requisite information to make the three-generational genogram from the respondent, say the adolescent, you may interview another family member also to get the required information.
- The interview should cover the stressors of the individual.

6. You must try to record or document the responses you gathered in the interview for future reference, especially for drawing the genogram and analysing it, for discussing with the Academic Counsellor and to write the report for the practical. So you may want to write down verbatim what your respondents said in response to the questions you asked. You may use a tape recorder for recording purpose, after seeking permission from the respondent. Subsequently, you may transcribe (write on paper) the recorded interview. You have to enclose the CD, transcribed sheets, draft interview sheets along with the practical report.
7. Your report for this practical should include your reflections about the coping styles of the chosen respondent pertaining to handling stress. You must pay due attention to the interpretive and analytical components of your report.

FINDINGS:

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This section would include the background information about the respondent; the narrations and responses of the genogram diagram prepared and its analysis; as well as how the respondent copes with stress.

ANALYSIS AND DISCUSSION:

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In this section you have to write down your inference and analysis of the information obtained about the individual.

CONCLUSIONS:

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In this section you have to conclude this practicum in about 500-750 words. Here you have to record the inferences that you have been able to draw on the basis of this practical activity. Broadly, you need to focus on the findings and the interpretations of the same.

REFLECTIONS:

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You may state how you went about this practicum activity, and how your respondents reacted towards you. Note down any particular behaviour of the respondent which you came across like too self conscious, adjusting dress or hair constantly, etc. Write your inner self experience in this whole practicum. In a simple paragraph of about 250 words, reflect on your experience while performing this practical.

EVALUATION SHEET

Remember to enclose this Annexure A (completed Section 1, and blank Sections 2 and 3) in the Supervised Practicum File when you submit it for external evaluation at IGNOU. Keep a copy with yourself.

SECTION I: Internal Evaluation by the Academic Counsellor at the Programme Study Centre / Study Centre

S. No.	Name of the Practical	Basis of Evaluation	Maximum Marks	Marks Obtained
1.*	1) Analysing Genogram and Coping with Stress of an Adolescent Boy OR 2) Analysing Genogram and Coping with Stress of an Adolescent Girl	Written Report of one of the two practicals	50	
2.*	3) Analysing Genogram and Coping with Stress of a Gainfully Employed Woman in Early Adulthood Stage OR 4) Analysing Genogram and Coping with Stress of an Unemployed Man in Early Adulthood Stage OR 5) Analysing Genogram and Coping with Stress of a Housewife in Middle Adulthood OR 6) Analysing Genogram and Coping with Stress of a Man in Middle Adulthood	Written Report of one of the four practicals	50	
3.*	7) Analysing Genogram and Coping with Stress of a Senior Citizen (Male) Living in Family OR 8) Analysing Genogram and Coping with Stress of a Senior Citizen (Female) Living Alone or in an Old Age Home	Written Report of one of the two practicals	50	
4.**	1-8) All eight practicals	Interaction with respect to all eight practicals	50	
Grand Total			200	x

Note: * Here, the Academic Counsellor gives marks out of 50 on the basis of the report submitted for evaluation, which is to be supplemented by audio recording/CD/sheets on which notes were taken during interview/observation etc., submitted by the learner.

** Here, the Academic Counsellor gives marks based on the interaction of the learner with the Counsellor with respect to all 8 practicals, supplemented by audio recording/CD/sheets on which notes were taken during interview/observation etc., submitted by the learner, that formed the basis of interaction.

- **Weightage of marks for internal evaluation is 50%. To calculate this, use the formula given below:**

$$\frac{\text{Total marks obtained as above (x)}}{200} \times 50 = 'N'$$

Note: The pass percentage for internal evaluation is 40%. Therefore if the learner gets less than 20 marks after calculating 50% weightage (as above), then the student has to repeat the Supervised Practicum. In other words, 'N' obtained by the student should be at least 20 to pass.

The Counsellor is required to use the given formula to calculate the final marks out of 50, obtained by the learner in internal evaluation and to write this final score in figures and in words.

$$\frac{(x)}{200} \times 50 = \dots\dots\dots$$

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(Marks obtained out of 50 in internal evaluation to be written in both figures and words)

Academic Counsellor's/Supervisor's overall comments about the learner (use additional sheets, if needed).

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Date : **(Signature of the Academic Counsellor/Supervisor)**
Place :

Name & Designation of Academic Counsellor/Supervisor:

Address of Academic Counsellor/Supervisor:

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor:

Date: **(Signature and Stamp of the Programme Incharge of PSC/Coordinator of SC)**
Place :

Name of Programme Incharge of PSC/Coordinator of SC :

Address of Programme Incharge/Coordinator:

E-mail Address of Programme Incharge/Coordinator:

Phone/Mobile No. of Programme Incharge/Coordinator:

SECTION 2 : To be Used for External Evaluation at IGNOU

The following sheet will be used by the External Examiner identified by IGNOU headquarters to evaluate the Supervised Practicum File submitted by the Learner.

S. No.	Name of the Practical	Basis of Evaluation	Maximum Marks	Marks Obtained
1.*	1) Analysing Genogram and Coping with Stress of an Adolescent Boy <i>OR</i> 2) Analysing Genogram and Coping with Stress of an Adolescent Girl	Written Report of one of the two practicals	50	
2.*	3) Analysing Genogram and Coping with Stress of a Gainfully Employed Woman in Early Adulthood Stage <i>OR</i> 4) Analysing Genogram and Coping with Stress of an Unemployed Man in Early Adulthood Stage <i>OR</i> 5) Analysing Genogram and Coping with Stress of a Housewife in Middle Adulthood <i>OR</i> 6) Analysing Genogram and Coping with Stress of a Man in Middle Adulthood	Written Report of one of the four practicals	50	
3.*	7) Analysing Genogram and Coping with Stress of a Senior Citizen (Male) Living in Family <i>OR</i> 8) Analysing Genogram and Coping with Stress of a Senior Citizen (Female) Living Alone or in an Old Age Home	Written Report of one of the two practicals	50	
4.**	1-8) All eight practicals	Review of Interaction (based on enclosures)	50	
Grand Total			200	y

Note: * Here, the external evaluator gives marks out of 50 on the basis of the report submitted for evaluation, which is to be supplemented by audio recording/CD/sheets on which notes were taken during interview/observation etc., submitted by the learner.

****** Here, the external evaluator gives marks based on the review of enclosures (audio recording/CD/sheets on which notes were taken during interview/observation etc., enclosed by the learner in the File), that formed the basis of interaction of the learner with the Counsellor with respect to all 8 practicals.

- **Weightage of marks for external evaluation is 50%. To calculate this, use the formula given below:**

$$\frac{\text{Total marks obtained as above (y)}}{200} \times 50 = 'S'$$

Note: *The pass percentage for external evaluation is 40%. Therefore if the learner gets less than 20 marks after calculating 50% weightage (as above), then the student has to repeat the Supervised Practicum. In other words, 'S' obtained by the student should be at least 20 to pass.*

The external evaluator is required to use the above formula to calculate the final marks, out of 50, obtained by the learner in external evaluation and to write this in figures and in words.

$$\frac{(y)}{200} \times 50 = \dots\dots$$

(Marks obtained out of 50 in external evaluation to be written in both figures and words)

Date : _____ **(Signature of the Academic Counsellor/Supervisor)**

Place : _____ **(iii)**

SECTION 3: Grand Total of Marks for Inclusion in the Learner's Final Marksheet

Marks Obtained by the Learner in Sections 1 and 2, i.e. in both internal and external evaluation of Supervised Practicum File, are to be consolidated below by the External Examiner (who did the evaluation in Section 2).

Supervised Practicum (MCFTL-003)

Internal Assessment: <i>(External Evaluator to write marks as stated by Supervisor as 'N' at the end of Section I of Annexure A)</i> (Marks out of 50)	External Assessment: <i>(External Evaluator to write marks here given by her/him as 'S' at the end of Section 2 of Annexure A)</i> (Marks out of 50)	Total marks obtained (T) <i>(External Evaluator to add marks 'N' and 'S' and write the total here)</i> <i>(N+S=T)</i> (Marks out of 100)

GRAND TOTAL OF MARKS OBTAINED BY THE LEARNER (T) :
(To be written in both figures and words)

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Date: (Signature of External Examiner of IGNOU Panel)

Place:

Name of External Examiner :

Address of External Examiner :

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E-mail Address of External Examiner :

Phone/Mobile No. of External Examiner :

**Certificate of Completion of Supervised Practicum
MCFTL-003**

Remember to enclose this Annexure in your Practicum File. Keep a copy with yourself.

(To be certified by the Academic Counsellor/Supervisor and the Programme Incharge of the Programme Study Centre or Study Centre Coordinator)

We certify that the student Mr. / Ms. / Dr.with enrolment number has carried out the stipulated 8 practicals of the course “Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives – Supervised Practicum” under our guidance and supervision. The Supervised Practicum File submitted herewith is the result of bonafide work done by the student for the supervised practicum MCFTL-003 from (start date) to (end date).

Date : **(Signature of the Academic Counsellor/Supervisor)**
Place :

Name & Designation of Academic Counsellor/Supervisor:

Address of Academic Counsellor/Supervisor:

E-mail Address of Academic Counsellor/Supervisor :

Phone/Mobile No. of Academic Counsellor/Supervisor:

Date : **(Signature and Stamp of the Programme Incharge of PSC/Coordinator of SC)**
Place :

Name of Programme Incharge of PSC/Coordinator of SC :

Address of Programme Incharge/Coordinator:

E-mail Address of Programme Incharge/Coordinator:

Phone/Mobile No. of Programme Incharge/Coordinator:

Sample of Permission Letter

I,(name of the student)
am pursuing M.Sc. (CFT)/PGDCFT programme from IGNOU. I am attached to
.....Regional Centre at Study Centre/
Programme Study Centre
.....
(Name, Address and PSC/SC No.). I am doing Practicals of the Course
"Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives –
Supervised Practicum" (MCFTL-003) under the guidance of my Academic
Counsellor (name of the Academic Counsellor/Supervisor).
For the completion of my course work, I need you to grant me permission to
interview you and/or your child for 2-2½ hours as per your convenience.
Please grant me permission and oblige.

(Student's Signature and Name)

(Academic Counsellor's Signature & Name)

Name & Signature of the Participant /Parent

