

Part I

INTRODUCTION

Dear student,

Welcome to the Bachelor Degree Programme in Social Work (BSW). The journey towards attaining a degree can be an interesting one if you accompany us with sincerity and commitment. As a student of BSW you can be part of an experience which few other courses, if **any**, can offer you. It is not another tall claim, as you will see for yourself. Some of the reasons can be mentioned right away.

- Do you want to know what is happening at the ground level and not sit in an ivory tower with false assumptions? This is one of the few courses that have a practical element integrated in it.
- Do you want a course that will help you get a job and not simply increase your knowledge? This is a professional course, which actually improves your chances in job market.
- Do you want to use your knowledge creatively? This is a course, **which focuses** on problem solving in human relations and can be **useful** in variety of situations.
- Are you bored with too much theory, which do not seem to be relevant in every day life? This course will actually allow you to test your theoretical knowledge in the field and learn **from** the experience.
- Are you bored to sit in the classroom for a long time? This course demands that you spent at least 25 days in the field.
- Do you want to make a difference in society but you do not know where to start? **This** course gives you opportunity to plan and implement basic programmes, which will help people stand on their feet.
- Do you want to do something for the society but you are afraid that you will make silly mistakes? In this programme an experienced person will guide **you** and even if you make some mistakes it is okay as you are a learner.
- Do you want to improve your communication skills? You will have plenty of opportunities to do that as **improving communication skills** is one of the key objectives of this course.
- e Don't you find your present work **meaningful**? This course will qualify you for better opportunities besides enabling you to see the not so obvious human factors that influence people at work.
- Do you want a professional and purposeful degree? BSW is a recognized degree **that** will enable you to pursue higher degrees and help you in career advancement.
- Are you **among** those who are not interested in a career in social **work** and plan to be a housewife, religious or industrialist, etc.? This is **a** terminal course and will give you the skills that will help you to do better in any other profession where human relations play an important role, which means 'virtually every profession or any other calling in life.

But the **claim** that this is useful course is not a blank cheque. It entails lot of contribution **from** your side also. You should help us make the programme work beneficially to you. We suggest that you sincerely follow the guidelines given in this Field Work Journal.

Take your theory and field work seriously

You might be familiar with theory in your school or college. But you might not be very **familiar** with the field work part of the course as it is rarely found in school or college **curriculum**. You must remember that the field work component is given fifty percent of **weightage** of your **core** course in social work.

If you do not complete the mandatory field work of the First Year you will not be allowed to take the Second Year examinations and if you do not complete the Second Year field work you will not be allowed to take the Third Year examinations.

- **Field work tips**

We shall begin with some negative descriptions of the field work process. Field work is not 'Socially Useful Productive Work' (SUPW) derogatorily called Some Useful Periods Wasted. It is not the same as National Service Scheme (NSS) in which you do some social activity. It is also not social service in which people are given some benefit, though the community or some individuals may benefit through the field work. It is not a place to indulge in radical activities, which aims at bringing about social change that one desires.

Field work first and foremost is a learning process. Learning takes place consciously as the learner consciously applies his/her knowledge to the situation. After that she/he, along with FWS (Field Work Supervisor) evaluates the process and the FWS gives him/her the necessary feedback. Thus you are the centre of the field work process and it is your learning, which is of paramount importance. Every thing else is incidental or by the way.

- **Know your limitations**

You're a student and you go to the agency may be once or twice a week. Do not plan ambitious programmes which require frequent meetings with persons concerned and a lot of resources. Continuity may not be possible in many cases and long-term programmes need constant interaction.

- **Know the limitations of the agency**

The agency may have its limitations – lack of personnel, lack of funds, lack of motivation, poor leadership, lack of infrastructure, poor relationship with community, factionism, corruption, etc. which hinder your own performance. But that has to be accepted and that should be the framework on which you should work. Also important is your dealing with the wrongdoings in the agency. It is better to discuss these issues with the FWS and do according to his/her guidance.

- **Use the journal meaningfully**

The field work journal is not meant to be read like a textbook but is to be used as a guide in the field. In your first year you will be doing verbatim recording (explained later). At the beginning of the field work session your supervisor and you will make a learning plan based on your field work situation and the field work objectives of BSW (First Year). The learning plan will include the learning objectives, the tasks that have to be done in order that the learning takes place and how you are going to show that learning has taken place.

You must see at the end of each field work day whether you have been moving towards these objectives by doing the needful tasks or by preparing the groundwork for these tasks..

It is equally important to record the same in your report with your comments/observations. Failures and success can be reported truthfully since only then will the exercise become meaningful. You will have to prepare for the field work conference by jotting down the points for discussion.

- **Attendance at field work**

You should attend twenty-five days of field work in a year.

Attendance at the field work is to be for the full day and leaves have to be compensated with full field work on other days. Employed learners who are unable to do full day field work should compensate it by doing the field work on holidays with prior intimation to the FWS.

In case you are unable to put in twenty five days of field work in a year you are expected to compensate the same by adhering to the following options:

- 1) If the number of field work days to be compensated is less than 10 days you may complete the same depending on your convenience. However, it is expected that you complete the first year field work before the second year field work begins.
- 2) If the number of field work days to be compensated is more than 10 days you are expected to do the same under block placement which means that you do field work continuously for the number of days required.

All these options should be exercised with prior intimation to and approval of the FWS.

- **Attendance at field work conferences**

Attendance at the field work conferences is also compulsory. Equally important is that these conferences are not vague discussions on social work topics but are specific to your problems. Every one should get an opportunity to speak and you must make use of the opportunity by presenting your achievements and failures in an objective manner.