

Part I

INTRODUCTION

Dear Student,

Welcome to the second year in your BSW programme. We hope that the first year-field work has been a fruitful and enjoyable experience. You are going to continue to do the field work in this year too. You will be applying the knowledge, skills and attitudes you have gained in your first year and more importantly you will be practicing the two important methods of social work namely, casework and group work. By now you must be familiar with the various aspects of the profession of social work. You must have also attained some knowledge about the skills and techniques of the various methods of social work.

Another significant discovery on your part must have been the condition of social work agencies, their programmes and schemes in India and specifically in your locality. The different varieties of social welfare agencies, their concerns and their methods of functioning should be known to you by now. Like everything else in life you would have noticed that there were positive and negative elements in the social welfare sector. You would have found many committed workers as well as not-so committed workers. You would have certainly formed an opinion on these areas. It is important not to feel pessimistic if you have more negative experiences than positive ones. **You can still make a difference if you want to!**

Your professional socialisation has also begun. The social work values is known to you by now through the theory course and by this time you would have faced situations in which you have to make difficult ethical choices. You are also able to see the difficulties in the profession and the circumstances under which the profession is being practiced. Above all, you would have come to know the immense opportunities to help people and change people's lives through social work. **Social Work can change lives for the better!**

Before you start your second year field work we would like to repeat what we had said earlier. You can go through these tips once again.

Take your theory and field work seriously.

As you would have realized field work is an important component of social work education. It gives you opportunities to practice what you have learnt with an added advantage of having a supervisor to guide you. Therefore take it seriously.

If you do not complete the mandatory field work of the second year you will not be allowed to take the Third year term-end examinations.

Field Work Tips

You are the centre of the field work process and it is your learning, which is of paramount importance. Everything else is incidental. You may have to look for opportunities to complete your field work seriously during the year.

- **Know your limitations**

You might visit the agency once or twice a week. This year you will be doing casework and group work. When you chose your clients you must select only those client/clients who will be with you for a period of time so that you are able to complete the casework and group work. Therefore, your client/clients should be available at least for about 4-6 months. You must set limited objectives in casework and group work. Radical results in any intervention will require frequent meetings with persons concerned and a lot of resources which is not available when you are a student. You must always keep in mind that you are only a student and therefore expectations from you are also limited within that framework.

- **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, factions, corruption, etc. which hinder your own performance. But that has to be accepted and that should be the framework in 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 second year you can start doing analytical reporting along with verbatim recording. 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 (Second 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 successes can be reported truthfully since only then the exercise will 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 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.

Report Writing

Before you write the report kindly take care of the following:

- 1) Read the entire journal before you begin to write reports.

- 2) Read the guidelines for writing the report of orientation visits. (Activity 3)
- 3) Read the guidelines for writing the report of concurrent visits. (Activity 4)
- 4) Read the guidelines for writing the report of casework sessions and write it in the place assigned for it (Activity 5). Make sure to read the model casework.
- 5) Read the guidelines for writing the report of group work sessions and write it in the place assigned for it (Activity 6). Make sure to read the model group work.