

PART I
INTRODUCTION
FIELD WORK JOURNAL FOR BSW THIRD YEAR

Welcome to the third year of BSW

You are in your third and final year of your BSW programme and when you complete this academic year you will be sufficiently equipped to practise in the field as a para-professional. If you are already working, doing this course would help you gain new perspectives and new experiences. You would be able to understand the rationale for doing those things, which you were doing with limited understanding. You will get a holistic perspective on various issues. By relating your theory to your field work you will be able to place the problems of your localities in a larger context. As you would have observed by now, most social problems have at least some causative factors outside the problem areas or problem affected people. The complexity of the problems and the role of social workers in dealing with them will be made evident to you. Similarly you will know the limitations and strength, of the agencies and of the personnel, dealing with these problems. More importantly you will begin to increase your self-awareness. Increased self-awareness, professional value base and sound professional skills will help you to become a social work professional.

In this year you will continue your field work in various agencies. Some of the tasks you do may be similar to those that you had done earlier and you may feel that you are repeating the same tasks. But now you should be able to do these actions in a better way – plan it systematically, interact with a diverse type of people comfortably, establish effective social network, anticipate problems, communicate purposefully, etc. The last point deserves a little more attention. Often you hear that so and so is a good worker but others have overtaken him/her, as he/she could not show his/her superiors, his/her true worth. By now, your experience in the agency and with the supervisors would have shown you that to show the progress in your work is almost as important as doing the work itself. It is important, therefore, that you present and report your work properly and here we give you the opportunity to learn that. Similarly the importance of informal relationships will be clearer to you. You will find that some individuals will help you only because they like you personally and not so much because they feel that the cause you are pursuing is a worthy one. So while perfecting your social work skills which are, of course, very important, spare a moment to think about these factors which matter a lot but are not directly taught in any school.

At least some of you will end your formal education here (informal education is lifelong process) and others may move to other disciplines. However, values imparted in this social work course are universal and applied in every field of life. No matter what you do, you will get opportunities to express your concern for fellow human beings.

As for others who are going to remain with social work studies by taking higher degrees through the conventional system or the distance education mode we would like to say that after this year you will be ready to go to the next step i.e. Masters in Social Work. And so we wish you the best of luck.

Before you start your third year field work we would like to repeat what we have said in the previous year. However, you can go through these tips once again.

Take your theory and field work seriously

By now you must have understood the importance of field work in social work education, It gives you opportunities to practice what you have learn with an added advantage of having a supervisor to guide you.

Completion of second year held work is necessary for taking 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. Every thing 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 activities related to community organisation along with the ancillary methods of social welfare, social work research and social action. You must plan your work accordingly. Conduct your study and assess the community needs within a few sessions. Identifying the leaders, key persons and volunteers will take some time. Perhaps a few home visits will be useful. You must select only those persons who will be with you for a period of about 4-6 months. You must set limited objectives in community organisation programmes. Far-reaching results in any intervention will require frequent meetings with persons concerned and a lot of resources which may not be available since you are a student. Further in community organisation, you have to take further care because there may be people who will not take your interventions in the right spirit and see you as a potential threat. As far as possible try not to offend any individual or group. Keep in mind that you are only a student and you are expected to perform as a student only.

- **Know the limitations of the agency**

The agency may have its own limitations—lack of personnel, lack of funds, lack of motivation, poor leadership, lack of infrastructure, poor relationship with community, factions, corruption, and so on which may hinder your own performance. One has to accept that. 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. Remember you are a student.

- **Use the journal meaningfully**

The instructions given in the field work journal is not meant to be read like a textbook but is to be used as a guide in the field. As you are already in the third year you can attempt to do 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 (Third Year). The learning plan 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 held 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 complete

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 second year field work before the third 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 conference**

Attendance at the fieldwork conference 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 community organisation meetings 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 social work research and write it in the place assigned for it (Activity 6). Make sure to read the model research model.
- 6) Read the guidelines for writing the report of social welfare administration and write it in the place assigned for it. (Activity 7)
- 7) Read the guidelines for writing the report of social action activity and write it in the place assigned for it. (Activity 8)