

**Activity 4**  
**Concurrent Field Work Reports**

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You will be placed in a development project or agency for field work practicum by the FWS in groups of three to six. During the first year you are expected to gain 25 days of experience in the project/agency. These visits in social work terminology are called concurrent visits. Your concurrent field work practicum reports are to be written after each visit. You may follow the instructions given in the journal for report writing.

Part II of the journal deals with field work components. You are expected to read this portion before you write your draft report so that important points are included in the report. Depending on the activities you can use the space for each visit. For some visits you may require more space while for some others you may require less. It is desirable that you prepare a draft, correct it and then copy the same in your journal. Remember to write your journal in your own hand writing and never type the report. You must use the following proforma for writing the report:

**Proforma for report on concurrent field work**

Date of **field work**

Time spent in the agency

**Activities** performed today

Observations **related** to the agency functioning or **related** institution functioning.

Teamwork

Assigned tasks (**which** stage **and** **progress** so far etc.)

**Observations** regarding client system and service delivery

**Administrative** assignments

Social **work techniques** used

Field instruction **expected** for the **following**

1)

2)

This will **include** your doubts and observations

**Fieldwork Supervisor** comments



