

MANUAL FOR SUPERVISED PRACTICUM

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Dear Learner,

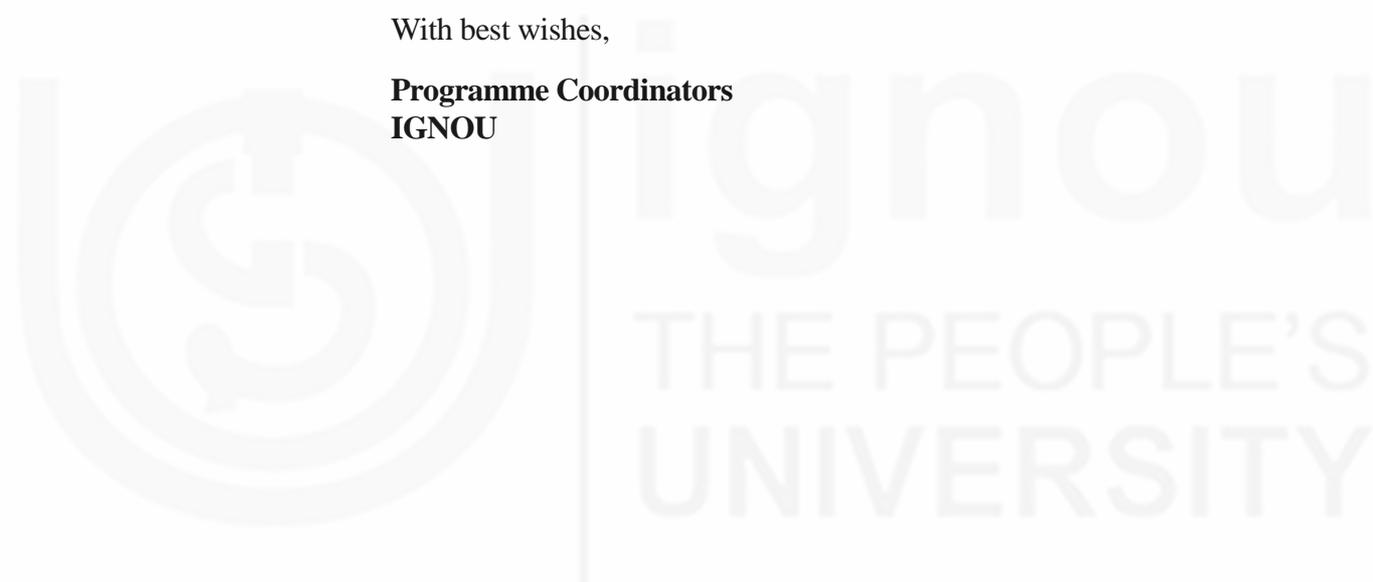
The course 'Applied Social Psychology' has 4 Credits of theory (MCFT-006) and 2 Credits of Supervised Practicum (MCFTL-006). The 2 credits of Supervised Practicum are divided into 6 Practicals, which you should complete along with your theory course in the specific period of time. This Supervised Practicum (MCFTL-006) helps you to understand better the applied concepts related to human's social life.

These practicals emerge out of the theory syllabus. The practical activities will help you to get hands-on experience of working with individuals and families in different settings.

Here, we would like you to understand that in Supervised Practicum, you have to work under the overall supervision of the Academic Counsellor, generally called Counsellor in this Block. Further, before starting the practical activities, it is very important for you to read this Manual for Supervised Practicum carefully. Go through this Manual carefully in order to understand what has to be done.

With best wishes,

Programme Coordinators
IGNOU



INTRODUCTION AND GUIDELINES

The focus of this Supervised Practicum (MCFTL-006) is on understanding social psychological concepts among individuals. As a counsellor and family therapist, you would be trying to help individuals in different stages of the human life span — right from young children through old age. Understanding the social norms as well as appreciation of diverse view points that may differ from the accepted norms is the essence of this course. Thus in this Supervised Practicum, you are being provided with indepth exposure and opportunities with individuals (both males and females) at different stages in life, so that you develop the requisite skills in this critical aspect.

You have to complete the Supervised Practicum (MCFTL-006) in 15 working sessions. This Supervised Practicum, worth 2 credits, is divided into 6 practicals.

The practicals to be performed have been denoted in this Manual as Practical 1, Practical 2 and so on. Each of your 15 working sessions for doing the supervised practicum of this course should take 4 hours of a day, in which you should spend about 1 hour with the counsellor at the Programme Study Centre/Study Centre to which you are attached and about 3 hours in fieldwork carrying out the prescribed practicals, that is conducting interviews etc. and report writing. This Supervised Practicum is equivalent to 2 credits and thus has the workload of 2 Blocks (which may be thought of as Blocks 5 and 6).

Suggested Schedule

It is advised that you should start the Supervised Practicum as soon as you go through the theory component of this course. Before starting the practical activities, therefore, you should devote your time to:

- (i) Reading and understanding the related Units.
- (ii) Attending the theory counselling sessions which will be organised by the respective Programme Study Centre/Study Centre, you are attached with.

As you have to complete three theory courses, the corresponding supervised practicum courses, internship as well as dissertation in the second year of the programme of study Master of Science in Counselling and Family Therapy [M.Sc.(CFT)], hence, it is advisable to complete the practical activities as per the scheduled time. You are suggested to do the practicals in a series, that is, to complete one Practicum first and then move to the next one. Please follow the sequence of the practical activities given in the Manual, as these are sequenced according to understanding and difficulty levels.

Duration of Supervised Practicum MCFTL-006

The Supervised Practicum comprises 6 practicals, the details of which are given in this Manual. You have to complete these practical exercises in a total of 15 working days which include 15 compulsory contact classes (sessions) with the Counsellor, each of 1 hour duration. As stated earlier, you must spend the remaining 3 hours of each of the 15 working sessions for carrying out field work pertaining to the 6 practicals prescribed in this Manual. A few extra working sessions have been kept to allow for the fact that you may need some extra time and sessions for doing some of the practicals. The tasks of conducting the activity; that is preparing the interview schedule etc;

identifying the respondents and forming rapport with them, carrying out the practical exercise as well as report writing, are included in this time assigned for field work.

If the Supervised Practicum takes more time than this scheduled duration, then you can rearrange your work accordingly, but only after discussing it with the Supervisor/Academic Counsellor you are attached with at the Programme Study Centre/Study Centre.

Content Layout in the Practicum Manual

This Manual for Supervised Practicum (MCFTL-006) consists of 6 practicals which you are required to carry out.

Practical 1 is on understanding the construal of karma; Practical 2 is on understanding parent-child relationship; Practical 3 is on understanding workplace impact on life; Practical 4 is on interacting with people; Practical 5 is on understanding interpersonal communication; and Practical 6 is on understanding human sexuality. The details regarding these Practical are given in this Manual.

You have to complete all 6 practicals for submitting the Practicum File. Please do not copy from your peers/friends, as both would have to repeat the whole practicum again.

Role of the Counsellor in Supervised Practicum

- The Counsellor is a qualified professional in the field, allotted by the Programme Study Centre/Study Centre to which you are attached. The Counsellor will supervise and guide for the Practicum Activities, during the academic year.
- You have to spend 1 hour of each of your 15 working sessions with the Supervisor/Counsellor, in which she or he will guide you on the method in which the Practicum Activity has to be performed, as well as the analysis of the same. Besides this, you can seek the help of the Counsellor at any time during the sessions.
- The Counsellor may or may not be associated with the individuals or families you identify for the practicum activity, but she or he can help you in identifying the same.
- To conduct practicum activities, you have to meet the Counsellor first, discuss the practical you are going to conduct as well as the tool (e.g., the interview schedule) that you are going to use for the purpose, take her or his advice and then visit your respondents [the person(s) to be interviewed by you]. Here, in this programme of study, the respondent is also called 'participant' and at times 'subject' or 'client'. It is advisable to report to your Counsellor after you complete each practicum, and discuss what had transpired in the course of conducting the practical.
- After completing each practical, you need to write each and every detail in your report. The guidelines regarding report writing are given in this Manual. If you have any problem or query regarding report writing, then contact your Counsellor for the same.
- Apart from guiding and supervising, the Counsellor will also evaluate your work. Thus, the Counsellor will evaluate and mark each Practical. The evaluation sheet to be used is given at the end of this Manual.

Points to Remember

Two of the important things you have to ensure are obtaining informed consent and confidentiality. An informed consent shows that you respect the participants' right to know what they are being involved in and why, as well as what you will be doing with the information they give you. If the person does not like what you want to do with their information, then they have the right to refuse the interview. A sample consent form for you to use when doing the supervised practicum of this course, is given at the end of this manual.

Secondly, you must maintain confidentiality. You should be able to assure the participants that under no circumstances their identity would be disclosed and the information collected would strictly be shared only with the Supervisor, and used only for the purpose of meeting the course requirements. In your Report, you may give the respondents a fictitious name.

Rapport formation and orienting and preparing participants for the practical activity is also very important. Once you have identified the individual(s)/ family/dyad who you would like to participate in the practical activity, it is best to meet your participants in advance. Orient them about your practical requirements. It would also be appropriate to inform them of what you hope to learn and what you will do with the information. If they agree to participate, take their permission and set up a time and place to meet for the actual practical activity. Explain how you plan to record their conversations (audio recording/noting down their conversations) and take their consent for the same. The key to conducting such activity is to demonstrate respect for the person being involved. Different approaches may be appropriate for different individuals, and you may find yourself making adjustments on a case-by-case basis. For example, some individuals are more natural and comfortable if you drop your recording devices and notebooks. Others do not show such inhibitions and with them you can proceed with your technological devices. But in former circumstances you have to extremely rely on your observation and memorization skills. Immediately after carrying out the activity, you can note down the important pointers about their communicative behaviour, verbal responses and non-verbal cues.

For later use, you can also note down your experiences while conducting this activity. It may include information like how much time did it take to conduct the activity; how convenient it was to fix up an appointment with the participants; how did they react; did this activity help you learn a better way to ask questions on a certain topic, and so on. All of this information would later help you to write your report.

Some Useful Tips for Conducting this Practicum

- Start the conversation by chatting casually with the person you are interviewing. It is a good idea to establish rapport with your participants. A few people may feel offended if you are anxiously busy in referring to your interview schedule or setting up your electronic devices. Switch off your mobile phones, prepare well in advance and pay attention to what they are saying. Give them the opportunity to talk more and you can show your interest by nodding to their answers. Provide them enough time to reflect and think of situations.

- You are undergoing this course to become a counsellor/family therapist, you have not become one!!! Thus avoid giving advices to them and jumping to conclusions. Do not give shocked or surprised looks at their responses. Their answers may in fact surprise you, but don't show it on your face. You are also expected to not become too 'friendly' or emotionally involved with the participants. It may interfere with your analyzing the situation objectively. Develop sensitivity to understand both verbal and non-verbal cues while interviewing.
- If you intend to record the conversations, test the equipments well in advance. Label the tapes or notes with the participant's name, date and place and finally try to make the interview a good experience for both you and the interviewee. Be prepared before you go. Know how to use your equipment and know what questions you want to ask. Be considerate. Always watch to see how the interviewee is doing. Are they tired? Do they need to take a break? Do not force people to talk about things they do not want to discuss.
- After the interview, don't forget to note down all your observations made during the conduct of this activity. It may include information on some special experience like moments when you felt surprised, there were some unexpected responses, or you couldn't handle the activity as you had expected to.
- Once you have conducted the interview, the next step is to translate and transcribe the huge information you have collected on paper. If you have recorded the interviews, the further step is to translate and/ or transcribe these tapes. The first task is to transcribe your data. Transcribing involves writing out the recorded interview on paper. Transcribed data would be easier to refer to than the tapes.
 - At the top of your paper write the practical title; the tape number; side of the tape you are working on (A or B); the name of the interviewee; the interviewer; the date of the interview; where it was done. Number each page you write.
 - Write down every word that is spoken. Even if people repeat themselves, write it down again. For instance, if someone laughs, put that in brackets (laughs). If the person stops talking for a minute, then put the word "pause" in brackets (pauses). Writing this information down helps in understanding what the interviewee was saying. The interviewee might say something as a joke and laugh when they tell it. If you do not write that down, then the reader may not know that what was said was supposed to be funny. Writing down pauses in the conversation helps readers understand why sentences that come one after another might not relate to each other.
 - If you do not understand a word that was said, put round brackets and a question mark where the word is (?).
 - If you want to make a comment on the transcript, put it in square brackets []. Sometimes comments are added to transcripts to help those reading them understand what the interviewee has said.

You might have conducted the activity in your mother tongue or in Hindi, but as per the requirement of this course, the assignment needs to be

submitted in English language. Thus the second task is to translate your data from one language to another, that is, the information you have collected in whichever language to English.

- Identify the emerging common themes from the data and put them into categories. Your interpretation should take the reader from first order explanation (i.e., straight from the participant) to second order (i.e., your explanation as a researcher). Therefore, try to explicate each category in detail. Additionally, your interpretation could be brought back to literature. You can refer to theoretical units for better interpretation of your findings. Bringing it back to literature helps with verification and report writing which is what is described next.

Report Writing

You may start writing your report by situating the relevance of this activity with your understanding of the theoretical concepts. It includes information on why and how you carried out this activity. It should be a brief orientation. The details on the same may follow later. It should not be more than two pages in length.

Method

This section should focus on all the methodological considerations you kept in mind before, and in the course of conducting the activity. It includes information on description of your setting, how did you identify your participants, how did you seek their informed consent, method of collecting information including the tool of data collection, and a brief plan of how you intend to analyze your data.

Findings/Results and Discussion

The next step is to share your findings and learning from this assignment. Both verbal and non-verbal means of communication need to be focused upon. In this section, you would need to articulate the information obtained, as well as explain, interpret and discuss it in the light of theoretical units you have studied. Further, you need to remember that in our country, most of the things we say are context specific, not context-free. Thus, you need to be sensitive and analytical in your approach, as you interpret and discuss the participants' responses. You would find it useful to discuss your findings with your Academic Counsellor/Supervisor. Doing so would provide new insights that would enrich your analysis and discussion of your results. Please ensure that you enclose in the File, the transcript of each interview, as well as the audio tape, if used, or the written sheets (on which you noted the answers of the respondent during the interview). This enclosure, for each practicum so important for evaluation.

Conclusions

You make final remarks in the conclusion. This is where you would repeat, very simply, what your findings were. Did you reach your goals? Did you learn anything about doing this assignment that might be helpful to others? In this Section, you may also cover aspects such as these.

Writing a report is not always an easy thing to do. It sure feels good when it is finished! It feels great when you have something to give to people to show them what you have done.

Reflections

Reflection on how your activity went and what you learnt from it has also to be included at the end of the report.

Report of your practical should include the following:-

Title

Aim

Objectives

Method

Results and Discussion

Conclusions

Reflections

Important Guidelines for Working with Individuals and Families in Different Settings

- Identify the family/individual for each practical carefully, as per the instructions given for each practical.
- Inform the Counsellor about the selected individual/family. Take the Counsellor's advice on the interview schedule or questionnaire you have prepared for that specific practical.
- Seek the consent from the family/participant before conducting the practicum activity. For each practical, separate consent needs to be taken. The consent form is enclosed at the end of this Manual.
- The time schedule for conducting the practicum activity should be planned according to the convenience of the family or the individual with whom the practical activity is to be carried out.
- Be punctual for your appointment; and if there is any change in time or day, inform the concerned family or individual.
- Try to fix the time and day, when other significant members of the family are also present, so that you can get information from other members in addition to your respondent.
- Before conducting any practicum, you should have thorough knowledge of its theoretical component and complete understanding of the procedure of performing the practicum activity.
- Before starting any practical, spend some time with the respondent(s) to establish rapport and create an environment comfortable for conversation or activity; this is generally termed as rapport building.
- Respect the views of respondents and do not interrupt or show your own attitude, opinion or prejudice regarding what they are saying or doing. The process should not be biased by your view points. Keep the information confidential, and share it only with your Academic Counsellor/Supervisor. Do not discuss it with any other person including your friend, spouse, parents and other family members.

- In case the family or the individual does not cooperate with you, or you feel that you are not getting the desired information, try to improve the rapport building and make your questions clearer. If it does not work, stop the activity politely and take their leave. And, report this in your file. Also, find another respondent to carry out your practical.

Important Points for Writing a Report

- *Basic Information*

Please mention all relevant details of your student status (enrolment number, study centre etc.) clearly on each Practicum Report, as well as on the cover of the Supervised Practicum File. The File should be presentable and legibly written. Attach all other materials in the File (audio tapes, CDs, sheets of paper on which you had taken notes during the interview etc.) and list each one of them as ‘*enclosures*’ in the File along with the number of such items.

- *Content*

In the report of each practical, you need to give information about the respondents and the activity conducted. As you would realise, others (especially your evaluators!) would not have access to this information unless you provide the same in the report of the Practicum! So do remember to provide all relevant information. At the same time, be true to yourself as you are learning important concepts from the practicum activity. Do not falsify the report or modify the record of the practicum activity to make it look ‘good’. Don’t worry if everything about the individual, dyad or family does not fit a given, stereotypical norm of a family or a relationship. The idea here is to move away from being judgemental and learn to create a view that is unbiased, encompassing and sensitive to plurality. Your evaluations are going to be based on an objective and unbiased treatment of the same in analysis. Please use the concepts you have learnt in the various theory Courses in order to meet this end.

The content of your file will also be evaluated on how comprehensively and objectively you have dealt with the issues at hand. Your personal beliefs and preconceived notions should not hinder the understanding of the content.

- *Presentation*

Your report for each practical should be comprehensive and analytical. Be organised and help the evaluator know that you have understood the concepts. Use pseudonyms rather than the actual names for the subjects and family members. But rest of the information should be truthful.

- *Length*

Give all relevant details of a situation or a person. Be careful not to beat about the bush! The richness of content and organisation of your report carry more weight than how many pages it consists of or how long it is!

Supervised Practicum File

The Supervised Practicum File will be prepared by compiling the written records of all the 6 practicals. You have to submit the complete Practicum

File, duly evaluated by your Practicum Supervisor, at your Programme Study Centre/Study Centre, before the mentioned due date. The File would contain sheets on which you have written the report of each practical, duly evaluated by the Academic Counsellor, and the filled-in evaluation sheet given at 'Annexure A' at the end of this Manual.

The Counsellor will record the marks that you have obtained for the Practicum at the end of each practical in your Supervised Practicum File, and in Section 1 of the mark sheet provided at the end of this Manual at Annexure A. Sections 2 & 3 of Annexure A have to be left blank, as these are to be filled-in by the External Evaluator.

This Annexure A, with duly filled-in Section 1 and blank Sections 2 & 3, must be included in the Supervised Practicum File that you submit.

In addition, the Counsellor will certify the Form given at Annexure B at the end of this Supervised Practicum Manual, which declares that every practical was conducted by you, as stipulated, under her or his supervision. You must also include this duly filled-in Annexure B in the File you submit.

Evaluation of Supervised Practicum File

The evaluation of Supervised Practicum is done at two levels. These are:

- Evaluation Level 1: Internal Evaluation
- Evaluation Level 2: External Evaluation

Evaluation Level 1: At the Programme Study Centre / Study Centre by the Academic Counsellor/Supervisor

Every practical will be evaluated by the Academic Counsellor/Supervisor with whom you have been attached by the Programme Study Centre/Study Centre for the Supervised Practicum component of this Course. For the purpose of evaluation, for each practical, the Academic Counsellor will judge your performance during interactive sessions and evaluate the written records which have been submitted by you in the Supervised Practicum File. This is called *Internal Evaluation*.

The marking scheme is as follows:

For Practicals 1 to 6

Maximum marks (MM) for each practical = 100

Break-up

MM for the interactive session for each practical = 20

MM for the written record of each practical for the Practical File = 80

Hence, total MM for the internal evaluation component of the Supervised Practicum (all 6 practicals) is 600.

Evaluation Level 2: External Evaluation (Evaluation of Practicum File at IGNOU Headquarters)

An expert from the panel, nominated by IGNOU, will evaluate the Supervised Practicum File. This is called *External Evaluation*. The External Evaluator

will record the marks in Sections 2 and 3 of Annexure A of this Supervised Practicum Manual, that you would have enclosed in the File.

External evaluation will therefore be done on the basis of the Supervised Practicum File submitted by the learner.

The External Evaluator shall evaluate each of Practicals 1 to 6 out of 100 marks each. Thus, the total marks for the external evaluation component shall be 600.

Weightage of Two Levels of Evaluation

The two levels of evaluation carry equal weightage towards final marks:

- The marks given by the Supervisor at Level 1, known as ‘*Internal Assessment*’, will be calculated as 50% weightage; and
- The marks given by the Expert at Level 2, known as ‘*External Assessment*’, will also be calculated as 50% weightage.

You have to secure 40% as pass marks in both the assessments, internal as well as external. If you are not able to secure 40% marks in either assessment, you have to repeat the complete Supervised Practicum MCFTL-006. It means you have to re-do all the Practicum activities, make a new Practicum File and submit it.

Note: *The panel of experts nominated by IGNOU, who are going to evaluate your Practicum File at Level 2, have the right to moderate the Internal Assessment marks awarded through the Programme Study Centre/ Study Centre in any component of the Practicum.*

Submission of Supervised Practicum File

The complete Practicum File may be sent to the following address:

Student Evaluation Division

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110068

Note: *Before mailing the Practicum File, you must keep a photocopy of the File with yourself, so that in case of loss in transit or misplacement, you would be able to submit the copy of that file.*

Maximum Duration of the Practicum

For this 2 credit Course comprising Supervised Practicum, you have to spend 15 sessions of which 1 hour is with your Counsellor or Supervisor and 3 hours are to be devoted to the field work. The maximum time you can take to complete the practicum is four months from the date of commencement of the Supervised Practicum for this Course.

Date for Submission of the Supervised Practicum File

- If you wish the marks of the Supervised Practicum to be included in the June term-end examination marksheet, then your Supervised Practicum File must reach SED, IGNOU, Maidan Garhi, New Delhi latest by

30th April. The File should be duly verified and evaluated by your Supervisor before submission for external evaluation.

- In case the File is submitted after 30th April, and before 31st October, marks would be included in December term-end examination marksheet.

Thus, if your Supervised Practicum File reaches IGNOU between 1st November and 30th April it will be accounted for in the marksheet for the June examination, and if the Supervised Practicum File reaches IGNOU between 1st May and 31st October it will be accounted for in the marksheet for the December examination.

- In the first year of your registration, the first time you can appear in the term-end examination is in June. Subsequently you can appear for both June & December term-end examination.
- The file submitted will not be returned to you.
- Do remember to keep a photocopy of the File.

Checklist of Enclosures:

When submitting your Supervised Practicum File, please ensure that you have included the following:

- 1) The cover page should clearly state the title “Supervised Practicum File for the Course MCFTL-006”. Your name and enrolment number must also be mentioned on the cover page.
- 2) The first page or the face sheet must also have your name; enrolment number; full address; name, designation and address of your Supervisor; as well as name and address of your PSC/SC. The format for the face sheet of the Practicum File is given on the next page.
- 3) Written record of the 6 Practicals and corresponding enclosures like audio tape, CDs and other materials used.

You must enclose the written record/transcript of each interview as it took place. Also enclose the audio tape/CD if used or the sheets on which you noted the answers of the respondents during the interview.

- 4) Annexure A (Sections 1, 2 & 3) and Annexure B.

SUPERVISED PRACTICUM FILE

M.Sc. (CFT) — Second Year

MCFTL-006

Name of the Student :

Enrolment No. :

Address :

Phone No. :

Study Centre/
Programme Study Centre :

Regional Centre :

Name & Address of
Supervised Practicum
Supervisor :

Phone No./Mobile No./
e-mail address of Supervisor :

Signature of the Student

Date :



PRACTICAL 1 : UNDERSTANDING KARMA

We have read about karma theory in Block 1 of the course MCFT-006, wherein we discussed the meaning of karma from the viewpoint of some of the prominent religions. In India, people belonging to different religions and religious sects live and follow their religious traditions.

In this practical, we would like you to interview two persons belonging to different religions/religious sects regarding the concept of 'karma' in their religion, their own belief in karma and its impact on their life (if any).

Follow the following steps:

1. Identify two persons whom you would like to interview. Ask them about their religious sects/religions. Seek their consent for the interview. There are some people who don't believe in any religion. You can interview them also and ask them about their understanding of karma.
2. Try to understand the concept of karma, in detail, from the viewpoint of each of the two religions/religious sects that your identified respondents belong to. You may collate relevant information from sources like internet, library, religious books, learned people/ old people who understand karma's meaning in their religions, etc. Write in about 500 words each, your understanding of karma from the two religions' viewpoints.
3. Make an interview schedule to learn about what each of your respondents understands by the construal of karma, and its impact. Here, we would like you to understand the role of karma in the individual's understanding of self, attitude towards life, socialization, coping with stress, etc.
4. Interview the two respondents individually.



PRACTICAL 2 : UNDERSTANDING PARENT-CHILD RELATIONSHIP

Here, we would like you to develop a deeper understanding and insight with respect to parent-child relationship.

Follow the following steps:

Develop an interview schedule to explore the various facets, aspects and issues pertaining to parent-child relationship. Use the same to interview:

- i) a parent of a child; 5-12 years of age; and
- ii) a parent of an adolescent; 13-19 years of age.

Your report of this practical should include findings and analysis with respect to each interview, as well as a comparative analysis.





PRACTICAL 3 : UNDERSTANDING WORKPLACE IMPACT ON LIFE

This practical activity is to help you understand the influence of workplace, and therefore work/employment, on the individual as well as on his/her family life.

In this practical, you are expected to understand how the workplace — exosystem, has an impact on microsystem and mesosystem; if any.

For doing this Practical, you have to identify two adults (one male and one female), who are working (gainfully employed outside home), as well as a family member (living in the same household) of each of these participants.

Prepare an appropriate interview schedule, and use it to interview, separately, the two working individuals in order to gain insights regarding the impact of workplace, and therefore work/employment, on the individual as well as on his/her family life. For getting a different perspective on the same, you must also interview a family member in each case. Family member could be spouse, child, parent, sibling or a relative living in the same household.





PRACTICAL 4 : INTERACTION WITH PEOPLE

In this Practical activity, you have to try to interact with people for 10-15 minutes each.

'People' is a generic term, and as the word suggests, it includes anybody and everybody.

This activity has to be done in 3 parts as explained below:

Part 1

Interaction for 10-15 minutes each with 4-5 persons who are known to you, but are not closely related to you.

Part 2

Interaction for 10-15 minutes each with 4-5 persons who seem familiar to you but you don't know them. These are such people whom you feel you can comfortably approach and interact with.

Part 3

Interaction for about 10 minutes each with 4-5 persons whom you don't know, and neither standing or coming close to such persons gives you a feel that you would be comfortable approaching them.

Places where you can find the seemingly familiar and unfamiliar persons:-

- Bus stand/Railway station/Metro station
- Parks
- Neighbourhood
- Office places
- Markets/Malls
- Bus/Train/Metro

Topics which can be discussed with 'people':-

- Current news/Sports
- TV serials/Movies
- Route to a place
- Any general topic

Your Report should include comparisons among the three categories of people whom you interacted with.

It should also contain how you felt after the activity was completed and before starting the activity.



PRACTICAL 5 : UNDERSTANDING INTERPERSONAL COMMUNICATION

Interpersonal Communication is an interactional process in which one person sends a message to another. If one wants to improve his/her communication skills, he/she needs to pay attention to both *listening and speaking*. Since this programme of study is geared towards developing skills of counselling and family therapy, it is important to orient you to the fact that both verbal and non-verbal forms of communication are equally important in any conversation. In the following activities, a deliberate attempt is made to separate the verbal from the nonverbal components of messages. This practical starts with a very basic activity of what people say and what they hear. Doing the following practical activities would help you to appreciate the significance of not just the verbal, but also non-verbal forms of communication.

For this practicum, you would require a dyad. You can choose any **one** from the following: parent-child; husband-wife; grandparent-grandchild or two siblings.

Practical Activity 1

The aim of this activity is to understand individual roles and communication styles. Ask your participants to sit back-to-back. The purpose of sitting with their backs to each other would ensure minimal distraction of verbal message with the non-verbal cues. The activity should be conducted in pair. For instance you can choose any dyad, husband and wife or parent and child and so on. They should be provided with several sheets of white paper and sketch pens. The set of papers and sketch pens should be identical for both the participants. Instruct one of your participants to depict any picture (natural scene), object or design on paper, and when doing so, to give verbal directions to the other participant (the partner), to enable the partner to make the same drawing/ picture on his/her sheet. The other participant would thus be required to replicate the same picture on his/her sheet based on the specifications provided by his/her partner. Tell them that you would not analyze their drawings and assess how creative they are! They can depict anything, be it an object like car, pencil or any design or scenery. To ensure effective implementation of this activity, orient your participants in advance that they would undergo this activity twice. In first instance one of them would take the role of speaker and the other listens. In second instance, reverse their roles of being a listener and speaker. This would ensure that both individuals would get an opportunity to be a speaker and listener.

As a speaker, one should provide clear instructions to the listener of what he is drawing. In this process the speaker is not allowed to repeat the directions, nor is the listener allowed to ask any questions. You have already ensured that they sit back to back and thus cannot see each other's drawing or share any non-verbal cue. This is purposely done so that both of them can concentrate over their respective roles. That is, for providing clear instructions as a speaker and for accurately perceiving the instructions as a good listener. This activity in itself sets up a good platform for the participants to understand the importance of communication. This activity encourages a different way of communicating with each other.

Once the activity is over, you would get two samples of drawings, which are somewhat similar and dissimilar in many respects. You can now ask your participants to come face to face and share their experience of undergoing this activity. You may ask questions like, how was their experience, both as a listener and a speaker. What according to them could have been done to ensure similar depictions of their drawings? Was it difficult for them to not see each other while doing this activity? Would face-to-face interaction have influenced their drawings?

Practical Activity 2

In this activity, the objective is to take your participants to an emotional level of responding to each other's description of an event. In this activity as well, the participants would sit back-to-back and would enact the role of speaker and listener. The participants are supposed to share one happy moment spent with each other. The listener would then share by repeating what she or he has heard. The activity is repeated after reversing their roles. It's the turn of the listener now to share his or her happy moment spent with the other participant. None of them would interrupt or try to correct the speaker's version as it is being narrated. Each would try to fit into their roles of a listener and speaker.

The participants may again face each other and discuss the experience they had during this activity. You can facilitate the discussion by encouraging them to share their feelings initiated during the activity with reference to performing their roles, both when they were sharing and when they were listening to other's perspective. You can also discuss things that make them happy. How did their ideas of sharing happy moments differ from each other?

Ask your participants to repeat the activity, this time asking them to share one of their sad memories with each other. Your discussion may focus on their roles but your interpretation of their communication should also focus on how they are reacting to each other's responses. As an observant you should also make note of their non-verbal means of communication and response. Were the participants comfortable sharing their sad moments? Did they take time to think, using pause in between their speech? How were their voice modulation, tone and pitch?

This activity requires effective handling of the situation. There is likelihood of miscommunication and misinterpretation of the situation by the participants. It is likely that after sharing the memory, the conversation may heat up and they may further argue on what disturbed them earlier. You should be able to channelize the discussion in a way that helps the participants to understand that there can be differing view points and unintentionally they might have hurt the other person in the process.

At the conclusion of this exercise, discuss the experience the participants had shared. You may also ask each participant what they least liked about the activity; what they liked most about the activity; and what was their new learning.

For this practical, your analysis and discussion would be on the basis of your ability to understand and reflect on the communication patterns observed. You should be able to highlight and reflect on cultural, class and gender differences in communication within the dyad hailing from a particular setting or context. You should also be able to highlight the importance of verbal as well as non-verbal means of communication.

PRACTICAL 6 : UNDERSTANDING HUMAN SEXUALITY

In this practical, you have to interview 4 adults regarding their understanding of human sexuality. You have to explore the understanding of human sexuality. You have to explore the understanding of sexual variations, gender roles, and appreciation of the same in the respondents.

Follow the following steps:

You have to prepare a questionnaire regarding sexuality, sexual orientations, acceptance of norms and variations in the same. The number of items should be 30 to 40.

Then, you are required to get the questionnaire filled by 2 adult males and 2 adult females.

Prepare a summative report of the four respondents as well as compare responses of male and female respondents.





EVALUATION SHEET

Remember to attach this Annexure A (Completed Section 1, and Blank Sections 2 & 3) with the Supervised Practicum File when you send it to IGNOU. Keep a copy with yourself.

SECTION 1: Internal Evaluation by the Academic Counsellor at the Programme Study Centre/Study Centre

The following is the format in which the Academic Counsellor/Supervisor is required to consolidate the marks for the 6 Practicals done by the student. These marks should also be stated on each written Practical submission in the Supervised Practicum File.

Practical No.	Name of the Practical	Maximum Marks *	Marks Obtained		
			Marks based on Interaction (out of 20)	Marks based on Written Report (out of 80)	Total Marks (out of 100)
1	Understanding Karma	100			
2	Understanding Parent-Child Relationship	100			
3	Understanding Workplace Impact on Life	100			
4	Interaction with People	100			
5	Understanding Interpersonal Communication	100			
6	Understanding Human Sexuality	100			
	Grand Total	600	Grand Total (x)		

Note: * Total marks for each Practical is 100, out of which 20 marks are for the assessment based on interaction with the Supervisor and 80 marks are for the assessment of the written report, which is to be supplemented by audio/CDs and transcripts, or sheets on which notes were taken during interview, submitted by the learner.

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

$$\frac{\text{Total marks obtained by learner (x)}}{600} \times 50 = \text{'N'}$$

Note : The pass percentage for Internal Evaluation is 40%. Therefore, if the learner gets **less than 20 marks** after calculating 50% weightage of total marks obtained, then the student has to **repeat the supervised practicum**. In other words, 'N' obtained should be at least 20 for the learner 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.

$$\frac{\text{(x)}}{600} \times 50 = \text{.....}$$

(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).

.....

Date:

Place:

(Signature of the Academic Counsellor/Supervisor)

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:

Place:

(Signature and Stamp of the Programme Incharge of PSC/Coordinator of SC)

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 :

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SECTION 2 : To be Used for External Evaluation at IGNOU

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

Practical No.	Name of the Practical	Maximum Marks*	Marks Obtained
1	Understanding Karma	100	
2	Understanding Parent-Child Relationship	100	
3	Understanding Workplace Impact on Life	100	
4	Interaction with People	100	
5	Understanding Interpersonal Communication	100	
6	Understanding Human Sexuality	100	
	Grand Total	600	Grand Total (y)

Note: * For each Practicals external evaluator is to give marks out of 100 on the basis of the report submitted for evaluation for each practical, which is to be supplemented by audio/CDs and transcript or sheets on which notes were taken during the interview, submitted by the learner.

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

$$\frac{\text{Total marks obtained in external evaluation (y)}}{600} \times 50 = S$$

Note: The pass percentage for external evaluation is 40%. Therefore if the learner gets less than 20 marks after calculating 50% weightage, 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 score in figures and in words.

$$\frac{(y)}{600} \times 50 = \dots\dots\dots$$

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

.....

Date:

Place:

(Signature of External Examiner of IGNOU Panel)

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**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 are to be consolidated below by the External Expert (who did evaluation in Section 2)

Supervised Practicum (MCFTL-006)

<p align="center">Internal Assessment</p> <p align="center"><i>(External Expert to write marks as stated by the Learner's Supervisor as 'N' at the end of Section 1 of Annexure A)</i></p> <p align="center"><i>(Marks out of 50)</i></p>	<p align="center">External Assessment</p> <p align="center"><i>(External evaluator to write marks here given by her/him as 'S' at the end of Section 2 of Annexure A)</i></p> <p align="center"><i>(Marks out of 50)</i></p>	<p align="center">Total marks obtained (T)</p> <p align="center"><i>(Expert to add marks 'N' and 'S' and write the total here)</i> <i>(N+S=T)</i></p> <p align="center"><i>(Marks out of 100)</i></p>
<p align="center">IGNOU</p>	<p align="center">THE PEOPLE'S UNIVERSITY</p>	<p align="center">UNIVERSITY</p>

GRAND TOTAL OF MARKS OBTAINED BY THE LEARNER (T) :

(To be written in both figures and words)

.....

Date: (Signature of External Examiner of IGNOU Panel)

Place:

Name of External Examiner :

Address of External Examiner :

.....

E-mail Address of External Examiner :

Phone/Mobile No. of External Examiner :

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**Certificate of Completion of Supervised Practicum
MCFTL-006**

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 numberhas carried out the stipulated 6 practicals of the Supervised Practicum of the course ‘Applied Social Psychology’ 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-006 from (start date) to (end date).

Date:

Place: (Signature of the Academic Counsellor/Supervisor)

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:

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

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 :

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Dear Learner,

Photocopy this page, and place the duly filled-in copy at the end of each practical in your Supervised Practicum File.

Practical No. :

TO BE FILLED IN BY THE SUPERVISOR/COUNSELLOR

Counsellor's Comments:

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.....
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.....
.....
.....

Assessment during Interaction

Marks (out of 20)

Assessment of Written Report (Supplemented by audio/CD and transcripts, or record sheets used at the time of interviewing etc. submitted by the learner).

Marks (out of 80)

Total Marks (out of 100)

(The total marks are to be written in both figures and words)

.....

.....
(Counsellor's Signature and Date)

.....
(Counsellor's Name)

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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 Supervised Practicum of the
Course 'Applied Social Psychology' — MCFTL-006 under the guidance of my
Academic Counsellor/Supervisor (name of the Academic
Counsellor/Supervisor). For the completion of my course work, I need you to
grant me permission to interview you and your child/spouse/any other relation for
about 1½ -2 hours as per your convenience. Please grant me permission and
oblige.

(Student's Signature & Name)

(Academic Counsellor's Signature & Name)

(Name & Signature of the Parent & Person to be interviewed)

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