

**CENTER FOR DISTANCE AND ONLINE EDUCATION, UTKAL UNIVERSITY**

## **MASTER OF SOCIAL WORK (MSW)**

### **2<sup>nd</sup> Semester Field Work Report**

*A field work report submitted to the Center for Distance and Online Education, Utkal University, in partial fulfillment of the requirements of the award of MSW degree*

***Submitted by***

Name\_\_\_\_\_

Enrollment no. \_\_\_\_\_

Name of the Agency\_\_\_\_\_



**C.D.O.E.**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

Utkal University, Vani vihar, Bhubaneswar-751010

[www.ddceutkal.ac.in](http://www.ddceutkal.ac.in)

Field work practice is a vital component of social work curriculum. The purpose of field work is an interface between classroom education and actual practice. Through fieldwork the students get an opportunity to explore, learn and develop professional skills necessary to work with people. Field work programme enables the social work students to transmit their classroom knowledge into practice by applying various methods such as case work, group work and community organization.

CDOE, Utkal University has been imparting two year course in Master of Social Work (MSW) since 2010. The 2nd Semester students have to undergo an agency based field work and prepare a report as part of the University Examination. Through this field work practice the students will acquire knowledge and experience regarding different social issues, different government programmes designed and implemented for the welfare of people, the process of implementations and the benefits of these programmes. The student has the liberty to choose the agency as per the convenience.

### ***Objectives of Field Work***

1. To help students understand the socio-economic, cultural and political environment through agency based field work.
2. To develop practical skills by applying classroom theory into real field situations.
3. To help students identify, plan and implement social work interventions by adapting various methods to specific situations.
4. To gain firsthand knowledge of social welfare and agency policies, programs, procedures and services and the manner in which they impact upon client systems.
5. To demonstrate ability to proficiently communicate oral and written information in a manner that reflects professional social work skills.

### ***General Instructions***

1. The report should be hand written early only with BLUE/BLACK ball pen.
2. The student will select the NGO, government social welfare agency, community based organization, hospitals etc. where they will do the field work.
3. A consolidated report shall be written after completing the field work and submit to CDOE.
4. The report shall be signed with the seal of the organisation.
5. The students will be evaluated on the basis of the report submitted.

### ***Matters to be covered in the report***

The report should contain the following contents.

1. An introduction about the agency (name, location, address, year of establishment, registration details, board/ trust, office bearers etc.)
2. Vision and mission of the organisation, organizational structure, resources, network details, funds/ budget details, projects undertaken.
3. General profile i.e. details about the inmates or beneficiaries of the organisation.
4. Major activities of the organization and operational areas.
5. Implementation process and future plans.
6. One success case study
7. One report on group work
8. Over all summary of the field work
9. Knowledge and Skills learnt by the student during the field work.
10. Posters, photographs during field work may be attached at the end of the report.

**N.B:-** The draft report should be placed before Dr. Renuka Kumar, Faculty in Social work for suggestions regarding corrections and improvement. The final report must be submitted on the day of examination of P-9 (Studies on Voluntary Organisation) without fail. If a student fails to submit the report on the above mentioned date, the respective paper will be considered as back.

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