

**Field Work Unit, Department of Social Work**

**Jamia Millia Islamia, New Delhi**

**Summer Internship (Block Field Work) of B.A.(Hons) Social Work**

**May-July (after Sem II End term Exams)**

**SUMMER INTERNSHIP (BLOCK FIELD WORK)**

Summer internship (Block Field Work) is a compulsory component of field work practicum for B.A (Hons) Social Work students, which starts immediately after completion of their second semester examinations i.e. during summer vacation of the academic year and is a basic requirement for the award of the degree of Bachelor of Arts (Hons) in Social Work. The duration of summer internship is of 4 weeks (20 working days). The total weightage of summer internship is 100 marks (4 Credits). Details of Summer Internship (Block Field Work) are as follows:

**Calendar Time:** During the summer break after the end semester examination of the second semester

**Credits:** 4 (100 Marks)

**Duration:** 4 weeks (20 days)(May to July)

**Nature of setting:** The students would be placed in settings that provide opportunity for working with children and young adults. Illustratively, students would be placed in child care institutions (Children in need of Care and Protection), open shelters for children, non-formal education/alternative education centres, contact points of organisations working with street connected children etc

**Location:** The student would be placed with child care institutions all over the country for the summer internship.

**Internship Objectives:**

1. To develop an understanding of the placement organization with respect to its genesis, context and scope of work.
2. To understand the nature of groups with which the organization engages.
3. To acquire preliminary understanding of the application of skills learnt in curriculum in the functioning domains of the agency.
4. To develop an understanding of role of social worker in child care institutions.
5. To understand the usage of programme media for working with groups of children and young adults.

6. To develop the skills of recording and supervision.
7. To learn to work as part of a professional team.
8. To develop commitment towards professional ethics and values.

#### **Tasks for Internship:**

1. Developing an agency profile
2. Situational Analysis of the group (children or young adults) that the organization works with.
3. Understanding the design and implementation of the various programs of the agency
4. Using different program media activities with the client group of the agency
5. Assisting in the ongoing activities of the agency.
6. Process recording of the sessions conducted in the organization
7. Learning the application of theoretical knowledge in practice

#### **Evaluation Criteria of Internship**

- The assessment would be done based on student's professional growth and Development, work habits, recording and use of supervision.
- Total Marks: 100 (Professional growth and Development - 30 ; Self-Awareness-10; Work Habits – 20; Recording – 20; Use of supervision -20)

#### **Tentative Parameters for Assessing Professional Growth and Development:**

- Conscious use of theoretical and practical knowledge,
- learning to work in team & self-awareness
- Taking initiative,
- Adherence to ethics,
- Ability to use programme media in professional practice

#### **General Instructions:**

- Summer Internship is mandatory for all students after the end semester examinations of the second semester.
- If a student fails in Summer Internship, then only one more chance would be given to complete the Summer Internship in the subsequent year, failing which he/she would be declared to have failed.
- The marks of internship will be added to the mark sheet of second semester.
- In case a student is unable to complete the work related to the internship within the specified time then he/she will need to explain the reasons for the same in writing

through the supervisor and the field work unit shall take a decision and convey to the student.

- Every student is required to give his complete contact address (temporary and permanent), phone number and E-mail address to the agency of placement and to the department so that in case of any emergency it will facilitate prompt communication.
- The students are required to intimate the department of his/her date of joining the agency and in case of any delay in the date as it may be, same shall be stated with reasons within one week of joining the Agency.
- The joining report countersigned by the agency supervisor is to be sent through the proper channel. The joining report may be scanned and mailed to [fieldworksw@jmi.ac.in](mailto:fieldworksw@jmi.ac.in). A printed copy of the same is to be submitted to the field work unit of the department.
- Students are required to send weekly progress reports and log sheets, countersigned by the agency supervisor by e-mail/speed post to the respective field work supervisors of the department.
- The weekly progress report should reach the field work supervisor of the department in time. In case the reports are not received by the field work supervisor on the scheduled dates, a reminder would be sent to the student, along with a copy to the supervisor in the agency from the field work unit of the department.
- All students are expected to maintain a duplicate copy of all log sheets, reports and any other correspondence they send to the field work supervisor of the department.
- To avoid any difficulty arising out of the non-receipt of log-sheet, these may be sent by email/registered Post.
- If no log sheets/reports are received for a period of two weeks the Summer Internship (Block Field Work) would be treated as cancelled and the student would be asked to repeat it all over again in next summer break.
- In case the student is facing any problem during the Summer internship(Block Field Work) he/she must immediately contact the field work supervisor and should in no case discontinue his/her training, unless specifically instructed by the field work unit of the department.
- The student's absence from the Summer Internship (Block Field Work) shall only be considered in the case of illness/exigencies. Further
  - a) In case of illness/exigency, the student has to report to the department within three days through email/SMS/WhatsApp/by post about his/her illness/exigency
  - b) In case of illness, the student is required to submit a medical advice/certificate, from a registered MBBS doctor, to the department within seven days of the illness.
  - c) If a student fails to have 75% attendance (including medical leave) in Summer Internship (Block Field Work), he/she deemed to be failed in Summer Internship (Block Field Work) and should repeat summer internship in subsequent summer breaks.

- Absence from summer internship on ground other than ill-health/exigency and without the permission from the agency and the department will be treated as indiscipline.
- All the students are required to strictly observe deadline dates announced for the summer internship.
- For successful completion of summer internship(block field work) the student is required to submit a completion certificate issued by the agency to the field work unit.
- In case any problem arises on account of interpretation of the above rules and/ or for clarification needed the field work committee which is a sub-committee created by the Board of Studies of the Department of Social Work, will be the competent body to provide the same and its decision shall be final. The field work rules and provisions for B.A.(Hons) Social Work are under evolving stage and any modification from time to time shall also continue to apply.
- Correspondence in connection with summer internship should be addressed to:

**Mr. M. Nadeem**

**Extension Assistant**

**Field Work Unit, Department of Social Work**

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