

St. Xavier's University, Kolkata
Master of Social Work

Fieldwork Manual
(with effect from July 2026)

Introduction

Fieldwork is an integral, pivotal and core component of Social Work education. It provides students space for practical exposure to real world social issues with opportunity to apply their theoretical knowledge in professional practice settings and scope for social interventions. Fieldwork in Social Work education programme thus goes beyond classrooms and provides students opportunities for continuous and transformative learning based on experience and reflection to shape themselves into professional Social Workers.

The Department of Social Work, St. Xavier's University (SXUK), considers Fieldwork Education and Practice of its students as essential needing rigour in keeping with the standards at global level. The Department provides opportunity for 1215 hours of professionally guided fieldwork for its students pursuing two years, Master of Social Work education programme. The Fieldwork placement of the students of Master of Social Work, SXUK is done in progressive manner across four semesters and includes - Concurrent Fieldwork I & II in the First and the Second Semesters, Rural Camp in the Second Semester, Block Fieldwork in the Third Semester and Specialisation based Internship in the Fourth Semester. In addition to the above Fieldwork, the department also provides scope for Summer Internship, Social Work Organisational and Educational Tour, and Winter Internship. While all the Concurrent Fieldwork, Rural Camp, Block Fieldwork and the Specialisation based Internship are credited the other Fieldwork are non-credit but are expected to be carried out by the students to meet the required number of fieldwork hours for practice at global level. All the Fieldwork are supervised by professional Social Workers and are done in both community and institutional settings. This manual provides details of 'fieldwork standards, procedures, assessment standards/criteria and expectations' (IFSW) and is to be followed by the Department of Social Work in all matter related to Fieldwork related to Social Work education programme.

Purpose of the Manual

This Social Work Fieldwork Manual provides guidance on *how to do professional Social Work Fieldwork* to students, faculty, fieldwork supervisor and agency of placement of student Social Workers of Master of Social Work, SXUK. The Manual defines, lays down standards, gives structure, and lays down processes and objectives of Fieldwork for Master of Social Work education programme at SXUK.

General Objectives of Fieldwork

The General Objectives of the Fieldwork of Social Work education programme of SXUK are –

- 1) *Understanding social problem and the context*: The Fieldwork aims at providing opportunity to the students of gain understanding of the social problems from actual setting and practice in agencies.
- 2) *Opportunity to apply and practice theory in the field*: The Fieldwork will enable the students to practice the theories of Social Work they learn in classrooms in the field and critically reflect and develop interventions to address social problems.

- 3) *Develop professional skills and competencies*: The Fieldwork is structured to develop the professional skills and competencies of the students to work at micro, meso and macro levels. The students will develop the essential skills for casework, group work, community organisation, research, administration and advocacy besides learning how to design and implement programmes.
- 4) *Critical thinking and problem solving skills*: The Fieldwork will enable and enhance abilities of students for critical thinking and problem solving skills based on assessment and evaluation of outcomes of interventions from Social Work perspective.
- 5) *Imbibe professional ethics, principles and values of Social Work practice*: The Fieldwork will enable the student to develop as professional Social Workers with senses of professional ethics, principles and values. They will evolve as individuals who respect human dignity, observe integrity, confidentiality, have sense of responsibility for promotion of social justice and predilection for the vulnerable.

Fieldwork Structure of the Department of Social Work, SXUK

Table 1: Structure, Type, Days and Hours of Fieldwork for 2 Year MSW Programme, SXUK

Programme Year/Semester		Type of Fieldwork	Credit	Days	Hours per Day	Total Hours
Year I	Sem-I	Concurrent Fieldwork-I*	6	26	7.5	195
	Sem-II	Concurrent Fieldwork-II*	6	26	7.5	195
		Rural Camp**	Non-Credit (Compulsory)	10	12	120
Total				62		510
<p>* Concurrent Fieldwork I & II will be carried out every Thursday and Friday of the week and every working Saturdays of the University. A student is compulsorily to attend all the Fieldwork days including Individual Conference and Group Conference [IC/GC] hours as scheduled by the Department. There will be two IC/GC hours every week in Sem-I and Sem-II.</p> <p>**Attending the Rural Camp of 10 days is compulsory for grant of Social Work degree at SXUK. In case a student misses it, s/he may undertake the same later with junior batch/es, submit reports and seat for the Viva-Voce examination as per the schedule of the junior batch. The process of doing the missed Rural Camp will be subject to the rules and regulations related to appearing for arrear course of the University. The attendance of Rural Camp will be counted as 12 hours per day as it involves night stay in the field.</p>						
Year II ⁺	Sem-III	Summer Internship	Non-Credit (Compulsory)	26	7.5	195
		Block Fieldwork	6	26	7.5	195
	Sem-IV	Specialisation based Internship	4	26	7.5	195
		Social Work Organisational and Educational Tour	Non-Credit (Compulsory)	10	12	120
Total				88		705
Grand Total Days/ Hours (Year- I+ Year II)				150		1215
<p>⁺ All Fieldwork of MSW Year-II are compulsory for grant of degree of Master of Social Work from SXUK. If a student misses Summer Internship or Social Work Organisational and Educational Tour s/he may undertake the same later with junior batch/es, submit reports and seat for the Viva-Voce examination as per the schedule of the junior batch. The process of doing the missed Summer Internship or Social Work Organisational and Educational Tour will be subject to the rules and regulations related to appearing for arrear course of the University. The attendance of Social Work Organisational and Educational Tour will be counted as 12 hours per day as it involves night stay in the field.</p>						

Fieldwork in MSW Year I

Concurrent Fieldwork-I

Concurrent Fieldwork-I of the First Semester, Master of Social Work (MSW) degree aims at giving orientation on the significance of Fieldwork education and practice in Social Work and exposing the students to social problems in agency setting through organisational visits and placement. The students may be placed in agencies or in open community setting under supervision of professional Social Workers and members of the faculty. The Concurrent Fieldwork-I covers 195 hours spread across 26 days (7.5 hours per day) besides Individual Conference and Group Conference (IC/GC).

The Concurrent Fieldwork-I would be related and focus on the theoretical courses (*History, Philosophy and Fields of Social Work; Social Work Practice with Individuals; Social Work Practice with Groups; Social Work Practice with Communities and Social Action; Diversity, Inclusivity and Social Sensitivity; Environmental Protection and Sustainable Development; Gender Studies; and Human Behaviour and Social Environment*) which are taught in the semester.

Objectives

1. To understand the vision, mission, aims, objectives, approaches, activities, areas of interventions and profile of the agency of placement.
2. To introduce and expose the students to the basic and professional fields and practice of Social Work.
3. To provide opportunity to the students to practice the theories and methods of Social Work in field setting (especially Community Organisation, Social Group Work, and Social Case Work besides others).
4. To develop skills of rapport building and establishing human relationships with community member and development practitioners and maintaining them.
5. To develop recording and documentation skills, and use supervision for professional development.
6. To understand and apply the values, principles and ethics of Social Work in various settings.
7. To provide guidance and mentoring to students and develop attitude and skills required for profession Social Workers.

Key Tasks Expectations

1. The student undertakes the Fieldwork Orientation sessions and take part in the Organisational visits organised by the Department.
2. The student puts into practice the methods (Community Organisation, Social Casework and Social Group Work) in their Fieldwork.
3. The student is able to understand and profile agency of their placement and visits.
4. The student is able to understand and develop profile of community of the intervention.
5. The student completes all the Fieldwork days and hours as provided by the Department.
6. The student writes the daily and consolidated Fieldwork reports and submits them to the Department on the next first working day after the Fieldwork.

7. The student attends the weekly Individual Conference and Group Conference (IC/GC) with faculty supervisor to reflect on the experiences of Fieldwork.

Expected Outcome of Concurrent Fieldwork-I

1. The students are able to observe, critically analyse and understand organisational vision, mission, aims, objectives, approaches and profile them.
2. The student is able to analyse and understand social problems.
3. The student knows how to mobilise and organise community, do Social Group Work and Social Casework and document them.
4. The students are able to write Fieldwork reports and document their activities with professionalism.

Concurrent Fieldwork-II

The Concurrent Fieldwork-II in the First Year Master of Social Work (MSW) degree aims at making students move from observation to actively participate in interventions using Social Work perspectives. The students are placed with agencies or in open community setting and are supervised by professional Social Workers and members of the Faculty. The Concurrent Fieldwork-II covers 195 hours spread across 26 days (7.5 hours per day) besides Individual Conference and Group Conference (IC/GC).

The students will practice the methods of Social Work (in continuation of their Fieldwork in the First Semester) at deeper level and also practice the theories of the courses (*Social Work Research and Statistics; Social Welfare Administration; Constitution of India, Social Policies & Legislations; Participatory Programme Planning and Project Cycle Management; Indian Knowledge System for Social Work Practice; Social Work in Educational Fields; and Disability Studies*) taught in the Second Semester.

Objectives

1. To provide students opportunity for in-depth analysis, reflection and understanding of the agencies work, approaches and interventions from Social Work perspective.
2. To strengthen and reinforce the skills for Community Organisation, Social Group Work and Social Casework and give opportunity for Social Work Research, Social Action and Social Welfare Administration in agency setting.
3. To deepen the ability to apply theories into practice in the field.
4. To strengthen the attitude and enhance the skills required to be effective and professional Social Workers.
5. To develop capability of students to develop intervention plans using Social Work theories and professionalism.

Key Tasks Expectations

1. The student completes all the Fieldwork days and hours as provided by the Department.
2. The student demonstrates knowledge and skills for practicing the methods of Social Work (by practice and documentation).
3. The student shows ability to work plan and organise activities and events in communities and agencies of their Fieldwork placement.
4. The student knows how to plan programmes, formulate project and mobilise resources (internal and external) for development.
5. The student is able to write reports based on data including participatory.

Expected Outcome of Concurrent Fieldwork-II

1. The student show deeper understanding of work, interventions and their relevance in society.
2. The student shows maturity in managing self and others with professionalism.
3. The student demonstrates deeper knowledge, and refinement of skills and attitude of an evolving professional Social Worker.
4. The student shows leadership ability and skills to plan and execute activities in the field.
5. The student is able to address issues and dilemma related to values, ethics and principles of Social Work in field practice.

Rural Camp

Rural Camp is an essential component of Social Work education and fieldwork at SXUK. It is spread over a period of 10 days and is carried out in a rural setting an in residential form. It is planned and managed by the Department with participation of the students. The attendance of Rural Camp shall be counted as 12 hours per day as it is residential and involves night stays in the field. The Camp is accompanied by members of the faculty of Social Work.

Objectives or Rural Camp

1. To expose the students to experience and critically reflect on rural-realities and lifestyle, and understand social, cultural, economic, political and governance structures and systems of village communities.
2. To provide an opportunity to students to apply theories of Social Work methods and skills including Participatory Rural Appraisal (PRA) in working with communities.
3. To enable develop planning, organising and leadership skills of students in assessing and identifying community needs, mobilising people and resources, and building rapport with community people and local leaders.
4. To enable students cultivate skills for planning and living in groups and teams, sharing responsibilities, caring for each other, adjusting and handling group processes and dynamics.
5. To foster sensitivity towards problems like – inequality discrimination, poverty, environment and ecological degradation among the students, and create awareness, education and design interventions to reduce them among the people where the rural camp is organised.
6. To enable students develop professionally – knowledge, skills and attitude that are pro-rural and people embedded in the values, ethics and principles of Social Work.

Key Tasks Expectations

1. All students of Master of Social Work (MSW) are to undertake and be present in all the days of the Rural Camp.
2. The students will engage in mobilisation of community people, carry out home visits, campaigns an engage in voluntary community work with people (*shramdaan*).
3. The students analyse socio-economic and demographic profile of community using different data collection and analysis methods and techniques including Participatory Rural Appraisal (PRA).
4. Use development communication and folk media like street plays, folk dances/songs, poster campaigns, comics and puppetry to create awareness among community

members on issues of poverty, alcoholism, health, hygiene, water, domestic violence etc...

- The students organise recreational programmes and events like games, sports and cultural programmes for and with community.

Expected Outcomes

- The students become aware and are critically able to analyse and reflect on rural-realities with all its beauty and challenges.
- The students learn to work in groups/teams, and are able to plan and implement community programmes – including mobilising people and resources.
- The students learn to be adaptive to new and unfamiliar social and physical environment and come out of their comfort zones and self-centeredness.
- The students develop attitude and humility to listen and learn from communities and also develop skills for effective communicate to reciprocally educate communities.

Evaluation of Concurrent Fieldwork-I and Concurrent Fieldwork-II

The Concurrent Fieldwork-I and Concurrent Fieldwork-II of MSW Semester-I and MSW, Semester-II will be evaluated on the following parameters and criteria –

Sl. No.	Criteria	Total Marks
1	<i>Internal Evaluation</i>	
	1. Report submission (<i>daily and consolidated regularity and timely</i>) = 20	50
	2. Report evaluation (<i>daily and consolidated in terms of contents</i>) = 20	
	3. Utilisation of supervision (including IC/GC & ability to take feedback and improve on them) = 10	
2	<i>External (Viva-Voce Examination)</i>	
	1. Report evaluation (<i>contents</i>) = 10	50
	2. Final Presentation (<i>by the student</i>) = 20	
	3. Viva-Voce (<i>esp. respond to external examiner</i>) = 20	
Total		100

Evaluation of Rural Camp

The Rural Camp of MSW programme, SXUK is a compulsory non-credit component of Social Work education. While it carries no marks and grading the students will be marked as having 'Completed' or 'Not Completed' in the mark sheet based on their participation, submission of reports (daily and consolidated) and Viva-Voce Examination. Participating in Rural Camp is compulsory for award of the degree of Master of Social Work from SXUK. The Viva-Voce Examinations of the Rural Camp shall be organised along with the Viva-Voce Examination of Concurrent Fieldwork-II.