

PGDCFT & MSCCFT

From Doing to Submitting:

FACILITATIVE GUIDELINES FOR COMPLETING PRACTICAL COURSES, INTERNSHIP & DISSERTATION

(for June and December 2020 TEE)

For learners who have not been able to complete the practicals of various Supervised Practicum courses, Internship, and Dissertation of the programmes Master of Science in Counselling and Family Therapy (MSCCFT), and Post Graduate Diploma in Counselling and Family Therapy (PGDCFT); with the field work not being possible due to lockdown conditions on account of COVID-19 pandemic, guidelines indicating the modified course requirements in terms of the practical activities that need to be carried out and the alternative ways of doing the same, to facilitate course completion, particularly in the context of constraints of the present times, are given below. These were circulated earlier this month too. The value-addition now is that **these facilitative guidelines are applicable not just for June TEE, but for December 2020 TEE as well.**

Further, as you are aware, all the 6 practical courses of PGDCFT, and 9 practical courses, Internship and Dissertation of MSCCFT, have internal evaluation as well as external evaluation components. The Academic Counsellor is required to give internal evaluation marks on the practical file/Internship Report/Dissertation Report, which is then submitted to SED/the RC for external evaluation. **To facilitate the same, the following alternative (to the present face-to-face interaction and processing of the hard copy of the practical files/reports) has been approved by the IGNOU Authorities for PGDCFT and MSCCFT, for June and December 2020 TEE.**

INTERNAL EVALUATION AND SUBMISSION OF SUPERVISED PRACTICUM FILES, INTERNSHIP REPORT & DISSERTATION REPORT

- (i) The learner may scan the report, and submit it online (through email) to the Academic Counsellor/Supervisor for feedback/evaluation. Interaction between the learner and the Academic Counsellor/Supervisor may be through a digital/online or telephonic mode.

(ii) When the complete Supervised Practicum File/ Internship Report/Dissertation Report is ready for submission, the learner may scan it as a single pdf format file, and email it to the Academic Counsellor/Supervisor for further necessary action.

(iii) The learners must ensure that the first page of the pdf file carries the correct particulars as given below:

- Programme Code:
- Name of the Course:
- Course Code:
- Name of the Learner:
- Enrolment No.:
- Phone No. /Mobile No. & E-mail ID of Learner:
- Date:
- Name of Supervisor:
- E-mail ID of Supervisor:
- Study Centre/Programme Study Centre Name & Code:
- E-mail ID of SC/PSC:
- Regional Centre:

(iv) The Academic Counsellor/Supervisor will assign the marks, as stipulated; verify the completion of Supervised Practicum/ Internship/ Dissertation activities by the learner; and forward the duly complete Supervised Practicum (practical) file/Internship Report/Dissertation Report to the Study Centre/Programme Study Centre, which, in turn will forward the same to the Regional Director. In the case of Dissertation, the approved Synopsis, and the Certificate of Authenticity, duly signed by both the Student and the Academic Counsellor/Supervisor, along with date, must also be included in the Dissertation Report.

(v) The Regional Centre will forward the Supervised Practicum/practical files and Internship Reports, along with Marks assigned by the Supervisor for the same, to the Registrar (SED) for external evaluation. External evaluation and *viva-voce* with regard to Dissertation Reports will be, as before, organised by the RCs.

(vi) In case learners have any query with regard to submitted practical files/Internship Report/Dissertation Report, they are advised to write to the respective Regional Centre's Email ID/SED (Project Section) Email ID.

<p>The learners must ensure that the Supervised Practicum(practical) file/Internship Report/Dissertation Report is scanned in a single pdf format file for one Course, so as to enable the Regional Centre / Student Evaluation Division to download the same in a single pdf format file for further necessary action.</p>

GUIDELINES FOR DOING SUPERVISED PRACTICUM COURSES OF MSCCFT (1st YEAR) AND PGDCFT

Courses:

- MCFTL-001 (2 Credits)
- MCFTL-002 (2 Credits)
- MCFTL-003 (2 Credits)
- MCFTL-004 (2 Credits)
- MCFTL-008 (2 Credits)

1. **You may do ANY THREE practicals of each of the above Supervised Practicum courses.** Each practical will carry 50 marks.
2. For choosing the respondents, first look into your home surroundings. **You may conduct the activity through face-to-face interaction (maintaining social distancing), or, given the changing times, do so through use of a digital technology/online mode or telephonic conversation. Likewise, if required, you may observe a child/ family setting through use of technology.**

- MCFTL-005 (2 Credits)

You may complete MCFTL-005 using only secondary data, and using online material available for doing review of literature and writing the report of your mini research.

GUIDELINES FOR MSCCFT (2nd YEAR)

Courses:

- MCFTL-006 (2 Credits)
- MCFTL-007 (2 Credits)
- MCFTE-004/ MCFTE-005/MCFTE-006 (4 Credits)
- MCFTP-001 (6 Credits)
- MCFTP-002 (8 Credits)

1. **For 2 Credits SUPERVISED PRACTICUM COURSES**
(MCFTL-006 & MCFTL-007)

You may do ANY THREE practicals of each 2-credit Supervised Practicum course. Each practical will carry 50 marks.

For choosing the respondents, first look into your home surroundings. **You may conduct the activity through face-to-face interaction (maintaining social distancing), or, given the changing times, do so through use of a digital technology/online mode or telephonic conversation. Likewise, if required, you may observe a child/ family setting through use of technology.**

2. For 4 Credits SUPERVISED PRACTICUM COURSE (MCFTE-004/MCFTE-005/MCFTE-006)

You need to do only the following three practicals:

- i)** Write the report of an organisation working in the field. Do the review only by visiting its webpage through online mode. This report will carry 50 marks.
- ii)** On YouTube or any other online mode, view a counselling session (in the domain of the elective course) and write an analytical report of the same. Note down and include in the report exact URL of the counselling session with an individual; the type of counselling method used; the details of the case; the emotional environment in the counselling session; your critical analysis of the session; your recommendations, conclusions, and reflections. This report will carry 100 marks.
- iii)** On YouTube or any other online mode, view a family therapy session (in the domain of the elective course) and write an analytical report of the same. Note down and include in the report exact URL of the family therapy session; the type of family therapy method used; the details of the case; the emotional environment in the family therapy session; your critical analysis of the session; your recommendations, conclusions, and reflections. This report will carry 100 marks.

3. For 6 Credits INTERNSHIP COURSE (MCFTP-001)

You need to do only the following:

- i)** On YouTube or any other online mode, view TWO counselling sessions and write an analytical report of each.

Note down and include in each report exact URL of the counselling session with an individual; the type of counselling method used; the details of the case; the emotional environment in the counselling session; your critical analysis of the session; your recommendations, conclusions, and reflections. Each report will carry 100 marks.

- ii)** On YouTube or any other online mode, view TWO family therapy sessions and write an analytical report of each.

Note down and include in each report exact URL of the family therapy session; the type of family therapy method used; the details of the case; the emotional environment in the family therapy session; your critical analysis of the session; your recommendations, conclusions, and reflections. Each report will carry 100 marks.

4. **For 8 Credits DISSERTATION COURSE (MCFTP-002)**

For Dissertation, ONLY secondary data may be used. Please select a research topic related to counselling and family therapy, and use secondary data/ sources for finishing your dissertation. There is no need for primary data collection. Use online material available for doing review of literature and writing your dissertation.

Your Supervisor may give marks out of 100, which, as before, would carry 40% weightage. Marks given by the external evaluator will carry 40% weightage, and 20% weightage would be for *viva-voce* marks.

Thus, the evaluation process (consisting of internal and external evaluation) for all courses would remain the same as before.

Most important: PLEASE DON'T PANIC, RELAX, LOOK AFTER YOURSELF AND YOUR FAMILY IN THESE CRUCIAL TIMES. Stay safe, stay healthy.

As you are aware, IGNOU gives you four years to complete PGDCFT, and five years to complete MSCCFT. Re-admission may be taken as per IGNOU policy.

It is requested that if your registration is getting over, then do try to complete the practical courses, Internship and Dissertation and send the Files and Reports for evaluation for TEE June 2020.

WISH YOU ALL THE BEST!!!

PROGRAMME COORDINATORS (PGDCFT & MSCCFT)