

PGDCFT & MSCCFT
FACILITATIVE GUIDELINES FOR COMPLETING
PRACTICAL COURSES, INTERNSHIP & DISSERTATION
(for December 2022 & June 2023 TEE)

To enable learners to complete, for December 2022 and June 2023 Term-End Examination, 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); given the challenges in doing the field work due to COVID-19 pandemic, guidelines indicating modifications in the practical activities that need to be carried out and the alternative ways of doing the same, are given below. Before stating the Facilitative Guidelines, however, we would like to reiterate the following:

- 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. While the learners are required to submit the Supervised Practicum files and Internship Report at the Student Evaluation Division (SED) at IGNOU HQs for external evaluation, the Dissertation is to be submitted to the Regional Centre for external evaluation and *viva-voce*.
- **The evaluation process (consisting of internal and external evaluation) for all courses remains the same as before.** Thus, in the case of Supervised Practicum courses and Internship, the duly authenticated internal assessment marks given by the Academic Counsellor at the Study Centre/Programme Study Centre; contained in the practical file/Internship Report submitted by the learner to the Student Evaluation Division (SED) at IGNOU HQs for external evaluation, account for 50% weightage in the final score of the respective course. Given that it is essential to pass in the internal evaluation component as well, **SED is likely to return the Supervised Practicum file/Internship Report to the learner, and not send it for external evaluation, if it does not contain the internal assessment marks given by the Academic Counsellor.**
- In the case of Dissertation, the internal assessment marks given by the Academic Counsellor/Supervisor at the Study Centre/Programme Study Centre account for 40% weightage. Thus, the learners must ensure that the Dissertation submitted by them to the Regional Centre for external evaluation and *viva-voce*, contains the summative internal assessment marks out of 40, given by the Academic Counsellor/Supervisor, which may be stated on the Certificate of Authenticity enclosed in the Dissertation.

- Learners must ensure that the Supervised Practicum file/Internship Report submitted by them at SED, IGNOU HQs, contains the duly authenticated internal assessment marks given by the Academic Counsellor.

Otherwise, the Practical File/Internship Report would not be accepted by SED for external evaluation.

- Learners may submit the hard copy of the Supervised Practicum file/Internship Report at SED, or they may submit the soft copy through online mode.

Submission of soft copy through online mode must ONLY be done at the "Online Submission Link for Projects/Dissertation/Field Work Journals/Internship Reports" made available at the University website for the purpose.

Supervised Practicum files/Internship Reports sent through email would not be accepted by SED, IGNOU HQs for external evaluation.

FACILITATIVE 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 and taking other safety measures recommended; including wearing masks), 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)

Primary data collection is not essential. 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.

FACILITATIVE 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)

✓ For 2 Credit 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 and taking other safety measures recommended; including wearing masks), 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.

✓ For 4 Credit 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.

✓ **For 6 Credit 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.

✓ **For 8 Credit DISSERTATION COURSE (MCFTP-002)**

For Dissertation, primary data collection is not essential. You may complete the Dissertation using only secondary data. Please select a research topic related to counselling and family therapy. You may use online material available for doing review of literature, and secondary data/sources for finishing your Dissertation.

The summative internal assessment marks given by your Academic Counsellor/Supervisor carry 40% weightage. Marks given by the external evaluator will carry 40% weightage, and 20% weightage would be for *viva-voce* marks. The viva can be organized by the Regional Centre online or offline following all safety guidelines as prescribed by the Government.

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

It is requested that if your registration is getting over, then do try to complete the practical courses, Internship and Dissertation and submit the Files and Reports for external evaluation in time for December 2022/June 2023

WISH YOU ALL THE BEST!!!

PROGRAMME COORDINATORS (PGDCFT & MSCCFT)