

## Butterflies Social Work practicum:

It is a learning opportunity for social work students to gain practice knowledge, skills based on social work theories as well as enhance their academic and technical knowledge through field-based assignments.

### Criteria and Application process:

#### i. Academic qualifications-

At the time of application to the social work practicum:

- The intern should currently be enrolled in a graduation or post-graduation social work academic programme.

The field work internship/practicum is for students pursuing full time academic studies in social work, i.e. either BSW or MSW. The selection of the student to do field work practicum with Butterflies is based on the request received from the Department of Social Work, of an Indian University.

- ii. **Languages-** The intern should have an excellent command, both written and spoken, of **Hindi** and English. A working knowledge of the other language is an asset.
- iii. **Computer skills-** Must have knowledge of computer.
- iv. **Grassroots-Community work-** The field work committee of the social work department of the respective college/university must assess their student's interest to work in the field and explain about Butterflies' focus of work before putting in a placement request to the agency. An assessment must be done of the student's interest to gain knowledge and skills working in grassroots working environment.

The Department of Social Work and Butterflies will have a written agreement on the deliverables of the field work placement.

- v. **Duration-** The minimum duration of fieldwork practicum is one month (block field work), and the maximum duration is two semesters (concurrent field work) in a year.
- vi. **Before applying for the fieldwork practicum-**
  - A letter of interest should be sent with the brief application form filled by the student and email it to [butterfliesngo@gmail.com](mailto:butterfliesngo@gmail.com)

Note: Butterflies' does not remunerate interns. There is no compensation, financial or otherwise for fieldwork assignments. Even if the applicant is eligible, there is no guarantee of placement. We receive more applications from candidates than we can place.

### Here at Butterflies, interns shall keep in mind:

- i. **Supporting Documents-** Before the beginning of fieldwork practicum, intern/s must provide their ID document (photocopy) to the agency fieldwork coordinator.
- ii. **Contact details-** Submission of contact details-email, mobile number of the College/Institute/University Fieldwork supervisor to the agency fieldwork coordinator is mandatory.
- iii. **Working hours-** 9:30 am- 5:00 pm (IST) (Except on gazetted holidays, second and fourth Saturdays)
- iv. **Travel-** The intern/s must arrange and finance their travel to the location where they will be placed for field work.
- v. **Applying for Leave-** Prior approval from the College/Institute/University fieldwork supervisor and the agency supervisor marking a copy to the agency fieldwork coordinator via email is mandatory.

### At the agency:

- i. **Orientation about the organization (first two days)-**
  - The intern/s will be given orientation about the organization, governance, management, policies, programme approaches and strategy.
  - Audio-visual resource material about the organization will be provided.
  - In the first two days, intern/s shall have discussions with the respective programme heads of the organization for exploring their area of interest.
  - The intern/s must read and sign the [child safeguarding policy](#), as it is mandatory.

Note: In these two days, intern/s will be guided through the orientation process by the agency fieldwork coordinator.

- ii. **Learning opportunities and exposure-**
  - The intern/s will be assigned work as per their area of interest and the availability of the agency's respective programme related work such as- Life skills education sessions with children, engage in sports and cultural activities, Community outreach activities, Research/Survey, Documentation, and participate in Butterflies' Events.
  - These learning opportunities will connect the intern/s with street connected children and their families, and the community, they live in and will help them learn about Butterflies' approaches and strategies of working with street connected children, families and communities.
- iii. **Supervision and learning evaluation-**
  - Individual Conference (IC) will be held with the assigned agency supervisor:

- a. Bi-monthly IC for the concurrent fieldwork intern/s will be held with the assigned agency supervisor.
- b. Weekly IC for the block fieldwork intern/s will be held with the assigned agency work supervisor.
- Assigned fieldwork reports must be submitted prior to the individual conference via email in word document to the assigned agency supervisor and the agency fieldwork coordinator.
- The intern/s will communicate with their agency supervisor in the office or remotely via email or WhatsApp group as per the assigned work.

Note: WhatsApp group to be used by the intern/s only created by agency fieldwork coordinator. All communications are encouraged to be written and informed only during office hours.

**iv. For Grievance redressal-**

A written complaint must be sent to the agency fieldwork coordinator immediately via email and phone call. The issue will be addressed as per the agency grievance redressal mechanism.

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