

What to do after Attending the Practical online/virtual Session of MPCL 007

Resource Person

Dr. A.K.Prema, Coordinator

IGNOU Model Study Centre (14000)

IGNOU Regional Centre Campus, Kaloor,
Cochin 682 017

After the practical
session (internal
component) you are
expected to prepare a
document/record which
has to be hand written

The record work should be of approximately 15-20 pages excluding picture, personal comments/figure on the Activity/Test done on both session

The written record for MPCL 007 needs to be sent either by Speed post or submitted in person at REGIONAL Centre

Please write on top of the envelope MPCL 007

It is also advised to keep a photocopy of the Record work for your reference later, as the original document will not be returned back after evaluation

If you are submitting in person,
you will be asked to drop in the
drop box after entering in the
Register in the Regional Centre

Keeping the SOP for COVID 19,
your Record will be manually
touched after three days. Hence,
kindly send by Speed Post

If you are attending for the first time,
Please write

- Your Enrolment Number
- Your contact details
- Affix a photocopy of IGNOU Student ID Card in the written document
- Enclose the print screen shot of the batch
- Registration details

If you are attempting for the Second or further time, Please write

- Your Enrolment Number
- Your contact details
- Affix a photocopy of IGNOU Student ID Card in the written document
- Enclose the print screen shot of the batch
- Registration details
- Grade card

How to write record work after attending the Practical Online session

- Start writing the Record only after attending both the sessions and the six Activity/Test
- As per your convenience you can either buy your record book (A4 size) from stationery shop or use A4 size loose sheets to write the document after attending the two practical session

How to write record work after attending the Practical Online session

➤ The advantage of loose sheet is that errors can be easily replaced. But, while binding the document, loose sheets should be double checked for correctness of sequence of page number. Hence, it is suggested that you keep numbering pages as you are writing the document

How to write record work after attending the Practical Online session

Please do not write the record/document before attending both the sessions and the six Activity/Test

Format for Practicum Record

➤ Given in Page No. 9 and 10 in Section 4 of the manual which can be downloaded

4.0 FORMAT FOR PRACTICUM

The academic counsellor will introduce the following format which you have to follow while preparing their practicum notebook.

- **Title:** This heading will contain the 'title' or 'name' of the practical e.g. 16 PF / Span of attention.
- **Aims/ Objectives:** This will basically consist of the main objectives or purpose of the practical. For example, if you are performing a test on '16 PF' then the basic objective of the test will be: 'To assess the personality of the subject using 16 PF'.
- **Hypotheses (written in case of experiments only):** A tentative statement about the cause and effect relationship between the independent and dependent variables is provided.
- **Introduction:** Here the historical background of the test/ experiment is mentioned. The concept is defined and discussed. For example, in case of 16 PF, the historical background of 16 PF is described. The concept of personality is defined and the theories related to it are discussed.
- **Description of the Test/ Experiment:** Under this, the details with regard to the test/ experiments are mentioned, like author of the test, basic purpose of the test, number of items, dimensions/ factors included in the test, time limit, reliability, validity, scoring.
- **Materials Required:** The materials required for the administration of the test/ experiment are mentioned. For example, in case of 16 PF, the test booklet, answer sheet, scoring key, pencil, eraser are required.
- **Participant's Profile:** This will consist of all the detailed information about the participant, like, name of the participant (optional), age, gender, educational qualification and occupation.
- **Procedure and Administration:** The following sub headings are included here.

Preparation: The material required for conduction of the test/ experiment, like, test booklet, apparatus or instrument, answer sheet, stopwatch are kept ready.

Rapport: You have to mention that rapport was created with the participant and that s/he was well informed about the details of the test/ experiment.

Instructions: Instruction as given in the test manual/ experiment are included here.

Precautions: Precautions, if any, to be considered while administration of the test/ experiment are mentioned under this sub heading.

Introspective Report: After completion of the test/ experiment by the participant, an introspective report is to be taken, that is, the participant's feeling and constraints faced by him/her while undergoing the test/ experiment is mentioned under this sub heading in first person.

- **Scoring and Interpretation:** After the participant completes the test, the answer sheet is to be scored with the help of the scoring key and the data is to be interpreted with the help of the norms given in the manual. The scores can then be mentioned and interpreted under this heading. For experiments, the findings are to be analysed and mentioned here.

- **Discussion:** You have to discuss the result based on the interpretation. It may be further analysed in the light of the introspective report. In case of experiments, the results may be supported by existing studies conducted in the field.
- **Conclusion:** Under this heading, the you have to conclude the findings of the test/ experiment.

References

The books, websites and the manual referred to by the learner are mentioned in American Psychological Association (APA) format.

References (APA Style)

References have to be written in APA format. These should be alphabetically listed.

Books

Anastasi, A. (1968). *Psychological Testing*. London: MacMillan Company.

Journal Article

Demington, B. (1984). Bringing corporate culture to the bottomline. *Organizational Dynamics*, 13, 22-24.

Book Chapter

Khan, A.W. (2005). Distance Education for Development. In: Gang, S. et.al. (Eds.) *Open and Distance Education in Global Environment: Opportunities for collaboration*. New Delhi: Viva Books.

Websites

<http://www.mcb.co.uk/aprformat> (accessed on 2.3.2011)

How to write record work after attending the Practical Online session

➤ Separate section on reference written in APA format after writing each of the Activity/Test should be there at the end

What should the document/record have?

The document/record should have

- Title page
- Table contents (mention the page number)

What should the document/record have?

The document/record should have

➤ The page no. 25 (Appendix 1) and page no. 26 (Appendix 2) of the Practical Handbook (MPCL 007) as the first two pages

(The softcopy of which can be accessed from

<http://egyankosh.ac.in/bitstream/123456789/20981/5/PG-MPCL-007.pdf>)

Outer Cover page of the document/record

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**RECORD OF PRACTICAL WORK
IN
PSYCHOLOGY**

MPCL 007



**Discipline of Psychology
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068**

**Submitted at
IGNOU REGIONAL CENTRE COCHIN (RC14)
Kallur, Cochin, Kerala 682 017**

Title page of the document/record

➤ The page no. 25 (Appendix 1)

APPENDIX-I

**TITLE PAGE FOR PRACTICUM NOTEBOOK
IGNOU
MA (PSYCHOLOGY)**

Programme Code: MAPC
Course Code: MPCL-007
Name of the Learner: _____

Address: _____

Phone No.: _____
Email: _____
Study Centre Name/Code/Address: _____

Regional Centre: _____

Date: _____ Signature of the Learner _____


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Certificate page of the document/record

The Page no. 26 (Appendix 2)

APPENDIX-2

CERTIFICATE

 **ignou**
THE PEOPLE'S
UNIVERSITY

This is to certify that Ms/ Mr. _____

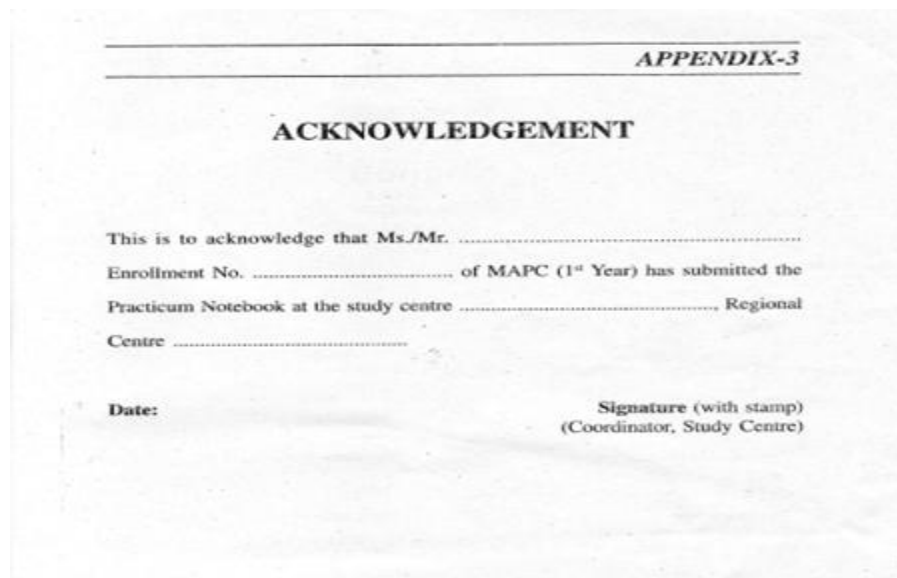
of MA Psychology First Year has conducted and successfully completed the practical work in
MPCL- 007 Practicum: Experimental Psychology and Psychological Testing.

<p>Signature of the Learner</p> <p>Name: _____</p> <p>Enrolment No.: _____</p> <p>Name of the Study Centre: _____</p> <p>Regional Centre: _____</p> <p>Place: _____</p> <p>Date: _____</p>	<p>Signature of Academic Counsellor</p> <p>Name: _____</p> <p>Designation: _____</p> <p>Place: _____</p> <p>Date: _____</p>
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Acknowledgement page of the document/record

- The page no. 27 (Appendix 3) in the manual is only acknowledgement and need not be affixed as it is online session held for both LSC 14000 and 14169
- The Speed Post number if sent by post or the register entry number if dropped in the drop box will be the acknowledgment number from Regional Centre, Cochin



Appendix-3

ACKNOWLEDGEMENT

This is to acknowledge that Ms./Mr.

Enrollment No. of MAPC (1st Year) has submitted the

Practicum Notebook at the study centre Regional

Centre

Date: _____

Signature (with stamp)
(Coordinator, Study Centre)

Since the MPCL 007 has been held jointly for both LSC 14000 and LSC 14169, there is no need to get the signature of the Coordinator of either of the LSC in the record book

Plagiarism check will be made within a batch and across the batches for the record work. Hence, please do not copy from your peer

Internal evaluation component of MPCL 007

- The record work and your interaction in the online/virtual practical session will be assessed by the Academic Counselor to contribute to the internal evaluation component of MPCL 007
- The appearance of the document also matters while presenting to the external evaluator. Hence, please write legibly. The Internal evaluator will not be present during the external Viva-Voce evaluation component session. Hence, your record should be complete and self-defending to prove its validity
- It is reiterated that the front page of the record should have the page no. 25 (Appendix 1), page no. 26 (Appendix 2) of the Practical Handbook (MPCL 007) as the first two pages for your written document/Record

The feature assessed is

- Your attendance
- Your understanding of the matter
- Your interaction with the academic counselor
- The written document wherein you are organized and presented the content based on practical session
- Overall understanding of the Activity/Test as reflected in the report

Thank you