

ST. JOSEPH'S COLLEGE (AUTONOMOUS)
36, LALBAGH ROAD,
BANGALORE-560027

(An Autonomous College Affiliated to the Bangalore University)



Master of Social Work
Course, Structure and Syllabus
(From 2009-2010)

DEPARTMENT OF SOCIAL WORK
ST. JOSEPH'S COLLEGE

Syllabus - Social work (MSW),

St. Joseph's College (Autonomous) , Bangalore.

Effective from the academic year 2006-2007

Objective of the course:

1. To facilitate education and training in Professional Social Work to those desirous of making career in the fields of Social work.
2. To sustain and enhance its excellence as an outstanding department in teaching, training, research, consultancy and extension to produce well-evolved graduates with tremendous ability to provide leadership in the society and world at large.
3. To provide opportunities, Knowledge, Skills, attitudes and values appropriate to work with individuals, groups, communities and organizations
4. To promote integration of theory and practice.
5. To provide inter disciplinary collaboration for better understanding of human problems, services and issues related to human development
6. To promote among learners a sense of dedication and commitment for disadvantaged sections of the society.
7. To provide opportunities for students for personal growth.

Under this programme the following specializations are offered medical and psychiatric social work, Community development.

Conditions for Admission and Eligibility for the Degree:

1. A candidate who has passed Bachelor's Degree with 50% marks in the optional subjects and pass in the entrance examination is eligible to seek admission to MSW course.
2. Entrance examination: Since this course is open to all Bachelor's Degree holders and the College shall conduct an entrance examination based on the objective type for all the candidates seeking admission.

I Semester

Paper I: Social work Profession – History, Philosophy, Methods and Fields.

Paper II: Sociology in Social work.

Paper III: Human Growth and Development

Paper IV: Social case work and social group work - I

Observation visits and Concurrent field work – I

II Semester

Paper V : Community Organization and Social Action

Paper VI : Social work Research and Social work Statistics & Computer application.

Paper VII : Social Justice.

Paper VIII : Social Case work and Social Group work- II

Concurrent Field Work and Rural Camp - II

NOTE: [III & IV Semester Elective Papers Offered (Choose any)]

III Semester

❖ Common Papers

Paper IX : Development Communication.

Paper X : Basic Elements of Counseling

Paper XI : Rural and Tribal Community Development.

❖ Elective Papers

Paper XII: A. - Child, Family and Women Development

B. Medical Social Work & Psychiatric social work.

Study Tour and Concurrent Field Work – III

IV Semester

❖ **Common Papers**

Paper XIII : Social welfare and development Administration

Paper XIV : Dissertation and Viva Voce (Project Work)

Paper XV : Urban Community Development and Social Development.

❖ **Elective Papers**

Paper XVI: A. – Ecology and environment.

B. – Social work in community and psychiatric settings

Concurrent Field Work – IV and Block Placement.

FIELD PRACTICUM – GOALS AND OBJECTIVES

CONCURRENT FIELD WORK AND ITS OBJECTIVES

The board aim is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situation. This learning experience should provide an opportunity of working with communities, groups, individuals/ families and managing organization tasks. The areas for concurrent practice learning are:

- A. Understanding both the agency and the clients as systems.
- B. Developing knowledge of administrative procedures, programme management, and utilizing these skills in practice.
- C. Developing skills of problem solving process, and practice based research.
- D. Developing as a professional person.
- E. Using instruction to learn practice.

Objectives of Concurrent Field Work:

Develop knowledge of the socio-economic and cultural realities, and their impact on the client system with specific focus on marginalized groups.
Develop beginning skills to analyze the impact of the wider social system on individuals, families groups, communities and organizations.
Understand the agency as system – its philosophy, thrust, objectives, structure and management of services / programmes
Develop the ability to involve the client system in the problem solving process.
Develop skills in identifying and utilizing community resources, both Government and Voluntary.
Develop belief to work as a member of a team, reinforce belief in the inherent strength of the people to meet their needs and resolve problems.
Make conscious use of professional values and ethics.

Objectives of Rural camp:

- A. Understand the rural social system with specific reference to a specific poverty group.
- B. Analyze the regional, rural, social system, the approach and the strategies of intervention used by the organization.
- C. Understand the nature of Government intervention in relation to poverty groups in the region and the related structures of decision-making and intervention.
- D. Develop the capacity to undertake a critique the intervention of both the voluntary organizations and government agencies in relation to the specific poverty group.
- E. Through experience in-group living, appreciate its value in terms of self-development, interpersonal relationships, sense of organization, management and taking on responsibility.
- F. Acquire skill in planning, organizing, implementing the camp through conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, co-operation and co-ordination.

Objectives of Block Placement

This opportunity is provided at the end of fourth semester, block placement is designed to integrate theory and practice and to enhance competence of social work practice and experience of self in that role.

The main objectives of the block placement are:

- A. Develop enhance practice skills and integrate learning.
- B. Develop greater understanding of reality situations through involvement in day-to-day work.
- C. Develop appreciation of others efforts and sensitivity to gaps in the programme.
- D. Enhance awareness of self in the role of a professional social worker.

OPERATIONAL PROCEDURES FOR FIELD WORK PRACTICE

Rules and Regulation for field work

Attendance:

Regularity: Every student is expected to maintain full attendance (100%) in the class as well as field work/internship. Absence, without prior permission, may entail disciplinary action.

Eligibility: To appear for examination or be assessed through assignment. A student should maintain a minimum of 75% of class attendance in the course to become eligible to appear in the examination or be assessed through assignment. A student failing to maintain 75% of attendance in a course will be required to repute it. However if and when a student is deputed by the institute to participate in a seminar study tour, relief work or any other programme, approved by the institute, such an absence will not be counted for computing the minimum required attendance. The students are required to submit the leave application to the concerned head of the department.

Absence from field work/ internship. A student who is absent from field work/ internship for more than two days in a semester for any reason will have to compensate for the absence, in accordance with the instruction of the supervisor concerned in consultation with the field work coordinator. For field work/ internship, students shall observe the working days/holidays of their respective field work / internship agency and not those of institute. If the number of holidays of the field work/internship agency exceeds that of the institute, the student will be assigned alternative work by the supervisor.

Orientation visits and Concurrent Field Work.

Supervised Field Work will be an integral part of the training program of Masters in social Work and academic credit will be given. A minimum of fifteen hours of supervised Field Work per week throughout the course shall be required of each candidate. Class room instructions and field work shall be arranged on a concurrent basis except for a short period during the fourth semester when students will have Block Field Work on a daily and full time basis in an agency carefully selected to give a student a satisfactory learning experience in the field of his/her specialization. Under the concurrent Field Work there will be no class room lectures on two days in a week and on such days students will report to the Field Work Agencies.

Field Work may commence with orientation visit to select welfare agencies. The agencies selected for Field Work placement should have a well defined Field Work programme, willingness to give facilities for the training of students and policy of maintaining high standard of service. Field Work should be organized under competent supervisor provided by the Field Work instructor who is member of the agency staff. Information on all Field Work agencies where students will be placed for training will be listed. Dual supervision may be adopted in the Field Work the programme where the department faculty and the Field instructors assume responsibility for the supervision of the students through individual weekly conference and

periodical consultation with the agency staff. Students are expected to put in 100% of attendance in the field work. Those who absent themselves for more than two field work days will have to repeat entire field work of that semester. Each student shall submit his/her work records on every Monday before 9:30 AM (If Monday is a holiday, then on the following class day).

Every student of first, second, third and fourth semester is required to undergo fieldwork with commitment and dedication with appropriate professional behavior. The fieldwork will be done concurrently two days in week by the students in the agencies selected by the department / institution. The student shall put in not less than 15 hours a week for fieldwork training. Fifteen hours per week and 100% of attendance is a must for fieldwork. A candidate who fails to satisfy the attendance requirement in fieldwork shall repeat the programme. He/She shall not be eligible for promotion. Before placing the students for regular fieldwork, orientation visits are to be organized for first and third semester respectively. In the first semester a minimum of ten orientation visits are to be organized. The department of studies in social work shall give detailed guidelines for fieldwork training.

Social Work Camp:

For the second semester, Social Work Camp will be conducted for 10 days under the direction of a staff member. Generally the camp is held in rural areas.

Study Tour:

In third semester the students will go for a study tour to places of social work interest for a period not exceeding 10 days and submit a report of the same.

Block Placement:

The fourth semester students, immediately after completion of theory examination shall under go six weeks block placement training (apprentice training). The Chairman / Head of the College will select the setting appropriate to meet the learner interest and needs in consultation with Social Work agencies / Industries. The students have to be encouraged to undertake an independent project work during this period. The candidate has to send weekly progress report duly certified by the agency supervisor. And the certificate of participation should be submitted to the college.

Objectives: The block placement aims at enabling students to,

1. Develop enhanced practice skill and integrate learning.
2. Develop greater understanding of reality situations through involvement in day to day work.
3. Develop appreciation of others efforts and develop sensitivity to gaps in the programme.
4. Enhance awareness of self in the role of a professional social worker.

Responsibilities of Staff in fieldwork education:

Field work Co-Ordinator:

The Department Council in Social Work/ Institution offering M.S.W programme shall nominate a fieldwork co-ordinator for first and third, second and fourth semester respectively. The fieldwork co-ordinator is responsible for:

- A. Responsibility of planning and monitoring fieldwork including networking with agencies.
- B. Make a purposeful distribution of student among the staff for fieldwork supervision.
- C. Preparation of placement in consultation with the department council/staff.
- D. Arranging orientation visits.
- E. Supporting and networking between student, Department staff and agencies.

Field Work Supervision:

- A. The department has to take responsibility of planning & monitoring field work including networking with agency.
The department of council should meet as frequently as be required to review the field work programme and make physertam to strengthen it. The students are placed in agencies for field work keeping in view the requirement of agency and the aptitude of the candidates. The candidates are equally distributed and are placed under the guidance of faculty members.
- B. All the faculty members have to visit the field work agencies periodically to supervise and monitor the field work training and submit a monthly report comprising of agencies that they visited.
- C. The faculty members have to conduct both individual conference and group conference once in a week to promote effective training.
- D. The departmental council should promote agency- supervisor- student interaction by conducting an interaction session at least once a year. Further the University/ Institution shall financially assist the components of field work- Orientation visits, Concurrent field work, Social Work Camp, Block placement from infra structure development fund.

Supervisor:

- A. Every staff member is required to visit periodically, supervise and monitor the fieldwork training.
- B. Three-way matching of students-agency-fieldwork coordination in the department.
- C. Providing adequate supervision inputs to the agency supervisor.
- D. Providing any support, assistance to the students for effective learning in the field.
- E. The chairman of department can assign the responsibility and route through the field work coordinator.

Chairman / Head of the Social Work Department:

- A. The Chairman of the department council in Social Work / Head of Social Work Department will provide adequate logistics support, leadership and encouragement to field work programme.
- B. Provide opportunities for agency staff, to participate in regular fieldwork conference in co-ordination with fieldwork co-ordinators.
- C. Support, guide and provide atmosphere in learning both in the department/college and in the fieldwork agency.

Examination and Evaluations

I Semester

Papers	Subjects	Internal	External	Total
Paper I	: Social work Profession – History, Philosophy, Methods and Fields.	50	50	100
Paper II	: Sociology in social work .	50	50	100
Paper III	: Human Growth and Development	50	50	100
Paper IV	: Social case work and social group work – I	50	50	100
	Observation visits	15	15	30
	Concurrent field work – I	35	35	70
Total marks		250	250	500

II Semester

Papers	Subjects	Internal	External	Total
Paper V	: Community Organization and social action	50	50	100
Paper VI	: Social work Research and Social Statistics & Computer Application	50	50	100
Paper VII	: Social Justice.	50	50	100
Paper VIII	: Social Case work and Social Group work- II	50	50	100
	Rural Camp	15	15	30
	Concurrent Field Work and– II	35	35	70
Total marks		250	250	500

III & IV Semester

Elective Papers Offered (Choose any one)

III Semester

Papers	Subjects	Internal	External	Total
Common Papers				
Paper IX	: Communication Skills and techniques	50	50	100
Paper X	: Basic Elements of Counseling	50	50	100
Paper XI	: Rural and Tribal Community Development	50	50	100

Elective Papers

Paper XII : A. Child , Family and Women
Development

Or

B. Medical Social Work & Psychiatric social work	50	50	100
Study Tour	15	15	30
Concurrent Field Work – III and	35	35	70

Total marks	250	250	500
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IV Semester

<u>Papers</u>	<u>Subjects</u>	<u>Internal</u>	<u>External</u>	<u>Total</u>
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Common Papers

Paper XIII	: Social welfare and development Administration	50	50	100
Paper XIV	: Dissertation and Viva Voce (Project Work)	50	50	100
Paper XV	: Urban community development And Social Development.	50	50	100

Elective Papers

Paper XVI: A. Ecology and Environment

OR

B. Social work in Community and Psychiatric Settings	50	50	100
Block placement.	15	15	30
Concurrent Field Work – IV.	35	35	70

Total marks	250	250	500
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Assessment of the Theory internal Assessment.

1. There shall be a written test, a Seminar and a home assignment for each theory paper in each semester.
2. Based on their attendance and participation in the class room and their performance in the written test, Seminar presentation and home assignment the marks are awarded
 - I. Attendance -5 Marks
 - II. Two Written Test-15 Marks each (15x2=30)
 - III. Home Assignment-10 Marks
 - IV. Seminar / Presentation -5 Marks

*** The Internal assessment will be awarded for 50 marks**

Assessment of Practicum.

A. Concurrent field work.

The concurrent fieldwork carries 100 marks.

This is awarded on the basis of reports of the orientation reports, weekly reports Submitted by the students, supervision received and via-voce examination held at the end of the first semester.

Maximum of 50 marks is awarded for the reports /records submitted by the student.

This is assessed by the faculty supervisor assigned by the Department

A maximum of 50 marks is awarded for the student's performance in the viva-voce examination conducted by the viva-voce committee constituted for the assessment of Fieldwork.

The Student must secure 50% to pass the fieldwork examination; failed candidates must re-do the fieldwork.

B. Social Work Camp. (Rural Camp)

Social Work Camp carries 30 Marks. The award of marks is as follows

15 marks by the camp director/coordinator

15 marks awarded by the viva-voce committee.

This is awarded on the basis of report submitted by the students and External viva-voce examination held at the end of the second semester.

The Student must secure 25% to pass the Rural Camp-Practicum examination; failed candidates must re-do the Rural Camp.

Dissertation Project Report

Every candidate shall be required to complete a research product related to his/her topic. Candidates shall select the topic of their research in consultation with the head of the department of the Social Work and the faculties. Three typed and bound copies of the research work shall be submitted. Dissertation will be evaluated by 2 examiners and the students will have to defend his/her work in viva voce.

1. This paper carries 100 marks, each student is placed under the guidance of a faculty member for dissertation work. The student is required to select area of the subject of his/her interest. The synopsis should be submitted to the co-ordinator /Head of the department before the examination of II semester. Subsequently, the student is guided to prepares Questionnaire/interview schedule/ any other tool for systematic collection of data from a group of subjects.
2. The vacation period after II semester examination may be utilized for data collection in the field. After data collection analysis is done. The type-written/hand copy written is to be submitted to the Head of the department for the Valuation before the commencement of theory examination for IV semester.
3. The core content of the report may not be less than 100 typed pages and it should cover in general the following chapters.
 - I. Introduction
 - II. Review of literature
 - III. Analysis & interpretation.
 - IV. Findings
 - V. Conclusion and suggestions
 - VI. Bibliography & appendices

***Only the teachers who have M Phil/ Phd Degree shall only be eligible to guide candidates for Dissertation.**