

Government Degree College (Autonomous), Baramulla

Semester 5th

Course: Major/Minor

Subject: Social Work

Course Title: Essentials of Academic Communication

BSW22C501

**Credits: Theory-4: Tutorial -2
Tutorial- 32**

contact hours: Theory-64;

course Objectives

The general objectives of the course are as follows:

- To familiarize the students with the fundamentals of academic writing.
- To engage the students in the academic writing process.
- To enable the students to utilize the published sources for academic writing.
- To expose the students to the varieties of academic writing.

Course Contents: (Theory)

Unit – 1: Steps of the Writing Process. 16 Hours

- Distinction between academic and personal communication and writing
- Pre-writing: clustering, brainstorming, free writing, mapping, listing, looping
- Structure of paragraph: paragraph organization, topic sentence, supporting sentences, concluding sentence
- Development of paragraph: descriptive and process paragraphs, opinion paragraphs, comparison and contract paragraphs, problem solution paragraphs

Unit – 2: Elements of Academic Writing – I. 16 Hours

- Argument: Concept, and Framing of an Argument in Assignment and Report Writing
- Cohesion: Concept, and Bring Cohesion in Assignment and Report Writing
- Comparison: Concept, and Applicability in Assignment and Report Writing
- Discussion: Concept, and Applicability in Assignment and Report Writing

Unit – 3: Elements of Academic Writing – II. 16 Hours

- Theory: Concept and Usage in Assignment and Report Writing
- Definition: Concept and Applicability in Assignment and Report Writing
- Referencing, Citation and Quotation: Concept and Usage in Assignment and Report Writing
- Plagiarism: Concept and Types

Unit – 4: Writing Models. 16 Hours

- CV Writing: Concept and Steps
- Book Review: Concept and steps
- Survey: Concept, and Designing a Questionnaire and an Interview Schedules
- Research Report: Concept and Steps

TUTORIALS

(2 Credits= 32 Hours)

Max. Marks= 50

Min. Marks= 20

Tutorials with duration of 16 Hours shall be based on an assignment of CV writing, book review, survey designing, or a research report, using the following framework. 16 Hours will be based on attendance, presentation and viva.

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Academic Writing Exercise:

- Getting Started.
- Getting to First Draft - Getting Ideas and Starting to Write, Preparing for a Draft, Writing First Draft and Getting Feedback.
- Working With a Draft - Focusing on Main Ideas, Developing and Shaping Ideas, Beginning and Ending Draft.
- Reworking the Draft – Revising and Polishing Revised Draft.

Suggested Readings:

- Baily, S. (2006). Academic writing: A handbook for international students. New Delhi: Routledge. (For units I and IV).
- Hamp-Lyons, L.&Heasley, B. (2007). Study writing: A course in writing skills for academic purposes. India: CUP.(For units I and IV).
- Leki, I. (2007). Academic writing: Exploring processes and strategies. Cambridge: CUP. (For units II and III)
- Brown, K. (2008).Essay writing step by step. New Delhi: Viva Books. Canagarajah,
- A. S. (2007). A geopolitics of academic writing. New Delhi: Orient Longman.
- Fry, R. (2001).Your first resume for students and anyone preparing to enter today's tough job market. Delhi: Pearson Education.
- Lannon, J. M. (1992). The writing process. New York: Harper Collins Publishers.
- Seely, J. (1998). The Oxford guide to writing and speaking. New Delhi: OUP. Seely, J. (2004) .Writing reports. New Delhi: OUP.

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Semester 5th

Course: Major

Subject: Social Work

Course Title: Social Group Work: Working with Groups

BSW22C502

Credits: Theory-4: Tutorial -2

contact hours: Theory-64; Tutorial- 32

Course Objectives

- Develop understanding of groups, group dynamics and types of groups in society.
- Develop an understanding of group work as a method of social work.
- Develop skills, and techniques to be used by social worker while working with groups.

Unit -1: Introduction to Groups

(16 Hours)

- Group – Definition and Characteristics
- Major Types of Groups
- Understanding Group Dynamics–I: Interaction, Communication, Cohesiveness
- Understanding Group Dynamics–II: Group Conflict, Norms and Culture, Leadership

Unit - 2: Group Work as a Method of Social Work

(16 Hours)

- Definition and Purpose of Group Work.
- Group work as a method of Social Work
- Major Principles of Group Work.
- Social Work Groups – Treatment Groups, Task Oriented Groups, & Developmental Groups.

Unit - 3: Processes of Working with Groups

(16 Hours)

- Concept of Program Planning and Program Development.
- Concept of Group Work Stages, Truckman’s Stages of Group Development – I – Forming & Storming.
- Truckman’s Stages of Group Development – II - Norming, Performing and Adjourning.
- Recording & Evaluation in Group Work.

Unit - 4: Skills, & Techniques of Group Work

(16 Hours)

- Skills – I: (Facilitation, Communication, Observation).
- Skills – II: (Empathy, Self-control, Leadership).
- Techniques – I: (Group Counselling, Group Discussion, Group Decision-Making).
- Techniques – II: (Role Playing, Use of Program Media).

TUTORIALS

(2 Credits=32 Hours)

Max. Marks= 50

Min. Marks=20

Tutorials with duration of 32 Hours shall be based on the assignments given during the course. Field tour and report, book review, discussion on selected readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Bernstein Saul (1972), Further Explorations in Group Work, Book

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stall Publishing.

- Bernstein Saul (1972). *Explorations in Group Work, Essays in Theory and Practice*. London: Bookstall Pub.
- Biestek Felex R. (1957). *Case Work Relationship*. Illinois: Loyola University Press.
- Boyd Neva Leona (1971). *Play and Game Theory in Group Work: A Collection of Papers*. Chicago: Jane Addams Graduate School of Social Work.
- Garvin, Charles D, (1997). *Contemporary Group Work*. Prentice Hall.
- Gracious Thomas etc. (2010). *Social Group Work: Working with Groups –MSW-008 Indira Gandhi National Open University*.
- Grotsky, Lynn (et al) (2000). *Group Work with Sexually Abused Children: A Practitioner’s Guide*. Sage Publications.
- Konopka, Gisela (1963). *Social Group Work: Helping Process*. Prentice Hall.
- National Social Workers (1963). *Social Group Work with Older People*. New York.
- Schwartz William. (1971). *Practice of Group Work*. New York: Columbia University Press.
- Shulman Lawrence, (1999). *Skills of helping individuals, families, groups, communities*, Illinois: F. E. Peacock Publishers Inc.
- Siddiqui, H Y. (2008). *Group Work: Theories and Practice*, Rawat publications.
- Toseland, Ronald W & Rivas, Robert F., (1984), *Introduction to Group Work Practice*, Macmillan & Co Ltd.
- Toseland, Ronald W and Rivas, Robert F, (1984). *Introduction to Group Work Practice*. Macmillan & Co Ltd.
- Trecker, Harleigh B, (1972). *Social Group Work: Principles and Practice* Associated Pub. House.
- Mishra, P. D., & Mishra, B. (2010). *Social group work: theory and practice*. New Royal Book Co.
- Rao, N. S., & Sahajpal, P. (2013). *Counselling and guidance*. McGraw Hill Education.
- Doel, M. (2006). *Using group work*. Routledge.
- Garvin, C. D., Gutiérrez Lorraine M., & Galinsky, M. J. (2017). *Handbook of social work with groups*. The Guilford Press.
- Zastrow, C. (2012). *Social work with groups: a comprehensive work text*. Brooks/Cole Cengage Learning.