**BPHE Society’s CSRD – Institute of Social Work and**

**Research, Ahmednagar**

**Plan of Teaching and Syllabus**

**Course Number: MSW – II; G – 9 Semester - III**

**Course Title:**

**GC: Generic Compulsory Course**

**G – 9: Personal and Professional Development for Social Work Practice**

**Semester: Third**

**Months, Year, Days and Timings:**

**July 16 – Nov. 06, 2018**

**Monday to Saturday**

**Teaching Format: Regular/Continuous**

**Divisions**

**Grant in aid & Non Grant:**

**09.55a.m. – 10.50a.m.**

**Instructors: Dr. Suresh Pathare**

Professor

**Mr. Vijay Sansare**

Assistant Professor

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**Copy of Syllabus Available on:** [**www.csrd.edu.in**](http://www.csrd.edu.in) & sppu.edu.ac.in

**Course Explanation:**

The present course is designed to develop the inner self of the trainees of social work and it is moulded to deal appropriately with the target group or beneficiaries. They are assisted to learn the various aspects of life. They are made aware about their own self. It seeks the soft skills development of person and facilitates to distinguish the personal and professional self. The holistic professional development remains the core of this paper.

**Course Objectives**

**Learner Objectives:**

1. Understanding the process of self-awareness and its relevance for personal and professional development.
2. Develop practice based skills, life skills and competencies for professional practice.
3. Understand and uphold professional values and ethics

**Expanded Description**

The major concern of the paper is to help trainees of social work to look into one’s own self and make know from within. This aims to become conscious about the personal life and behaviour pattern, style and reactions to various situations.

The paper is divided into five major parts and each part has unique theme to focuses for self development. In the first part, trainees of social workers are assisted to know the significance of understanding the self in the line; reactions, emotions, behaviour and factors affecting to the values and attitudes.

Secondly, they learn the techniques of understating intra and interpersonal self. It facilitates to learn deeper and reflect over the different aspect of life.

The third fraction focuses on self development and setting the goals for life for further achievement. The fourth part deals with qualities, traits, attitudes, knowledge and skills that are require for the trainees of social work for the further professional development and self management for effective social work practice.

The last section’s central attentions are distinguishing the personal and professional self and strive for the professional development. Ultimately, the whole course focal point is to seek the soft skills development and make students realise and imbibe the professional behaviour patterns for the effective social work practice. It makes the person liable to work with people and seeks the holistic development.

**Teaching Method**

Teaching method will include lecture and class discussion, debates, as well as multimedia presentation, small group task and activities, case scenarios/studies, individual sharing, poster presentation, role plays.

The syllabus will be covered with an active participation from students and faculty. Each one needs to contribute for the class learning and bring the conceptual clarity to apply professional growth and effective working.

**Class Room Environment**

The development of supportive learning environment is essential for the success of the teaching and learning. This is based on the values and principles of social work profession. It is observed that every individual seats in the class by listening to others views and ideas, respecting, creating a healthy environment for sharing. And being able to understand and appreciate views that are different from you and also create a positive motivation for class learning and participation. Students are to articulate appropriately while expressing views and linking practice to theory.

Each student will be appreciated for fostering a contribution in progressive, optimistic, safe and respectful class learning and growth. Students’ behaviour should be humble and always open to add new learning.

**Assignments**

Two types of assignments will be given to students as part of internal assessment. The internal assignments are must for passing the paper.

Assignment 1: **Individual Written Assignment** – each individual student will work on a given topic and will prepare an independent write up in his own hand writing.

Assignment 2: **Group Presentation** – the students will be divided into five equal numbers of groups group presentation. Every fortnight there will be a group presentation. Dates and venue of the presentation will be conveyed in the class one week before.

Assignment 3: **Multiple Choice Questions Test** – The test for the course paper will be conducted online in the computer lab. The students will be given the questions and answers in the class.

The assignments will be based on theory and field practice. The student has to submit the write up for both assignments separately that will be hand written. The reference must be given to both assignments in APA style.

The due date for submission of assignment is 11th Sept. 2018 to the administration office.

**Policy on Incompletes and Late Assignments**

I prefer not to give an incomplete grade and will give incompletes only in compliance as per the policy of evaluations. If assignment is late or not submitted without prior approval student will lose the grade and assignment will not be accepted.

**Course Evaluation Pattern/ Grading Mechanism**

Assignments 25% (Individual, Group and MCQ’s)

Internal Exam 25%

External Exam 50%

**Total 100%**

**Attendance and Class Participation**

Students class participation is must through assignment presentation, activities and good attendance record. The class relays on discussion thus, students are required to participate utterly and without any hesitation. Students are expected to read or refer the reading material or through references given to the students. Active listening, respect and tolerance for views of others and a stance of curiosity will all contribute to a safe and stimulating learning environment.

A student is not allowed to enter into class after the class bell is rung as per the time scheduled. As per the institute’s policy continuous two days absenteeism is serious and not allowed to seat in the class and student is require to get permission from course coordinator or director in writing.

**Plan of Session**

Each session will have a specific plan. The plan of session will include the teaching introduction of topics, objectives, methods of lectures and conclusion.

**Policy on Academic Dishonesty**

Inappropriate use of assistance in preparing assignment or in the case of plagiarism the students will be asked to rewrite individually within the stipulated time.

The person shall be liable if found in the case of plagiarism;

1. Fine or warning,

2. Rustication for limited period or permanent,

3. Withdrawal of degree.

**(Under the Policy of Plagiarism of Savitribai Phule Pune University - 14/05/2012)**

In the case of mischievous behaviour in the class the students will be sent out of lecture hall and will have to get a written permission to seat for further classes from class coordinator, course coordinator or the director. In the case of major misconduct student will have to go under the disciplinary action as per the policy of Disciplinary Cell.

**Policy on Accommodating Differently Able**

Differently able student who faces difficulties or affect participation in class may inform and request instructors for special guidance.

**Required Reading**

Required readings for this course are books, articles, organizational and government reports, websites etc. (Compilation of reading material will be available in the library)

Recommended Books

*Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044*

**Class Schedule and Reading Reference**

Week One (July 16 – 17, 2018)

* Overview of the course
* Group discussion and presentation
* Knowing course objectives and syllabus
* Discussion of teaching plan

Week One (July 18 - 21, 2018)

**Unit – 1. Meaning and Influences**

* Significance of understanding self
* Meaning of self : self concept, self esteem, self image and self acceptance

***Readings;***

*Hall C. S., Lindzey G. and Campbell, J. B. (1998), Theories of Personality, Wiley India, (P), Ltd. 4435/7, Ansari Road, Daryaganj, New Delhi 110002 (page no. 90 – 91)*

*Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044 (page no.23 – 36)*

Week Two (July 23 – 28, 2018)

* Reactions to various life situations :-Achievements, frustration, failures, crisis

***Readings;***

*Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044 (page no.29 – 36, 40 – 41)*

Week Three (July 30 – August 04, 2018)

* Understanding one’s own emotions and behaviour
* Factors affecting self : values and attitudes; experiences

***Readings;***

* Regional Training Seminar on Guidance and Counselling Module 4. Behaviour Modification UNESCO February 2000

(http://www.unesco.org/education/mebam/module\_4.pdf)

* https://www.erinoakkids.ca/getattachment/Resources/Growing-Up/Autism/Applied-Behaviour-Analysis/ABA-for-Families-Behaviour-Basics.pdf.aspx (date; 24/08/2018, time; 10.00am)
* Filipe Lazzeri (University of São Paulo), Behavior and Philosophy, 42, 65-82 (2014). © 2014 Cambridge Center for Behavioral Studies On defining behavior: Some notes,
* Understanding Children’s Behaviour Self-Guided Learning Package, © Community Child Care Victoria 2011
* What is behavior? And so what? Raymond M. Bergner Department of Psychology, Illinois State University, Normal, IL 61790-4620, United States
* Motivation and Emotion, VoL 5, No. 4, t981 A Categorized List of Emotion Definitions, with Suggestions for a Consensual Definition Paul R. Kleinginna, Jr., and Anne M. Kleinginna Georgia Southern College
* Emotion: Concepts and Definitions Roddy Cowie, Naomi Sussman, and Aaron Ben-Ze’ev
* https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwi59ovzzfbVAhXBKY8KHRRFAogQFggnMAA&url=http%3A%2F%2Fwww.ogelk.net%2Fdersnot%2Ftip%2FEmotion\_cognition\_motivation.pdf&usg=AFQjCNF\_iWXV232qIRe6zFiXAdZxpjQpNQ (24/08/2018, 7.00pm)

Week Four (August 13 – 18, 2018)

**Unit – 2. Techniques of understanding self: (Intra and interpersonal)**

* Transactional Analysis
* SWOT analysis

***Readings:***

* *http://www.ericberne.com/transactional-analysis/ (TA, date: 24/08/2018 time: 11.00pm)*

Week Five (August 20 – 25, 2018)

* Jo-Hari window
* Mirror reflection techniques

***Readings;***

*Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044 (page no.23 – 36)*

Week Six (August 27 – September 01, 2018)

**Unit - 3. Self Development**

* Concept and need
* Difference between real self and ideal self.

***Readings;***

* *Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044 (page no. 07 – 11)*

Week Six (August 27 – September 01, 2018)

* Self as “being” and “becoming”
* Setting goals for self development

Week Seven (September 03 – 08, 2018)

* Six thinking Hats techniques
* Achievement orientation and striving behaviour

***Readings:***

* *http://www.ilahas.com/sirpabs/ebooks/Social%20Interactions/Six%20Thinking%20Hats%20-%20Edward%20de%20Bono.pdf*

Week Eight (September 10 – 15, 2018)

**Unit - 4. Attributes of the Professional Personality**

**Attributes**

1. ***Qualities & traits*** : Ethical values and decision making; Appropriate Professional Habits; Self control and professional behaviour; Multi tasking abilities

***Readings;***

* *खेरा शि. (२०१२), यश तुमच्या हातात, मॅकमिलन इंडिया लिमिटेड (पा. क्र. २६७ – ३०३ ethical values)*
* *Hall C. S., Lindzey G. and Campbell, J. B. (1998), Theories of Personality, Wiley India, (P), Ltd. 4435/7, Ansari Road, Daryaganj, New Delhi 110002 (page no. 275 – 278)*

Week Nine (September 17 – 22, 2018)

* ***Attitudes***: Honesty and Integrity; sense of responsibility and commitment; punctuality; acceptance of self and others; sensitivity and respect; lifelong learning

***Readings:***

*Raj Rituporna (2009) Personality Development, a Workbooks on Attitudinal Transformation, Insight Books an imprint of Pauline, Bombay*

* ***Knowledge & Skills***: Professional knowledge relevant to practice; Creativity; Effective communication; planning, priority setting and time management;

***Readings:***

*Lindgren H. C. (1974) An Introduction to Social Psychology, Wiley Eastern Private Limited, New Delhi. (Communication, page no. 301 – 328)*

खेरा शि. (२०१२), यश तुमच्या हातात, मॅकमिलन इंडिया लिमिटेड (पा. क्र. १७१ – १३०, communication)

*Datar S., Bawikar R., Rao G., Rao N. And Masdekar U. (2010), Skill Training for Social Worker a Manual, Sage Publication India Pvt. Ltd. New Delhi 110044 (page no. 54 – 98)*

Week Ten (September 24 – 29, 2018)

**Unit - 5 Development of the Professional Self**

* Distinguishing the personal and the professional self
* Understanding and internalization of professional values and value conflicts

***Readings:***

* *https://www.northumbria.ac.uk/static/5007/hces/ppdf\_nrss12.pdf*
* *http://digitalpresent.myblog.arts.ac.uk/files/2012/10/CLTAD\_PPD\_guidelines\_2011.pdf*

Week Eleven (October 29 – Nov. 03, 2018)

* Professional ethics and ethical practices
* Stress and Burnout in Professional Practice: Causes and impact of stress; Stress management, Techniques for coping with stress and preventing burnout

***Readings:***

* *Burnout: 35 years of research and practice Wilmar B. Schaufeli Utrecht University, Utrecht, The Netherlands Michael P. Leiter Acadia University, Wolfville, Canada, and Christina Maslach University of California at Berkeley, Berkeley, California, USA (2008)*
* *Social work, stress and burnout: A review CHRISLLOYD 1 ,ROBERTKING 2 & LESLEY CHENOWETH3 1 MHS, Gold Coast Hospital, Department of Occupational Therapy, Southport, 2 Department of Psychiatry & 3 School of Social Work and Social Policy, University of Queensland, Brisbane, Queensland, Australia (2002)*
* *Professional Burnout, Vicarious Trauma, Secondary Traumatic Stress, and Compassion Fatigue: A Review of Theoretical Terms, Risk Factors, and Preventive Methods for Clinicians and Researchers Jason M. Newell and Gordon A. MacNeil (2010)*

Week twelve (November 05 – 06, 2018)

**Revision**

**Feedback**

**Conclusion**

Week Thirteen (November 12 – 24, 2018)

**Examination Preparation Leave: November**

**Examinations: November 2018**

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| N.B. The last date of submission of the assignment is on 10th Oct. 2018. The Assignment shall carry 15 marks and it will have minimum 1000 words with minimum five references. |

**Assignment Notice**

**Date; 16th July 2018**

**GC: Generic-Compulsory Course**

**G – 9 : Personal & Professional Development for Social Work Practice**

**Assignment – I: Written Assignment Marks - 10**

Each student is allocated topic from syllabus. They are required to study the topic in depth understand it from classroom discussion, books, articles and journals and prepare write up on the given topic for submission.

**Group Assignment – II: Group Presentation**

**Marks - 05**

As a part of internal assessment of paper the students are divided into 8 – 14 members group. Each group will work together on a given topic by preparing a script on given current issues for class presentation and it will be related to class room discourses. The presentation will be in the form of presentation. Students will consult with teacher and discuss on the topic to prepare a presentation and group write up. The class presentation will be held every fortnight from date assignment is given to the students.

The last date for submission of individual and group assignment is 10th October 2018.

**Multiple Choice Questions Test – III Marks - 10**

The students will appear for the MCQ’s test towards the end of course work based on the course paper syllabi.

**GC: Generic-Compulsory Course**

**G - 9**

**Personal & Professional Development for Social Work Practice**

**Learner Objectives:**

* Understanding the process of self-awareness and its relevance for personal and professional development
* Develop practice based skills, life skills and competencies for professional practice
* Understand and uphold professional values and ethics

**Self and Self Awareness**

**Unit - 1. Meaning and Influences**

1. Significance of understanding self
2. Meaning of self : self concept, self esteem, self image and self acceptance
3. Reactions to various life situations :-Achievements, frustration, failures, crisis
4. Understanding one’s own emotions and behaviour
5. Factors affecting self : values and attitudes; experiences

**Unit - 2. Techniques of understanding self: ( Intra and interpersonal)**

1. Transactional Analysis
2. SWOT analysis
3. Jo-Hari window
4. Mirror reflection techniques

**Unit - 3. Self Development**

1. Concept and need
2. Difference between real self and ideal self.
3. Self as “being” and “becoming”
4. Setting goals for self development
5. Six thinking Hats techniques
6. Achievement orientation and striving behaviour

**Unit - 4. Attributes of the Professional Personality**

**Attributes**

1. ***Qualities & traits*** : Ethical values and decision making; Appropriate Professional Habits; Self control and professional behaviour; Multi tasking abilities
2. ***Attitudes***: Honesty and Integrity; sense of responsibility and commitment; punctuality; acceptance of self and others; sensitivity and respect; lifelong learning
3. ***Knowledge & Skills***: Professional knowledge relevant to practice; Creativity; Effective communication; planning, priority setting and time management;

**Unit - 5 Development of the Professional Self**

1. Distinguishing the personal and the professional self
2. Understanding and internalization of professional values and value conflicts
3. Professional ethics and ethical practices
4. Stress and Burnout in Professional Practice: Causes and impact of stress; Stress management, Techniques for coping with stress and preventing burnout

**Recommended Readings:**

1. Charles E. Merrill Co. Mark, Doel and Shardlow, Steven M. (2005) Modern Social Work Practice, England : Ashgate Publishing Ltd.
2. Chopra, BS. KS. (1987) Leadership for Indian Manager, Pune : Times Research Foundation
3. D‟Souza, Anthony (1989) Leadership Vol.I, Mumbai : Better Yourself Books
4. Davas, Rustam (1993) Creative Leadership, New Delhi : UBS Publishers
5. Davis, Martin (2002 Ed.) Companion to Social Work, USA : Blackwell Publishers Ltd.
6. Heun, Linda R. and Heun, Richard E. (2001) Developing Skills for Human Interaction, London: Charles E. Merrill Co.
7. Khwaja, Ali Ed. (2000) Booklets on Counseling, Bangalore : Banjara Academy Ltd.
8. McCormick, J. Mary, (1975) Enduring Values in a Changing Society, New York : Family Service Association of America
9. Muriel, James, Dorothy Jungeward (1978) Bornto win, New York : New American Lib.
10. Neil Thompson (2002) (2nd Edition) People Skills , New York : Palgrave Mcmillan
11. Nigel, Machennan (1997) Handbook of Coaching Mentoring, Mumbai : Jayco Publishing House
12. Patil, Jayant (2002) Mind, Body and Soul Management Handbook, 21st Century Life style
13. Philip Priestley, James McGuire (1983) Learning to Help, London : Tavistock Publication
14. Philip, Seed and Lloyd, Greg (1997) Quality of Life, London : Nessica Kingsley Publishers
15. Rapidex-Self Letter Drafting Course, Instant Letter Producer (1998) Delhi : Pustak Mahal.
16. Reamer & Fredric (2005) Social Work Values and Ethics, New Delhi : Rawat Publication
17. Sanghi, Seema (2004) The Handbook of Competency Mapping, Response Books, New Delhi : Sage Publication.
18. Sanghi, Seema (2006) Towards Personal Excellence, New Delhi : Sage Publication
19. Thill, John Bovie, Courtland (19932nd Ed.): Excellence in Business Communication, New York: Mc Craw Hill Inc.