Learner Objectives:

1) Develop an understanding about the scientific approach to human inquiry
2) Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
3) Develop attitudes and skills appropriate for social work research
4) Develop skills for use of library and documentation in research work
5) Acquire the skills for data analyses and research writing

Social Research and Social Work Research

1. Scientific Method, Social Research & Social Work Research
   I. Meaning and characteristics of scientific method
   II. Goals of research
   III. Basic elements of social research- concepts, constructs, variables, hypothesis, theories, operational definitions
   IV. Distinction between social research and social work research
   V. Steps in the process of research- problem selection, formulation and planning, field investigation, data editing & classification, data processing and

2. Social Work Research
   I. Use of research in social work : intervention research and practice based research, Difference between social science research and social work research.
   II. Types of social work research - need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research
   III. Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact.

3. Research Designs in Social Work Research
   I. Scientific Social Surveys
   II. Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity
   III. Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity)
   IV. Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology
   V. Other research approaches supportive to social work research: Action research; Participatory research

4. Ethics in Social Work Research
   I. Need for ethics in research
   II. Ethical guidelines in social science research and social work research.

5. Sampling
   I. Purpose of sampling
   II. Concepts related to sampling -population, universe, sampling frame and sampling unit
   III. Meaning of probability and non-probability sampling
   IV. Types of probability and non-probability sampling
   V. Techniques and procedures in sample selection.

Statistical applications and Report Writing

6. Basics of Single Subject Designs, Multiple subject designs and Evaluatory Research
7. **Measurement in social research**
   I. Levels of measurements - nominal, ordinal, interval and ratio
   II. Scaling: Likert, Thurstone, Guttman
   III. Problems and tests of Reliability and Validity
   IV. Quantification of qualitative data.

8. **Data Processing, Classification and Analyses Plan and Use of Statistics**
   I. Coding, mastersheet, tabulation plan
   II. Univariate, bivariate, trivariate and multivariate analyses of data
   III. Measures of central tendency (mean, median, mode) and dispersion
   IV. Inferential Analyses: measures of association, tests of significance (chi square, t-test,)
       analysis of variance (ANOVA)

9. **Statistical Package for Social Sciences (SPSS)** - introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

10. **Reporting Research** Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings.

**Bibliography**

**G - VI Social Work Research & Statistics**

**Recommended Readings:**

1. Ahuja, Ram (2001) Research Methods, Jaipur: Rawat
17. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research,
General References:

   i. Significance of understanding self
   ii. Meaning of self: self concept, self esteem, self image and self acceptance
15. Scott Miller, A., Developmental Research Methods, Sage Publication

Personal & Professional Development for Social Work Practice

i. Self as "being" and "becoming"

ii. Factors affecting self: attitudes and values

iii. Understanding one’s own emotions and self defeating behaviour.


2. Techniques of understanding self: (Intra and interpersonal)
   i. Transactional Analysis
   ii. SWOT analysis
   iii. Jo-Hari window
   iv. Mirror reflection techniques
3. Self Development
   i. Concept and need for self development.
      . Stress and Burnout in Professional Practice
      ii. Difference in real self and ideal self.
   iii. Setting goals for self development.
      . Achievement orientation and striving behaviour.
   iv. Use of yoga, meditation for self development.

8. Professional Integrity, Competence and Internalization of professional values.
   i. Concept of professional personality.
   ii. Professional values and value conflict
   iii. Professional ethics and ethical dilemmas.
   iv. Stress and impact of stress
   v. Causes and impact of burnout
   vi. Prevention of and coping with burnout.
   v. Use of yoga, meditation for self development

Bibliography

Recommended Readings:


General Reference:

4. Communication for effective functioning
   i. Concept, definition and principles of communication
   ii. Elements of communication
   iii. Types of communication
   iv. Blocks and distortions in communication
   v. Developing skills for effective interpersonal relationships: Listening, observation, use of appropriate language, facilitation, responding
   vi. Written communication skills: formal writing and creative writing
   vii. Public speaking: planning, preparation, presentation

5. Development of Professional Self
   i. Concept of professional personality
   ii. Professional values and value conflict
   iii. Professional ethics and ethical dilemmas
   iv. Skills

6. Attributes of Professional Personality
   i. Values and attitudes
   ii. Creativity
   iii. Habits

v. Skills
7. Stress and Burnout in Professional Practice
   i. Causes and impact of stress
   ii. Stress management
   iii. Causes and impact of burnout
   iv. Prevention of and coping with burnout

8. Professional Integrity, Competence and Internalization of professional values.
   Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision making, Self-understanding, Acceptance of self and others, Self control,

Bibliography

G - VII - Personal and Professional Development

Recommended Readings:

General Reference:
    Service Association of America
    House
    Publishers
    Publications
    Delhi : Sage Publication
20. Thill, John Bovie, Courtland (19932nd Ed.): Excellence in Business Communication, New
    York : McCraw Hill Inc.