

NATIONAL UNIVERSITY



Fourth Year Syllabus

Department of Social Work

Four-Year B.S.S. (Honours) Course
Effective from the Session: 2013–2014

NATIONAL UNIVERSITY

Syllabus for Four Year B.S.S. Honours Course
Subject: Social Work
Session: 2013-2014

FOURTH YEAR

Paper Code	Paper Title	Marks	Credits
242101	Rural and Urban Community Development	100	4
242103	Climate Change: Issues and Disaster Management	100	4
242105	Human Resource Management	100	4
242107	Social Research and Statistics	100	4
242109	Social Services in Bangladesh	100	4
242111	Social Work and Globalization	100	4
242113	Public Health and Social Work	100	4
242115	Social Action, Social Legislation and Social Work	100	4
242117	Field Work Education	100	4
242118	Field Practicum+ Viva-voce	(60+40)=100	4
	Total=	1000	40

Detailed Syllabus

Paper Code	242101	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Rural and Urban Community Development			

- Rural Community in Bangladesh:** Composites and Characteristics; Traditional Village Organizations; Major Socio-Economic Problems in Rural Communities of Bangladesh. Land System. Social Stratification and Power Structure in Rural Bangladesh.
- Rural Development in Bangladesh:** Early Experience in Rural Development, V-AID Programme; Approaches and Strategies of Government and NGOs in Bangladesh: Comilla Approach, BRDB, RSS; BRAC, Grameen Bank, etc.
- Local Government in Bangladesh:** Evolution, Structure and Composition; Functions of Rural and Urban Local Government Bodies.
- Urbanization:** Growth Patterns and Theories of Urban Growth and Ecological Processes.
- Urban Community of Bangladesh:** Composites, Characteristics and Problems of Urban Communities, Urban Community Development and Services initiated by GOB and NGOs, Role of Social Workers in Urban Community Development.
- Social Work with Community People:** Viability of Social Work Practice in Rural and Urban Development Programs in Bangladesh.

Books Recommended:

Ginsberg, Leon H. (2005). *Social Work in Rural Communities*. Alexandria: Council on Social Work Education (CSWE).

Gottdiener, Mark. & Hutchison. Ray. (2006). *The New Urban Sociology (3rd ed.)*. Colorado: Westview Press.

Islam, Nazrul. (1996). *Urban Poor in Bangladesh*. Dhaka: Centre for Urban Studies (CUS).

More, Wilbert E. & Smelser, Neil J. (1996). *Urbanization in Newly Developing Countries*. USA: Prentice Hall.

Quddus, Md. Abdul. (ed.). (1996). *Rural Development in Bangladesh: Strategies and Experience*. Comilla: BARD.

Samad, Muhammad. (2002). *Participation of the Rural Poor in Government and NGO programs*. Dhaka: Mawla Brothers.

Siddiqui, Mamal. (1992). *Social Formation in Dhaka City*. Dhaka: UPL.

Ginsberg, Leon H. edited (2005). *Social Work with Rural Communities*, Alexandria, Virginia: Council on Social Work Education (CSWE).

ইলাহী, কে, মঈদুদ ও রুমী, সৈয়দ রফিকুল আলম। (২০০৫). *নগর ভূগোল*। ঢাকা: ডেল্টা বুকস।

উইমেন ফর উইমেন। (১৯৯৯). *স্থানীয় সরকার ও নারী সদস্য: ইউনিয়ন পরিষদ*। ঢাকা: উইমেন ফর উইমেন।

Paper Code	242103	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Climate Change: Issues and Disaster Management			

- Climate change:** Meaning, Causes, Impact.
- Disaster:** Nature, Types of Disaster (a) Nature Disaster (b) Accidental Disaster (C) Man Made Disaster.
- Ecological and Epidemiological Factors Contributing to Natural Disasters:** Impact of Disaster on Individual, Family and Social life.
- Preparedness Aspects of Prevention and Management of Natural Disasters:**
 - General Preparedness measures
 - Special measures
 - Special types of Assistance.
- Measures adopted by the Government of Bangladesh for tackling Natural Disasters :** Government Policy and Planning as it Reveals in the Five year plans.

6. Role of International, National and Local NGOs in Management Disasters.
7. Role of Govt. in Disaster Management, Relief and Rehabilitation Operation Programs in Bangladesh. Role of Social Workers.
9. **Organization of Health Services in the event of Disaster:**
 - a) Emergency Health Management,
 - b) Mental Health and its Management at the Primary Health Care Level.
 - c) Environmental Health Management
10. **Coordination:** Meaning and Importance in Disaster Management.
11. Strategy for Plan of Action for Control of National Disaster on Permanent Basis.
12. Laws related to Environmental Preservation and Disaster Management.

Books Recommended:

Nizamuddin, K. (ed.). (2001). *Disaster in Bangladesh: Selected Reading*. Dhaka: Disaster Research Training and Management Centre (DRTMC).

ইসলাম, আহমদ তাজুল ও অন্যান্য। (২০০৯). *জলবায়ু পরিবর্তন ও তার প্রভাব: প্রসঙ্গ বাংলাদেশ*। ঢাকা: গণ উন্নয়ন গ্রন্থাগার।

ওয়ার, গওহর নদীম ও অন্যান্য। (১৯৯৩). *দুর্যোগ প্রস্তুতি ও ব্যবস্থাপনা প্রশিক্ষণ সহায়িকা*। ঢাকা: গণ উন্নয়ন গ্রন্থাগার।

খাদ্য ও দুর্যোগ ব্যবস্থাপনা মন্ত্রণালয়। (২০০৯). *দুর্যোগকোষ*। ঢাকা: বাংলাদেশ সরকার।

Paper Code	242105	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Human Resource Management			

1. Human Resource Management: Concept, Scope and Functions of Human Resource Management, Process of Recruitment, Selection, Appointment and Placement.
2. Job Analysis: Job Specification, Job Description and Job Evaluation, promotion, Dismissal, Retirement of Personnel. Line and Staff Functions.
3. Human Resource Planning: Concept, Needs, Human Power Plan, Component and Analysis-Short Range and Long Range.
4. Human Resource Management and Development: Training and Development, Training Policy, Training Modules, Methods of the Job Training and Training Evaluation.
5. Employees Performance: Practice Performance, Performance Measurement, Improving Performance Appraisal and Equal Employment Opportunity.
6. Executive and personnel Career Development: Concept, Type and Role of Executive, Need for Executive Development, Executive Development Process; Programme and Agencies; role and Development Procedure of Executive and Personnel in Social Work Agency.
7. Supervision: Supervision as an Administrative Process, Objectives, Techniques and Functions of Supervision, Supervision as Educational and Evaluative Process.

Books Recommended:

C.B. Momoria. (1986). *Personnel Management*. India: Himalaya Publishing House.

Flippo, E.B. (1968). *Principles of Personnel Management*. Tokyo: McGraw Hill Book.

Heneman, Herbert G. et. al. (1968). *Personnel Management*. Tokyo: MC Graw Hill Book.

Williamson, N. (1961). *Supervision: New Pattern and Process*. New York: Association Press.

আহমদ, ইকবাল। (১৯৯৩). *কর্মী ব্যবস্থাপনা*। ঢাকা: বাংলা একাডেমী।

Paper Code	242107	Marks: 100	Credits: 4	Class Hours: 60
Paper Title:	Social Research and Statistics			

A: Social Research

1. Social Research: Meaning, Characteristics, Use and Importance. Research as a Scientific Method. Elements of Scientific Method Fact, Concept, Variables, Assumption, Hypothesis and Theory.
2. Types of Social Research: Basic or Fundamental and Applied or Operational Research, Action Research, Exploratory, Explanatory Social Work Research.
3. Methods of Social Research: i) Pre Experimental Research Survey, Case Study, Content Analysis. Ethnography, ii) Experimental Research.
4. Steps in Social Research: (i) Identification of Problem, (ii) Review of Literature, (iii) Formulation of Hypothesis (iv) Research Design (v) Collection of Data, (vi) Processing and Analysis of Data, (vii) Report Writing (Presentation of Findings)
5. Limitation and Problems in Social Research in Bangladesh, Values in Relation to Social Research, Utility of Social Research in Social Work.

B: Statistics

1. Introduction: Definition, Characteristics, Functions, Scope and Importance of Statistics, Importance and uses of Statistics in Social Research and Social Work Research, Limitations of Statistics.
2. Presentation of Data: Classification, Tabulation, Frequency Distribution, Presentation of Data on Graphs and Diagram Percentage, Rate and Ratio.
3. Measures of Central Tendency: Necessity and Importance of Central Tendency, Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode, their Computation and Application in Social Research.
4. Measures of Dispersion: Necessity and Importance of Dispersion. (i) Absolute Measures of Dispersion (Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance), (ii) Relative Measures of Dispersion (Co-efficient of Range, Co-efficient of Quartile Deviation, Co-efficient of Mean Deviation, Co-efficient of Variance), Computation and Properties, Moments, Skewness and Kurtosis.
5. Correlation and Regression Analysis: Simple Correlation, Co-efficient of Correlation, Types of Correlation, Scatter Diagram, Rank.

Books Recommended:

Admas, G.R. & Schvaneveldt, Jay D. (1985). *Understanding Research Methods*. New York: Longman.

Bailey, Kenneth, D. (1982). *Methods of Social Research* (2nd ed.). New York: Free Press.

Blalock A.B. & Blalock M.M. (1982). *Introduction to Social Research* (2nd ed.). New Jersey : Prentice Hall, Englewood Cliffs.

Ghose. B. N. (ed.) (1986). *Scientific Methods and Social Research*. New Delhi: Staring Publishers.

Gupta, Santoah. (2003). *Research Methodology and Statistical Techniques*, Delhi: Deep and Deep.

Gupta, S.P. and Gupta, M. P. (1990). *Business Statistics*. New Delhi : Sultan Chand and Sons.

Mostafa, M. G. (1972). *Methods of Statistics*. Dhaka: Anwari Publication.

Paper Code	242109	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Social Services in Bangladesh			

- Nature and Origin of Social Welfare Services in Bangladesh:** Department of Social Services and The Ministry of Social Welfare.
- Public Welfare Services in Bangladesh:** Under the Ministry of Social Welfare and Department of Social Services:
 - Urban Community Development Program (UCD)
 - Rural Social Service (RSS)
 - Medical Social Service
 - Services for the Disabled
 - Correctional Services
 - Control of Vagrancy
 - Services for the Destitute Children and Older Persons.
- Bangladesh Council of Social Welfare:** Inception, Objectives, Programs, Problems and Prospects.
- Bangladesh National Social Service Academy:** Inception, Objectives, Programs, Problems and Prospects.
- Administration and Coordination of Social Welfare Services in Bangladesh.
- Welfare Services run by the Department of Youth Development, Department of Women Affairs, Bangladesh Shishu Academy.

Books Recommended:

Govt. of the People's Republic of Bangladesh. (1992). *Poverty Alleviation-Human Resource Development*. Ministry of Social Welfare.

UNROD. (1972). *Social Development Planning in Bangladesh*. Dhaka: UNROD.

ইমলাম, এ. এস. এম. নূরুল ও রহমান, হাবিবুর। (১৯৭৭). *সমাজকল্যাণ নীতি ও কর্মসূচী*। ঢাকা: বাংলা একাডেমী।

সমাজসেবা অধিদফতর। (১৯৯৯). *স্মরণিকা-১৯৯৯*। ঢাকা: সমাজকল্যাণ মন্ত্রণালয়, বাংলাদেশ সরকার।

Nurul Islam Khan. (1978). *Department of Social welfare, Govt. of Bangladesh*, Social Welfare services in Bangladesh.

Paper Code	242111	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Social Work and Globalization			

- Definition and Concept of Globalization. Theories Relating to Globalization e.g. Realism, Liberalism, Marxism, Constructivism, Contemporary Globalization and Its impacts.
- Dimensions of Globalization: Political; Economic; Technological; Information; Cultural; Military and Environmental Globalization.

- History, Concepts, Values, Perspectives and scope of Social Work/Welfare. Professional Growth in the Social Work Global Context. Globalization, International Social Work and Need for Global Cooperation.
- Global Perspectives in Social Work Values, Ethics and Practice.
- Human Condition and Human Behavior in Global Perspectives with Reference to Developed and Developing Countries Including Bangladesh.
- Non-Government Organizations (NGOs) in the Global Market; Global Model for Ethnic Diversity and Population at Risk.
- Global Issues in Social Welfare Policy; Changing Social Welfare Services and Actions in Globalized Society.

Book Recommended:

- Aghion, Philippe & J.G. Williamson. (2001). *Growth Inequality and Globalization: Theory, History and Policy*. Cambridge: CUP.
- Baylis, J. & Steve, Smith. (2005). *The Globalization of World Politics*. Oxford: OUP.
- Kalam, A. (2002). *Globalization and Bangladesh in the New Century*. Dhaka: Palok Publishes.
- Ramanathan, C.S. & Link, R. (2004). *All Our Future: Principles and Resources for Social Work Practice in A Global Era*. New York: Thomson.
- Rowe, Bill (ed.). (2008). *Social Work and Globalization*. Ottawa: Canadian Association of Social Workers (n.d.). Sowers, Karen (ed.) *Comprehensive Handbook of Social Work and Social Welfare*. New Jersey: John Wiley.
- Stiglitz, Joseph. (2003). *Globalization and Discontents*. New Delhi: Penguin book.
- সাহা, সনৎকুমার। (২০০৩). *অর্থনীতির ভাবনা: বিশ্বায়ন, উন্নয়ন ও অন্যান্য*। ঢাকা সাহিত্য পত্রিকা।
- সিং, সাভালজিং। (২০০৬). *বিশ্বায়ন: কিছু অমীমাংসিত প্রশ্ন*। ঢাকা: ইউনিভার্সিটি প্রেস লিমিটেড।
- Akimoto, T & Kana Matsuo (eds.). (2013). *Internationalization of Social Work Education in Asia*, Social Work Research Institute, Asian Centre for Welfare in Society (ACWIS), Japan College of Social Work, Asian and Pacific Association for Social Work Education (APASWE).

Paper Code	242113	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Public Health and Social Work			

- Health: definition, dimensions, determination, indicators of health and Bangladesh perspective.
 - Basic concepts of community health care: comprehensive health services, primary health care, medicine. preventive medicine, social medicine or community medicine, community health care in social work.
 - Community nursing: concepts. functions, process, scope of community nursing.
 - Health education: definition, objectives, methods of health education, principles, importance. barriers of health in Bangladesh.
 - Mental health and occupational health hazards.
 - Personal and environmental hygiene.
- Immunity, immunization and EPI in Bangladesh.
 - Food and balance diet.
 - Nutrition, malnutrition: concepts, general causes of malnutrition, causes of child and maternal malnutrition in Bangladesh. role of social workers in eradicating malnutrition problem.
 - Common diseases: diseases caused by virus, bacteria and parasites.
 - Sexually transmitted (STD) diseases:- such as aids. multiple causation of diseases.
 - Preventive measures: first aid: hurt, burnt, Senseless. fracture, bleeding, sinking, poisoning etc.
- Application of social work methods in community health care Practice.

Books Recommended:

Rashid, Hyder. (1999). *Textbook of Community Medicine and Public Health*. Dhaka: Rk. H. Publishers.

Reza Selim, (2001). *The Essentials of Community Medicine*. Dhaka: Essence Publications.

Mahbub, Kundu, Waliul. (1998). *Fundamentals of Community Medicine*. Dhaka: K.M. Das Lane. Unicef Publisher Facts for Life, 2001.

Statistical pocket Book of Bangladesh, 2003

K. Park Park's. (2000). *Textbook of Preventive and Social Medicine*, India: Publisher Banarsidas Bhanot.

Paper Code	242115	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Social Action, Social Legislation and Social Work			

- 1. Social Action:** Meaning, Scope, Principles, Strategies and Models of Social Action. Relationship with Social Reform, Social Reform Movement and Social Legislation and Other Methods of Social Work.
- 2. Role of Social Action:** Human Condition Promotion of the Disadvantaged Groups-Women, Children, Older People and the Disabled. Major Social Reforms in the Fields of Socio-economic Change and Development in Bangladesh.
- 3. Social Legislation:** Meaning, Objectives and Importance. Process of Formulation of Social Legislation.
- 4. Major Social Legislations in Bangladesh-**
 - A. Legislation Relating to Family and Women:**
The Muslim Family Laws Ordinance 1961, The Dowry Prohibition Act 1980, The Cruelty to Women and Children (Special Provision) Act 1983, The Women and Children (Special Provision) Act 1995, The Women and Children Repression Prevention (Amendment) Act, 2003.
 - B. Legislation Relating to Children:**
The Children Employment Act 1938, The Probation of Offenders Ordinance 1960 hrs. and The Children Act 1974.
 - C. Legislation Relating to Social Security:**
The labour Act 2006.
- 5. Social Change:** Meaning, Theories of Social Change- Evolutionary Theory, Functionalist Theory and Conflict Theory. Factors Contributing to Social Change-Environmental and Population Pressures, Cultural Innovation, Cultural Diffusion and Practices and Technology. Resistance to Social Change-Economic and cultural; and Technological Factors. Process of Social Change- Planned and Unplanned. Relationship with Modernization and Social Development.

Book Recommended:

Encyclopedia of Social Work in India, (1987). *Government of India*, Vol.-III. New Delhi: Delhi Press.

Gangrade, KD. (1978). *Social Legislation in India*, Vol.-II. New Delhi: Concept Publishing Co.

Giddens, (2001). *Antho. Sociology* (4th ed.). Cambridge: Polity Press.

Siddique, H.Y. (Ed.). (1984). *Social Work and Social Action: A Developmental Perspective*, New Delhi: Hannan Publication.

Paper Code	242117	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title:	Field Work Education			

1. Field Work: Meaning, Objectives, Types and Scope, Historical background, Problems and Prospects of Field work in Bangladesh.
2. Fields Practice in Social Work: Criteria of field placement, Concurrent field work, Block Placement, Supervision, Nature of Students Performance.
3. Field Work Practice in Different Settings: Field work Practices in NGOs and Government Program, Medical and Non Medical, Psychiatric, Correctional and Community Settings.
4. Code of Ethics in Field Work Practice, Ethical Objectives and Principles, Different Ethical Standard and Responsibilities of Social Workers to the Clients, Colleagues, Settings, Legal and Ethical Concern of Field Work with special reference to Bangladesh.
5. Procedures of Field Work Practice, Placement, Formulation of Assignment, Case Management, Preparing Case Study, Supervising and Monitoring Daily Work, Process Recording and Report Writing.

Books Recommended:

Raj, Bhanti. (1986). *Field Work in Social Work Perspectives*. Dhaka: Himashw Publications.

Rogers, Gayla (ed.). (1995). *Social Work Field Education: View and Visions*. Dubuque Iowa: Kendall/Hunt Pub.

Royse, David. Dhooper, Suriit Singh. and Rompf, Elizabeth Lewis. (2010). *Field Instruction: A Guide for Social Work Students* (6th ed.). Boston: Allyn & Bacon.

Jean, Anastas (ed.). (2010). *Teaching in Social Work: A guide to theory and Practice*. Columbia University Press.

Paper Code	242118	Marks: 100	Credits: 4	60 Days
Paper Title:	Field Practicum and Viva-voce (60+40)			

Field practicum consists of supervised practice in problem solving/socio-economic development activities in recognized government or non-government agencies operating in respective areas. Through field practicum students are expected to learn to apply social work knowledge and develop insight in professional context and acquire necessary skills. The Department of Social Work of the concerned college will arrange placement of students in different agencies at random basis. The students will be required to do field practicum for a period of 60 hrs. working days under the direct supervision of an agency executive along with a counterpart teacher of the department. The students will be required to write a final report on his/her field practicum which will be examined by the supervisors responsible for field instructions. Sixty (60 hrs.) marks are allotted for the field practicum performance and report writing which will be awarded jointly by the supervisors concerned. There will be a viva-voce examination which will carry 40 (forty) marks.