



MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)

(Affiliated to the University of Madras)

Research Department of Social Work (Aided Stream)

MASTER OF PHILOSOPHY IN SOCIAL WORK

Course Regulations & Syllabus (Semester pattern)

(Effective from the academic batch 2019-20and onwards)

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A. Programme Background

One of the flagship programmes of Madras School of Social Work (MSSW) is the Master of Philosophy (M. Phil) in Social Work programme. The University of Madras recognized MSSW for running the M. Phil in Social Work (full-time) course in the aided stream in 1985. After the College gained autonomous status, the M.Phil (Social Work) course curriculum has been thoroughly restructured. This document presents the curriculum framework applicable for the said programme.

B. Programme Aim and Objectives:

Aim: To train social work post graduates for a career in academics or research.

Objectives:

- To provide an in-depth understanding in the candidates' field of specialization namely, Advanced Social Work or Advanced Human Resource Management and to equip the research scholars to relate theory to practice.
- To enhance the research skills of the candidates in both quantitative and qualitative methods.
- To promote aptitude for academic writing among the candidates.

C. Programme Duration

The duration of the M. Phil programme is spread across two semesters (12 months) beginning from September every year.

D. Medium of Instruction: The medium of instruction is English.

E. Eligibility for Admission

A candidate who has passed the post-graduate degree in social work examination of the University of Madras or from any other University is eligible for applying for the full-time M.Phil programme in Social Work.

F. Attendance Requirements

Attendance will be maintained paper-wise. For late coming, a grace time of 10 minutes will be given. Paper-wise attendance details (Daily / hourly attendance database) will be available in the Department. At the end of every month (i.e., end of every 30 class days) attendance status report will be displayed in the Department notice board.

As regards attendance requirement for ESE, for theory papers, minimum 75% attendance in each paper is required to be eligible to appear for the end-semester exams. Students having attendance percentage between 65% and 74% in any theory paper are required to pay the condonation fees of Rs.250/- per paper. Only on medical grounds, students having attendance percentage between 60% and 64% may be considered by the Principal for grant of special condonation to write the ESE. Such students should have submitted the leave application and medical certificate to the Department at the time of availing the leave or immediately after having availed the leave. Such students need to submit a request letter for special condonation along with the supporting documents duly forwarded through the HOD. If the special condonation is granted to the student, the student will have to pay the condonation fees of Rs.250/- per paper. Students having attendance percentage less than 60% in any paper are not eligible to take the End Semester Examination for that paper in the current semester. However, for field work, 100% attendance is compulsory.

G. Eligibility for Award of Degree

- i. Only candidates who have undergone the said programme of study over two semesters with adequate attendance and who have passed all the courses of study are eligible for the award of the degree.
- ii. A candidate who is unable to complete all the requirements of the M. Phil programme within a period of three years from the date of admission shall be deregistered automatically.

H. Programme Faculty

The core faculty for the programme will be the recognized guides for the M. Phil (Social Work) programme available in the aided stream of the college. Further, this will be supplemented by inputs from subject experts from the field.

I. Courses for Study and Scheme of Examinations

The M. Phil (Social Work) programme carries 36 credits and has several components. The course matrix is given below.

M. Phil (Social Work) Programme - Course Matrix Semester –I (September- February)

Course Code#	Course Title	Lecture Hours	No. of Hours Per Week	Credits	Internal Continuous Assessment (ICA)	End Semester Examination (ESE)	Max Marks
Course 1: Core – Theory	*Advanced Social Work Theories and Models (or) Advanced Global Human Resource Management	60	4	4	25	75	100
Course 2: Core – Theory	Advanced Social Research and Statistics	60	4	4	25	75	100
Course 3: Core – Theory	Academic Writing – Theory & Practice	60	4	4	25	75	100
Course 4: Core	Research Monograph	-	10	6	40	60	100
Course 5: Core	Field Work	One month Block FW	7 hours per day	6	40	60	100
Total Credits for I Semester				24			

Course Code will be allotted by the Office of the Controller of Examinations, MSSW

* Note: Paper titled “Advanced Social Work Theories and Models” will be offered to students specializing in Advanced Social Work and paper titled “Advanced Global Human Resource Management” will be offered to students specializing in Advanced Human Resource Management.

Semester –II (March- August)

Course Code	Course Title	Credits	ICA	ESE	Total
Course 6: Core	Dissertation	12	100	100	200
Course 7: Record Course	Participation in Workshop	Required for course completion			
Course 8: Record Course	Paper Presentation in National/International Conference	Required for course completion			
Total Credits for Semester – II :		12			

Total Credits for Semester I & II: 24 +12 = 36 credits

J. Assessment Pattern

All the courses (theory papers / monograph / fieldwork / dissertation) comprises of Internal Continuous Assessment (ICA) and End Semester Examinations (ESE) components. Details are as under.

K. Internal Continuous Assessment (ICA)

The course-wise ICA components are as follows:

Course Title	ICA Max. Marks	ICA component		
		I Internal Test	II Internal Test	III Component
<i>Semester – I</i>				
Core – Theory	25	10	10	5
Research Monograph	40	Criteria for assessment: Application of Theory (15Marks) Response to Input (10 Marks) Quality of the Document (10 Marks) Adherence to academic writing standards (5 Marks)		
Field Work	40	(PPT presentation 20) Presentation-5 Content-5 Clarity-5 Scope for Research-5	Supervisor(20) Attendance-5 Application of Theory-5 Quality of Report-5 Response to Input-5	
<i>Semester – II</i>				
Dissertation	100	Criteria for assessment: Introduction (10 Marks) Review of Literature (10 Marks) Research Methodology (15 Marks) Data Analysis & Interpretation (15 Marks) Results & Suggestion (15 Marks) Application of Knowledge (10 Marks) Quality of Reports (10 Marks) Response to Input (15 Marks)		

ICA - Written Test format

For theory papers, the first and second internal tests would be written tests of one hour duration each. Students are required to answer 4 out of 5 questions in 500 words each. The question paper

would be set for 20 marks while the marks scored could be subsequently scaled down to ten marks. The third component (5 marks) may be assessed through innovative methods like case analysis, reviews and so on.

Schedule for the conduct of the internal assessment tests

I Internal test: 6th week of the semester.

II Internal test: 11th week of the semester

Any student who fails to attend any ICA component for genuine/authorized reasons will be permitted to have a retest within the specified time, preferably within the following week. Permissions for retest can be claimed only on the submission of prior leave application / medical certificate and due approval obtained from the respective HOD and Principal on the same. Any student who fails in any of the ICA component can clear that component only in the subsequent academic year during the respective odd / even semesters. Under no circumstances improvement tests will be permitted for the ICA component.

L. End Semester Examination (ESE)

Every semester, ESE will be conducted after completion of 90 class days during the semester. For a student to take up the ESE examination, he / she should have compulsorily registered (paper declaration) for the courses (theory papers / monograph / field work / dissertation) (regular & arrear, if any) with the COE office at the beginning of the semester itself. During the first semester, paper declaration (registration) for all first semester papers is compulsory. No one will be permitted to take ESE for any undeclared papers.

Students need to obtain their hall tickets from the Department as per the schedule. Students should produce the Hall Ticket and Identity card at the time of the examination. All students need to clear their dues at the various sections / wings of the College (ex: Accounts, Library etc) before obtaining their hall tickets for the End Semester Examinations.

Assessments with regard to ESE will be done through a three-hour duration written test or viva-voce examination as prescribed. Under semester system, no 'between semesters' supplementary examinations will be conducted to clear the arrear papers. Arrear examinations will be conducted only along with the subsequent semester examinations. There is no improvement facility with respect to the ESE.

The course-wise ESE components are as follows

Course Title	ESE Max. Marks	Criteria for assessment
<i>Semester – I</i>		
Core - Theory	75	Written Exam - Time: 3 hours Maximum Marks: 75 Question Paper Pattern: Answer any FIVE out of EIGHT questions. Each answer should be in about 1000 words Marks (5x15=75)
Research Monograph	60	Quality of report: 30 marks Presentation of research problem: 10 marks Viva participation: 20 marks
Field Work	60	Agency Assessment (20) Viva Voce (40): (Viva-voce break-up: Application of theory -15 marks;Quality of the report-15 marks; Viva participation – 10 marks)
<i>Semester – II</i>		
Dissertation	100	Introduction & Review of Literature (10 Marks) Research Methodology (15 Marks) Data Analysis & Interpretation (15 Marks) Results & Suggestion (15 Marks) Application of Knowledge (10 Marks) Quality of Reports (15 Marks) Viva participation (20 Marks)

M. Eligibility Criteria for Pass

The candidate shall be declared to have passed in each course of study (theory papers / monograph / field work / dissertation) if he / she secures not less than 50 percent of the marks in the internal continuous assessment (ICA) and the end semester exam (ESE), independently and aggregately i.e., students should obtain a minimum of 50% of marks in the ICA, a minimum of 50% in the ESE and a minimum of 50% aggregate for ICA and ESE put together. Candidates who do not obtain the required minimum marks for a pass in any of the courses of study (theory papers / monograph / field work / dissertation) shall be required to appear and pass the same at a subsequent attempt.

N. Re-valuation

i) **Re-valuation for ICA:** No revaluation is permitted for ICA. Students having any grievance regarding the correctness of the entry of their ICA marks can verify the same with the COE section after submitting an application for verification. However, no such application will be entertained unless it is (a) authorized by the respective HOD and Principal, and (b) submitted before the expiry of seven working days from the date of publication of the ICA marks in the notice board.

ii) **Re-valuation for ESE:** As double valuation is adopted for ESE examinations, no revaluation application will be entertained. However, recounting of marks is permitted on payment of prescribed charges. Such recounting application should be (a) authorized by the respective HOD and the Principal, (b) submitted before the expiry of seven working days from the date of publication of the ESE marks in the notice board.

O. Guidelines for Thesis Submission

Candidates must submit the thesis on or before the last working day in the month of July. In case they are unable to submit, they can avail one extension of maximum one month and submit the thesis on or before the last working day of August. M.Phil Research Scholars desirous of availing extension should submit a request letter which should be duly recommended for extension by the research guide, HOD and Principal. Only students who have obtained extension by following the due process will be permitted to attend the viva.

Submission of the thesis after the last working day of August will be considered as reappearance (arrears). Only students who have submitted their thesis before the last working day of August will be eligible to receive their degree during the convocation for that batch.

The syllabi for the various courses are as follows.

SEMESTER – 1

COURSE 1A: ADVANCED SOCIAL WORK THEORIES AND MODELS

(Offered to students specializing in Advanced Social Work)

Semester : One

Course: Core

Total Credits: 4

Teaching Hours: 60 hours

Course Objectives

1. To promote an understanding of the wider theoretical perspectives in social work.
2. To highlight the connections between social work theory and other social work constructs.
3. To provide opportunities to learn about social work models and related practice issues.

Unit- 1: Ideological Perspectives and Advanced Social Work Practice (12 hrs)

Humanitarianism, Existentialism, Spirituality, Eclecticism, Welfarism, Socialism, Democracy, Marxism, Gandhianism, Feminism, Environmentalism, Philanthropy, Human Rights, Human rights Activism, Judicial Activism, Equality, Equity and Social Justice, Globalization, Post-modernism, Community Social work, Social development & social empowerment & Advocacy. Indigenous Approaches in Social work: Saul Alinsky, Paulo Freire & Gandhian Social work. Advanced social work practice: Critical Thinking and analysis in social work, Reflexivity & Reflective Practice, Social Gerontology.

Unit-2: Advanced social work theories & Models (12hrs)

The social construction of welfare and social work, Areas of social work construction, System theory, Social learning theory, Family theory, Social Pedagogy, Mediation, Narrative Approaches, Theory and Social Epistemology 1,2,3. Behavioral perspective theory, transpersonal theory, Feminist Theory and Practice. Models and Approaches: Problem Solving model, Crisis Intervention Model, Integrated Social Work model, Welfare Model, Equity & Justice Model, Radical Model, Eclectic Model, Life Model, Strength based approach, Resiliency Model; Evidence based model, Solution focused Model, Stress Vulnerability model.

Unit-3: Theories & Models for Empowering Communities (12 hrs)

Social Audit, Social Impact Assessment, Environmental Impact Assessment, Environment social work, Logical Framework Analysis: Overview, advantages and limitations, Problem analysis, Objective Analysis, Indicators, Risks and Assumptions, Project Planning Matrix, Gender Analytical framework, Participatory Rural Appraisal (PRA) Tools & Techniques, Sustainable Livelihoods, Sustainable Development, Ecological theories, Asset Based Community Development, Community Economic Development, Social Entrepreneurship.

Unit-4: Theories & Models of interventions in Health setting (12 hrs)

Cognitive-Behavioral therapy, Group and Community Behavioral Techniques, Cognitive Analytical Theory, Rational Emotive Theory & Cognitive Retraining. Comprehensive assessment: Bio-psycho-social-spiritual model, Integral primary care, Chronic care model (Wagner), Self-determination theory (Ryan & Deci), Four Quadrant model, 5A's model (Assess, Advise, Agree, Assist, and Arrange), IMPACT model (Improving Mood-Promoting Access to Collaborative Treatment), SBIRT model (Screening, Brief Intervention, and Referral to Treatment), Trans-theoretical model, Continuum of Collaboration, Shared care, Common factors model (Duncan, Miller & Hubble Wampold); Multi-disciplinary communication.

Unit-5: Social work practice in Global Context (12 hrs)

Definition of International Social work, Approaches to ethics in social work, Role of United Nations [a) Securing and Maintaining peace and promoting reconciliation b) Protecting human Rights c) Delivering Humanitarian Aid, d) Sustainable Development e) Uphold international law]; Cultural & Ethnic diversity, Issues, Global standards for education & practice, Global Agenda, Social exclusion, Barriers and Opportunities for Practice, Human Migration, Community based strategies and Action, Social development through Global exchanges, Anti-discriminatory Practice.

Methodology of Teaching:

Lectures, Reading Material, Discussions, Assignments, Case analysis and Journals.

Suggested Readings:

- Anna Metteri, Teppo Kroger, Anneli Pohjola, Pirkko- Liisa Rauhala (Edts), Social work Visions from around the GLOBE, Haowath University Press (2004)
- Britha Mikkelsen, 1995, Methods for Development Work and Research, Sage, New Delhi

- Chathapuram S. Ramanathan & Rose Mary Link, 2004. All our Futures: Principles and Resources for Social Work Practice in a Global Era, International Thomson Publishing Company
- Christopher, A.J and William Thomas, 2006, Community Organisation and Social Action, Himalaya Publication House, New Delhi.
- Dall, A. (2011). Integrated Primary Care and Behavioural Health Services: Can the Model Succeed? A literature review on models, evidence-based practices and lessons learned for community clinics and health centers, and county specialty mental health programs. Retrieved y30,2012frtp://www.ibhp.org/uploads/file/lit%20review%20integrated%20care%20final.pdf
- David Cox, Manohar Pawar, 2006, International Social work: Vistaar Publications, New Delhi.
- Goel, S.L., (2005) Public Health Policies & Administration, Deep & Deep Publications, New Delhi.
- Goyder, H., R. Davies and W. Williamson 1998. Participatory Impact Assessment. London, Action Aid.
- Gracious Thomas (2016) Contemporary Methods of Social Work, Shipra Publications, Delhi.
- Grootaert, Christiaan and Bastelaar, 2002, Understanding and Measuring Social Capital: A Multidisciplinary tool for Practitioners, World Bank, Washington DC.
- IFAD, IARF, MYRADA (Eds., Pub), 2001, Enhancing Ownership and Sustainability: A Resource Book on Participation.
- Ludwig, A. (1985). Cognitive processes associated with “spontaneous” recovery from alcoholism. Journal of Studies on Alcohol, 46, 53-58.
- Malcolm Payne, Modern Social work theory, 3rd Ed, Palgrave Macmillan, New York, 2005.
- Mark Doel & Steven M. Shardlow, 2005, Modern social work practice, Ash gate Publishing Ltd.
- Marsden, P. Oakley and B. Pratt 1994. Evaluating Social Development. Measuring the Process. Oxford, INTRAC
- Neil Thomson and Paul Stepney (2018) Social work theory and Methods, Routledge Publications, New York & London.
- Pretty, J., I. Gujit, J. Thompson and I. Scoones 1995. Participatory Learning and Action: A Trainer’s Guide. London, IIED
- Samta. P. Pandya (2014) Theory & Perspectives in social work, Rawat Publications, New Delhi.
- Sanjay Bhattacharya, 2008, Social work- An Integrated Approach, Deep & Deep Publication Pvt. Ltd, New Delhi.
- Tomlinson, B., & Corcoran, K. (eds.) (2008). The evidence-based internship: A field manual. NY: Oxford University Press
- UNDP-Human Development Reports 2000 onwards World Bank- World Development Report since 2000, Oxford press, Chennai.

COURSE 1B: ADVANCED GLOBAL HUMAN RESOURCE MANAGEMENT

(Offered to students specializing in Advanced Human Resource Management)

Semester : One

Course: Core

Total Credits : 4

Teaching Hours: 60 hours

Course Objectives

- To provide an overview of cross-cultural interactions between people, cultures and human resource systems throughout the world.
- To understand the issues and challenges governing global human resource management.
- To learn from case studies about the ramifications of global human resource management.

Unit – I: The Context of Global Human Resource Management (12 hours)

Human Resource Management in changing organizational contexts; Human Resource Management in emerging markets; International Human Resource Management.

Drivers of Global Talent Challenges (Globalization, changing demographics, demand for workers with needed competencies and motivation, supply of workers with the required competencies and motivation); Barriers to Global Talent Management.

Unit – II: Global Talent Management Initiatives (12 hours)

Human Resource Initiatives to address global talent challenges (Organizational linkages, location planning and management, talent attraction and selection, training and development, performance assessment, compensation, retention, reduction and removal).

Unit – III: Global Leadership (12 hours)

Global leadership dimensions (global business expertise, global organizing expertise, cross-cultural relationship skills, traits and values, cognitive orientation and visioning); challenges for global leaders.

Prescribed Case study: “In the eye of the beholder: Cross-cultural lessons in leadership from Project Globe” – Case by Mansour Javidan, Peter W.Dorfman, Mary Sully De Luque and Robert J.House.

Types of multi-cultural leaders (marginals, separated, integrated, cosmopolitans) with examples; Impact of multi-cultural leaders on teams, intercultural negotiations, expatriation, ethics and leadership, cross-border alliances, mergers and acquisitions.

Prescribed Case study: “Carlos Ghosn: Leader without borders” – Case by Manfred F.R. Kets de Vries&ElizabethFlorent-Treacy.

Unit – IV: Global Staffing – Issues and Challenges (12 hours)

Localization – concept, types, process, advantages and disadvantages.

Expatriate assignment – issues related to recruitment of potential expatriate employees, issues related to retention of expatriate employees, costs, placement of expatriates, expatriate performance and career issues.

Alternate forms of international assignments (short term international assignments, frequent flyer assignments, commuter and rotational assignments, global virtual teams) – meaning, issues and HR implications of managing alternate forms of international assignments

Prescribed Case study: “Recruiting a manager for BRB Israel” – Case by William H.Roof and Barbara Bakhtari.

Unit – V: Strategies to Manage Global People Interfaces (12 hours)

Strategies for managing multi-cultural teams – Adaptation, structural intervention, managerial intervention and exit.

Strategies to manage cultural diversity in cross-border alliances – cultural audits, work and organization design, staffing, cultural awareness, competency training, business training, performance management, organization development and change.

Strategies for smooth international mergers and acquisitions – setting up the acquisition team, Human Resource due diligence, cultural due diligence, closing the deal, managing the integration process, leading the integration process, communication, retaining talent and building new culture.

Prescribed Case study: “Lenovo-IBM: Bridging cultures, languages and time zones” – Case by Kathrin Koster and Gunter K.Stahl.

Note: Prescribed Case Studies have been adopted from the book “*Readings and Cases in International Human Resource Management and Organizational Behavior*” Edited byStahl, G.K., Mendenhall, M.E., &Oddou, G.R. (2012). Routledge Taylor & Francis Group, London. These case studies are for classroom discussion only (and not for external examination

purposes). These case studies are only indicative. Faculty Members may discuss other cases in addition to the prescribed case studies.

Teaching Methodology:

Lectures, reading material, discussions, assignments, case analysis, review of journal articles.

Suggested Readings:

- Collings, D.G., & Wood, G. (Eds). (2009). *Human Resource Management – A Critical Approach*. Routledge Taylor & Francis Group, London.
- Cooke, F.L. (2012). *Human Resource Management in China – New Trends and Practices*. Routledge Taylor & Francis Group, London.
- Hayton, J.C., Biron, M., Christiansen, L.C., & Kuvaas, B. (2012). *Global Human Resource Management Case Book*. Routledge Taylor & Francis Group, London.
- Rowley, C., & Jackson, K. (Eds). (2011). *Human Resource Management – The Key Concepts*. Routledge Taylor & Francis Group, London.
- Stahl, G.K., Mendenhall, M.E., & Oddou, G.R. (Eds). (2012). *Readings and Cases in International Human Resource Management and Organizational Behavior*. Routledge Taylor & Francis Group, London.

COURSE 2: ADVANCED SOCIAL RESEARCH AND STATISTICS

Semester : One

Course: Core

Total Credits : 4

Teaching Hours: 60 hours

Course Objectives

- To provide an introduction to advanced social research methods in quantitative and qualitative research.
- To enable learners gain a thorough understanding of the critical stages in the research process.
- To help learners understand the application of various statistical tools in data analysis.

Unit I: Introduction to Research methods

(12 hours)

Inductive Method, Deductive Method, Scientific enquiry in social work. Evidence based practice and social work research. Ethical Committee, Ethics in social work research.

Research Problem: identification of the problem, selection of the problem, formulation of research questions. Pre test, Pilot study.

Qualitative Research Method: Meaning, Concept and Characteristics of qualitative research. Types : ethnography, narrative, phenomenological, grounded theory, Focus Group Discussion, In-depth Interviews and case study.

Unit II : Quantitative & Qualitative Research Methodology

(12 hours)

Research Design: Meaning, importance and components. Types of research designs. Concepts, constructs and variables.

Hypothesis: meaning, purpose, structure and types, hypothesis testing. Data sources: Primary and secondary. Levels of measurement: nominal, ordinal and interval scale.

Sampling: Purpose, sample size, Random and Non-random sampling methods, sample error.

Unit III: Data Collection

(12 hours)

Quantitative Data Collection methods: surveys using questionnaire, structured and semi-structured Interview, structured observation.

Tool construction techniques: guidelines for asking questions, questionnaire construction, scale construction – Likert type and Semantic differential scales, Reliability and validity of measurement instruments.

Qualitative Methods of data collection: unstructured in-depth interview, focus group discussion and observation.

Unobtrusive measures: secondary data analysis and content analysis.

Unit IV: Basic Statistics**(12 hours)****Quantitative Method**

Theory of probability, Parametric and non-parametric tests, descriptive and inferential statistics – application and interpretation of results.

Univariate analysis – distributions – normal and binomial, central tendencies, measures of dispersion, frequencies and percentages.

Bivariate analysis (hand calculation method) – chi-square, z-test, simple correlation, t-test, ANOVA, and bivariate regression.

Qualitative Data management: recording, memos/field notes, coding & interpretive techniques

Unit IV: Advanced Statistics***(12 hours)**

Introduction to Multivariate analysis – partial correlation, multiple regression, cluster analysis, discriminant analysis, path analysis.

Time series analysis – nature, application and methods.

Index numbers - meaning, application and methods.

Computer Applications for quantitative data analysis - SPSS (workshop)

Qualitative Data Analysis: data reduction, data display (matrix, word lists), concept mapping.

Structure of a qualitative research report.

* Concepts only. Calculation methods are not included.

Teaching Methodology:

Lectures, reading material, discussions, assignments, case analysis, review of journal articles and theses, Mini Research.

References:

- Allen Rubin, Earl R. Babbie, Research Methods for Social Work, Cengage Learning, 2010
- Kothari.C.R. Research Methods & Techniques 1997, New Age International Pvt Ltd
- Devendra Thacker 1994, research methodology in social sciences, deep & deep publications
- Norman. K. Denzin, Yvonne.S.Lincoln 2000, Qualitative Research. Sage Publications. INC
- Louise H. Kisdder, 1981, Research Methods in Social Sciences, Holt, Rinehart and Winston
- David, Silverman 2000, Qualitative Research, Sage Publications.

COURSE 3: ACADEMIC WRITING – THEORY AND PRACTICE

Semester : One

Course: Core

Total Credits : 4

Teaching Hours: 60 hours

Course Objectives

- i. To enable research scholars become conversant with the academic writing process.
- ii. To throw light on the structure of select formats of academic writing and the nuances of referencing.
- iii. To equip the research scholars to review pieces of academic writing.

Unit – I: Introduction to Academic Writing

(10 hours)

Academic writing: Concept; Types (concept papers, empirical papers, thesis, monograph, research proposal, literature review, essays, reports, reading record, annotated bibliography); Style of academic writing; Target audience for academic writings (the academic community, the sponsors of research, the general public, fellow scholars, government); Modes of writing (description, narration, exposition and argument).

Unit – II: The Writing Process

(10 hours)

The academic writing process - meaning; 3 Cs of good writing (Clarity, Conciseness and Coherence); Stages of writing; Guidelines for drafting (paragraphs, ideas and evidence, introduction and conclusion, illustration {diagrams, figures, tables}, quotations, punctuations, spelling); the mechanics of writing (spelling, punctuations, italics, names of persons, numbers, titles of works in research papers, quotations, capitalization, personal names in languages other than English);

Unit – III: Select Formats of Academic Writings

(15 hours)

Research Proposal: Meaning; Purpose; Types (proposals for funded research and proposals for non-funded research); Structure of research proposals.

Literature Reviews: Meaning and Steps – Identification of resources, selection of pertinent resources, critical examination of resources, organization of information, matching the information to the research questions, critically assessing the resources, developing questions for further research.

Thesis Reports: Meaning; Structure & Characteristics of a well-written thesis.

Unit – IV: Guidelines for Reviewing Journal Articles and Theses (15 hours)

Review/Critique: Meaning; Purpose; Kinds; Responsibilities of a Reviewer.

Pre-Publication Journal Article Review Guidelines: Contemporary Relevance, Contribution to knowledge, Clarity and Logic in Analysis, Language, Methodology of Research Articles, Implications for Intervention, Appropriateness of references. Originality (The eight criteria adopted by the Indian Journal of Social work.)

Post- Publication Journal Article Review Guidelines: Citation of the paper being reviewed – rationale for selection of the said paper for review – summary of the paper vis à vis the main theme of the paper, overall purpose and relevance of the theme – summary and critical appraisal of the research methodology - critical appraisal of data presentation and discussion adopted in the paper – comment on academic writing standards followed in the paper – the reviewer’s assessment of the strengths and weaknesses of the paper – concluding remarks.

Thesis Review Guidelines: Presentation and clarity – integration and coherence – contribution to knowledge – originality and creativity – statement of the research problem – adequacy and relevance of review of relevant literature — methods of enquiry adopted – analysis of data – and discussion of outcomes.

Unit – V: Referencing (10 hours)

Referencing: Meaning; Purpose; Difference between bibliography and references; In-text referencing systems (Harvard, Vancouver); Difference between integral and non-integral references; Citation patterns (summary, generalizations, short quotations, long quotations); Select Citation & Referencing Styles (APA Style, Harvard Style, Chicago Style, MLA Style); Bibliographical software packages. Ethical considerations in referencing; Plagiarism – meaning; guidelines to avoid plagiarism; Key provisions of Copyright Act with reference to fair use.

Teaching Methodology:

Lectures, reading material, discussions, assignments, case analysis, review of journal articles and theses.

Suggested Readings:

- Benos, D.J., Kirk, K.L., & Hall, J.E. (2003). How to Review a Paper. *Advances in Physiological Education*, 27:47-52 Retrieved from <http://advan.physiology.org/content/27/2/47.full.pdf+html> on 2nd January, 2012.

- Bentley, T.J. (2006). *Report writing in Business*. Viva Books (P) Ltd., New Delhi.
- Burns, T. , &Sinfield, S. (2008). *The Complete Guide to Success at University*. Sage Publications, London.
- Cornford, T., & Smithson, S. (2006). *Project Research in Information Systems – A Student’s Guide (second edition)*. Palgrave Macmillan, Hampshire.
- Davis, L., &McKay,S.(1999). *Structures and Strategies – An Introduction to Academic Writing*. Universities Press, Hyderabad.
- DiYanni, R. (2000). *Writing about the Humanities*. Prentice Hall, New Jersey.
- Gibaldi, J. (2000). *MLA Handbook for Writers of Research Papers (fifth edition)*. Affiliated East-West Press (P) Ltd., New Delhi.
- Institute of education, University of London. (2002). *Criteria for assessing Phd Thesis*. Retrieved from http://www.cse.chalmers.se/~feldt/advice/univ_victoria_phd_criteria.pdf on 2nd January, 2012.
- Kumar, K. (2006). *Reference Service (fifth revised edition)*. Vikas Publishing House (P) Ltd., New Delhi.
- Monipally, M.M., &Pawar, B.S. (2010). *Academic Writing*. Response Books, New Delhi.
- Oliver, P. (2004). *Writing Your Thesis*. Vistaar Publications, New Delhi.
- Purdue Online Writing Lab. (2010). *Social Work Literature Review Guidelines*. Retrieved from <http://owl.english.purdue.edu/owl/resource/666/01/> on 2nd January, 2012.
- Randolph, J. (2009). A Guide to Writing the Dissertation Literature Review. *Practical Assessment, Research & Evaluation*, 14(13). Retrieved from <http://pareonline.net/getvn.asp?v=14&n=13> on 2nd January, 2012.
- Ridley, D. (2010). *A Step-by-step Guide for Students*. Sage Publications, London.
- Seely, J. (2009). *Writing Reports*. OxfordUniversity Press, New Delhi.
- Shah, V. (1972) *Reporting Research*. The Agricultural Development Council, New York.
- UMBCWritingCenter. (n.d.). *Review Guidelines*. Retrieved from <http://nasa1.ifsm.umbc.edu/courses/ReviewGuidelines/ReviewGuidelines.html> on 2nd January, 2012.
- Walliman, N. (2001). *Your Research Project – A Step by Step Guide for the First-time Researcher*. Sage Publications, London.

COURSE 4: RESEARCH MONOGRAPH

Semester : One

Course: Core

Total credits: 6

Hours: 10 hours per week

Course Objective:

- ✓ To bring out a compilation of the preparatory papers for the dissertation.

Course Requirements:

The monograph may consist of the presentation of the research problem, background information of the research problem and review of related literature. The work done by the scholar for the monograph should culminate in the dissertation. Unless a candidate clears the Research Monograph, he/she cannot go ahead with the Research Dissertation work.

COURSE 5: FIELD WORK

Semester : One

Course: Core

Total credits: 6

**Hours: 7 hours per day
(Block Pattern)**

Course Objectives:

- ✓ To provide an exposure to the students about the research activities in various fields of social work.
- ✓ To provide a platform to apply one's research skills.

Course Requirements:

Field Work is of block field work pattern. The research scholars are required to attach themselves with research organizations in their field of specialization and carry out a one-month block field work during the first semester.

SEMESTER – II

COURSE 6: DISSERTATION

Semester : Two

Course: Core

Total credits: 12

Duration: One Semester

Course Objectives:

- ✓ To enable the scholar to carry out in-depth study in the field of specialization.
- ✓ To facilitate the student to appreciate and implement the rigors of scientific enquiry.

Course Requirements:

Each research scholar is required to submit a dissertation on a topic approved by his / her research supervisor. The dissertation will be based on original empirical research and should fall within the purview of the field of specialization of the candidate. The Dissertation Report must be based on the monograph submitted during the First Semester.

COURSE 7: PARTICIPATION IN WORKSHOP

Semester : Two

Course: Record

(Required for Course Completion)

Course Objective:

- ✓ To aid in competency building of the student in research methodology or in the field of study.

Course Requirements:

Every research scholar is required to participate in at least one workshop on any theme related to the theory papers or his/her research topic. This is a requirement for course completion. Though it is a second semester component, it may even be fulfilled during the first semester.

**COURSE 8: PAPER PRESENTATION IN NATIONAL / INTERNATIONAL
CONFERENCE**

Semester : Two

Course: Record

(Required for Course Completion)

Course Objective:

- ✓ To promote academic rigour among the candidates by means of paper presentation in national / international conference.

Course Requirements:

Every research scholar is required to present a paper based on his/her research topic or any other theme in any national or international conference. This is a requirement for course completion.

Though it is a second semester component, it may even be fulfilled during the first semester.
