**BS 4-Year Program**

**SOCIAL WORK**

**(Semester System)**

**As per Higher Education Commission’s Undergraduate Policy 2023**

This scheme of studies and course contents are designed as per the Higher Education Commission’s Undergraduate Education (UGE) Policy 2023 which was circulated through the Academic Council via Minutes of the Meeting held on 22 August 2023 via item # 01.

A meeting of the faculty members of the department of Social Work, University of Peshawar was convened by the Chairman, Dr. Shakeel Ahmed, on October 12, 2023 at 02:00PM. The meeting was attended by the following faculty members:

1. Dr. Shakeel Ahmed Chairman
2. Dr. Muhammad Ibrar Assistant Professor
3. Dr. Sumera Farid Assistant Professor
4. Dr. Imran A. Sajid (BS Coordinator)
5. Mr. Faiq Sajjad Shah Lecturer
6. Ms. Nasira Nasreen Lecturer
7. Ms. Farhana Naureen Lecturer

The scheme of studies was initially drafted by Dr. Imran A. Sajid and circulated to the faculty members via email by the Chairman, Dr. Shakeel Ahmed.

Decision:

The members agreed on the annexed scheme of studies and the course outlines for the approval of the Board of Studies of the Department of Social Work.

**HEC UGE 2023**

**Single Major Course Requirements**

*“An undergraduate/equivalent degree program with a single major is focused on one disciplinary specialization and comprises of a minimum of 120 credit hours including the requirements of field experience/internship and capstone project.”*

|  |  |  |
| --- | --- | --- |
| **S#** | **Type** | **Credit Hours Requirement** |
| I | General Education | 30 |
| II | Major | 72 (min) |
| III | Interdisciplinary / Allied Courses | 12 (min) |
| IV | Field Experience / Internship | 3 |
| V | Capstone Project | 3 |

*Source: HEC UGE v.1.1, 2023. pp.6-7*

**Comparative Course Division: DSW and HEC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Cluster** | **DSW** | | **HEC Requirement (Minimum)** | |
| **Nos** | **Credit Hours** | **Nos** | **Credit Hours** |
| GE | 12 | 30 | 12 | 30 |
| Allied | 5 | 15 | 4 | 12 |
| Major | 25 | 75 | 24 | 72 |
| Field Work | 6 | 16 | 1 | 3 |
| Capstone Project | 1 | 3 | 1 | 3 |
| **Total** | **49** | **139** | **42** | **120** |

**List of Compulsory Courses as per HEC – UGE 2023**

|  |  |  |
| --- | --- | --- |
| **GENERAL EDUCATION CLUSTER** | **COURSES** | **CREDIT HOURS** |
| Arts and Humanities\* | 1 | 02 |
| Natural Sciences\* | 1 | 3 (2+1) |
| Social Sciences\* | 1 | 02 |
| Functional English\*\* | 1 | 03 |
| Expository Writing\*\* | 1 | 03 |
| Quantitative Reasoning\*\* | 2 | 06 |
| Islamic Studies \*\* (OR)  Religious Education / Ethics in Lie of Islamic Studies only for non-Muslim students\*\* | 1 | 02 |
| Ideology and Constitution of Pakistan\*\* | 1 | 02 |
| Application of Information and Communication Technologies (ICT)\*\* | 1 | 3(2+1) |
| Entrepreneurship\*\* | 1 | 02 |
| Civics and Community Engagement\*\* | 1 | 02 |
| TOTAL | 12 | 30 |
| \* University may offer any courses within the specific broader subject domain / cluster to meet the given credits.  \*\* HEC designed model coursers may be used by the university | | |

**Scheme of Studies (2023 onwards)**

**BS in Social Work**

**Semester System**

**(**As per HEC UGE-2023)

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester/Year** | **Name of Subject** | **Credits** | **Course Category** |
| **Year-1 (1st Semester)** | | |  |
| SW-311 | Functional English\*\* | 3 | GE |
| SW-312 | Islamic Studies \*\*/ Religious Education / Ethics in Lieu of Islamic Studies | 2 | GE |
| SW-313 | Social Sciences\* (Introduction to Economics) | 2 | GE |
| SW-314 | Introduction to Social Welfare | 3 | Major |
| SW-315 | Introduction to Social Work-I (Basic Concepts) | 3 | Major |
| SW-316 | Introduction to Sociology | 3 | GE |
|  |  | **16** |  |
| **(2nd Semester)** | | |  |
| SW-321 | Expository Writing\*\* | 3 | GE |
| SW-322 | Ideology & Constitution of Pakistan \*\* | 2 | GE |
| SW-323 | Introduction to Demography & Population Studies | 3 | Allied |
| SW-324 | Introduction to Social Work-II (Fields of Practice) | 3 | Major |
| SW-325 | Application of ICT\*\* | 3 (2+1) | GE |
| SW-326 | Arts & Humanities \* (Introduction to History) | 2 | GE |
|  |  | **16** |  |
| **Year-2 (3rd Semester)** | | |  |
| SW-431 | Civics & Community Engagement \*\* | 2 | GE |
| SW-432 | Quantitative Reasoning –I\*\* | 3(2+1) | GE |
| SW-433 | Introduction to Psychology | 3 | Allied |
| SW-434 | Introduction to Philosophy | 3 | Allied |
| SW-435 | Youth Welfare | 3 | Major |
| SW-436 | Entrepreneurship\*\* | 2 | GE |
| SW-437 | Field Work –I | 2 | FW |
|  |  | **18** |  |
| **(4th Semester)** | | |  |
| SW-441 | Natural Sciences \* (Introduction Environmental Sciences) | 3 (2+1) | GE |
| SW-442 | Introduction to Gender Studies | 3 | Allied |
| SW-443 | Quantitative Reasoning – II\*\* | 3 | GE |
| SW-444 | Social Work with Special People | 3 | Major |
| SW-445 | NGOs Management | 3 | Major |
| SW-446 | Field Work-II | 2 | FW |
|  |  | **17** |  |
| **Year-3 (5th Semester)** | | |  |
| SW-551 | Theories applied in Social Work | 3 | Major |
| SW-552 | Social Case Work | 3 | Major |
| SW-553 | Social Group Work | 3 | Major |
| SW-554 | Social Problems of Pakistan | 3 | Major |
| SW-555 | Social Legislations | 3 | Major |
| **SW-556** | Field Work – III | 3 | FW |
|  |  | **18** |  |
| **(6th Semester)** | | |  |
| SW-561 | Community Organization and Development | 3 | Major |
| SW-562 | Social Welfare Administration | 3 | Major |
| SW-563 | Social Action | 3 | Major |
| SW-564 | Social Work and Human Rights | 3 | Major |
| SW-565 | Human Growth and Personality Development | 3 | Major |
| SW-566 | Field Work – IV | **3** | FW |
|  |  | **18** |  |
| **Year-4 (7th Semester)** | | |  |
| SW-671 | Social Development | 3 | Major |
| SW-672 | Social Welfare in Pakistan | 3 | Major |
| SW-673 | Research Methodology-I (Basics) | 3 | Major |
| SW-674 | Social Gerontology | 3 | Major |
| SW-675 | Child Protection and Welfare | 3 | Major |
| SW-676 | Field Work-V | 3 | FW |
|  |  | **18** |  |
| **(8th Semester)** | | |  |
| SW-681 | Research Methodology-II (Advanced) | 3 | Major |
| SW-682 | Project Planning and Management | 3 | Major |
| SW-683 | Social Work and Criminal Justice | 3 | Major |
| SW-684 | Green Social Work: Environmental Justice And Disaster Management | 3 | Major |
| SW-685 | Field Work-VI | 3 | FW |
| SW-686 | Capstone Project / Field Work Block Placement | 3 | CP |
|  |  | **18** |  |
|  | **Sub total** | **139** |  |

\* University may offer any courses within the specific broader subject domain / cluster to meet the given credits.

\*\* HEC designed model coursers may be used by the university

**SW-311 FUNCTIONAL ENGLISH Cr.Hrs: 03**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW- 312 Cr.Hrs: 02**

**ISLAMIC STUDIES / RELIGIOUS EDUCATION / ETHICS IN LIEU OF ISLAMIC STUDIES**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW- 313 SOCIAL SCIENCES (Introduction to Economics) Cr.Hrs: 02**

* Course contents developed by Department of Economics shall be used for this course.

**SW-314 INTRODUCTION TO SOCIAL WELFARE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course is designed to provide students with conceptual understanding of welfare history, theories, perspectives, politics and practices around the world.

**COURSE CONTENTS:**

1. Introduction:

a. Social Problems and Social Welfare

b. Social Welfare and Related Concepts: Charity, Philanthropy, Social Assistance, Social Insurance, Social Policy, Social Legislation, Social Safety Net.

c. Relationship of Social Work and Social Welfare

2. Welfare and Poverty

1. The Poor and the Near Poor
2. Culture of Poverty and the Cycle of Poverty
3. Effects of Welfare on Poverty

2. Welfare State

1. Defining the Concept and the Functions of Welfare State
2. Classification of Welfare States: Social Democratic, Christian Democratic, Liberal

History and development of Social Welfare in the UK

1. The Early Poor Laws in England
2. The Poor Law of 1601, Reforms 1834 & 1905
3. Work Houses & Outdoor Relief
4. Partial Relief System 1795
5. Speenhalm Land Act
6. Child Labour& Factory Legislation
7. Prison Reforms
8. Beveridge Report

3. Theories of Welfare Development

1. Industrialization and Welfare
2. Welfare and Citizenship
3. Welfare as a Social Reform

4. Politics of Welfare

1. Residual vs Institutional Welfare
2. Conservative vs Liberal Welfare

**RECOMMENDED READINGS:**

1. Dolgoff, R., and Feldstein, D. (2008). *Understanding Social Welfare*. Pearson/Allyn and Bacon
2. Friedlander, W.A., &Apte, R.Z. (1980). *Introduction to Social Welfare*. Prentice-Hall
3. Simpson, G., &Connor, S. (2011). *Social Policy for Social Welfare Professionals: Tools for Understanding, Analysis and Engagement*. Policy Press
4. DiNitto, D.M. (2011). *Social Welfare: Politics and Public Policy*. Allyn & Bacon
5. Berg-Weger, M. (2013). *Social Work and Social Welfare: An Invitation*. Routledge
6. Jawad, R. (2009). *Social Welfare and Religion in the Middle East: A Lebanese Perspective*. Policy Press
7. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Cengage Learning
8. Jawad, R. (2012). *Religion and Faith-based Welfare: From Wellbeing to Ways of Being*. Policy Press
9. Davis, N.J., &Robinson, R.V. (2012). *Claiming Society for God: Religious Movements and Social Welfare in Egypt, Israel, Italy, and the United States.* Indiana University Press
10. Nabi, F. (2008). *Islam and Social Welfare: Toward a Conceptual Understanding*. ProQuest,
11. Daly, L. (2006). *God and the Welfare State.* MIT Press

**SW-315 INTRODUCTIONS TO SOCIAL WORK-I (Basic Concepts) Cr.Hrs: 03**

**COURSE OBJECTIVE:**

The purpose of this course is to acquaint students with the nature and scope of social work. This course will familiarize the students with the basic knowledge of social work.

**COURSE CONTENTS:**

1. Introduction:

1. Basic Concepts: Social Work, Social Welfare, Social Services, Charity, Philanthropy
2. Social Welfare Relationship to Social Work
3. History of Contemporary Social Work-
4. Goals and Objectives of Social Work
5. Philosophical Base of Social Work
6. Basic Principles of Social Work
7. Social Work Values and Ethics
8. Approaches of Social Work: Preventive, Curative, Rehabilitative
9. Relationship of Social Work with other disciplines: Sociology, Psychology, Anthropology, Health, Law, Economics, Political Science, and others
10. Career Areas in Social Work
11. Generalist Social Work Practice

2. Social Work Methods:

1. Primary Methods: Social Case Work, Social Group Work, Community Organization and Development
2. Secondary Methods: Social Research, Social Welfare Administration, Social Action

3. Models of Social Work Practice

1. Psychoanalytical Model
2. Medical Model
3. Psychosocial Model
4. Ecological Model

4. Variety of Roles of Social Worker

1. Enabler
2. Broker
3. Advocate
4. Activist
5. Mediator
6. Negotiator
7. Educator
8. Initiator
9. Empowerer
10. Coordinator
11. Researcher
12. Group Facilitator
13. Public Speaker

5. Generalist Social Work Practice

1. Working with Individuals
2. Working with Families
3. Working with Groups
4. Working with Organizations
5. Working with Communities
6. Knowledge, Skills, and Values for Social Work

**RECOMMENDED READINGS:**

**Major Books**

1. Mark Doel. (2012). *Social work: The basics*. Routledge
2. Charles Zastrow. (2015). Introduction to Social Work and Social Welfare: Empowering People. (12th Edition). CENGAGE Learning.
3. Miley. K., and Dubois, B. (1995). *Social Work: An Empowering Profession.* Sydney: Allan and Bacon Publishers.
4. Khalid M., (2014). *Social Work Theory & Practice with Special Reference to Pakistan.* Karachi: Kifayat Academy.

**Further Readings**

1. Alston, M., & McKinnon, J. (2008). Social Work: Fields of Practice. Oxford University Press
2. [Ambrosino, R.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Ambrosino,%20Rosalie.) (2005). *Social Work and Social Welfare: Introduction*.  Mexi: Thomson.
3. Catherine, N. D., & Karen, M.S. (2012). *Social Work Fields of Practice*. Canada: John Wiley&Sons.
4. Ferguson, E.A. (1990). *Social Work, An Introduction*, New York: Lippince M Inc..
5. Friedlander, W.A. (1964). *Concept &Methods of Social Work*, New York: Prentice Hall.
6. Gautam, P.R., & Singh, R.S. (2011). *Principles and Practices of Social Work*. New Delhi: Balaji Offset.
7. Healy, L.M. (2001). International Social Work. Oxford University Press.
8. Hepworth, D. H., & Rooney, R. (2010). *The Direct Social Work Practice: Theory and skills.* Belmont: Brook cole.
9. Thackery, S.S. (1964).*Introduction to Social Work.* New York: Prentice Hall.
10. Thompson, N. (2000). Understanding Social Work: Preparing for Practice.
11. Thompson, N. (2010). *Theorizing Social Work Practice*. Palgrave, London.
12. Veronica, C., & Joan, O. (2012). *Social Work Practice*. BASW Palgrave Macmillan.

**SW-316 INTRODUCTION TO SOCIOLOGY Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course is designed to introduce the students with sociological concepts and the discipline. The focus of the course shall be on significant concepts like culture, socialization, social structures and processes.

**COURSE CONTENTS:**

1. Introduction:

* 1. Definition, Scope and Significance of Sociology
  2. Fields and Application of Sociology

2. Social Interaction and Social Structure:

1. Social Interaction
2. Social Processes
3. Social Structure: Role and Status, Social Institutions

3. Culture:

1. Definitions and Types of Culture
2. Elements and Organizations of Culture
3. Related Concepts: Sub Culture, Cultural Lag, Cultural Variation, Cultural Relativism, Counter Culture, Ethnocentrism and Xenocentrism

4. Groups and Organization:

1. Social Groups: Types and Functions of Groups
2. Formal and Informal Organizations

5. Socialization:

1. Definition and Process of Socialization
2. Types of Socialization
3. Agents of Socialization

6. Social Stratification:

1. Definition and Meaning
2. Caste and Class
3. Approaches to the Study of Social Stratification

7. Social Change:

1. Definition
2. Types of Social Change
3. Theories of Social Change (Cyclic Theory, Dialectic Theory)
4. Factors which Promote and Hinder Social Change

# 8. Basic Social Institutions

* 1. Family
  2. Religion
  3. Education
  4. Economy
  5. Politics

# RECOMMENDED READINGS:

1. Margaret, A., & Taylor, H.F. (2001). *Sociology: Tthe Essentials*. Australia; Wadsworth.
2. Brown, K. (2004). *Sociology*. Polity Press.
3. Gidden, A. (2009). *Introduction to Sociology*. (6thed.). Cambridge: Polity Press.
4. Macionis, J.J.(2006). *Sociology.* (10thed.). New Jersey: Prebtuce-Hall
5. Kendall, D. (2015). *Sociology in Our Times: The Essentials* (10thed.) Boston:Cengage Leaning
6. Tischler, H.L. (2002). *Introduction to Sociology.* (7thed.). New York: The Harcourt Press.
7. Magill, F.N. (2003). *International Encyclopedia of Sociology*. Fitzroy Dearborn Publishers.
8. Rao, C.N.S. (2007) S*ociology: Principles of Sociology with an Introduction to Sociological Thought*. (5thed). New Dehli: S chand and Co.Ltd.
9. Schaefer, R.T. (2004). *Sociology: AN Introduction.* (5thed.) Boston: McGraw Hill
10. Taga, A.H. (2009). *An Introduction to Sociology.* Lahore: Abdul Hameed Taga&Sons
11. Thio, A. (2005). *Sociology: A Brief Introduction.* (6thed.) Boston: Allyn & Bacon
12. Henslin, J.M. (2004). *Sociology: A Down to Earth Approach*. Toronto: Allen and Bacon.

**SW-321 EXPOSITORY WRITING Cr.Hrs: 03**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW-322 IDEOLOGY AND CONSTITUTION OF PAKISTAN Cr.Hrs: 02**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW-323 Cr.Hrs: 03**

**INTRODUCTION TO DEMOGRAPHY & POPULATION STUDIES**

**COURSE OBJECTIVES:**

The course is designed to help the students to understand that social work has a significant responsibility to contribute to population planning activities. It is further to help the students to recognize that the problem of population planning requires entire professional activity or approach.

**COURSE CONTENTS:**

1. Basic Concepts:
   1. Demographyand Demographic Variables
   2. Population Size
   3. Population Density
   4. Age Distribution
   5. Fertility: Crude Birth Rate (CBR)
   6. Mortality: Crude Death Rate (CDR)
   7. Fecundity
   8. Population Control
   9. Population Welfare
2. The Composition of Population: Age, Sex, Urban Rural Economic Conditions, Education, Race, Ethnicity, Religion, and Marriage.
3. Theories of Population:

a. Malthusian Theory

b. Transition Theory

c. Ester Boserup Theory

d. Julian Simon Theory

1. Migration
   1. Definitions and Meaning
   2. Migration Differentials (age, sex, marital status, educational and economic status)
   3. Types of Migration
   4. Causative Factors of Migration
   5. Effects of migration
   6. Changing Migration trends in Pakistan
2. Urbanization
   1. Process of Urbanization
   2. Causative Factors
   3. Effects of Urbanization
3. Population Growth: Consequences on Society:
4. Implications for Economy, Resources, Environment and Human Services Including Housing, Transportation, Education, Food Supplies Health and Welfare Services.
5. Islamic Perspective on Population Growth and Control
6. Approaches to Population Control
7. Population welfare Programs in Pakistan
   1. Historical perspective
   2. Policies of Population Welfare
   3. Role of the Ministry of Population Welfare
8. Role of Professional Social Workers in Population Planning

**RECOMMENDED READINGS:**

1. Ahmed, S. (2003). *Muslim Attitude Towards Family Planning*. New Dehli: Sarup& Sons.
2. Bell, M. M. (2007). *Barriers in the Provision of Family Information from Social Workers to Their Clients (PhD Thesis)*. Ann Arbro: ProQuest.
3. Coontz, S. (2013). *Population Theories and their Economic Interpretation*. Oxon: Routledge.
4. Daugherty, H. G. (1995). *An Introduction to Population*. New York: Guilford Press.
5. Iqbal, M. A. K. (1985). *The Population Welfare Program in Pakistan*. Islamabad: National Institute of Population Studies.
6. Weeks, J.R. (2008). *Population:An Introduction to Concepts and Issues*. (10thed.). Cengage Learning
7. Jones, G. W., & Karim, M. S. (2005). *Islam, the State and Population*. London: C. Hurst & Co. Publishers.
8. Lundquist, J. H., Anderton, D. L., &Yaukey, D. (2014). *Demography: The Study of Human Population*. Long Grove: Waveland Press.
9. Ministry of Population Welfare (1993). *8th Five Year Plan: Population Welfare Program 1993-98*. Islamabad: Ministry of Population Welfare.
10. Namboodiri, K. (2013). *A Primer of Population Dynamics*. New York: Springer Science & Business Media.
11. Omran, A. (2012). *Family Planning in the Legacy of Islam*. New York: Routledge.
12. Sharma, A. K. (2012). *Population and Society*. New Dehli: Concept Publishing Company.
13. Sharma, R. K. (2004). *Demography and Population Problems*. New Dehli: Atlantic Publishers
14. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont: Cengage Learning.

**SW-324 Cr.Hrs: 03**

**INTRODUCTIONS TO SOCIAL WORK - II (Fields of Practice)**

**Course Objectives**

The objective of this course is to expose students to the various fields of practices for social workers. At the end of this course, students will have learned about:

* Various dimensions of social work practice
* Various populations where social workers practice their skills
* Important fields of social work practice

**Course Contents**

1. Social Work with Specific Populations

1. Working with Children
2. Working with Juveniles/ adolescence and Youth
3. Social Work with Adults
4. Working with Women
5. Working with Elderly

2. Important Fields of Social Work Practice:

1. Medical Social Work,
2. Social Work and Mental Health,
3. Work related problems and Labour Welfare (Social Work at the Workplace)
4. Problems in Education and School Social Work
5. Social Work with Disabled Persons
6. Poverty and Public Welfare
7. Emotional / Behavioural Problems and Conseling
8. Overpoplation, Misuse of Environment, and Family Planning

**RECOMMENDED READINGS:**

**Major Books**

1. Mark Doel. (2012). *Social work: The basics*. Routledge
2. Charles Zastrow. (2015). Introduction to Social Work and Social Welfare: Empowering People. (12th Edition). CENGAGE Learning.
3. Miley. K., and Dubois, B. (1995). *Social Work: An Empowering Profession.* Sydney: Allan and Bacon Publishers.
4. Khalid M., (2014). *Social Work Theory & Practice with Special Reference to Pakistan.* Karachi: Kifayat Academy.
5. William Rowe & Lisa A. Rapp-Paglicci (Eds. 2008). Comprehensive Handbook of Social Work and Social Welfare: Social Work Practice. John Wiley & Sons, Inc.
6. Alston, M., & McKinnon, J. (2008). Social Work: Fields of Practice. Oxford University Press
7. Catherine, N. D., & Karen, M.S. (2012). *Social Work Fields of Practice*. Canada: John Wiley&Sons.

**Further Readings**

1. [Ambrosino, R.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Ambrosino,%20Rosalie.) (2005). *Social Work and Social Welfare: Introduction*.  Mexi: Thomson.
2. Ferguson, E.A. (1990). *Social Work, An Introduction*, New York: Lippince M Inc..
3. Friedlander, W.A. (1964). *Concept &Methods of Social Work*, New York: Prentice Hall.
4. Thackery, S.S. (1964).*Introduction to Social Work.* New York: Prentice Hall.
5. Thompson, N. (2000). Understanding Social Work: Preparing for Practice.
6. Thompson, N. (2010). *Theorizing Social Work Practice*. Palgrave, London.
7. Veronica, C., & Joan, O. (2012). *Social Work Practice*. BASW Palgrave Macmillan.

**SW-325 APPLICATION OF ICT Cr.Hrs: 03 (2+1)**

* The Course developed by the Department of Computer Science shall be offered.

**SW-326 Cr.Hrs: 02**

**ARTS & HUMANITIES (Introduction to History)**

* Course contents developed by the Department of History shall be offered

**SW-431 CIVICS AND COMMUNITY ENGAGEMENT Cr.Hrs: 02**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW-432 QUANTITATIVE REASONING – I CR.HRS: 03(2+1)**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW-433 INTRODUCTION TO PSYCHOLOGY Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course familiarizes students with the basic concepts used in the field of psychology. It also helps students to apply psychological concepts in the field of social work.

**COURSE CONTENTS: :**

1. Introduction to Psychology:

1. Definition, Applied Fields and Goals of Psychology
2. Branches of Psychology
3. Major Schools of Thought in Psychology

2. Sensation & Perception

1. Attention Process
2. Organizational Process in Perception

3. Learning and Behavior:

1. Associated Learning: Habituation and Sensitization
2. Non-Associated Learning: Classical and Operant Conditioning
3. Cognitive Learning:
4. Learning by Observation

4. Cognition

1. Thinking and Cognition
2. Memory

5. Intelligence

1. What is Intelligence
2. Theories of Intelligence

6. Motivation and Emotion:

1. Definition and Types of Motives (Primary, Sensory and General).
2. Basic Emotions and Culture
3. Theories of Emotions
4. Functions of Emotions

7. Personality:

1. Definition and Assessment of Personality
2. Theories of Personality
3. Psychodynamic Theory
4. Behaviorist Theory
5. Humanistic Theory
6. Trait Theory

8. Mental Disorders

1. Neuroses
2. Psychoses

#### RECOMMENDED READINGS:

1. Feldman, R.S. (2012). *Understanding Psychology*. (7th Ed.). New York: McGraw-Hill
2. Halonen, J.S., &Santrock, J.W. (2000). *Psychology: Contexts & Applications*. (3rd Ed.). McGraw-Hill
3. Baron, R.S. (2000). *Psychology*. (5th Ed.). Allyn & Bacon.
4. Malik, S.H. (2002). *A Collection of Psychological Thoughts*. Rawalpindi: Hussain A. Malik Publishers.
5. Bano, S. (2005). *Introduction to Psychology*. Lahore.
6. Eysenck, M.W. (2000). *Psychology: A Student's Handbook*. Taylor & Francis
7. Melucci, N. (2004). *Psychology the Easy Way*. Barron's Educational Series
8. Robins, R.W., Fraley, R.C., & Krueger, R.F. (2009). *Handbook of Research Methods in Personality Psychology*. Guilford Press
9. Nicholas, L. (2009). *Introduction to Psychology*. Juta and Company Ltd
10. Dale-Jones, B. (2007). *Fresh Perspectives: Introduction to Psychology*. Pearson South Africa
11. Grieve, K., & Deventer, V.V. (2006). *A Student's A-Z of Psychology*. Juta

**SW-434 INTRODUCTION TO PHILOSOPHY Cr.Hrs: 03**

* The course contents developed by the Department of Philosophy shall be offered.

**SW435 YOUTH WELFARE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

Youth Welfare is one of the most important fields of professional social work. It will help the students to understand the concept of youth, youth welfare & youth development. It will enhance students understanding about the issues related to young people and their role in national development.

**COURSE CONTENTS:**

* 1. Basic Concepts: Youth, Youth Welfare, Youth Development and Youth Work
  2. Historical Perspective of Youth Welfare
  3. Social Work with Youth
  4. Youth Theories

1. Resilience Theory
2. Positive Youth Development based on Ecological Theory
3. Leadership Theories
   1. Problems of Youth in Contemporary Society
   2. National & Provincial Youth Policies in Pakistan
   3. Factors Influencing Development of Youth
   4. Youth and Leadership
   5. Role of Youth in Nation Building
   6. The SOS Framework: “Services, Opportunities, Supports”
   7. Role of Professional Social Worker for Youth Welfare and Development

**RECOMMEDNED READINGS**

1. Buchroth, I. &Parkin, C. (2010). *Using Theory in Youth and Community*. London: Sage. Adolescence, Mouton Publishers, Paris (Unit-2)
2. Davies, B. &Batsleer, J. R. (2010). *What is Youth Work?* Exeter: Learning Matters.
3. Eccles, J., &Gootman, J. (Eds.). (2002). *Community Programs to Promote Youth Development.* National Research Council – Institute of Medicine. Washington, DC: National Academy Press. <http://www.nap.edu/catalog.php?record_id=10022>
4. Fuchs,E.(ed.) (1976). Youth in a Changing World: Cross Cultural Perspectives on Adolescence. Walter de Gruyter
5. Gambone, M. A., & Connell, J. P. (2004). The Community Action Framework for Youth Development. *The Prevention Researcher, 11,* 17‐20.
6. Gilchrist, R. Jeffs, T. and Spence, J. (2003). *Architects of Change: Studies in the History of Community and Youth Work.* Leicester: The National Youth Agency.
7. Gilchrist, R., Hodgson, T.; Jeffs, T., Spence, J., Stanton, N. and Walker, J. (2011). *Reflecting on the Past. Essays in the History of Youth and Community Work.* Lyme Regis: Russell House Publishing.
8. Gilchrist, R., Jeffs, T. and Spence, J. (2006). *Drawing on the Past: Studies in the History of Community and Youth Work.* Leicester: The National Youth Agency.
9. Liu, E. S. C., Holosko, M. J., & Lo, T. W. (Eds.). (2009). *Youth Empowerment and Volunteerism: Principles, Policies and Practices.* Hong Kong: City University of Hong Kong Press.
10. Nicholls, D. (1997). *An Outline History of Youth and Community Work and the Union 1834 – 1997.* Birmingham, Pepar Publications.
11. Nicholls, D. (2012). *For Youth Workers and Youth Work: Speaking Out for a Better Future*. Bristol: Policy Press.
12. Pandey,R. (1984). *Sociology of Youth*. New Delhi: Sterling Publications
13. Pickford, J., Dugmore, P., & Angus, S. (2012). *Youth Justice and Social Work* (2nd ed.). London: Sage/Learning Matters.
14. Rogers, A. and Smith, M. K. (2011). *Journeying Together: Growing Youth Work and Youth Workers in Local Communities*. Lyme Regis: Russell House.
15. Shek, D. T. L., Sun, R. C. F., & Merrick, J. (Eds.). (2013). *Positive Youth Development: Theory, Research and Application.* New York: Nova.

**SW- 436 ENTREPRENEURSHIP Cr.Hrs: 02**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW- 437 FIELD WORK – I Cr.Hrs: 02**

* Students will be placed in a field work agency. For details, see Annex-I

**SW- 441 Cr.Hrs: 03(2+1)**

**NATURAL SCIENCES (Introduction to Environmental Sciences)**

* The course developed by the Department of Environmental Sciences shall be offered.

**SW- 442**  **INTRODUCTION TO GENDER STUDIES Cr.Hrs: 03**

This course is designed to update the students regarding the latest debates with respect to gender identity and gender issues.

Course Contents:

1. Introduction:
   * + Definition, Concepts and Importance
     + Gender Studies in International Setting
     + Gender Studies in Pakistani Perspective
     + Feminism
2. Major Feminist Perspectives:
   * + Liberal Feminism
     + Radical Feminism
     + Marxist Feminism
     + Theological Feminism
3. Gender and Human Rights:
   * + Definition and Nature of Human Rights
     + Collective Rights
     + Ethnic Minority Rights
     + Fundamental Rights
     + Property Rights
4. Gender and Politics:
   * + Gender and Third World Politics
     + Women Political Leaders, Past and Present
     + Women in the Legislatures and Executive of the Law
     + Power and Patriarchy
     + Women in Pakistani Political Setup
     + Women Participation in Local Government System
5. Gender and Education:
   * + Gender and Education
     + Gender, Origin and development of Education
     + Gender Education and religion
     + Gender Education and polity
     + Gender Education and economy
     + Gender Education and social mobility
     + Gender and Forms of Education
6. Gender and Population:
   * + Population composition
     + Sex Composition
     + Gender Roles and Family Size
     + Gender and Reproductive Role
     + Gender and Youth problem
     + Gender and Population Issues
     + Changing Perspective of Gender Roles in Population
7. Gender and Development:
   * + Gender Roles
     + Access to Resources
     + Gender Disparity
     + Problems of Gender Development
     + The role of Development Aid in Gender development
     + The role of non-government organizations in Gender development
     + Journey from WID to GAD

# RECOMMENDED READINGS: :

1. Beauvoir, Simone De. (2007). The second Sex, Vintage.
2. Bornsterin, Kate. (1995). Gender outlaw: on Men, Women and Rest of US, Vintage.
3. Butler, Judith. (2004). Undoing Gender. London: Routionge.
4. Butler; Judith. (2006). Gender Trouble: Feminism and the Subversion of Identity, London: Routleditionge.
5. Faucault, Micheal. (1990). The History of Sexuality: An introduction. Vintage.
6. Jane Pilcher. (2008).50 Key Concepts in Gender Studies. New Delhi: Sage Publication.
7. Jasmin, Mirza. (2002). Between Chadar and the Market. Karachi: Oxford University Press.
8. Johan, Z. Spade. (2008). The Kaleidoscope of Gender. New Delhi: Sage Publication.
9. Kapadia, K. (2002). The Violence of Development. London: edition Books.
10. K., Davis, S., Evans & J., Lorber. (2008). Handbook of Gender and Women’s Studies. New Delhi: Sage Publication.
11. Mary Holmes. (2008).What is Gender? (Sociological Approaches). New Delhi: Sage Publication.

**SW443 QUANTITATIVE REASONING – II\*\* CR.HRS: 03**

* Course contents devised as per HEC UGE 2023 shall be used for this course.

**SW444**  **SOCIAL WORK WITH SPECIAL PEOPLE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course has been designed to introduce special children, their learning requisites and ways of meeting these requirements in the field of special education. The emphasis is laid on providing basic conceptual frame work of special education as discipline, its program and services for physically and mentally disabled persons. Moreover, the aim of the course is to sensitize and orient the students towards specialized area/field of social work in rehabilitation and welfare of special persons.

**COURSE CONTENTS:**

1. Basic Concepts in Special Education:
   1. Definition and Meaning of Disability, Handicap and Impairment.
   2. Disease, Disorder, Abnormality, Atrophy
   3. Special Children, Special Education, Special Educational Needs
2. Types of Disabilities
   1. Physical Disability
   2. Sensory Disability: Visual Impairment, Hearing Impairment, Olfactory and Gustatory Impairment
   3. Intellectual Disability
3. Causes of Disabilities
   1. Prenatal Causes
   2. Perinatal Causes
   3. Postnatal Causes
4. Models of Disability
   1. Moral Model of Disability
   2. Medical Model of Disability
   3. Social Model of Disability
   4. Economic Model of Disability
   5. Charity Model of Disability
5. Special Education System
6. Special Education/Exclusive
7. Inclusive Education
8. Mainstream Education
9. Special Education in Pakistan
   1. Background of Special Education in Pakistan
   2. Welfare Policies for Person with Disability
10. Services for Welfare and Rehabilitation of Disabled Persons
    1. International Level
    2. National Level
11. Role of Professional Social Workers in the Institutions of Special Persons
12. Role of Directorate of Social Welfare in Special Education

**RECOMMENDED READINGS:**

1. Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.
2. Adams, R., Dominelli, L. & Payne, M. (2009). *Critical Practice in Social Work*. New York: Palgrave Macmillan.
3. Burke, P. & Parker, J. (2007). *Social Work and Disadvantage: Addressing the Roots of Stigma Through Association*. London: Jessica Kingsley Publishers.
4. Cree, V., & Myers, S. (2008). *Social Work: Making a Difference*. Bristol: Policy Press.
5. Dominelli, L. (2009). *Introducing Social Work*. Cambridge: Polity.
6. Middleton, L. (1995). *Making Difference: Social Work with Disabled Children.* Venture Press.
7. Oliver, M. (1993). *Social Work: Disabled People and Disabling Environments*. Kingsley.
8. Oliver, M., Sapey, B., & Thomas, P. (2012). *Social Work with Disabled People*. Palgrave Macmillan.
9. Rothman, J. C. (2003). *Social Work Across Disability*. New York: Allyn and Bacon.
10. Teater, B. (2014). *Contemporary Social Work Practice*. Berkshire: McGraw-Hill Education.

**SW445 NGOs MANAGEMENT Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course is designed to give the students the introduction and background knowledge of Civil Society/NGOs working at local, regional, national and international level. Due emphasis is also given on the formation and registration of NGOs in Pakistan. This course further gives an insight to the students into the management of NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs.

**COURSE CONTENTS:**

1. Definition and meaning of NGOs
2. Historical development of NGOs
3. Typology of NGOs
4. NGOs Types by Orientation: Charitable; Services Oriented; Participatory; Empowering
5. NGOs type by level of operation: Community based organization; Citywide organization; National organization; International organizations
6. Theories of Formal Organization
7. Classical Organizational Theory
8. Neoclasical Organizational Theory
9. System Approach Theory
10. Organizational Structure of NGOs
11. Organizational Process: Motivation, Power and Authority, Leadership, Communication and Decision Making
12. Organizational Behavior: Code of Conduct
13. Human Resource Development: Training and Development of Employees, Career Planning and Human Resource Development, Performance Appraisal
14. NGOs Management
15. Developing projects proposals
16. Financial Management for NGOs / Procurement rules
17. Formation and Registration Process of NGOs in Pakistan
    1. Societies Registration Act 1860
    2. Charitable Endowments Act 1890
    3. Trust Act 1892
    4. Voluntary Social Welfare Agencies Registrations and Control Ordinance 1961
    5. Companies Ordinance 1984 (only relating to non-profit organization)
18. NGOs in Pakistan: Case Studies
19. Limitations of NGOs in Pakistan

**RECOMMENDED READINGS:**

1. Abraham, A. (2011). *Formation and Management of NGOs: Non-governmental Organisations.* New Delhi: Universal Law Publishing.
2. Alin, F. et al. (2006). *How to Build a Good Small NGO?* Oxford: Mango/Networklearning.
3. Ben-Ari, R. H. (2012). *The Normative Position of International Non-Governmental Organizations Under International Law: An Analytical Framework*. Leiden: MartinusNijhoff Publishers.
4. Bhattacharya, S. (2006). *Social Work Administration and Development*, New Delhi: Rawat Publication.
5. Davies, T. (2014). *NGOs: A New History of Transnational Civil Society*. Oxford University Press.
6. Hulme, D. & Edwards, M. (2013). *Making a Difference: NGO’s and Development in a Changing World*. New York: Roultledge.
7. Jafar, A. (2011). *Women’s NGOs In Pakistan*. New York: Palgrave Macmillan.
8. Lewis, D. (2006). *The Management of Non-Governmental Development Organizations.* New York: Routledge.
9. Lewis, D. (2014). *Non-Governmental Organizations, Management and Development*. New York: Routledge.
10. Lindblom, A. (2005). *Non-Governmental Organisations in International Law*. Cambridge: Cambridge University Press.
11. Qureshi, Z. I. (2005). *Managing NGOs in Developing Countries: Concepts, Frameworks and Cases.* USA: Oxford University Press.
12. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
13. Shah, G. H. &Ejaz, N. (2005). *The Role of NGOs in Community Health in Pakistan*. Lahore: Lahore University of Management Sciences.
14. Vedder, A. (2007). *NGO Involvement in International Governance and Policy: Sources of Legitimacy*. Leiden: MatinusNijhoff Publishers.
15. Werker, D. & Ahmed, F. (2008). *What do Non-Governmental Organizations do?* Harvard Business School.

**SW-446 FIELD WORK - II Cr.Hrs: 02**

* Students will be placed in a field work agency. For details, see Annex-I

**SW-551 THEORIES APPLIED IN SOCIAL WORK Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course is designed to provide students with theoretical base that helps then practice social work. It also aims to provide conceptualization tools to students in their practice.

**COURSE CONTENTS:**

1. Relationship between Theory and Social Work Practice

**Psychological Theories for Social Workers**

1. Behavioural Theory
2. Psychosocial Theory
3. Cognitive Theory
4. Psychoanalytical Theory

**Direct Social Work Practice Theories**

1. Crisis Theory
2. The Empowerment Approach to Social Work
3. Problem-Solving Theory
4. System Theory

**Sociological Theories for Social Workers**

1. Contemporary Sociological Theory
2. Talcott Parsons
3. George Simmel
4. Robert K Merton
5. Ralph Daherendorf
6. C.W.Mill
7. GH Mead
8. CH Cooley
9. Modern Sociological Theory
10. Pierre Bourdieu
11. Anthony Giddnes
12. Jurgen Habermas
13. Michel Foucault
14. George Ritzer

**RECOMMENDED CITATIONS**

1. Turner, F.J. (ed). (1996). Social Work Treatment. (4thed.). The Free Press.
2. Walsh, J. (2013). *Theories for Direct Social Work Practice*. (3rded.). Cengage Learning.
3. Beckett, C. (2006). *Essential Theories for Social Work Practice*. London: Sage Publications
4. Oko, J. (2011). *Understanding and Using Theory in Social Work Practice*. (2nded.). Learning Matters Ltd.
5. Perlman, H.H. (1955). *Social Casework: A Problem Solving Process*. Chicago: University of Chicago Press.
6. Ashley D. and Orenstein D (2005). *Sociological theory: Classical statements (6th ed.)*. Boston, Massachusetts, USA: Pearson Education.
7. Berger P.L. (1999). *The Sacred Canopy: Elements of a Sociological Theory of Religion,* Anchor Books paperback: [ISBN 0-385-07305-4](http://en.wikipedia.org/wiki/Special:BookSources/0385073054)
8. Richard R. (1986). *Foucault and Epistemology* in Hoy, D (eds) 'Foucault: A critical reader' Basil Blackwell. Oxford.
9. Ritzer G. (1997). Post modern Social theory. McGraw-Hill.
10. Ritzer G. (2000). Classical Sociological theory 3rd Ed. McGraw Hill.

**SW-552 SOCIAL CASE WORK Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The purpose of this course is to help the students to understand the basic methods of social work and the application of social case work as a method of helping individuals. This course focuses on the socio-psychological and cultural understanding of the individual in a society and will help them to understand social case work as a process. It develops abilities of the students to critically analyze problems of individuals as well as the factors affecting them and also develop the ability of establishing and sustaining a working relationship with the client.

**COURSE CONTENTS:**

1. Introduction to Social Case Work
2. Concept of Social Case Work: Definition, Description, Scope & Importance
3. Code of Ethics of Social Case Work in the Practice of Social Work
4. Historical Development of Social Case Work
5. Principles of Social Case Work
6. Components of Social Case Work: Person, Problem, Place, Process & Professional Representative.
7. Problem Solving Process: Social Study, Assessment, Intervention, Follow-up & Termination.
8. Client-Worker Professional Relationship.
9. Approaches to Social Case Work
10. Task-Centered Approach
11. Social-Psychological Approach
12. Problem Solving Approach
13. Integrated Approach of Practice
14. Techniques of Social Case Work Process
15. Communication Skills
16. Resource Mobilization
17. Rapport Building
18. Recording: Nature, Purpose, Types & Principles of Recording
19. Counseling
20. Tools of Social Case Work Intervention
21. Listening
22. Observation
23. Interview: Definition & Scope, Interviewing Technique and Essential Condition for an Interview
24. Home Visits
25. Fields of Social Case Work
26. Medical Social Work
27. Psychiatric Social Work
28. School Social Work
29. Social Case Work with Disabled Person
30. Social Case Work with Drug Dependents
31. Social Case Work with Senior Citizens
32. Social Case Work with Displaced People

**RECOMMENDED READINGS:**

1. Aptekar, H. H. (2000). *Basic Concepts in Social Case Work*. Chapel Hill: University of North Carolina Press.
2. Cross, C. P. (2000). *Interviewing and Communication in Social Work*. Routledge & K. Paul.
3. Deve, R. & Prakash, R. (2014). *Social Work Methods, Practices and Perspective*. Jaipur: Mangal Deep.
4. Friedlander, W. A. (1964). *Concepts and Methods of Social Work*. N. W. Jersey: Prentice-Hall.
5. Janet, S. (2005). *Counselling Skills in Social Work Practice*. Buckingham, Philadelphia: Open University Press.
6. Khalid, M. (2014). *Social Work: Theory and Practice*. Karachi: Kifayat Academy
7. Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: Tata Institute of Social Science.
8. Miller, L. (2005). *Counselling Skills for Social Work*. London: Sage Publications.
9. Perlman, H. H. (1957). *Social Case Work: A Problem Solving Process*. Chicago: University of Chicago Press.
10. Richard, M. E. (1944). *Social Diagnosis*. New York: Russell Foundation.
11. Roberts, B. C., Galaway, B. &Cournoyer, B. (2005). *Social Work Processes*. California: Wadsworth.
12. Sainsbury, E. E. (2004). *Social Diagnosis in Case Work.* Routledge & K. Paul.
13. Stewart (2010). *Interviewing, Principles and Practices.* Tata McGraw-Hill Education.
14. Wilson, S. J. (2000). *Recording, Guidelines for Social Workers*. Simon and Schuster.
15. Zastrow, Z. (2010). *Introduction to Social Work and Social Welfare: Empowering People.* Belmont, CA.

**SW-553 SOCIAL GROUP WORK Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course will familiarize the students with the concept and methods of group work, its purpose, principles, group dynamics, group developmental stages and important elements of group dynamics like group structure, group members, and group leaders. It will also enable the students to practically observe the functioning of groups being administered for different age groups in different social welfare agencies during their field work.

**COURSE CONTENTS:**

1. Definition, Purpose and Importance of Social Group Work
2. History of Social Group Work
3. Principles of Social Group Work
4. Methods of Social Group Work
5. Group Dynamics: Definitions, Concepts and Components
6. Models of Social Group Work
7. Planning a Group Work
   1. Clarity of Purpose
   2. Available Resources: Human, Financial, Technical, Material etc.
   3. Selection of Specific Method of Social Group Work
   4. Selection of Physical Settings and Non-physical Setting
   5. Duration of the Group Work
   6. Types of Group Members: Homogenous & Heterogeneous Nature
   7. Mechanism for Evaluation of Group Performance
8. Physical Structure of the Group
9. Social Structure of the Group
10. Recording in Group Work
11. Leadership in Social Group Work: Types and Theories
12. Group Development Stages and Role of Social Group Worker (Forming, Storming, Norming, Performing and Adjourning)
13. Skills and Functions of Social Group Worker
14. Social Group Work with: Children, Adolescents, Disables, Adults and Aged People
15. Issues and trends in Social Group Work in Pakistan.

**RECOMMENDED READINGS:**

1. Alissi, A. S. (2008). *Perspectives on Social Group Work Practice*. Simon and Schuster.
2. [Cohen, C. S.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Cohen,%20Carol%20S%20Ed.) (2009). *Strength and Diversity in Social Work with Groups*. New York: Routledge.
3. [Garvin, C. D. &Guti, L. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Garvin,%20Charles%20D.%20Ed.) (2004). *Handbook of Social Work with Groups*. New York : The Guilford Press .
4. [Gitterman, A.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Gitterman,%20Alex%20Ed.) (2009). *Encyclopedia of Social Work with Groups*. London: Routledge.
5. [Glisson, C. A., Dulmus, C. N. & Sowers, K. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Glisson,%20Charles.) (2012). *Social Work Practice with Groups, Communities, and Organizations*.  New Jersey: Wiley.
6. Jaques, D. & Salmon, G. (2007). *Learning in Groups*. USA. Routledge.
7. Lindsay, T. & Orton, S. (2011). *Group Work Practice in Social Work*. London: Sage.
8. Malekoff, A. (2004). *Group Work with Adolescents: Principles and Practice*. Spring Street, New York.
9. Mark Doel. (2006). *Using Group Work*. USA. Routledge.
10. Shaw, M. E. (1976). *Group Dynamics: The Psychology of Small Group Behavior.* USA, McGraw-Hill, Inc.
11. Sullivan, N., Mitchell, L., Goodman, D., Lang, N. C. &Mesbur, E. S. (2003). *Social Work with Groups: Social Justice through Personal, Community, and Societal Change.* Binghamton. The Haworth Press.
12. Toseland, R. W, Rivas, R. F. (1995). *An Introduction to Group Work Practice.*(2nd ed.). USA: Allyn and Bacon.
13. [Zastrow, C.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Zastrow,%20Charles.) (2006). *Social Work with Groups: A Comprehensive Workbook*. (6thed.). Library of Congress.

**SW-554 SOCIAL PROBLEMS OF PAKISTAN Credit Horus: 03**

**Objectives:**

To help students to understand the multiple causative factors of the social problems of the society, its impact and the possible means and ways to solve and mitigate these problems.

**CONTENTS**

1. Social Problems
   * 1. Definition / Meaning and other related concepts
     2. Importance of its Study.
     3. Approaches to Social Problems
     4. Role of Social Worker in the Solutions of Social Problems.
2. Social Policy: Definitions, concepts and importance
3. Social Planning:
   1. Definitions, concepts, importance and Steps of Social Planning
   2. Organizational and administrative frame work for planning
4. Population Growth
5. Definition and Description
6. Causes, impact and its Remedies.
7. Economic Problems
   1. Poverty
8. Definition and Description
9. Poverty Line, National Poverty Line, Absolute Poverty
10. Causes, and impact
11. Government Strategies / Remedies.
    1. Unemployment and Under Employment,
12. Definition and Description
13. Types of Un-employment
14. Causes, impact and its Remedies.
15. National and International Reports
16. Crime and Juvenile Delinquency
17. Definition and Description
18. Types / Causes and its Remedies.
19. Illiteracy
20. Definition and Description
21. Causes, impact, Government Strategies and Remedies.
22. National and International Reports
23. Beggary:
24. Definition / Description / Types
25. Causes, impact, Government Strategies and Remedies.
26. Child Labour
    1. Definitions / Description and other concepts related to child labour.
    2. Causes, impact and Solution
    3. National and International Reports
    4. Child Labour Concept in CRC. (Convention on the Rights of the Child)
27. Labour Problems and Welfare
28. Classification of Labour
29. Contemporary Labour Problems,
30. Labour Policies
31. Drug Addiction
32. Definitions and other concepts related to drug addiction.
33. Types of Drugs
34. Addiction and Characteristics
35. Causes and Remedies
36. Detoxification (Meaning, Method)
37. Rehabilitation
38. National and International Reports
39. Climate Change
    1. Global Warming
    2. Green Social Work
    3. Agricultural Problems
40. Others
41. Corruption
42. Family Problems
43. Health
44. Honor Killing
45. Housing
46. Human Trafficking
47. Malnutrition
48. Terrorism
49. Violence

**RECOMMENDED READINGS:**

1. Alam, Anwar. (2002). *Principles of Sociology*. Peshawar: Saif Printing Press.
2. Baqai, S. (2005). *Social Problems of Pakistan.* Karachi: Kafayat Academy.
3. Bhatti, Iqbal A. (1995). *Model English Essays for Competitive Examinations***.** Lahore: Bhatti Publishers.
4. Chitambar, J.B.. (1974). *Introductory Rural Sociology*: *A Synopsis of Concepts and Principles*. New Delhi: Wiley Eastern LTD.
5. Dean, H. (2012). *Social Policy: Short Introduction.* (2nd ed). Cambridge: Polity press.
6. Dermon, W. &Whiteford, S. (1985). *Social Impact Analysis & Development Planning in the Third World*. London: Westview Press.
7. **Dominelli, L. (2012).** *Green Social Work – From Environmental Crises to Environmental Justice.* Cambridge: Polity Press.
8. Dominelli, L. (2014). Promoting Environmental Justice Through Green Social Work Practice: A Key Challenge for Practitioners and Educators. *International Social Work*, 57(4), 338–345
9. *Encyclopaedia of Seerah*. Vol-11. (1982). London: The Muslim Schools Trust.
10. George, A. S. (2010). *Strategic Planning What Every Management Must Know*. New York: The Free press.
11. Horton, P.B. & Gerald R. L. (1978). *The Sociology of Social Problems***.** New Jersey: Prentice-Hall Inc., Englewood Cliffs.
12. Iqbal C. M. (2001). *Pakistani Society.* Lahore: Aziz Publishers.
13. Jones, Brian J., Bernard J. Gallaghar, III & Joseph A. McFalls, Jr. (1980). *Social Problems: Issues, Opinions & Solutions.* New York: McGraw-Hill.
14. Kahn, A. J. (1969). *Studies in Social Policy & Planning*. New York: Russell Sage Foundation.
15. Khalid, Mohammad. (2001). *Social Work Theory and Practice*. Karachi: Kifayat Academy.
16. Kuper, Adam and Kuper, Jessica. eds. (1999). *The Social Science Encyclopaedia.*London: Routledge.
17. Lauer Robert H. (1986). *Social Problems and the Quality of life***.** 3rdEd. Dubuque: Lowa: Wm.C.Brown Publishers.
18. McVeigh, Frank & Arthur Shostak. (1978). *Modern Social Problems*. New York: Hold, Rinehart & Winston.
19. Meenaghan, T. M., Keith, M. K. & John, G. M. (2004). Social Policy Analysis and Practice. Chicago: Lyceum.
20. Meubech K. J. (1991). *Social Problems: A Critical Approach.* 3rd Edition. New York: McGraw Hill.
21. Nasir, M. Saeed, Hyder, Syed Kamal. (2004). *Economics of Pakistan***.** Lahore: New Fine Printing Press.
22. Newman, H. &Wijk, A. V. (1987). *Self Evaluation and Planning for Human Service Organizations*. Publisher AMACOM, ASIN.
23. Safdar, Sarah. (1999). *Introduction to Social Work.* Peshawar: Wahdat Printing Press, Khyber Bazar.
24. Scarpitti, Frank R. (1974). *Social Problems.* New York: Hold, Rinehart & Winston, Inc.
25. Stanley, Eitzen D. & Zinn, Mazine B. (1996). *Social Problems*. Boston: Allyn & Bacon.
26. Stanley, Eitzen D. (1999). *Social Problems***.** 3rd Ed. Boston: Allyn& Bacon, Inc.
27. Sue Titus Reid. (n.d). *Crime and Criminology.* Illinois: The Dryden Press.
28. Syed, Abdul Quddoos. (1990). *Social Change in Pakistan***.** Lahore: Progressive Publishers.

**SW-555 SOCIAL LEGISLATION Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The purpose of this course is to give an understanding about the legislation process, its functioning and effectiveness. The course also orients students with various social legislations, laws and process of NGOs registration and functioning in Pakistan.

**COURSE CONTENTS:**

1. Introduction
2. Definition and concept of social legislation
3. Importance of social legislation
4. Sources of Social legislation
5. Procedure of social legislation in Pakistan
6. Sources of Islamic law: Qur’an, Hadith, Ijma (Consensus), Qiyas (Analogy)
7. Selected social legislation in Pakistan
   1. Women: Muslim Family Laws Ordinance 1961; The Protection Against Harassment of Women at Work Place Act 2010
   2. Children: Guardian and Ward Act 1890; Juvenile Justice System Ordinance, 2000; Khyber Pakhtunkhwa Child Protection and Welfare Act 2010
   3. Elderly: Khyber Pakhtunkhwa Senior Citizen Act 2014
   4. Disability: Employment and Rehabilitation of Disabled Person, Ordinance 1981
   5. Drugs: Control of Narcotic Substances Act, 1997
   6. Others: Right to Information Act 2014; Protection of Pakistan (amended) Ordinance 2014

**RECOMMENDED READINGS:**

1. Albert, R. (2000). Law and Social Work Practice: A Legal Systems Approach. (2nd ed.). New York: Springer.
2. Alexander, R. (2003). Understanding Legal Concepts that Influence Social Welfare Policy and Practice. Belmont: Brooks/Cole.
3. Ali, Q. (1998). *Policy Advocacy: A Framework for Social Change in Pakistan. An Exploratory Research Study.* Pakistan Lead.
4. Brayne, H &Carr, H. (2010). *Law for Social Workers.* Oxford University Press.
5. Brayne, H. & Helen, C. (2010). Law for Social Workers. New York: Oxford University Press.
6. Government of Pakistan. (1980). *Report on Handicapped: The Handicapped Child*. Islamabad: Ministry of Health and Social Welfare.
7. Khalid, M. (2014). *Social Work Theory and Practice.* Karachi: Kifayat Academy.
8. Long, L., Roche, J. & Stringer, D. (2010). *The Law and Social Work*. New York: Palgrave.
9. Papay, J. (1998). *Men, Gender Divisions and Welfare*. New York: Routledge
10. Pasha, A. G. & Iqbal, M. (2003) *Defining the Nonprofit Sector*. Manchester University Press
11. Rehmatullah, S. (2002). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
12. Robert, L. B. & Douglas, M. B. (2000). *Forensic Social WorkLegal Aspects of Professional Practice*. London: Haworh Press Inch.
13. Ungerson, C. &Kember, M. (1997). *Women and Social Policy.* London: MacMillan Press.

**SW-556 FIELD WORK -III Cr.Hrs: 03**

Students will be placed in a field work agency. For details, see Annex-I

**SW-561 COMMUNITY ORGANIZATION AND DEVELOPMENT Cr.Hrs: 03**

## COURSE OBJECTIVES:

This course helps students to understand about community, types of community, concept of community organization and community development. It also enables students to learn about objectives, principles, approaches and history of community development.

## COURSE CONTENTS:

1. Community
2. Definitions and explanation of community
3. Essentials and elements of community
4. Types of community
5. Community Organization
6. Definitions and purpose
7. Types of community organization
8. Community Mobilization
9. Mobilization Process
10. Tools of Mobilization: Participatory Rural Appraisal (PRA), Rapid Rural Assessment (RRA), Participatory Learning & Action (PLA)
11. Role of Social Mobilizer
12. Barriers to community mobilization
13. Community Participation
    1. Definitions and meaning of community participation
    2. Types of community participation
14. Community Development
    1. Definitions, objectives and explanation of community development
    2. Principles and philosophy of community development
    3. Process of community development
    4. Approaches /techniques of community development
15. Community Development Programs in Pakistan
    1. Government sponsored programs
    2. Non-government sponsored programs
    3. Local Government
16. Role of Social Workers in Community Development

**RECOMMENDED READINGS:**

1. Chaudhry, M. I. (2000). *Pakistani Society*. Kifayat Academy, Karachi.
2. Craig, G., Mayo, M., Popple, K., Shaw, M. & Taylor, M. (2011). *The Community Development Reader: History, Themes and Issues*. Bristol: Policy Press.
3. Gilchrist, A., & Taylor, M. (2011). *The Short Guide to Community Development*. Bristol: Policy Press.
4. Gilchrist, A. (2009). *The Well-connected Community: A Networking Approach to Community Development*. Policy Press.
5. [Glisson, C. A., Dulmus, C. N. & Sowers, K. M.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Glisson,%20Charles.) (2012). *Social Work Practice with Groups, Communities, and Organizations*.  New Jersey: Wiley.
6. Kenny, S. (2007). *Developing communities for the Future*. Melbourne: Thomson.
7. Khalid, M. (2004). *Social Work Theory & Practice*. Kifayat Academy, Karachi.
8. [Ledwith, M. (2011).](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Ledwith,%20Margaret.)*Community Development: A Critical Approach*. Bristol: Policy Press.
9. Ledwith, M. (2015). *Community Development in Action*. Bristol: Policy Press.
10. Pawar, M. S. (2009). *Community Development in Asia and the Pacific*. London: Routledge.
11. Pitchford, M. & Henderson, P. (2008). *Making Spaces for Community Development.* Bristol: Policy Press.
12. Rafiq, S. Z. (2006). *Community Development: Concepts and Practices*.Peshawar: Saif Printing Press.
13. [Rai, D. P.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Rai,%20D.P.), Duggal, I. & Singh, Y. K. (2007). *Community Development*. New Delhi: Shree Publishing.
14. Ranjha, A. N. (2013). *Working Practices, Problems and Needs of Community Development Projects in Punjab Province, Pakistan (PhD Thesis).* Dundee: University of Dundee.
15. [Sherraden, M. S.](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Sherraden,%20Margaret%20S.) (2014). *Community Economic Development and Social Work*.  New York: The Haworth Press.

**SW-562 SOCIAL WELFARE ADMINISTRATION Cr.Hrs: 03**

**COURSE OBJECTIVES:**

To help students understand basic concepts and principles of social welfare administration, introduce them with administrative structures and functions of a social services unit and map out Pakistan’s social welfare administration.

**COURSE CONTENTS:**

1. Definition and historical perspective of Social Welfare Administration
2. Principles of Social Welfare Administration
   1. Needs and vulnerability
   2. Risk and insecurity
   3. Social investment
   4. Social justice
   5. Social inclusion
3. Social Welfare Administrative Structure for Provision of Social Services
4. The public sector
5. The private sector (for profit, not for profit/voluntary)
6. The informal sector (mutual aid)
7. Components of social administrative structure
8. Organization
9. Personnel
10. Program
11. Finance
12. Management
13. Functions of Social Welfare Administration
    1. Planning
    2. Organizing
    3. Staffing
    4. Directing
    5. Co-ordinating
    6. Reporting
    7. Budgeting
14. Role of Social Welfare Officer/Administrator

**RECOMMENDED READINGS:**

1. Abbas, R. (1969). *Social Welfare Administration in Pakistan*. Lahore: Alhamra Academy.
2. Johri, P. K. (2007). *Social Administration*. India: Anmol PublicationsPvt Ltd.
3. Khalid, Muhammad. (2014). *Social Work Theory and Practice*. Karachi: Kifayat Academy.
4. Khan, A. A. (2011). *Social Work Administration and Development*. India: Anmol Publication Pvt Ltd.
5. Lohmann, R. A. &Lohmann, N. (2013). *Social Administration*. Columbia University Press.
6. Mathew, A. (2005). *Role of Pachayats in Welfare Administration: A Study with Special Reference to Centrally Sponsored Schemes*. India: Gyan Publishing House.
7. Murugan, S. (2013). *Social Welfare Administration. Coimbatore*. Coimbatore: Department of Social Work.
8. Oxford University Press (2010). *Management and Administration in Social Work: Oxford Bibliographies Online Research Guide*. Oxford University Press.
9. Prakash, A. (2013). *Social Welfare & Administration*. Jaipur: RBSA Publishers.
10. Skidmore, R. A. (1995). *Social Work Administration: Dynamic Management and Human Relationships.* Needham Heights, MA: Allyn and Bacon.
11. Weinbach, R. W. & Taylor, L. M. (2014). *The Social Worker as Manager: A Practical Guide to Success.* Boston, MA: Pearson Education, Inc.

**SW-563 SOCIAL POLICY AND SOCIAL ACTION Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course is designed to highlight the importance of Social Policy and Social Action in attaining stability, empowerment and for promotion of social development in the society. It will help the students to understand the conceptual and theoretical framework of Social Policy, Social Action and Advocacy. The course aims to promote the students’ academic and professional skills in Social Action as significant secondary method of social work. It will also help the students to understand the roles and functions of Social Action in forming the basis for existence and functioning of social welfare institutions. The course will be helpful in understanding the effectiveness of Social Policy, Social Action and Advocacy for services, rights, social justice and equal protection of individuals, groups and communities.

**COURSE CONTENTS:**

1. Definition, Meaning, Objectives and basic concepts related to Social Policy and Social Action

1. Need and Importance of Social Policy and Social Action
2. Concept of social policy in Islam
3. Objectives and determinants of social welfare policy
4. Constituents of Social Policy
5. Strategy to achieve objectives
6. Social Action & Social Work
7. Elements, Principles, Process, Characteristics & Types of Social Action
8. Social Movements: Concept, Nature, Classification & Components
9. Instruments of Social Action
10. Volunteerism: Role of Motivation, Motivations behind Volunteerism
11. Mobilization: Definition, Steps in Mobilization Process, Tools of Mobilization
12. Advocacy: Definition, Principles, Types, Models, Process & Skills
13. Lobbying: Definition, Types, Process/Steps and Ethics involved in Lobbying
14. Propaganda: Definition, History, Tools and Limitations.
15. Bargaining: Definition & Techniques
16. Blogging: Definition, History and Types
17. Signature Campaign: Definition & Importance
18. Social Action at State Level
19. Social Action at NGO's Level
20. Trends and Issues in Social Action in Pakistan
21. Role of Social Workers in Social Action.

**RECOMMENDED READINGS:**

1. Abbott, C. & Taylor, P. (2013). *Action Learning in Social Work*. London: Sage Publications.
2. Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.
3. Alcock,P, Erskin, A., A. E., May, M .(2003).*The Students’ Companion to Social Policy.* (2nded.). Wiley-Blackwell
4. Alexander, R. (2003). Understanding legal concepts that influence social welfare policy and practice. Belmont, CA: Brooks/Cole.
5. Austin, M. J. & Jeffery, R. S. (2000). Managing in the planning process. *In* The handbook of social welfare management. Thousand Oaks, CA: SAGE.
6. Cleland, D. I. & Ireland, L. R. (2002). *Project Management: Strategic Design and Implementation.* Singapore: McGraw – Hill Companies, Inc.
7. Clements, J. P. &Gido, J. (2006). *Effective Project Management*. New Delhi: Cengage Learning India Pvt. Ltd.
8. Covey, S. R. (2004). *The 7 Habits of Highly Effective People.* Great Britain: Simon & Schuster UK. Ltd.
9. Curry, S. & Weiss, J. (1993). *Project Analysis in Developing Countries.* (2nded.). New York: Palgrave Publishers Ltd.
10. Dale, R. (1998). *Evaluating Development Programs and Projects.* (2nded.). New Delhi: Sage Publications India Pvt. Ltd.
11. Guerrero, A. L. (2005). *Social Problems: Community, Policy and Social Action*. New Delhi: Sage Publications India Pvt. Ltd.
12. Hintikka, G. H. &Tuomela, R. (1997). *Contemporary Action Theory*. Volume 2: Social Action. Netherlands: Kluwer Academic Publishers.
13. Kumari, V. & Brooks, S. L. (2004). *Creative Child Advocacy – Global Perspectives.* New Delhi: Sage Publications India Pvt. Ltd.
14. Martin, J. L. (2011). *The Explanation of Social Action*. New York: Oxford University Press.
15. Maylor, H. (2003). *Project Management* (3rded.). New Delhi: Dorling Kindersley (India) Pvt. Ltd.
16. Miller, S. (2001). *Social Action: A Teleological Account*. United Kingdom: Cambridge University Press.
17. Murugan, S. (2013). *Community Organization and Social Action*. Coimbatore: Department of Social Work.
18. [Newcom,](http://121.52.159.155:8000/cgi-bin/koha/opac-search.pl?q=au:Schs,%20Jerome.) F. A. & Sachs, J. (2013). *Clinical Work and Social Action: An Integrative Approach*. New York: The Haworth Press.
19. Van Womer, K. S. (2004). *Confronting Oppression, Restoring Justice; From Policy Analysis to Social Action*. Virginia, USA: Council on Social Work Education.

**SW-564 SOCIAL WORK AND HUMAN RIGHTS Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course aims to provide an introduction to the interdisciplinary study of human rights with a particular emphasis on the relationship between human rights and social work.It will develop an understanding of the history of human rights, protection and implementation mechanisms around the world and in Pakistan. It will also equip students with knowledge of major human rights issues in Pakistan.

**COURSE CONTENTS:**

1. Introduction to Human Rights
2. Concept of Rights and Obligations
3. Definition, Meaning and Characteristics of Human Rights
4. Dimensions of Human Rights
5. Historical Evolution of Human Rights
6. Human Rights Education; Need and Importance.
7. Human Rights and Islam
8. Islamic Concept of Rights
9. Human Rights in the Holy Quran, the Hadith and Sunnah
10. The Last Sermon of the Holy Prophet (PBUH) on Human Rights
11. Philosophy, Theories and Perspectives of Human Rights
    1. Natural Rights
    2. Legal Rights
    3. Social Contract
    4. Utilitarianism
    5. Universalism
    6. Cultural Relativism
12. Human Rights Legislations, Monitoring and Enforcement Mechanism
13. Universal Declaration of Human Rights 1948
14. Treaties and Conventions on Human Rights
15. Human Rights Monitoring and Enforcement Mechanism
16. Human Rights Approach to Social Work
17. Meaning of Human Rights Approach to Social Work
18. Social Work as a Human Rights Profession
19. Core Values of Social Work and their Relation with Human Rights
20. Human Rights in Pakistan
21. Constitutional Provisions (Fundamental Rights and Principles of Policy).
22. International Legal Obligations Undertaken by Pakistan
23. Implementation Mechanism
24. Human Rights Issues in Pakistan
25. Protection of Human Rights
    1. Role of International Human Rights Organizations
    2. Role of Human Rights Commission of Pakistan (HRCP)
    3. Role of NGOs in Protecting Human Rights
    4. Role of media in protecting Human Rights
    5. Role of Social Workers in Protecting Human Rights

**RECOMMENDED READINGS:**

**Major Readings:**

# Blau, J., & Moncada, A. (2015). *Human rights: A primer*. Routledge.

# Biletzki, A. (2019). *Philosophy of human rights: a systematic introduction*. Routledge.

**Additional Readings**

# Alston,P., & Goodman,R. (2013).*International Human Rights.*Oxford; Oxford University Press

1. Government of Pakistan. (2000). *State of Human Rights in* Pakistan (1994-2000). Islamabad: Human Rights Commission of Pakistan.
2. Human Rights Watch. *World Reports*. Retrieved from: https://www.hrw.org/previous-world-reports
3. Ife, J. (2012). *Human Rights and Social Work: Towards Rights-Based Practice*. Cambridge: Cambridge University Press.
4. Ishay, M.R.(2008). *The History of Human Rights: From Ancient Times to the Globalization Era*. Berkeley; University of California Press.
5. Khan, Z.U. (2001). *Human Rights; Theory and Practice.* Karachi; Pakistan Law House.
6. Mapp, S.C.(2008). *Human Rights and Social Justice in a Global Perspective; An Introduction to International Social Work.* New York ; Oxford University Press.
7. Maududi, S.A.A.( 1999). *Human Rights in Islam.*(2ndEd.). Islamabad; Da’wah Academy
8. Nair, P.S (Ed.).(2011). *Human Rights in a Changing World*. Delhi; KalpazPublicatpions.
9. Pollis, A., &Schwab,P.(Eds.). (2000). *Human Rights New Perspectives, New Realities.* London: Lynne Rienner Publishers.
10. Reichert, E.(Ed.). (2007). *Challenges in Human Rights: A Social Work Perspective*. New York; Columbia University Press
11. Whelan, D.J.(2010).*Indivisible Human Rights: A History.* Philadelphia; University of Pennsylvania

SW-565 Cr.Hrs: 03

HUMAN GROWTH AND PERSONALITY DEVELOPMENT

COURSE OBJECTIVES:

The aim of the course is to enable the students to comprehend the personality structure of the client. It also interprets the personality dynamics of the human being while working as team member in social work settings.

COURSE CONTENTS:

1. Meaning and significance of human growth and personality development
2. Basic assumptions of human behavior
3. Approaches to the study of human growth and development
4. Principles of human growth and development
5. Factors affecting human growth/development
6. Phases of human growth and development
   1. Pre-natal and post-natal development
   2. Infancy
   3. Pre-School Child
   4. School Child
   5. Puberty
   6. Adulthood
   7. Old Age
7. Theories of personality development
   1. Freud’s Psycho Analytic Theory
   2. Jung’s Analytical Theory
   3. Social Psychological Theory of Adler
   4. Eric Erikson’s Psychoanalysis and the Life Cycle
   5. Jean Piaget’s Theory of Cognitive Development
   6. Lawrence Cohlberg’s Theory of Moral Development
8. Concepts of abnormal behavior
   1. Psychotic Disorder
   2. Neurotic Disorder
   3. Psychosomatic Disorder
9. Role of Nature & Nurture in Personality Development

**RECOMMENDED READINGS:**

1. Bano, S. (2005). *Introduction to Psychology*. Lahore.
2. Baron, R.S. (2000). *Psychology*. (5th Ed.). Allyn & Bacon.
3. Beckett, C., & Tylor, H. (2010). *Human Growth and Development*. (2nd Edition). Sage.
4. Cameron, N., &Bogins, B. (2012). *Human Growth and Development*. Elsevier.
5. Feldman, R.S. (2005). *Understanding Psychology*. (7th Edition). McGraw-Hills
6. Halonen, J.S., &Santrock, J.W. (2000). *Psychology: Contexts & Applications*. (3rd Ed.). McGraw-Hill
7. Hiriyappa, B. (2012). *Development of Personality and its Theories.*Booktango
8. Hurlock, E. B. (1972). *Child Development*. New York: MacGraw Hill Book Company.
9. Justin, P. (1970). *Human Development*. New York: McGraw Hill Book and Company.
10. Macionis, J.J. (2012). *Sociology*. (14th Edition). McGraw-Hills
11. Malik, S.H. (2002). *A Collection of Psychological Thoughts*. Rawalpindi: Hussain A. Malik Publishers.
12. Ulijaszek, S.J., Johnston, F.E., &Preece, M.A. (1998). *Cambridge Encyclopedia of Human Growth and Development*. Cambridge University Press.

**SW-566 FIELD WORK -IV Cr.Hrs: 03**

Students will be placed in a field work agency. For details, see Annex-I

**SW-671 SOCIAL DEVELOPMENT Cr.Hrs: 03**

**COURSE OBJECTIVES**

The course is designed to impart knowledge regarding meaning, scope and importance of social development.

**COURSE CONTENTS**

1. Definition and importance of social development
2. Principles, goals and phases of social development
3. Sustainable social development
4. Indicators of social development
5. Theories of social development:
6. Modernization Theory
7. Dependency Theory
8. Globalization Theory
9. Social development in Pakistan
10. Historical background
11. Stakeholders of social development
12. Factors promoting social development
13. Factors hindering social development
14. Thematic areas of social development
15. Rural development
16. Gender and development
17. Public Health
18. Education: Formal, Informal and Non-formal
19. Other Current Issues

**RECOMMENDED READINGS**

1. Bhatti, K. M. (1995). *Sustainable Rural Development Coordinated Approach*. Karachi: PARD.
2. Chaudhry, Muhammad I. (2000). *Pakistani Society*. Karachi: Kifayat Academy.
3. Chekki, D. A. (1986). *Community Development Theory and Methods of Planned Change.* Calcutta: Vikas Publishers.
4. Hall, A. & James, M. (2004). Social Policy for Development. Thousand Oaks, CA: SAGE.
5. Khalid, Mohammad. (2014). *Social Work Theory & Practice*. Karachi: Kifayat Academy.
6. Khan, I. K., Rashid, A. & Awan, A. A. (1988). *Participative Management for Rural Development*. Karachi: PARD.
7. Pawar, M. S. & David, R. C. (2010). Social Development: Critical Themes and Perspectives. New York: Routledge.
8. Rafiq, S. Z. (2000). *Community Development: Principles & Techniques*. Peshawar: Saif Printing Press.
9. Rafiq, S. Z. (2006). *Community Development: Concepts and Practices*. Peshawar: Saif Printing Press.
10. Roomi, S. H. (1997). *Training Manual Training of Trainers*: Islamabad, National Rural Support Program.
11. Taga, A. H. (1999). *Sociology & Problems*. Lahore: Abdul Hameed & Sons Publishers.

**SW-672 SOCIAL WELFARE IN PAKISTAN Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course aims at providing a detailed overview of Welfare System in Islam, Social welfare and Social Welfare Legislation in Pakistan. This will fulfil the students’ need for contextualizing social welfare concepts to religion and culture in Pakistan.

**COURSE CONTENTS:**

1. Social Welfare in Islam

1. Concept of Welfare State in Islam
2. The First Welfare State in the World

2. Islamic Economic Institutions/ Welfare Services in Islam

1. Zakat
2. Ushr/Tith
3. Sadaqat
4. Riba and its Impacts on Society

3. Theories of Welfare Development

1. Industrialization and Welfare
2. Welfare and Citizenship
3. Welfare as a Social Reform
4. Residual vs Institutional Welfare
5. Conservative vs Liberal Welfare
6. Radical Welfare: Communism, Socialism

5. History and Development of Social Welfare in the UK

1. The Early Poor Laws in England
2. The Poor Law of 1601, Reforms 1834 & 1905
3. Work Houses & Outdoor Relief
4. Partial Relief System 1795
5. Speenhalm Land Act
6. Child Labour& Factory Legislation
7. Prison Reforms
8. Beveridge Report

6. Social Welfare in Pakistan

1. Historical Developments
2. National Social Welfare Policies in Pakistan: A Critical Evaluation of 1955, 1988, 1992, and 1994 Policies
3. Child Welfare: Child Protection Commission, Sweet Homes, ZamungKor
4. Women Welfare: Benazir Income Support Program, Industrial Training for Women, Women Shelter Homes
5. Welfare of Disabled: Special Education for Disabled
6. Welfare of Poor and Destitute: Zakat and Pakistan Bait-ul-Maal
7. Penal Welfare: Parole and Probation
8. Labour Welfare in Pakistan: EOBI, ESSI, Workers Welfare Board
9. Structure and Functions of Social Welfare Ministry/Departments in Pakistan

**RECOMMENDED READINGS:**

1. Alam, A. (2014). *Labour Welfare in Khyber Pakhtunkhwa*. (M.Phil Thesis). Department of Social Work, University of Peshawar
2. Alexander, R. (2003). Understanding Legal Concepts that Influence Social Welfare Policy and Practice. Belmont: Brooks/Cole.
3. Berg-Weger, M. (2013). *Social Work and Social Welfare: An Invitation*. Routledge
4. Daly, L. (2006). *God and the Welfare State.* MIT Press
5. DiNitto, D.M. (2011). *Social Welfare: Politics and Public Policy*. Allyn & Bacon
6. Dolgoff, R., and Feldstein, D. (2008). *Understanding Social Welfare*. Pearson/Allyn and Bacon
7. Friedlander, W.A., &Apte, R.Z. (1980). *Introduction to Social Welfare*. Prentice-Hall
8. Harmsen, E. (2008). *Islam, Civil Society and Social Work: Muslim Voluntary Welfare Associations Jordan between Patronage and Empowerment*. Amsterdam University Press.
9. Khalid, M. (2014). *Social Work theory and Practice*. Lahore: Kifayat Academy.
10. Nabi, F. (2008). *Islam and Social Welfare: Toward a Conceptual Understanding*. ProQuest,
11. Pakistan Center of Philanthropy. (2013). *Corporate Philanthropy in Pakistan*. Available online at <http://www.pcp.org.pk/webadmin/assets/publications/1433405508.pdf>
12. Qureshi, A. (2014).*Amenities & Projects of Social Welfare Department in Pakistan:* Social Welfare Department, NGOs and their Working Series. Create Space Independent Pub.
13. Rehmatullah, S. (2002). *Social Welfare in Pakistan*. Karachi: Oxford University Press
14. Saljuq, A. (2005). Philanthropy and Charity in Pakistan. In *Journal of Management and Social Sciences, 1*(1), 85-98
15. Zastrow, C. (2009). *Introduction to Social Work and Social Welfare: Empowering People.* Cengage Learning

**SW-673 RESEARCH METHODOLOGY-I (BASICS) Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course will help students to understand research, types of research, its importance and steps involved in research process. It will also enable students to know about research design, universe, sampling, tools of data collection, data collection, data analysis and report writing. This course will enable them to develop skills in the practice of researches.

**COURSE CONTENTS:**

1. Introduction
   1. Definition and meaning of research
   2. Types of research
   3. Significance of research
   4. Theory and research
   5. Qualitative and Quantitative research
2. Basic Steps in Research Process
   1. Formulation of a research problem
   2. Review of literature
   3. Formulation of hypothesis
   4. Research design
   5. Data collection
   6. Data analysis
   7. Report writing
3. Universe /Population in Research
   1. Definition and meaning
   2. Importance of universe in research
4. Sampling
   1. Definition and meaning of sampling
   2. Importance of sampling in research
   3. Probability sampling and its types
   4. Non-probability sampling and its types
5. Tools of Data Collection
   1. Questionnaire
   2. Interview schedule
   3. Focused group discussion
   4. Observations
6. Ethics in Social Research
7. Problems/Limitations Faced by Researcher in the Field & its Solution
8. Qualities of a Good Researcher
9. Research Report Formulation
10. Format of research report
11. Essentials of a good research report
12. Referencing styles
13. Bibliography

**RECOMMENDED READINGS:**

* 1. Anastas, J. W. (2013). *Research Design for Social Work and Human Services*. Columbia University Press.
  2. Blaikie, N. (2009). *Designing Social Research.* Cambridge: Polity Press.
  3. Brian, C. (2006). *Applying Research in Social Work Practice*. UK: McGraw-Hill Education.
  4. Creswell, J. W. (2013). *Research Design: Qualitative, Quantitative and Mixed Methods Approach*. London: Sage Publications.
  5. Drake, B. & Jonson-Reid, M. (2007). Social Work Research Methods: From Conceptualization to Dissemination. Boston: Allyn and Bacon.
  6. Grinnell, R. M. &Unrau, Y. A. (2010). *Social Work Research and Evaluation: Foundations of Evidence-Based Practice.* USA: Oxford University Press.
  7. Kumar, A. (2011). *Quantitative Research Method in Social Work*. Anmol Publications Pvt Ltd.
  8. Morri, T. (2006). *Social Work Research Methods*. London: Sage Publications.
  9. Neuman, W. L. &Kreuger, L. (2003). Social Work Research Methods: Qualitative and Quantitative Approaches. Boston: Pearson, Allyn, and Bacon.
  10. Pyrczak, F., Bruce, R. R. (2003). *Writing Empirical Research Reports*. Pyrczak Publications.
  11. Rubin, A. &Babbie, E. (2009). Essential Research Methods for Social Work. Belmont, CA: Thomson Brooks Cole.
  12. Rubin, A. &Babbie, E. (2010). Research Methods for Social Work. Belmont, CA: Thomson Brooks Cole.
  13. Teddlie, C. &Tashakkori, A. (2009). *Foundations of Mixed Methods Research: Integrating Quantitative and Qualitative Approaches in the Social and Behavioral Sciences*. London: Sage Publications.
  14. Thyer, B. (2009). The Handbook of Social Work Research Methods. Thousand Oaks, CA: Sage.
  15. Yegidis, B. L., Weinbach, R. W. & Myers, L. L. (2012). Research Methods for Social Workers. Boston: Allyn and Bacon.

**SW674 SOCIAL GERONTOLGY Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course will provide a comprehensive view of aging to the students and enable them to identify emerging issues related to old age. This will not only familiarize the students about the range of services available to meet the needs of the elderly but also identify the issues that affect these services in Pakistan.

**COURSE CONTENTS:**

1. Introduction:
2. Social Gerontology; Meaning, Definition, Scope and Importance
3. Key Concepts: Successful / Resilient Aging, Active Aging, Productive Aging, Healthy Aging
4. Explaining Human Aging (Chronological, Biological, Psychological and Social Aging).
5. The Development of Social Gerontology
6. Aging Facts and Statistics
7. Religious Perspective on Aging and the Elderly
8. Semitic Religions
9. Eastern Religion
10. Biological Context of ageing:
11. Biological Changes with Age
12. Normal vs. Pathological Changes
13. The Social Consequences of Biological Changes
14. The Psychology of Aging:
15. Cognitive Changes with Aging.
16. Personality and Social Adaptation in Old Age.
17. Aging and Mental Change; Depression, Anxiety, Dementia, etc.
18. Social Theories of Aging:
19. Micro-level Theories( Disengagement, Activity, Subculture)
20. Macro-level Theories(Modernization, Political Economy of Aging)
21. General Problems of the Elderly:
22. Social Problems ( Social Isolation, Elder Abuse, Ageism, Problems of Accommodation, Transportation Recreation and Religious Practices)
23. Psychological Problems (Loneliness, Fear of Death, Bereavement and Grief )
24. Economic Problems (Unemployment, Pension, Poverty, etc.)
25. Aging in Pakistan; Social Analysis:
26. Status Differentials of the Elderly by Urban-Rural Residence
27. Family Relationships( Social Support, Changing Family Size and Structure and its Impact on Family Care-giving)
28. Societal Attitudes towards Old Age and the Aged; Some Hidden Facts
29. Legislation and Social Welfare Services for the Elderly in Pakistan:
    1. Legislation for the Senior Citizens
    2. Institutional Care
    3. Medical Facilities
30. Human Rights of Older Person:
31. UN Principles for Older Persons.
32. Social Work and Aging:
33. Interdisciplinary Teams and Social Work
34. The Distinctive Role of Gerontological and Geriatric Social Workers; Diagnosis/Assessment, Care Management, Counseling, Service Facilitation, Group Work, Advocacy, Community Resource Expertise.

**RECOMMENDED READINGS:**

1. Binstock, R.H., & George, L.K.(2006). *Handbook of Aging and the Social Sciences.* (6thed.). London: Academic Press.
2. Bond,J., Peace,S., Dittmann-Kohli,F.&Westerhof, G.J.(Eds.).(2007). *Aging in Society: European Perspectives on Gerontology*.(3rd ed.). London: Sage Publications.
3. Hamilton, I. S. (2000). *The Psychology of Aging: An Introduction.* (3rded.). London: Jessica Kingsley Publishers.
4. Hooyman, N.R., &Kiyak , H. A. (2005). *Social Gerontology;A Multidisciplinary Perspective.* (7th Ed.).Boston: Allyn and Bacon.

# Hughes,M., &Heycox,K. (2010)*.Older People, Aging and Social Work: Knowledge for Practice.*Crows-Nest, Allen & Unwin.

1. Johnson, M.L. (Ed.).(2005).*The Cambridge Handbook of Age And Aging***.** Cambridge; Cambridge University Press
2. Mahmood, N., & Nasir,Z.M.( 2008).*Pension and Social Security Schemes in Pakistan; Some Policy Options*. (PIDE Working Papers:42) retrieved from: <http://www.pide.org.pk/pdf/Working%20Paper/WorkingPaper-42.pdf>
3. Provincial Assembly of Khyber Pakhtunkhwa. (2014). The Senior Citizens Act 2014. Retrieved from: http://www.pakp.gov.pk/2013/acts/the-khyber-pakhtunkhwa-senior-citizens-act-2014/
4. Quadgno, J. (2007). *Aging and the Life Course: An Introduction to Social Gerontology.* (4thed.). New York: McGraw-Hill.
5. Syed, M.A., &Kiani, M. F. (2003). *Ageing and Poverty in Pakistan*. (MIMAP Technical Paper Series no. 18). Islamabad: Pakistan Institute of Development Economics.
6. United Nations. (2011). *Current Status of the Social Situation, Wellbeing, Participation in Development and Rights of Older Persons Worldwide*. Retrieved from: <http://www.un.org/esa/socdev/ageing/documents/publications/current-status-older-persons.pdf>
7. Wilmoth, J. M., & Ferraro, K. F.(Eds.). (2007). *Gerontology. Perspectives and Issues*. (3rded.). New York: Springer Publishing Company.

**SW-675 CHILD PROTECTION AND WELFARE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

The course acquaints students with the concept of child protection in its historical background and within the contemporary approaches and debates, with a special reference to Pakistan. It also provides students with an opportunity to familiarize themselves with the role of various stakeholders including family and social workers.

**COURSE CONTENTS:**

1. Basics of Child Protection
2. Definition of a child according to Domestic Law and International Treaties
3. Definition of key concepts including child protection, abuse, neglect and exploitation
4. Complex nature of child protection involving social, psychological, medical, legal and moral issues
5. Historical Background
6. From the American Society for the Prevention of   
   Cruelty to Animals & Merry Allen, to New York Society for the Prevention of Cruelty to Children
7. Social work and child protection comes together in the early 20th Century United Kingdom
8. Child protection in the developing countries of the Global South
9. Theoretical and Practice Approaches to Child Protection
   1. Child saving
   2. Origin of child-saving movement & its philosophy
   3. Child rescue, rehabilitation issues
   4. Child welfare: Definition, aims and objectives of child welfare; historical development of child welfare services; child welfare services, their organization and functioning
   5. Battered child syndrome
   6. Dr. Henry Kempe and colleagues & discovery of battered babies
   7. Medicalisation of child protection
   8. Developing child (Developmental Psychology)
   9. ‘Stages of development’ theories in Psychology and their influence on child protection interventions
   10. Child rights & children’s right to protection: Definition of child rights; nature, objectives, need and importance of child rights; UNCRC an overview of the Convention
10. Pakistani Laws, Policies and Initiatives related to Child’s Protection
    1. Legislation regarding child protection in provinces: Khyber Pakhtunkhwa Child Protection and Welfare Act in 2010; Sindh Child Protection Authority Act 2011; Punjab Destitute and Neglected Children Act (promulgated in 2004, and revised in 2007, again under revision); Balochistan Child Welfare and Protection Bill
    2. UNICEF
    3. Child Protection Commissions/Bureaus/Authority in provinces
11. Current Issues
12. Violence against children
13. Abuse & neglect
14. Child trafficking
15. Drug abuse among children
16. Roles and Responsibilities
17. Roles and responsibilities of different stakeholders: family; community; state, i.e., social worker as child protection worker in social welfare/child protection agencies; Roles of NGOs, INGOs and other civil society organizations in promoting the protection of children.
18. Family as an Institution with Reference to Child Rights
19. Sociological significance of family in personality development of a child.
20. Parenthood and role of parents in child rearing
21. Psychological Factors
22. Personality growth of a child in unhappy homes, broken families, suffering with illness, and constraints.
23. Family relationship and emotional development.
24. The composition of the family and its effort on personality development. The only child, the middle child. The youngest child. Children in large families.
25. Personality development in the joint and extended family as compared to the nuclear family.
26. The family cycle with reference to child's life.
27. Problems of the Children
28. Social, psychological, emotional problems of the children.
29. Child Rights Convention (CRC)
30. Child rights in Islam.

**RECOMMENDED READINGS:**

1. Stafford, A., Vincent, S., Parton, N., & Smith, C. (2011). *Child Protection Systems in the United Kingdom: A Comparative Analysis.* Jessica Kingsley Publishers.
2. Ball, C. (2014). *Looked After Children.* Palgrave Macmillan
3. Beckett, C. (2007). *Child Protection: An Introduction*. (2nd Edition). Sage
4. Freeman, M. and Veerman, P. (1992). *The Ideologies of Children’s Rights*. Dordrecht: MartinusNijhoff.
5. Jabeen, T. (2012). Child protection, children’s right to protection and the United Nations Convention on the Rights of the Child. *Law & Socie*ty, 42(59&60), pp. 7-18.
6. Jabeen, T. (2013). A history of contemporary child protection in the global South (with a special focus on South Asia and Pakistan)’. *Journal of the Research Society of Pakistan.*<http://pu.edu.pk/images/journal/history/PDF-FILES/ARTICLE%206%20TAHIRA%20138-159_v50_no2_2013.pdf>
7. Jabeen, T. (2013). Pakistan’s child protection legislative and policy frameworks: a critical review’. *Pakistan Journal of Criminology*, 5(2), pp159-180.
8. Jabeen, T. (2014). Child protection data: an analysis of newspapers coverage of child protection issues in Pakistan’, *South Asian Studies.*<http://pu.edu.pk/images/journal/csas/PDF/9%20Dr.%20Tahira_29_1.pdf>.
9. Kate Wilson, Adrian L. James. (2007). *The Child Protection Handbook: The Practitioner's Guide to Safeguarding Children.* Elsevier Health Sciences.
10. Khan, A., Sayeed, A., Haider, F. & Kamran, S. (2013). *Child Protection System Mapping and Assessment*. Karachi: Collective for Social Science Research.
11. Kim Holt. (2014). *Child Protection*. Palgrave Macmillan
12. Lonne, B., Parton, N., Thomson, J. & Harries, M. (2009). *Reforming Child Protection*. Oxon: Routledge.
13. McMillan, N. (2013). *Assessment of Child Protection Units (Pakistan)*. Unpublished Report. Islamabad: UNICEF.
14. Pakistan National Commission for Child Welfare and Development (2008). *Pakistan’s Consolidated Third and Fourth Periodic Report* to the *UN Committee on the Rights of the Child on the Implementation of the Convention on the Rights of the Child*. Islamabad: NCCWD.
15. Scott, D. & Swain, S. (2002). *Confronting Cruelty: Historical Perspectives on Child Abuse*. Melbourne University Press.

**SW-676 FIELD WORK – V Cr.Hrs: 03**

Students will be placed in a field work agency. For details, see Annex-I

**SW-681 RESEARCH METHODOLOGY (ADVANCED) Cr.Hrs: 03**

**Objectives:**

* To help scholars to understand how social researchers investigate the social world and how they seek to gain systematic, reliable and valid knowledge of that world.
* The Scholars will learn the diversity of strategies and of general issues in the designed practice of survey, ethnographic, applied, pure and basic research. This module will also help the scholars understand the difference between surveys and researches, research methods and research methodology, qualitative and quantitative researches etc.
* This course will enable the scholars to develop skills in the practice of independent researches.

**Course Outline:**

* One part of the module will provide the scholars with a lecture based overview of what is involved in the research process and how we move from ideas to do-able researches.
* Surveys and ethnographic researches, qualitative and quantitative researches/objective and subjective researches.
* The second part will enable the scholars to blend their knowledge of research methods with the experience and practicalities of actually doing research. Working individually or in a group, the scholars will develop their knowledge and skills concerning the design of questionnaire and interview schedule. Selecting and gaining access to research subject, field strategies in the collection of ethnographic data if the scholar opts for the analysis of qualitative and quantitative data and use of statistical methods for research purpose.

**CONTENTS:**

1. Research Philosophies
2. Families of Research: Qualitative and Quantitative, and Mixed Methods
3. The Research Cycle / Process / Research Methodology
4. Research Methods and Research Methodology
5. Research Strategy: Induction, Deduction
6. Research Designing and Methods
7. Research Tools and Data Collection Strategies
8. Ethno-methodology: Participation and Observations, Roles Adopted in Ethno-methodology, Advantages and Disadvantages of Different Roles
9. Documents: Secondary Sources
10. Data Aalyses: Quantitative Analysis, Qualitative Analysis, Mixed Method Analysis
11. Research Report Writing
12. Referencing, Citation, Bibliography

**Recommended Readings:**

Akber, S. (2001) ‘The Research Process’ in N. Gilbert (ed.) *Researching Social Life.* London: Sage Publications, pp. 58-84.

Bailey, C. A. (1999) *A Guide to Field Research.* Thousand Oaks: Fine Forge Press.

Bell, J. (1999) *Doing Your Research Project: A Guide for First Time Researchers in Education and the Social Sciences*. (3rd ed.) Buckingham: Open University Press.

Bernard, H R. (2000) *Social Research Methods: Qualitative and Quantitative Approaches.* Thousand Oaks: Sage Publications, Inc.

Bryman, A. (2004) *Social Research Method* Oxford: Oxford University Press.

Burgess, R. (1984) *In the Field: An Introduction to Field Research.* London: Allen and Unwin.

Burns, R. B. (2000), *Introduction to Research Methods.* London: Sage Publications.

David, M. and Sutton, C. D. (2004) *Social Research: the Basics.* London: Sage Publication.

Dey, I. (1993) *Qualitative Data Analysis: A User-Friendly Guide for Social Scientists.*  London: Routledge.

Fielding, N. (1993) ‘Qualitative interviewing’ in Gilbert, N (ed.) *Researching Social Life* London: Sage Publications, pp. 135-153.

Flick, U. (1998) *An Introduction to Qualitative Research.* London: Sage Publications.

Gilbert, N. (2001) ‘Research, Theory and Method’ in N. Gilbert (ed.) *Researching Social Life.* (2nd ed.) London: Sage Publications, pp. 14-27.

Goode, W. J. and Hatt, P. K. (1952) *Methods in Social Research.* New York: McGraw-Hill Book Company, Inc.

Holstein, J. A. & Gubrium, J. F. (2004), ‘Active Interviewing’ in D. Silverman (ed.) *Qualitative Research: Theory, Method and Practice.* London: Sage Publications, pp. 140 – 161.

Jupp, V. (2001) ‘Triangulation’ in E. McLaughlin and J. Muncie (eds.), *The Sage Dictionary of Criminology.* London: Sage, pp. 308-309.

Miller, D. C. (1991) *Handbook of Research Design and Social Measurement.* (5th ed.) Newbury Park: Sage Publication.

Patton, M.Q. (1990) *Qualitative Evaluation and Research Methods* (2nd ed.) Newbury Park, CA: Sage Publication.

Punch, K. F. (1998) *Introduction to Social Research: Quantitative and Qualitative Approaches.* London: Sage Publications.

Simmons, R. (2001) ‘Questionnaire’ in Gilbert, N. (ed.) *Researching Social life.* (2nd ed.) London: Sage Publications.

1. Strauss, A. & Corbin, J. (1990) *Basics of Qualitative Research: Grounded Theory Procedures and Techniques.* Newbury Park: Sage Publications.

**SW-682 PROJECT PLANNING AND MANAGEMENT Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This subject will enhance the students understanding regarding the project planning, proposal development and project management. They will become able to monitor, evaluate and report the projects. They will learn the skills of relating the project concepts to the social welfare practices in Pakistan.

**COURSE CONTENTS:**

1. Definition, Meaning, Importance and Explanation of a Project
2. Importance of Social Welfare Projects
3. Developing a Project Proposal
   1. Technical Project Proposal
   2. Financial Proposal
4. Logical Framework: Problem Statement, Goal, Objectives, Outcome, Output, Input, Indicators, Means of Verification, Threats and Opportunities, Budget and Timeframe
5. Project Cycle
6. Initiation Phase
7. Planning Phase: SWOT, Cost Benefit Analysis, Feasibility Study
8. Implementation Phase
9. Monitoring Phase
10. Completion
11. Evaluation
12. Project Management
13. Concept & Nature of Project Management
14. Role & Functions of Project Manager
15. Project Management Skills
16. Project Planning & Management Practices in Pakistan
17. Planning Commission of Pakistan: Public Sector Development Program (Federal ); Annual Development Program (Provincial)
18. PC Forms & Its Use: PC-I (Project Planning); PC-II (Project Feasibility Report); PC-III (Project Monitoring); PC-IV (Project Completion); PC-V( Project Evaluation)
19. Challenges in Project Management
20. Importance of Transferring Project from Development to Current Budget

**RECOMMENDED READINGS:**

1. Barker, S. & Cole, R. (2014). *Brilliant Project Management ePub eBook: What the best project managers know, do and say*. UK: Pearson.
2. Bereaux, E. (2008). *The Complete Guide to Project Management for New Managers and Management Assistants: How to Get Things Done in Less Time*. Ocala: Atlantic Publishing Company.
3. Blackman, R. (2003). *Project Cycle Management*. Teddington: Tear Fund.
4. Forsberg, K., Mooz, H. &Cotterman, H. (2005). *Visualizing Project Management: Models and Frameworks for Mastering Complex Systems*. New Jersey: John Wiley & Sons, Inc.
5. Heerkens, G. R. (2007). *Project Management*. USA: McGraw-Hill.
6. Johnson, L. K., Luecke, R. & Austin, R. D. (2006). *The Essentials of Project Management*. Boston: Harvard Business Press.
7. Kemp, S. (2003). *Budgeting for Managers*. USA: McGraw-Hill.
8. Kerzner, H. R. (2015). *Project Management 2.0*. New York: John Wiley & Sons.
9. Lewis, J. (2010). *Project Planning, Scheduling, and Control: The Ultimate Hands-On Guide to Bringing Projects in On Time and On Budget*. USA: McGraw Hill Professional.
10. Mondal, A. & Dutta, S. (2007). *Monitoring for Outcomes in Community Driven Projects: Using Learning Based Approach*. New Dehli: Academic Foundation.
11. Spolander, G. & Martin, L. (2012). *Successful Project Management in Social Work and Social Care: Managing Resources, Assessing Risks and Measuring Outcomes*. London: Jessica Kingsley Publishers.

**SW-683 SOCIAL WORK AND CRIMINAL JUSTICE Cr.Hrs: 03**

**COURSE OBJECTIVES:**

This course helps students develop understanding of the dynamics, origins and causes of crime. It imparts knowledge about the increasing incidence of crime within the context of our socio-economic and cultural environment. It also assists students in their understanding of the criminal justice system and its various components and their functions.

**COURSE CONTENTS:**

1. Introduction:

Crime, Justice, and Social work

1. Types of Crime
2. Definition and Meaning of Criminal/Offender
3. Situational Analysis of Crime in Pakistan
4. Theories of Criminal Behavior
5. Biological theories of crime (Lombrosian Theory)
6. Social Structure theories (Social Disorganization, Strain Theory)
7. Social process theories (Differential Association Theory, Labeling Theory)
8. Punishment and its Theories
9. Defining punishment
10. Theories of punishment (Retribution, Deterrence, Incapacitation, Rehabilitation)
11. Islamic Perspective on Crime and Punishment
    1. Hud
    2. Qasis
    3. Tazir
12. The Criminal Justice System
13. Importance of criminal justice system
14. The functions of criminal justice system
15. Components of criminal justice system
16. The Police Force
17. Background of police in Pakistan
18. Laws governing police force
19. Problems with police force
20. The Judicial System
21. Structure and functions
22. Issues with judiciary in Pakistan
23. The Prison System
24. Background of prisons
25. The prison system of Pakistan
26. Problems with the prison system in Pakistan
27. The Probation System
28. Background of the concept of probation
29. Development of probation in Pakistan
30. Problems confronting probation system in Pakistan
31. The Parole System
32. Background of the concept of parole
33. Development of parole in Pakistan
34. Main problems with parole system in Pakistan
35. Juvenile Justice System
    1. Background
    2. Juvenile Justice System Ordinance 2000
    3. Problems with Juvenile Justice in Pakistan
36. Role of Social Workers in Crime and Justice

**RECOMMENDED READINGS:**

1. Abdullah, O. N. (1982). *Encyclopedia of Seerah.* Lahore: Pak. Book Corporation Aziz Chambers.
2. Brownlee, I. (1998) *Community Punishment: A Critical Introduction*. New York: Longman.
3. Cavadino, M. &Dignan, J. (2002). *The Penal System: An Introduction*. London: Sage Publications.
4. Choudhary, I. (1984) *Pakistani Society* Lahore: Aziz Publishers.
5. Crow, I. (2001). *The Treatment and Rehabilitation of Offenders:* London: Sage Publications.
6. Duff, A. & Duff, R. A. (2003). *Punishment, Communication, and Community*. New York: Oxford University Press.
7. Duff, R. A. & Garland, D. (1994). *A Reader on Punishment.* Oxford: Oxford University Press.

Garland, D. (1990) *Punishment and Modern Society: A Study in Social Theory.* Oxford: Clarendon Press.

1. Hudson, A. B. (1996). *Understanding Justice: An Introduction to Ideas, Perspectives and Controversies in Modern Penal History.* Buckingham: Open University Press.
2. Jillani, A. (1999). *Cries Unheard; Juvenile Justice in Pakistan.* Islamabad: Society for the Protection of the Rights of the Child.
3. Lilly, J. R., Cullen, F. T. & Ball, R. A. (2007). *Criminological Theory: Context and Consequences.*  London: Sage Publications.

**SW-684: Cr.Hrs: 03**

**GREEN SOCIAL WORK:**

**ENVIRONMENTAL JUSTICE AND DISASTER MANAGEMENT**

**COURSE OBJECTIVES:**

This main objective of the course is to introduce students with the concept, nature and diversities of the disaster and its different natural and human created types. It will also familiarize students with different impacts of climate change and disaster on human society; possible solutions to stop or minimize the disaster’s occurrence and impacts minimizing. It also helps the students to gain the knowledge of various disaster management strategies as well as the role of social work process in disaster management.

**COURSE CONTENTS:**

1. Green Social Work: Definition, Processes and Intervention in Disaster
2. Environmental Justice and Climate Change
3. Green Social Work for Environmental Justice
4. Disaster: Definition, Meaning and Explanation
5. Understanding Basic Terminology in Disaster Management:
6. Hazards
7. Risk
8. Vulnerability
9. Capacity
10. Coping Capacity
11. Resilience /Resilient
12. Disaster Risk Reduction
13. Disaster Risk Management
14. Early Warning system
15. Disaster Management Cycle
16. Situational Analysis of Disasters in Pakistan
17. Global Issues & Initiatives: World Conference on Disaster Reduction (2005), Hyogo Framework for Action (2005-15), Sphere Standards-2102.
18. Disaster Risk Reduction and Management Authorities in Pakistan
19. NDMA
20. PDMA
21. Green Social Work and Disaster Management:
22. PCRA (Participatory Community Disaster Risk Assessment) or PRA (Participatory Risk Assessment/ Participatory Rural Appraisal)
23. Community Based Disaster Risk Reduction/ Disaster Preparedness (CBDRM): Elements, Tools and Outcome
24. The Role of Social Workers in Promoting Environmental Justice

**RECOMMENDED READINGS:**

1. Abarquez, I &Murshedition,Z.(2008). *Community Based Disaster Risk Management: Field Practitioners’ Handbook*. Bangkok: ADPC.
2. ADPC, (2004). *Course Material: Course on Disaster Risk Communication at Community Level’*. PDRSEA 2. Bangkok.
3. ADPC,(2003). *‘Course Reference Manual of the 11th  CBDRM Course* (CBDRM-11)” Bangkok.
4. ASEAN Secretariat, (2002). “*Second State of the Environment Report 2000”*, Public Information Unit, the ASEAN, Jakarta.
5. **Dominelli, L. (2012).** *Green Social Work – From Environmental Crises to Environmental Justice.* Cambridge: Polity Press.
6. Dominelli, L. (2014). Promoting Environmental Justice Through Green Social Work Practice: A Key Challenge for Practitioners and Educators. *International Social Work*, 57(4), 338–345
7. Gautam, D. &Khanal, S. C. (2009). *Community Based Disaster Risk Reduction: Contribution to Hyogo Framework of Action*. Lalitpur: Mercy Corps.
8. Government of Orissa & UNDP (2002). *Decentralized edition Planning for Drought Proofing Sustainable Livelihood*. UNDP, Orissa Hub.
9. Lyons, K. H., Hokenstad, T. Pawar, M., Huegler, N. & Hall, N. (2012). *The SAGE Handbook of International Social Work*. London: SAGE.
10. Nakamura, P. & Roberta, C. (2006). Risk Management Handbook for Health Care Organizations. San Francisco: Jossey-Bass.
11. Red Cross Red Crescent (2009). *World Disasters Report: Focus on Early Warning, Early Action, 2009.* Geneva: Red Cross Red Crescent.
12. Shaw, R. &Nibanupudi, H. K. (2014). *Mountain Hazards and Disaster Risk Reduction*. London: Springer.
13. Shaw, R. (2012). *Community Based Disaster Risk Reduction*. Bingley: Emerald Group Publishing.
14. Shaw, R., Srinivas, H. & Sharma, A. (2009). *Urban Risk Reduction: An Asian Perspective*. Bingley: Emerald Group Publishing.
15. UNDP Report. (2000). *Risk Reduction in South Asia and its Challenges to Oxfam.* Oxfam Hong Kong & Australia.
16. UN-ISDR, (2002). *Living with Risk: A Global Review of Disaster Reduction Initiatives*. Geneva.
17. Wood, A. et al. (2001). *Evaluating International Humanitarian Action: Reflections from Practitioners*. New York: Zed Books.

**SW-685 FIELD WORK – VI Cr.Hrs: 03**

Students will be placed in a field work agency. For details, see Annex-I

**SW-686 CAPSTONE PROJECT Cr.Hrs: 03**

**COURSE DESCRIPTION:**

A capstone project allows students to bring together the concepts, principles and methods that they have learned in their course of study and to apply their knowledge and acquired competencies to address the real-world problems. Students will work on their capstone projects under the supervision of a faculty member.

**COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

* Identify and assess a social work problem or need.
* Develop and implement a social work intervention to address the identified problem or need.
* Evaluate the effectiveness of the social work intervention.
* Communicate the findings of their capstone project in a clear and concise manner.

The capstone project may involve one of the following:

1. Research Thesis Report
2. Block Placement of Field Work resulting in a Field Work Report on a particular social service agency
3. Report on a particular social problem
4. Report on a Case Study

A Capstone Project report should ideally be over 4000 words for undergraduate degree program.

A recommended capstone project report format shall be developed from time to time for students and faculty guidance.

The capstone project report of the student shall be evaluated by an internal examiner and external examiner.

**ANNEX-I**

**FIELD WORK**

**Objectives:**

The students of Social Work need to gain not only theoretical professional knowledge but also develop certain skills and attitudes appropriate to the practice of Social Work. Field work instruction is a basic medium through which the conceptual grasp of a student is strengthened and the skills and attitudes for the practice are developed. The minimum requirement for field work is 800-1000 hours in for the undergraduate degree program in any one or in a various social agencies or community development settings. The students are placed in these agencies to work or they can be placed in group settings.

The students’ Field Work is evaluated on the following criteria:

* General capacity building for understanding and implementing the concepts of professional Social Work and leadership ability in Social Work
* For this purpose students are required to prepare a fieldwork report about the agencies where they are placed.
* External supervisor’s report.
* Fieldwork presentation in which the students present their work which is evaluated by the Field Director/Supervisor and other staff members.

**Areas of Interests for Students :**

1. Special Education
2. Zakat and Usher (poverty alleviation)
3. Medical Social Work (KTH, LRH, IRNUM, Leprosy work LRH, Paraplegic Center Peshawar)
4. Parole and Probation (Criminology)
5. Forestry (Social Organizer/ATI, FC)
6. Social Welfare Administration
7. Civil Society Sector
8. Non-Governmental Organization (NGO)
9. Psychiatric Social Work (Psychiatry)
10. Drug Addicts Rehabilitation
11. Child Welfare and Protection
12. Women Welfare Agencies
13. Emergency Relief Agencies
14. Any other

The last semester may or may not include one full month as a field work along with other requirements.

**COMPETENCIES**

The field work is aimed at developing the following competencies in social work graduates:

1. Demonstrate Ethical and Professional Behavior

2. Engage Diversity and Difference in Practice

3. Advance Human Rights and Social, Economic, and Environmental Justice

4. Engage In Practice-informed Research and Research-informed Practice

5. Engage in Policy Practice

6. Engage with Individuals, Families, Groups, Organizations, and Communities

7. Assess Individuals, Families, Groups, Organizations, and Communities

8. Intervene with Individuals, Families, Groups, Organizations, and Communities

9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Field Work Breakup (Credit Hours and other requirements)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Semester | Mode | Cr.Hrs | Hours | Weeks / Days | Total Hours |
| Field Work I | 3rd | One full day a week | 2 | 6 | 16 | 96 |
| Field Work II | 4th | One full day a week | 2 | 6 | 16 | 96 |
| Field Work III | 5th | One full day a week | 3 | 9 | 16 | 144 |
| Field Work IV | 6th | One full day a week | 3 | 9 | 16 | 144 |
| Field Work V | 7th | One full day a week | 3 | 9 | 16 | 144 |
| Field Work VI | 8th | One full day a week | 3 | 9 | 16 | 144 |
|  |  | **Sub-Total** | **16** | **48** | **96** | **768** |
| Capstone Project / Field Work Block Placement | 8th | One Full Month (22 working days) | 3 | 9 | 22 | 198 |
| TOTAL | | | 19 | 57 | 118 | 966 |