

Report Guide

Social Work and Policy (1+0)

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Introduction

Social work is a practice-based profession that fosters social change, development, community cohesiveness, and individual and community empowerment. Understanding human growth, behavior, and the social, economic, and cultural structures and relationships is required for social work practice.

Core of this profession is research and ethics. As social workers you will be evaluated based on your research and ethics during the project. Research here implies having knowledge of on ground realities as well as the knowledge present in published articles. You may access the following sources to build your research:

1. News articles
2. Published research
3. Community interviews
4. Subject matter experts interviews

Research can help you build the need assessment section of your project. Need assessment here refers to the process of evaluating whether the project you are trying to do is needed or not. It can also help you in determining what aspects should be included and what could be removed. It will also accustom you to the challenges and prepare you for the field.

Ethical Considerations

When the students enter the field as social workers, ethical standards should be the first and foremost priority. A social worker should ensure that no ethical breach occurs during planning, execution, and reporting.

An ethically sensitized project is part of evaluation of students. Following ethical standards will be evaluated in the project:

Responsibilities to clients	Social workers are responsible for their clients' well-being, respecting their self-determination and cultural background and avoiding conflicts of interest.
Relationships with	Social workers should respect and collaborate with colleagues, avoid inappropriate relationships and strive

colleagues	to resolve issues ethically and through proper channels.
Practice settings	Social workers who manage a practice must ensure a working environment that is safe, respectful and well-administered.
Professional responsibilities	Social workers have a responsibility to act professionally and mindfully, without discrimination, fraud, dishonesty or misrepresentation.
Responsibilities to the profession of social work	Social workers should strive to maintain high standards, keep up with current research and protect the reputation of the field.
Responsibilities to broader society:	Social workers should advocate for the social good of everyone in society.



Social Work Ethical Best Practices

Social work is a complex undertaking, as it deals with people who are suffering from mental, physical and social distress. It requires empathy and self-awareness, technological proficiency and the ability to maintain professional distance. Social workers can avoid ethical dilemmas by following these best practices.

Client-First Mindset

Social workers should place clients' needs first. Ethical considerations such as client self-determination, informed consent, the right to privacy and the right to quality mental health care are paramount. While a client-first mindset won't eliminate all ethical dilemmas in social work, it can help clarify a social worker's course of action.

Consult with Colleagues

When faced with an ethical dilemma or client concern, colleagues can be the best resource. They can provide insight and understanding. Cross-team collaboration is also extremely useful. Social workers can learn a great deal from colleagues who practice in other disciplines.

Embrace Technology

Technology such as telehealth and electronic health records are part of any practice setting. Social workers who understand the advantages and the pitfalls of technology can better serve their clients' needs and protect their right to privacy.

Support Social Justice

Social workers, in the big picture, work for social justice. While they work with clients one-on-one, they also advocate for change in the community to improve the lives of all people. How a social worker meets that ethical obligation is up to the individual, but it can include peaceful protests, writing and research or policy development.

Practice Self-Care

Self-care is crucial to avoiding burnout. Social workers can't effectively treat clients if they are overworked, overstressed or anxious. Practicing self-care is critical to helping social workers perform at their best and avoid making mistakes.

Project Requirements and Timelines

Students are expected to create groups with 5-7 members each and share the list with the class teacher. Once the group is formed the students are required to start thinking of the project they would like to do. It is essential that you choose a project leader that will be responsible for team cohesion and timely execution of each step.

1. Initial Idea Generation & Discussion

Creation of a team should be followed by idea generation. Gather your team members and create a plan containing the following things: *Title of the project, problem statement, aims and objectives, need assessment plan.*

Once you have identified the area you work on and created the 1 page submission. You will schedule a meeting with the instructor to discuss the project. All team members will be required to participate in the meeting.

2. Section 1 - Planning

Once the plan is approved in the meeting, students will start working on their first report. This report should include the following headings addressed:

1. **Title** (A statement showing the purpose of project - not more than 14 words)
2. **Project Aim** (Briefly explain the purpose of your project. What are you trying to achieve and why? Why is it that what you're doing is important?) What area are you choosing and why? Cultural considerations and context?
3. **Problem Identification** (List the procedure for research and how you identify the problem. What need assessment was done by your team? List the procedure in detail and the result of that assessment. Writing the source would help gain a good grade so list the articles you used, the people you accessed etc. You can also include the verbatim of those people.) Following headings may be used:
 - a. Need assessment (this can include both problem and the region you have chosen)
 - b. Results of need assessment
 - c. Rationale of Problem
4. **Solution/plan** (What is the solution you are suggesting. What is your plan for your whole project? What procedures will be used? Use the following sub-headings:
 - a. Material required
 - b. Funding details
 - c. Man power required

- d. Procedure/plan
- 5. **Ethical Issues and Considerations** (List the ethical issues that are related to your project. Also detail the methods you will use to reduce/eliminate the ethical issues)

3. Section 2 - Execution

Students will execute the project after the Mid term paper. Execution here means going in the field and executing the plan you have created. While executing the plan students are required to take pictures or videos of the process. You can include voice recording if participants allow.

Once the project is executed the team is required to schedule a meeting with the instructor through their team leader. The team will discuss their experience and concerns.

4. Final Report

The students then will consolidate a final report of the entire project. This report will contain the following headings:

1. Title
2. Project Aim
3. Problem Identification
4. Solution/Plan
5. Ethical Issues and Considerations
6. **Execution Procedure** (this includes how the project was actually executed. If there were any changes to the initial proposed procedure)
7. **Results** (what did you achieve- this is the place where you will add pictures and verbatims- videos should be saved for presentations)
8. Issues and concerns (what were the problems that you encountered and how did you solve them?)
9. **Project Evaluation** (You as a team are required to evaluate your own project. This can include strengths and weaknesses. Ethical concerns that weren't considered and how things can be improved in future. What would you suggest to future teams?)
10. **Conclusion** (This can include what you learned from the project and how social work influenced your perspective on life)

Note: Final Report should also include the 1 page plan you initially submitted.

You can see the table below for project related timelines.

Milestone	Submission Date	Marks	Requirements
Note: Marking is done both individually and in groups. Participation of each member is a must. Group cohesion, group cooperation, and group execution is part of evaluation.			
Initial Idea Generation & Discussion	1st & 2nd Week of October	5	1 page formal submission. Meeting with the instructor to discuss the submission.
Section 1 - Planning	Before Mids	10	7-10 pages formal submission.
Section 2 - Execution	After Mids		Execute the plan in the field. Meeting with the teacher to discuss the experiences.
Final report + Presentation	Before Finals	10	Final submission containing the initial planning submission. 20-25 pages. Videos, recordings, pictures, verbatims

Special Consideration: You might need permission from the department/numl while executing the project.

Final Presentation

Preferably the Final report will be submitted before commencement of presentations. Once the Final report is submitted each group will deliver a presentation on their project in the class.

1. The presentation should focus on your journey (as in what you did, which area you went to, and the overall experience)
2. You can discuss two whole procedure starting the title to project evaluations
3. Make sure the presentations are interactive and professional
4. Audio visual aids should be used to make your presentations engaging.
5. Confidence, Body Language, Clarity in presenting the work is essential
6. Interactive session with the class is appreciated



Formatting Guidelines:

Font: Times New Roman Size, 14 for Headings, 12 for body, 1.5 spacing

Page: 1 margin on all sides, A4 size, page number on top right corner,

Headings should follow the following format:

<Title>

Project Aim

Kajdakhdliahdlaafj

Problem Identification

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