

**Faculty of Political Science / SOCIAL POLICY AND SOCIAL WORK / Methods and Techniques of Social Work**

<b>Course:</b>	Methods and Techniques of Social Work			
<b>Course ID</b>	<b>Course status</b>	<b>Semester</b>	<b>ECTS credits</b>	<b>Lessons</b> (Lessons+Exercises+Laboratory)
3287	Mandatory	3	5	2+2+0
<b>Programs</b>	SOCIAL POLICY AND SOCIAL WORK			
<b>Prerequisites</b>	none			
<b>Aims</b>	The goal of this teaching discipline is for the student to master the methods and techniques of social work so that upon completion of his studies he will be qualified to work with users of social protection services.			
<b>Learning outcomes</b>	After the student passes this exam, he/she will be able to: - Explain concepts in social work; - Analyzes the work of guardianship bodies; - Apply methods and techniques of social work in the protection of children, adults and the elderly; - Application of knowledge in preventive, developmental and protective social work practice; - Apply modern theoretical approaches, scientific knowledge and practical aspects of social work with individuals, families and social groups; - Provide support and assistance to users of social work services; - Monitors and implements innovations in the profession while respecting the ethics of social work; - Plans the protection of vulnerable categories of the population.			
<b>Lecturer / Teaching assistant</b>	Ena Grbović, PhD			
<b>Methodology</b>				
<b>Plan and program of work</b>				
Preparing week	Preparation and registration of the semester			
I week lectures	Subject and goal of study Methods and techniques of social work; Theoretical foundations of social work			
I week exercises	Subject and goal of study Methods and techniques of social work; Theoretical foundations of social work			
II week lectures	Methodological foundations of social work; Basic forms of social work			
II week exercises	Methodological foundations of social work; Basic forms of social work			
III week lectures	Social work in centers for social work; Organization of centers for social work			
III week exercises	Visit Center for social work			
IV week lectures	Functions of centers for social work; Team work in social work (interpersonal aspects);			
IV week exercises	Functions of centers for social work; Team work in social work (interpersonal aspects);			
V week lectures	Methods and techniques of social work with children without parental care			
V week exercises	Methods and techniques of social work with children without parental care			
VI week lectures	Forms of immediate protection of children without parental care			
VI week exercises	Forms of immediate protection of children without parental care			
VII week lectures	TEST			
VII week exercises				
VIII week lectures	The role of social work in divorce processes, Conciliation procedure			
VIII week exercises	The role of social work in divorce processes, Conciliation procedure			
IX week lectures	Genograms; Contracts in social work			
IX week exercises	Genograms; Contracts in social work			
X week lectures	Modes (guidance mode, support mode, permission mode, flexible mode)			
X week exercises	Modes (guidance mode, support mode, permission mode, flexible mode)			
XI week lectures	Entrusting children (marital and illegitimate) during divorce; The role of guardianship authorities			
XI week exercises	Entrusting children (marital and illegitimate) during divorce; The role of guardianship authorities			
XII week lectures	Cooperation between guardianship authorities and the court;			

**ECTS catalog with learning outcomes**  
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XII week exercises	Cooperation between guardianship authorities and the court;					
XIII week lectures	social work in healthcare					
XIII week exercises	social work in healthcare					
XIV week lectures	social work in education					
XIV week exercises	social work in education					
XV week lectures	Exam					
XV week exercises						
<b>Student workload</b>	Weekly 5 credits x 40/30 = 6 hours and 40 minutes Structure: 2 hours of lectures 2 hours of exercises 2 hours and 40 minutes of individual student work (preparation for laboratory exercises, colloquiums, homework) including consultations In the semester Classes and final exam: (6 hours and 40 minutes) x 16 = 106 hours and 40 minutes Necessary preparation before the beginning of the semester (administration, registration, certification): 2 x (6 hours and 40 minutes) = 13 hours and 20 minutes Total workload for the course: 5 x 30 = 150 hours Additional work for exam preparation in the make-up exam period, including taking the make-up exam from 0 - 30 hours. Load structure: 106 hours and 40 minutes (teaching) + 13 hours and 20 minutes (preparation) + 30 hours (additional work)					
<b>Per week</b>			<b>Per semester</b>			
<b>5 credits x 40/30=6 hours and 40 minuts</b> 2 sat(a) theoretical classes 0 sat(a) practical classes 2 excercises <b>2 hour(s) i 40 minuts</b> of independent work, including consultations			Classes and final exam: <b>6 hour(s) i 40 minuts x 16 =106 hour(s) i 40 minuts</b> Necessary preparation before the beginning of the semester (administration, registration, certification): <b>6 hour(s) i 40 minuts x 2 =13 hour(s) i 20 minuts</b> Total workload for the subject: <b>5 x 30=150 hour(s)</b> Additional work for exam preparation in the preparing exam period, including taking the remedial exam from 0 to 30 hours (remaining time from the first two items to the total load for the item) <b>30 hour(s) i 0 minuts</b> Workload structure: <b>106 hour(s) i 40 minuts (courses), 13 hour(s) i 20 minuts (preparation), 30 hour(s) i 0 minuts (additional work)</b>			
<b>Student obligations</b>			test, exam			
<b>Consultations</b>						
<b>Literature</b>			A. Čekerevac, Methods and techniques of social work, FPN, Belgrade, 2005. M. Milovanović, T. Krgović, Fields of social work, Belgrade, 1998 Dj. Stakić and Milovanović M., Methods of social work, "Professional book", Belgrade, 1991.			
<b>Examination methods</b>			test, exam			
<b>Special remarks</b>						
<b>Comment</b>						
<b>Grade:</b>	F	E	D	C	B	A
<b>Number of points</b>	less than 50 points	greater than or equal to 50 points and less than 60 points	greater than or equal to 60 points and less than 70 points	greater than or equal to 70 points and less than 80 points	greater than or equal to 80 points and less than 90 points	greater than or equal to 90 points