Course Syllabus

Code - Course Title	**SHZ212U - Record-Keeping And Reporting In Social Work**
Course Type	VI. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	ASSOC. PROF. DR. AYŞE ÇEVİK

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Recommended Resources	Karakuş, B. ve Yanardağ, U. (Eds.). (2019). Sosyal HizmetteKayıt ve Raporlama. Nika Yayınevi.
Work Placement	Not Applicable

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Purpose and Importance of Record Keeping and Report Writing in Social Work	
Week - 2		Types of Records and Record-Keeping Standards in Social Work	
Week - 3		Report Types and Filing Systems in Social Work	
Week - 4		Legal Aspect of Record Keeping and Report Writing	
Week - 5		Ethical Principles and Violations in Record Keeping and Reporting in Social Work.	
Week - 6		Types and Principles of Official Correspondence	
Week - 7		Midterm	
Week - 8		Report Writing in Social Work Research	
Week - 9		Social Enquiry and Evaluation Reports in Social Work Practices	
Week - 10		Basic Principles and Techniques for Writing a Social Enquiry Report	
Week - 11		Planned Intervention Process in Social Work and Record Keeping and Report Writing in Individual Social Work Practices	
Week - 12		Record Keeping and Report Writing in Social Work Practices with Families and Groups	
Week - 13		Standard Forms and Reports Used in Social Work Fields	

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Comprehends the purpose and importance of record keeping and report writing in social work.
2	Comprehends the techniques and types of record keeping and report writing.
3	Comprehend confidentiality and ethical issues in record keeping and report writing in social work practices.
4	Explains the types and principles of official correspondence.
5	Comprehends report writing in social work research.
6	Explains social examination and evaluation reports in social work practices.
7	Comprehends record keeping and report writing in social work practices with individuals, families and groups.
8	Explain the standard forms and reports used in social work fields.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	70
	Sum (%)	**100**