

SYLLABUS

Vocational School, Social Services Program

| Course Code | | Course Name | | Credit | ECTS Value |
|--|---|---|---|---|------------------|
| GIT101 | | Principles and Techniques of Interviewing | | 2 (2-0-2) | 6 |
| Prerequisite Courses | | None | | | |
| Course Language | | Turkish | Course Delivery Method: | Face to face | |
| Course Type and Level | | Compulsory/1st Year/ Fall | | | |
| Instructor’s Title, Name and Surname Title,First Name and Last Name | | Course Hours | Office Hours | Contact | |
| Lecturer İlhan KARMUTOĞLU | | Wednesday 10:15-10:55 11:05-11:45 | Office Hours: Tuesday & Friday10:00–16:30 | ilhansavasan@cag.edu.tr | |
| Course Coordinator | | Lecturer İlhan KARMUTOĞLU | | | |
| Course Objective | | | | | |
| Course Learning Outcomes | Upon successful completion of this course, the student will be able to; | | | Relationships | |
| | | | | Program Outcomes | Net Contributors |
| | 1 | Define, explain, and exemplify basic interviewing techniques used in social work. | 3 | 4 | |
| | 2 | Apply effective verbal and non-verbal communication techniques to establish trust-based communication with clients. | 4 | 4 | |
| | 3 | Analyze and evaluate the impact of body language, facial expressions, and other non-verbal elements during interviews. | 1,6 | 5 | |
| | 4 | Plan, conduct, and develop appropriate interventions in interviews with disadvantaged individuals and groups. | 5,8 | 5 | |
| | 5 | Develop appropriate and constructive intervention strategies when communication difficulties arise with clients. | 4 | 5 | |
| | 6 | | 9 | 5 | |
| | 7 | | | | |
| Course Content: | | This course aims to help students develop effective and structured interviewing skills for the social work field. Topics include the definition of interviewing techniques and the communication process, with emphasis on listening, silence, and non-verbal communication in professional practice. Students will also learn to establish trust with clients, explore problems, and apply appropriate interventions through practical exercises. Techniques for questioning and concluding interviews will be examined, along with challenges faced with different client groups and crisis situations. The course reinforces ethical principles and counseling competencies to ensure professional social work practice. | | | |
| Course Content: (Weekly Course Plan) | | | | | |
| Week | Topic | | Preparation | Teaching Methods and Techniques | |
| 1 | Introduction, sharing expectations about the course | | - | Lecture, Discussion | |
| 2 | Definition of social work interview techniques | | Short reading on social work interviewing | Lecture, concept mapping, Q&A | |
| 3 | Listening and silence skills | | Prepare good/poor listening examples from daily life | Role play, active listening exercises, small group practice | |
| 4 | Importance of non-verbal communication | | Watch short video on body language & facial expressions | Drama/body language workshop, observation, feedback | |

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|----|---------------------------------------|--|---------------------|
| 5 | Building relationships | Research examples of trust-based communication | Lecture, discussion |
| 6 | Being a social work client | Read a sample case study | Lecture, discussion |
| 7 | Problem exploration stage | Read a sample case study | Project Preparation |
| 8 | Midterm – Project Proposal Submission | - | - |
| 9 | Midterm – Project Proposal Submission | - | - |
| 10 | Problem-solving interventions | Field Work | Lecture, discussion |
| 11 | Integration of interviewing skills | Field Work | Lecture, discussion |
| 12 | Questioning techniques | Write examples of open/closed-ended questions | Lecture, discussion |
| 13 | Concluding interviews | Prepare an interview-ending scenario | Lecture, discussion |
| 14 | Various client groups | Short research on different groups | Lecture, discussion |
| 15 | Problematic interviews | Find examples of challenging situations | Lecture, discussion |
| 16 | Becoming a competent counselor | - | Group Work |
| 17 | Final Exam | - | Project Submission |
| 18 | Final Exam | - | Project Submission |

Course Resources

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|------------------------------|--|
| Textbook | <i>Interviewing in Social Work – Alfred Kadushin & Goldie Kadushin</i> |
| Recommended Resources | |

Course Assessment and Evaluation

| Activities | Number | Contribution | Notes |
|-------------------------|--------|--------------|-------------------|
| Midterm Exam | 1 | 20% | Written Exam |
| Pop Quiz | 3 | 20% | Written Quiz |
| Mini Application Report | 1 | 10% | Individual Report |
| Final Exam | 1 | 50% | Written Exam |

ECTS Table

| Content | Number | Hours | Total |
|---|--------|-------|------------|
| Class Hours | 14 | 2 | 28 |
| Out-of-Class Study | 14 | 3 | 42 |
| Report | 1 | 8 | 8 |
| Pop Quiz | 3 | 9 | 27 |
| Midterm (Exam Time + Preparation) | 1 | 30 | 30 |
| Final Exam (Exam Time + Preparation) | 1 | 30 | 30 |
| Total: | | | 165 |

| | |
|---------------------|-------------------|
| Total / 30: | 165/30=5.5 |
| ECTS Credit: | 6 |

Previous Term Achievements

