

Dr.

Rachna

Pathak

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Associate Professor

Department of Education, N.A.S. College, Meerut

M. Ed.

SEMESTER IV

Paper OC17: Guidance and Counseling

Unit II Appraisal of an individual

- Testing devices- Intelligence tests, Achievement tests, Aptitude tests, Personality Inventories Interest, Inventories, Attitude Scale
- Non testing devices- Cumulative record Card Socio-metric techniques projective techniques Rating Scale, Case Study. Anecdotal Record, Autobiography.
- Techniques of guidance- home visits, interview, observation.
- Presenting, analyzing, interpreting and reporting the data

NON TESTING DEVICES- CUMULATIVE RECORD CARD SOCIO-METRIC
TECHNIQUES PROJECTIVE TECHNIQUES RATING SCALE, CASE STUDY.
ANECDOTAL RECORD, AUTOBIOGRAPHY.

CASE STUDY

How can a case study be written?

PRINCIPLES TO BE OBSERVED IN WRITING THE CASE

- **Write objectively, simply and with directedness** – the description of the case should be as objective and the interpretation should be as impersonal as possible.

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- **Use both general statements and specific illustrations.**
 - **Eliminate irrelevant items, confine the case report to a few type written pages.**

Gaining Skills with the Case Method

The case method is an excellent way for students to learn new cognitive skills, as well as improve their analysis and evaluation skills.

Here is a list of the skills that can be improved, and how the case method helps this process.

- **Knowledge** – This is the student's ability to remember information and ability to recall it.
- **Comprehension** – This is the student's ability to understand what they are learning. The case method helps this by using examples in a real-world context.

- **Application** – This is the student's ability to use their knowledge in new ways. This could mean new rules, ideas or theories. The case method helps students understand how these ideas and theories are used in the real world.
- **Analysis** – This is the student's ability to break down information so it can be better understood. Since analysis is the basis of the case method, this skill is greatly improved.
- **Synthesis** – This is the student's ability to form new ideas. Case studies help this skill by requiring them to identify new information and concepts. This is developed during group activities and discussions.
- **Evaluation** – This is the student's ability to judge information for a particular reason. Again, this skill is a hallmark of the case study method, and the use of cases will help improve the student's evaluation skills.

Advantages of Case Study Method

The largest advantage of the case study method is that students must actively and openly discuss the principals of the study. This helps develop their skills in:

- Problem solving
- Both quantitative and qualitative analysis
- Decision making
- Dealing with ambiguities

ADVANTAGES OF CASE STUDY

- **It permits the person to be understood and treated as an individual.**
- **It also provides a basis for more complete understanding and gives a more accurate evaluation of events, thus preventing superficiality and quick judgments.**

- **It can reduce the number of errors in diagnosis by ensuring that the individual thoroughly studies the facts of the clients' presents.**

Disadvantages of Case Study Method

- While the case study method has been seen as a very successful way of learning, it does have its criticisms. Here is a list of some of the drawbacks of the learning method.

- Students often fight for airtime, and may not fully think through their thoughts. Many students want to be first, and place more importance in that than being right. This results in analysis that is superficial and not well thought-out.
- Students in business management courses don't always have the same background experience, and this can contribute to issues with experience.
- The background information provided for the case analysis is often limited to whatever was supplied with the case.
- If cases are too old, they may no longer be relevant. Cases that are older than 10 years shouldn't be used if possible.
- The case study method is not a good way to learn the technicalities of finance and accounting.
- With the case study method, there isn't a right or wrong answer. This can cause students to leave the lesson without key takeaways.
- This method cannot work for areas that have unique answers...this is why the case method would never work in physics or mathematics.

Suggestions to conduct a case study

SUGGESTED OUTLINE FOR CASE STUDY

- **Statement of the Problem**
- **Analysis of Data**
- **Synthesis of the Problem**
- **Diagnosis**
- **Counseling Techniques**
- **Prognosis**
- **Follow-up**

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