

Experiential Learning Course Proposal Cover Sheet
(use this form if your program is seeking approval for a whole course to count as an ELR)

Program/Department/School Submitting Proposal: Gerontology Concentration/HDFS Program Area
Date Submitted: 9/21/2011

Contact Person Mary Dellman-Jenkins **E-mail** mdellman@kent.edu **Phone** (330) 672-6958

Course Number/Title GERO-44092 – Practicum in Gerontology **Number of Credits** 3-6

Check one:

☒ **New Proposal** **Resubmission with Revision; Date of Original Submission** _____

Select Appropriate Experiential Learning Category/Categories: Practical Experiences

Chair/Director Signature M. Dellmann-Jenkins **Date** 10/7/11

Date Approved by College Curriculum Committee _____

Dean Signature: _____ **Date** _____

For URCC use only

Date Received by URCC _____

Decision:	Approved	_____	(Date)
	Withdrawn by Submitter	_____	(Date)
	Minor Revision – Resubmit	_____	(Date)
	Major Revision – Resubmit	_____	(Date)
	Denied	_____	(Date)

Course-Based Experiential Learning Requirement Form
(use this form if your program is seeking approval for a whole course as an ELR)

Please consult the Experiential Learning Guidelines as you respond to each item on this form.

Course Subject/Number/Title: GERO-44092 Practicum in Gerontology **Credit Hours:** 3-6

Prerequisite(s): HDFS major; Senior Standing

Please attach a master syllabus for this course.

The *course objectives* section of the syllabus must include the *goals of the experiential learning component*.

1. Describe how the course provides opportunities for students to:

- Students will have an opportunity to use their skills acquired within the classroom by working within the field at an external agencies providing services to older adults.
- Students will have experience working in an agency providing services to older adults prior to entering their career field, and they will also be exposed to resources available to them to help them successfully pass the licensure exams.
- By completing their practicum experience, students will have the opportunity for networking within the field, and gain confidence in securing a position within the field.

2. Explain how the three learning outcomes will be assessed:

- Students will write a professional management philosophy which reflects their skills, values, and motivation for becoming a professional in the field of adult services, along with writing their professional resume.
- In consultation with their site supervisor, students will be responsible for developing a project at their program facility. This will give them experience developing activities, and carrying out their development plan.
- Students will complete monthly reports of activities and hours, and should correspond to the student's individual training plan, which outlines their goals and learning objectives for the semester.

3. In what ways will your unit communicate expectations described in this proposal to faculty who will be teaching this course? In what ways will your unit maintain standards across multiple sections and over time as instructors change?

Prior to the start of each semester, the program coordinator will communicate course expectations to the faculty member teaching the course, and will meet with and explain expectations to any new instructors.

URCC Use Only

Date Received by URCC _____ *Date Approved by EPC* _____

Date Approved by URCC _____ *Date Removed as ELR* _____

Summer 2011
HUMAN DEVELOPMENT/FAMILY STUDIES & GERONTOLOGY PRACTICUM
GERO 44092 – Section 001 [1]]
SCHOOL OF LIFESPAN DEVELOPMENT & EDUCATIONAL SERVICES

Instructor: Dr. Audrey R. Kraynak
Phone: 330-672-3035
Office hours: Tuesday: 4:00-5 p.m.

Office: Nixon Room 111L
Email: akraynak@kent.edu

Class Time & Place: Tuesday 5:30-6:50p.m. White Hall Room 211

Purpose of Course: To provide Human Development/Family Studies and Gerontology students with the opportunity to gain supervised professional experience in a for profit/or non-profit human service setting. Goals include providing opportunities for students to

1. blend academic theory and applied experiences
2. develop professional skills needed to succeed in the human service workplace such as interpersonal, communication and evaluation skills
3. identify procedures and policies inherent in the operation of a human service organization
4. develop realistic career goals

Practicum Course Requirements

1. **ATTENDANCE.** University policy has established required field-based hours for practicum that correspond to the number of credit hours for which the student is enrolled. Therefore, *attendance at both class meetings and at the practicum site is a major requirement for completing Practicum.* In addition, because attendance and punctuality are important work-related habits, students are expected to be punctual and in attendance for the entire class. *Two instances of being tardy are equivalent to an absence. If the student will be absent from class or late, a message should be left on the instructor's voice mail (Dr. Kraynak's voice mail is 672-3035). If the student must be absent from the practicum site, the agency supervisor should be called and arrangements made to make-up the missed agency hours.*

Both missed class hours and missed site hours must be made up. For each missed class meeting, an additional 4.5 hours of agency work will be required. **If more than two classes are missed, the student's final grade will be reduced to an Unsatisfactory (U).**

If absence/tardiness is due to extenuating circumstances such as personal illness/family emergencies, please inform both the university and agency supervisors as close to the absence as possible. Written documentation will be requested to verify absence due to illness/family emergency. **The student is expected to arrange with the instructor/supervisor for missed assignments to be completed prior to the due date. To receive full credit for assignments, students must attend class on the due date of the assignment.**

2. **LOGS/JOURNALS** (5 points for log; 15 points for journal) See calendar for due dates/topics. The purpose of the journal is to help the student process the practicum experience as well as keep the university supervisor informed about the student's experiences and feelings.

Please note: Lunch, class assignments and travel time to/from the internship site do not count as field hours. If lunch or a social event is related to the internship responsibilities, please add explanation to log.

Due dates for the following assignments are listed on a separate page which lists class meeting dates and assignment due dates. To receive full credit, the following assignments must be turned in by the due date. If a student is absent on the date an assignment is due without extenuating circumstances, the assignment will lose a letter grade. E-mailed assignments will not be accepted.

3. GOALS/OBJECTIVES (15 points)

The purpose of this assignment is to help the student have a meaningful professional experience. *Goals and objectives should be developed with the agency supervisor to reflect both service and learning experiences that are applicable for the entire semester.* In addition, the objectives must be stated in measurable terms. A handout providing a brief explanation of terms, examples and suggested format will be provided. Attainment of the objectives will be documented in the student's midterm and end of semester self-evaluation.

4. AGENCY ORGANIZATION ASSIGNMENT (65 points)

The purpose of this assignment is to acquaint the student with the administrative organization of the agency as well as sources of funding, services provided, and diversity of clients. The information in the paper should be summarized in the student's own words with sources of information cited.

Be sure to include the name of the agency as well as the following information:

- A. The purpose/mission of the agency (5 points)
- B. An organizational chart of the levels of responsibility (power hierarchy) including staff names, job titles & a brief description of each person's job responsibilities. (5 points chart; 5 points for description of responsibilities)
- C. A pie chart describing/explaining how the agency is funded. (5 points chart; 5 points for title & key)
- D. A description of the clients (number served during the year; demographics such as gender, ethnicity/race, age, presenting problem, etc). (10 points)
- E. A thorough description of the programs & services offered including eligibility criteria for services. (10 points)
- F. Brochures, annual reports, publicity, etc. (5 points)
- G. Written format must be typed and professional in appearance (5 points). The format will be graded for (a) neatness and accuracy which includes the absence of grammatical and spelling errors. (5 points)
- H. Citations in the body of the paper that reference the source of the information including personal conversations & reference page (5 points)
Ex. for reference page: Last name, first initial. (Personal conversation/Phone conversation, date (month, day, year). In paper: (last name, first initial, date).

5. AGENCY ORGANIZATION PRESENTATION (25 points)

Each student will be responsible for a presentation based on the agency organization paper. This presentation should use power point format. The presentation should have a professional format including the presenter's appearance/dress. The grading rubric follows:

Content of paper overviewed including sections A-E above (10 points)

Slides (15 points):

- A. Font is readable – use at least size 14 for text in body of slide (2 points)
- B. Figures & Text easily distinguishable from background (2 points)
- C. Graphics enhance the slide (2 points)
- D. Free of spelling/grammatical errors (4 points)
- E. Quality of the presentation (5 points)
 - Rate of delivery & grammar (2.5 points)
 - Professional appearance (2.5 points)

Please submit a handout of your slides for grading purposes. Power point presentations are due to Dr. Kraynak by the Tuesday prior to your presentation so that they can be uploaded into Learn Linc.

6. STUDENT MID-TERM (50 points) & FINAL SELF-EVALUATION (50 points)
Both must be TYPED. The purpose is to help the student process the practicum experience as well as provide a self-assessment of the practicum experience. It is your performance review. The midterm evaluation also provides an opportunity to identify experiences that you would like to have to further your professional growth. Questions for the midterm and final evaluation will be provided on a handout as well as posted on Vista 8.0. ***Remember to use details and examples based on your experiences to support your answers to each question.***
7. PORTFOLIO (75 points)
Each student will complete a professional portfolio in preparation for the upcoming job search. ***Required materials include an updated resume, a reference page, and a writing sample.*** Other content may document one's professional philosophy, activities, honors, and volunteer/work experience or samples. Further information will be provided in a handout. Students are encouraged to begin collecting materials for this assignment early in the semester.
8. AGENCY EVALUATION (10 points)
A questionnaire will be provided near the end of the semester asking for feedback about the agency experience and adequacy of supervision.
9. SUPERVISOR EVALUATIONS (25 points each)
Agency supervisors will complete a midterm and final rating scale for the student. The forms that have been sent to the supervisor list the due dates. Due dates are also on the syllabus. (Child Life Interns/Practicum Students who have more than one supervisor will have an evaluation form completed by each supervisor for each rotation.)

NOTE:

1. **Assignments are due on the due dates specified on the attached schedule. Late assignments will be accepted if arrangements have been made with the instructor prior to the due date and the event causing the delay is due to a documented student illness or family emergency. For all other circumstances, late assignments will lose points equivalent to one letter grade. E-mailed assignments will not be accepted.**

2. *An important aspect of the course content regarding professional development depends upon each student's willingness to share and discuss experiences as they arise. A problem-solving format will be applied to the discussion of experiences. Although weekly topics have been listed, student discussion of experiences will take precedence. Students will be expected to adhere to principles of confidentiality regarding information shared in class and during chats.*

Grades will be based on the following criteria:		Undergrad. Points
Logs/Journals (5 x 13 weeks = 65; 15 x 5 = 75)		140
Goals & Objectives		15
Organization of Agency		65
Agency Paper Presentation		25
Student's Midterm Evaluation		50
Student's Final Self-Evaluation		50
Agency Evaluation		10
Supervisor's Midterm and Final Evaluations		50
Portfolio		75
TOTAL		480

Final Grades:	(S) Satisfactory	>= 75% 480-360
	(U) Unsatisfactory	< 360

Although the grade reported for Practicum is either Satisfactory or Unsatisfactory (S or U), points will be converted to a letter grade as well. To receive a grade of S, students must complete all course requirements, fulfill the field hour requirements for their respective credit hours, earn 75% or more of the points and have ratings of 3 or higher on the final supervisor evaluation indicating that they have met the expectations for the respective behavior/skill.

A grade of unsatisfactory will be earned when points total 74% or less of the total points for an undergraduate student and/or a student has missed two or more class meetings.

Letter grade conversions:	A	480-446
	B	445-408
	C	407-360

GERO PRACTICUM CLASS ASSIGNMENTS – Summer 2011

An activity report (log) is due weekly.

<u>Dates</u>	<u>Topics</u>	<u>Assignments due</u>
May 17	Overview of class & assignments	
May 24	Writing goals & objectives	<i>Journal: Expectations of agency experience</i>
May 31	Confidentiality/HIPAA Issues/ Ethical Issues	Goals & Objectives – draft 1
June 7	For Profit vs. Non-profit Agencies Case Notes (Bring a sample)	<i>Journal: General format</i>
June 14	no class	Student's revised goals/objectives
June 21	Portfolios/Certifications	Agency Organization Paper
June 28		Student's Midterm Evaluation Supervisor's Eval. Due by June 27
July 5	<u>No class</u> due to midterm conferences	Student Conferences in room 111 L Nixon - Arrange Time <i>Journal: Confidentiality</i>
July 12	Agency Presentations	<i>Journal: Supervisor Survey</i>
July 19	Agency Presentations	<i>Journal: General Format</i>
July 26	Agency Presentation	Portfolios due
Aug. 2	Agency Presentations	Final Self-Eval. & Eval of Agency due Supervisor's Eval. Due by August 5
Week of August 8		Final student conferences in room 111 L Nixon – Arrange time

ALL PRACTICUM HOURS MUST BE COMPLETED and paperwork handed in by August 12, 2011. Please note: Some topics may be omitted and others added depending upon situations that arise as a result of student experiences.

Rev. 5/15/11

LOGS/JOURNAL ASSIGNMENTS
HDFS & G Practicum – Summer 2011

Logs (5 points for each log)

Students will be required to keep a weekly log of experiences, beginning with the first week of the practicum. The log should record the time spent at the agency, tasks, and the goal for the week. It **must** be signed by the supervisor and submitted weekly in a two pocket folder.

Journals (15 points per journal)

Specific journal topics are listed with the due date. Journal entries should be a **minimum** of 1.5 to 2 pages. Journals may be handwritten as long as they are readable or word processed. Both must include correct grammar and spelling.

For the *special topic journals* focus on the topic as it relates to practices at your agency. Also include a paragraph indicating your thoughts and feelings about the topic.

Due Date

Journal Assignments

Journal 1
May 24

Expectations of Agency Experience

Paragraph 1: Why you selected the agency. What you hope to learn/ accomplish during the internship. What concerns do you have about the internship?

Paragraph 2: How the internship will contribute to your career objectives.

Paragraph 3: Describe the population that you expect to work with at the agency. What do you know about the needs and characteristics of this population? What types of personal experiences have you had with this population? What are your feelings/beliefs regarding the population?

Journal 2, 5
June 7
July 19

General Journal format

For the general journal include each of the topics listed below:

Paragraph 1: Describe all experiences since the preceding general journal was written including those that led to a feeling of satisfaction and/or dissatisfaction as well as neutral experiences. Objectively report events, information and/or facts.

Paragraph 2: Reflect on these experiences by describing your feelings about the experiences and relating the experiences to previous experience, academic coursework, personal values, thoughts, emotions and beliefs/assumptions.

Paragraph 3: What did you learn about yourself this week? .

Journal 3
July 5

Special Topic Journal

Application of confidentiality as well as ethical and professional behaviors based on agency experiences. Include information about confidentiality, as well as policies regarding professional conduct and professional conduct observed. Include examples of beneficence or those that reflect an aspect of malfeasance/misfeasance

Journal 4
July 12

Supervisor Survey – Interview supervisor to learn about advantages/ disadvantages of his/her position as well as other information.

Questionnaire will be provided.

5/2011



Name: Susan M Augustine

Submission Date: 9/19/2011



Organization: Vacca Office of Student Services

Course Catalog Update

<< Return to Search Results

Course Catalog Update Information:**STU0004**

Reference Number: CCU001055

Date: 12-AUG-10

Level: 3.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data

Change type: Revise

Faculty member submitting this proposal: Rhonda A. Richardson

Requested Effective Term: 201180

Campus: Kent

College: EH-Education, Health and Human Services

Department: LDES-Lifespan Development and Educational Sciences

Course Subject: GERO-Gerontology

New Course Subject:

Course Number: 44092

New Course Number:

Course Title: PRACTICUM IN GERONTOLOGY

Title Abbreviation: PRACTICUM IN GERONTOLOGY

Slash Course and Cross-list Information: GERO 44092+ GERO 54092

Credit Hours

Minimum Credit/Maximum Credit: 3 or 6

Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1

Contact Hours: Lab - Minimum Hours/Maximum Hours:

Contact Hours: Other - Minimum Hours/Maximum Hours: 2 to 5

Attributes

Is this course part of the LER, WIC or Diversity requirements: No

If yes, course attributes: 1. 2. 3.

Can this course be repeated for credit: Repeat

Course Limit:

OR Maximum Hours: 6

Course Level: Undergraduate

Grade Rule: F-Satisfactory/unsatisfactory (S/U)

Rationale for an IP grade request for this course (if applicable):

Schedule Type(s): 1. PRA-Practicum or Internship 2. LEC-Lecture 3.

Credit by Exam: N-Credit by exam-not approved

Prerequisites & Descriptions**Current Prerequisite/Corequisite/Catalog Description:** (repeatable for a total of 20 credit hours.) Observation and participation in long-term care or community agencies. One class discussion per week. Prerequisite: Human development and family studies (HDFS) majors and senior standing.**Catalog Description (edited):** (repeatable for a total of 6 credit hours.) Observation and participation in long-term care or community agencies serving older adults. One class discussion per week. Major GPA of 2.50 required.**Prerequisites (edited):** Human Development and Family Studies (HDFS) majors and HDFS 44018 and senior standing.**Corequisites (edited):**

Registration is by special approval only: Yes

Content Information

Variable Contact Hours: 225-540

Description: Lecture (15 contact hours): Intro to course and helping professions, Values clarification and self awareness, Helping relationship - individuals and groups, Ethical issues in practicum setting, Federal laws in workplace (FMLA, ADA), Intro to supervision, Interpersonal relations on the job, Conflict resolution on the job, Performance appraisals, Applied

stress and burnout, Student presentations, Student conferences. Practicum (variable contact hours): work at practicum agency under supervision of agency staff for 14-35 hours per week (210-525 hours for 15 weeks) depending on credits taken. For each credit hour beyond 1 (i.e., for 2-5), 7 hours per week of work at the practicum agency under supervision of agency staff, for a total of 210-525 hours.

Textbook(s) used in this course: Selected readings

Writing Expectations: Objectives, weekly report, competency reports, agency paper

Instructor(s) expected to teach: Human Development and Family Studies faculty

Instructor(s) contributing to content: Jeanne Bennett and Audrey Kraynak

Proposal Summary

Explain the purpose for this proposal:

The purpose for this proposal is to change the variable credits for the course to 3-6 and to change the number of field hours per credit hour to 7. This will align the course with University policy on credit-to-contact hours for practicum. This proposal will also change the prerequisites to include HDFS 44018 and a GPA of 2.50 in the major.

Explain how this proposal affects program requirements and students in your unit:

This reduces the maximum required credit hours in major requirements for students majoring in HDFS with a concentration in GERO

Explain how this proposal affects courses, program requirements and student in other units:

There are no effects on courses, program requirements or students in other units.

Explain how this proposal affects enrollment and staffing:

There is no effect on enrollment and staffing.

Units consulted (other departments, programs or campuses affected by the proposal):

Not applicable

Revisions made to form (if applicable):

Course Content	Number
Credit by Exam	Prerequisites
Credit Hours	Schedule Type
Cross-Listed / Slash	Subject
Description	Title
Diversity	Title Abbreviation
Grade Rule	Writing-Intensive (WIC)
Liberal Education Requirement (LER)	Other

Curriculum Services Information:

Approved by EPC: 15-November-2010

Curriculum Bulletin: 187

Cross-list Banner Code:

OBR Course Level: 3

OBR Program Code: 61

OBR Subsidy Code: 07

CIP Code: 301101

Term Start:

Term End:

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
9/10/2010	Rhonda A Richardson	Other: writing expectations

History:

Date	User	Status
11/23/2010	Lisa N Delaney	Completed
10/22/2010	Hilda A Pettit	Approved
9/13/2010	Mary M Dellmann-Jenkins	Approved
9/10/2010	Rhonda A Richardson	Submitted