Course Syllabus

Instructor:

K. Whisnant Turner, Ph.D.
Associate Professor of Applied Gerontology
University of North Texas
Department of Applied Gerontology

Phone: 940-390-1619 (Cell)
E-Mail: Keith.Turner@UNT.edu (Use Course Blackboard Vista/Learn E-Mail Tool to communicate “in class”) Office: 302G Chilton Hall (by appointment) Course “Virtual Office” also available.

Contact: If you have any questions or concerns about the course, please email me or call me directly at 940-390-1619 and leave a voice mail message including the number where you can be reached. I usually return calls the same business day that they are received, but please allow 24 hours for a return call. If for some reason you have not received a return call within a day, please send me an email message at Keith.Turner@UNT.edu; please leave a detailed message including your cell phone number. I routinely check my email and phone messages.

Short Bio: Dr. Turner is Associate Professor of Applied Gerontology at the University of North Texas. He received the Interdisciplinary Doctoral Degree from the University of Cincinnati in Geriatrics, Health Policy/Administration, and Urban Planning. His current research addresses developing and evaluating community level programs and services for the aged, disabled, and populations with special healthcare needs. He instructs undergraduate and graduate students in a variety of other professional practice courses including mediation, grant proposal writing, community needs assessment, program planning and evaluation. He directs field internship placement for undergraduate and graduate students in Applied Gerontology. Dr. Turner also provides volunteer leadership assistance to local community organizations including the Denton County Geriatric Services Workgroup, the North Central Texas Council of Governments Area Agency on Aging, the Denton County MH/MR Authority, and the Denton County Health Department.

For kicks, Dr. Turner conducts non-profit agency board leadership training and provides strategic planning technical assistance to non-profit agency boards of directors and designs dispute resolution systems and is a professionally trained mediator in interpersonal and organizational conflicts.

Course Information:
Course Dates: Fall: Monday, August 29, 2016 – Friday, December 16, 2016
Syllabus is subject to change.

Class weeks begin on Wednesdays at 12:01 AM and end on Tuesdays at 11:59 PM.

Course Location/Time: Internet Course

Course Catalogue Description: (From 2014-2015 Undergraduate Course Catalogue) 3 hours. This practitioner-oriented course focuses on the foundations of case/care management and the care management process as practiced with impaired elderly clients and their family caregivers. Topics include older client intake and assessment, establishing goals and a plan of care, coordinating and linking services and resources, and managing and monitoring care. Situations commonly encountered with at-risk elders are examined using protocols.

Required Text:


Where to buy book:

- UNT Bookstore: Handbook of Geriatric Care Management Author: Cress Edition: 3rd


View FREE tutorials: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Learning Outcomes:

This course exposes students to geriatric care management constructs. Included are details regarding referral processes, client needs assessment, care planning, care arranging, care coordination, and evaluation. Students gain general knowledge of geriatric assessment dynamics, clinical protocols and instrumentation, person-centered and client-directed care planning, and life care planning.

Upon completion of the course, students should be able to link the role of the geriatric care manager to an understanding of the processes of aging and disease management with health care and supportive service systems.

TECHNICAL REQUIREMENTS/ASSISTANCE:

The following information has been provided to assist you in preparation for the technological aspect of the course.

- UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
- Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
- Browser requirements: http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
- Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
- Necessary plug-ins: http://goo.gl/1lsVF
- Internet Access with compatible web browser
- Headset/Microphone (if required for synchronous chats)
Minimum Technical Skills Needed:
- Using the blackboard system
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats
- Copying and pasting
- Downloading and installing software
- Using spreadsheet programs

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website: http://www.unt.edu/helpdesk/hours.htm for updated hours.

Communications:
Information about the communication tools in the course and how they will be used:
- **Announcements**: Each week the instructor will provide students with information pertaining to the class topic, readings, and assignments via a course announcement. Periodically, the instructor may provide announcements about important elements in the course.
- **Email**: Students are encouraged to email the instructor via blackboard or by using the email address provided to you at the beginning of this syllabus.
- **Discussions**: Students will participate in discussion board activities with other classmates and the instructor to encourage group thought and active participation.

Grading Criteria:

(25 pts) **Participation**: Students must read all assigned materials; view instructor selected videos linked to the assigned materials, and participate in discussions on the materials and videos as directed by instructor-posted discussion topics.

(50 pts) **Quizzes**: Students will complete about 5 quizzes based on special assigned readings, assessments and videos.

(25 pts) **Final Exam**: Students will complete a final examination. (True/False questions presented) drawing upon the textbook and other course content.

Grading Scale:
A 90-100 pts
B 80-89 pts
C 70-79 pts
D 60-69 pts
F ≤ 60 pts
WF - Failure to attend class sessions.
**Attendance Policy:** (From 2014-2015 Undergraduate Course Catalogue) “Regular and punctual class attendance is expected. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student’s grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered part of the grade, the instructor should so inform students at the semester’s beginning by a written notice.” See Enrollment section of the 2014-2015 Undergraduate Course Catalogue for entire policy. However, this course is taught on the Internet. Attendance is viewed as participation in discussions on the Discussion Board. Students will be penalized in the grading system for lack of participation.

**Academic Integrity:** Cheating and plagiarism are serious matters. The usual penalties for these offenses include failure for the assignment, failure in the course, and a written report to the Dean of Students. Plagiarism is the act of taking the ideas and/or words of others and presenting them as your own. If you are uncertain how to cite your sources, please contact the course instructor for assistance.

**Americans with Disabilities Act Policy:** The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](http://www.unt.edu/oda). You may also contact them by phone at 940.565.4323.

**F1 Visa Student Information:**

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**


The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.
University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

1/15/04
Rev. 7/22/2016

Syllabus Not A Contract: The University attorney advises faculty members to notify students that the syllabus is not a contract and is therefore subject to change. We will try to adhere to the schedule provided, but it is important to note that changes may be necessary to meet unforeseen needs and events.

Diversity Statement: The Department of Applied Gerontology at the University of North Texas prepares students to serve populations with diverse socioeconomic and educational experiences. The academic curriculum is designed to provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.

Assignment Submission Instructions: Quizzes are due on the dates that they are listed as due in the course timeline and may not be submitted after their due date. The final examination will open on Dec 8th and is due and must be submitted on Dec 15th. Any exam submitted after its due date will result in up to one grade level penalty for each 24 hours late. Any exceptions would be at the sole discretion of the instructor and would require documentation of a severe emergency.

Participation: To gain class participation points students must engage themselves as directed in open discussions on the Discussion Board. This participation counts as attendance in the class and students not participating will be dropped from the course.

Advising: Students seeking advisement or consultation should meet with the instructor after class to schedule an office appointment. Requests for appointments also can be made by phone or email.
Netiquette:

You are probably already aware of the ground rules in a traditional, face-to-face classroom environment, but there is an additional code of conduct students should be aware of when interacting with others in an online environment: "netiquette."

The following are some general netiquette guidelines to keep in mind in addition to the normal rules of behavior for a classroom setting.

1. Adhere to the same standards of behavior online that you follow in real life and in a real classroom.
2. Know where you are in cyberspace, and understand that many people will view what you type.
3. Respect other people's time and bandwidth so contribute valuable comments rather than "noise."
4. Express yourself clearly online and respect the views of others.
5. Share expert knowledge rather than "keeping it to yourself." And share this knowledge with respect rather than using it to put others down.
6. Don't start "flame wars" (emotionally charged opinions) and work to douse flaming whenever you see it.
7. Don't type in ALL CAPS! If you do, it will look like you're screaming.
8. Respect other people's privacy by not sharing or spreading inappropriate information. If someone posts information that you think may have been posted accidentally, let them know about it privately.
9. Be sure to spend time reviewing your messages before posting to ensure that they are written clearly.
10. Be forgiving of other people's mistakes, and cheerfully acknowledge your own mistakes if you make them. Don't correct insignificant problems in front of the entire class.
11. Use proper and respectful language and refrain from any off color jokes, insults, or threats.
12. Challenge ideas rather than the students who offer the ideas. When you challenge an idea, do so respectfully and with the goal of increasing everyone's knowledge.

FOR MORE INFORMATION

- The Core Rules of Netiquette
  http://www.albion.com/netiquette/corerules.html
- Top 26 Most Important Rules of Email Etiquette
  http://www.albion.com/netiquette/corerules.html

RULE OF THUMB

If you wouldn't do it or say it in real life, don't do it online either.
Adapted from Carleton University Educational Development Center’s Netiquette in Online Courses: http://carleton.ca/edc/wp-content/uploads/netiquette.pdf
Course Timeline
AGER-5250_AGER-4500_LTC-Case-Management-with-Older-Adults_Fall-2016

Week-01 - Mon.-Aug-29 - Tues.-Sept.-6-2016
Introductions and Course Overview - First Class week
Labor Day: Monday September 5, 2016 (university closed)
--- All Week-1 work should be completed by 11:30PM Sun-Sept 11

Week-02 - Wed.-Sept-7 - Tues.-Sept-13-2016
Chapter 1 Overview and History of Geriatric Care Management
--- All Week-2 work should be completed by 11:30PM Sun-Sept-18

Week-03 - Wed.-Sept-14 - Tues.-Sept-20-2016
Chapter 2 Ethics and Geriatric Care Management
--- All Week-3 work should be completed by 11:30PM Sun-Sept-25

Module-1 Quiz-1 15 T/F 5-points  DUE SEPT 25

Week-04 - Wed.-Sept-21 - Tue-Sept-27-2016
Chapter 3 Psychosocial Assessment in Geriatric Care Management
Chapter 4 Functional Assessment in Geriatric Care Management
Chapter 5 Care Planning, Geriatric Assessment and Geriatric Care Management
--- All Week-4 work should be completed by 11:30PM Sun-Oct 2

Chapter 6 Ethnic and Cultural Assessment in Geriatric Care Management
Chapter 7 Assessing and Supporting Late Life Relocation in Geriatric Care Management
Chapter 8 Spiritual Assessment and Support in Geriatric Care Management
--- All Week-5 work should be completed by 11:30PM Sun-Oct-9

Chapter 9 Assessing and Supporting the Family Caregiver
Chapter 10 Assessing and Supporting Clients’ Quality of Life in Geriatric Care Management
Chapter 11 Assessing and Supporting Aging in Place Through Technology
--- All Week-6 work should be completed by 11:30PM Sun-Oct-16

Module-2 Quiz-2 30 T/F Questions 15-points  DUE OCT 16

Chapter 12 How to Begin or Add a Geriatric Care Management Business
Chapter 13 After the start-up: Issues for Mature Geriatric Care Management
Chapter 14 How to Begin and add Fee-for-Service Geriatric Care Management in a Non Profit
Chapter 15 Combining a Home Care Agency and a GCM Practice
--- All Week-7 work should be completed by 11:30PM Sun-Oct-23

Chapter 16 Marketing Geriatric Care Management in Non-for-Profit Settings  
Chapter 17 Private Revenue Sources for the Fee Based Geriatric Care Manager  
--- All Week-8 work should be completed by 11:30PM Sun-Oct-30

Week-09_Wed.-Oct-26_Tues.-Nov 1--2016  
Chapter 18 Care Management Credentialing  
Chapter 19 Preparing for Emergencies in Geriatric Care Management  
--- All Week-9 work should be completed by 11:30PM Sun-Nov-6

Module-3 Quiz-3 20 T/F Questions 15-points DUE NOV 6

Week-10_Wed-Nov-2_Tues.Nov-8-2016  
Chapter 20 Geriatric Care Management Working with Normal Aging Families  
--- All Week-10 work should be completed by 11:30PM Sun-Nov-13

Chapter 21 Difficult Families: Conflict, Dependence, and Mutuality in Geriatric Care Management  
--- All Week-11 work should be completed by 11:30PM Sun-Nov-20

Week-12_Wed-Nov-16_Tues.-Nov-22-2016  
Chapter 22 Mediation: The GCM as the Accidental Mediator  
--- All Week-12 work should be completed by 11:30PM Sun-Nov-27

Module-4 Quiz-4 30T/F Questions 15-points DUE NOV 27

Week-13_Wed-Nov-23_Tues-Nov-29-2016  
Thanksgiving November 24 - 25, 2016

Week-14_Wed.-Nov-30_Tues.Dec.6-2016  
--- All Week-14 work should be completed by 11:30PM Sun-Dec-11

Week-15_Wed.-Dec-7_Fri-Dec-16-2016  
--- All Week-15 work should be completed by 11:30PM Friday-Dec-16