Course Syllabus and Timeline

Instructor: K. Whisnant Turner, Ph.D., Associate Professor of Applied Gerontology
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Course Goals and Requirements: The central goal for this course is for each student to produce an independent project using applied gerontological research. The project should be one that has practical application in the lives of older adults. It can be related to your current work in the field.

Syllabus/Timeline subject to change... you will be notified via e-mail. ALL SYLLABUS/TIMELINE CHANGES MADE IN CLASS (“On the fly”) ARE NOT OFFICIAL UNTIL ENTIRE CLASS IS NOTIFIED OF SUCH CHANGES.

It is your responsibility to provide instructor with a reliable working E-Mail address.

Textbook: None assigned. You may find it helpful to reference a textbook or other library material to aid you in developing your project. Consult with your course instructor and/or faculty mentor for project specific recommendations. See: Style Manual.


Technical Course Requirements - Students should have access to Internet services from home or university labs. Students must have access to Microsoft Windows for Word, and PowerPoint. In addition, PDF files are used in this course.

Americans with Disabilities Act - It is the policy of your instructor to comply fully with the Americans with Disabilities Act and to make reasonable accommodations for qualified students with disabilities. Please present your written request for accommodation at the start of the semester. UNT Office of Disability Accommodation: http://www.unt.edu/oda/

Policy on Cheating and Plagiarism - Cheating and plagiarism as serious matters. The usual penalty for these offenses includes failure for the assignment, failure in the course, and a written report to the Graduate School. The Dean of the Graduate School may take additional action and/or place the report in the student’s file. Plagiarism is the act of taking the ideas and/or words of others and presenting them as your own. More at UNT Center for Student Rights and Responsibilities http://www.unt.edu/csr/dishonesty.html

Syllabus as a Contract - 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.

Copyright Notice - Some or all of the materials on this course may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Materials are provided solely for the use of students enrolled in this course, and for purposes associated with this course; except for material that is unambiguously and unarguably in the public domain, these materials may not be retained or further disseminated.

Any students, faculty, or staff who use University equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action

UNT Copyright Policies http://copyright.unt.edu/content/unt-copyright-policies
**Syllabus and Timeline Change Policy**
All important information for this course should be able to be found either in this Syllabus or the accompanying Timeline (found at the end of the syllabus). Therefore, most questions about this course and the guidelines should be able to be answered with these two documents. The University attorney advises faculty members to notify students that the syllabus and timeline used for this course are not contracts and are therefore subject to change. The goal is to adhere to the schedules provided, but it is important to note that changes may be necessary to meet unforeseen needs and events. Announcements will be sent to let everyone know of any changes.

**Course Pre-requisites**
There is no pre-requisite course or instructor permission needed for this course.

**Access and Log in Information**
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn. To get started with the course, please go to: https://learn.unt.edu
You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

**Student Resources**
As a student, you will have access to:
- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard’s On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within Blackboard, you will have access to the “UNT Helpdesk“ tab which provides student resources and Help Desk Information.

**Being a Successful Online Student**
- What Makes a Successful Online Student?
- Self Evaluation for Potential Online Students

**How the Course is Organized**
Relevant information is located on the home page. This course is structured with weekly lectures from the instructor plus weekly reading assignments from the required textbook and weekly required and recommended additional readings. Testing is via midterm. Students are required to do a term paper plus make an additional short paper presentation.

**What Should Students Do First?**
Students should first complete the Zip Code Survey located on the course home page then carefully read the syllabus regarding course requirements and assignments and note the timeline and particular assignment and exam due dates. Students are asked to make introductions by
posting to other students their greetings on the discussion board. Any questions or queries may be directed to the instructor using the course email system.

**How Students Should Proceed Each Week for Class Activities** All weekly instructor lectures are in a folder off the home page as are the weekly required and recommended additional readings. Students should submit all assignments by their due dates. Specific instructions regarding preparing and submitting assignments are given below.

**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.
Course Requirements

Student projects should include the following 7-Steps as relevant project content: These steps will be done sequentially during the course and posted in appropriate discussion areas in the course Blackboard Website for review and comment by the instructor and other students and for student critiques. It is better that you copy/paste your drafts to the Discussion rather than attach them as Word Docs.

There are seven Steps posting areas, one for each of the Steps. It is better that you copy/paste your drafts to the Discussion rather than attach them as Word Docs. It is expected that each of these draft sections will be revised by the student until an ‘A’ quality final paper is produced. Your Steps posting title should be titled “(Last Name) Step (#)” – Example: “Turner - Step 1”

Each student is required to review and critique the work-to-date of one other student in each of the 7-Steps posting areas. The word limit for the critique is 200 words. These buddy-critiques should cover the strengths as well as the areas where you think your cohort’s project can be improved. There are seven Critique posting areas, mirroring the Steps posting areas. Students should post their critiques in the appropriate discussion section of the Blackboard course Website. Your “Critiques” posting title should follow “Critique of (Last Name) by (Last Name) Week (#)” – Example: “Critique of Turner by Turner Week 1” word limit each critique is 200 words

1. Statement of the problem and data demonstrating that there is a need for the program.
   - Discussion areas = Discuss Step-1 Assignments-1a-1b
   - Review and critique # 1
     - Step-1 Assignments-1a-1b
       • Assignment-1a: Project Proposal: limit 500 words briefly describe your Capstone project that you propose for this course. It does not have to be detailed – just a simple description in your own words. If you know, please indicate who the subjects of your project will be, where they are located, and their socio-demographic characteristics. How will the target subjects benefit from your project? Your Project Proposal Draft posting title should be titled “(Last Name) - Proposal Draft” – Example: “Turner - Proposal Draft” Please avoid attaching documents here.
       • Assignment-1b. Revised Project Proposal: limit 500 words Post your revised Capstone project proposal. Your revised Project Proposal posting title should be titled “(Last Name) - Revised Proposal” – Example: “Turner - Revised Proposal” Please avoid attaching documents here.

2. Review of literature applied gerontological research related to the project used to shape the project.
   - Discussion area = Discuss Assignment-2
   - Review and critique # 2
   - Step-2 Assignment-2
     • Assignment-2. Preliminary Literature Review: limit 750 words

3. Specific goals of the project to address need.
   - Discussion area Step-3 = Specific goals of the project

4. Description of the project to be implemented, including discussion of target population, program interventions, reliability and validity of measures, and outcome measures, as applicable.
   - Discussion area = Discuss Assignments-3-4
   - Review and critique #’s 3-4
   - Step-4 Assignments-3-4
     • Assignment 3. Description of the project
     • Assignment 4. Human Subjects: limit 500 words, also post to Human Subjects Review Discussion area - there is one area for this.

5. Process evaluation of the program (was it implemented as planned or were there changes), or a plan for process evaluation if not actually implemented this semester.
   - Discussion area = “Step-5 - Process evaluation” Discuss Assignment 5a
   - Review and critique # 5
   - Step-5 Assignment-5a
     • Assignment 5a. Preliminary Intervention and Evaluation Plan: limit 1000 words
6. **Outcome evaluation of the program** (did it have the desired effect), or a plan for outcome evaluation if not actually implemented this semester.
   - Discussion area = “Step-6 - Outcome evaluation” Discuss Assignments 5b-6a-6b
   - Review and critique # 6
   - Step-6 Assignments-5b-6a-6b
     - Assignment 5b. Revision of Intervention and Evaluation Plan: limit 1000 words
     - Assignment 6a. Progress report on implementation: limit 500 words
     - Assignment 6b Final progress report on implementation: limit 500 words

7. **Conclusions** and suggestions for future programs.
   - Discussion area = “Step-7 - Conclusions” Step-ALL Assignments 7-8-9
   - Review and critique # 7
   - Step-7 Assignments-7-8-9
     - Assignment 7: FINAL REVISED PAPER REPORT 5000 words: Please post to BBLearn. You may also include appendices if necessary for clarity. Your final APA Style paper report should include:
       - Your name --- Abstract --- Problem Statement --- Statistical Evidence of Need --- Goals ---
       - Literature Review --- Methodology --- Implementation Phase --- Planned Outcomes --- Evaluation
       - Timeline --- Budget --- Conclusion --- References --- (Check all this with your Mentor)
       - The final paper report is due by **April 24 2015** posted to Instructor via Assignment Dropbox tool on the WebCT-Vista course Website. You also need to E-Mail your Mentor a copy.
     - Assignment 8: Final PowerPoint Presentation The PowerPoint presentation summarizing the final paper report is due by **May 1 2015** posted to Instructor via Assignment Dropbox tool on the WebCT-Vista course Website and posted as an attachment to PowerPoint Discussion area for your fellow students to view and comment on. You also need to E-Mail your Mentor a copy.
       - Discussion: Post your PowerPoint as an attachment to PowerPoint Discussion area for your fellow students to view and comment on. **Title your posting,”PPT – (Your last name) – (Very short title/subject)”** Example: “PPT-Turner-How to post PowerPoint” **In the message area state the full title of your project.**
     - Assignment 9: Capstone Defense to gerontology faculty, including your Instructor and Mentor Target TBA All presentations will occur on Friday or Saturday **May 1 or 2, 2015** TBA using online presentation of PowerPoint. Students will be assigned a place in the presentation lineup. Students are expected to participate in the class to hear other students present. Please enter any comments you have to instructor here. A letter grade will be assigned after your Capstone Defense, your course grade. Good luck.
       - Discussion: Post your Final paper Report as an attachment to your Final Paper Report Discussion area posting for your fellow students to view and comment on. **In the message area copy/paste your abstract from your Final paper report.** **Title your posting,” Final paper report – (Your last name) – (Very short title/subject)”** Example: “Final paper report –Turner – My Capstone subject” **In the message area state the full title of your project.**

Above Dates subject to change... watch your BbLearn in-course E-Mail and Announcements throughout semester.
**BbLearn Discussion areas:**

**Note:** Unless otherwise instructed to do so, please avoid attaching files/documents in discussion areas. It is advised to construct your message in a Word program then, after spell-checking, copy/paste your message to discussion.

**General discussion areas:**

**Welcome introductions:** Post your introduction, a short “about me” (you can include a picture if you upload it to My Files and utilize the HTML Creator to insert the picture into your post.) Please avoid attaching documents here.

**Questions to the class:** Questions to the class is where you post a question soliciting answers from your classmates. Example, “In my research I found that 100% of humans are people, does this sound right to ya’all?” Statements can be made in the form of a question too, “100% of people are growing older every minute, what’s that got to do with gerontology?” Please avoid attaching documents here.

**FYI area:** Post things here you want the class to know about. Example, “FYI: Denton Senior Center is calling on all UNT students to read there newsletter online at http…”

**General area:** If your posting won’t “fit” in anywhere else, this is the place to put it.

**Helpful HINT for now and future - Judge your Discussion postings using the following rubric:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
<th>Grading Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Excellent (A)</td>
<td>The comment is accurate, original, and relevant, teaches us something new, and is well written. Four point comments add substantial teaching presence to the course, and stimulate additional thought about the issue under discussion.</td>
</tr>
<tr>
<td>3</td>
<td>Above Average (B)</td>
<td>The comment lacks at least one of the above qualities, but is above average in quality. A three point comment makes a significant contribution to our understanding of the issue being discussed.</td>
</tr>
<tr>
<td>2</td>
<td>Average (C)</td>
<td>The comment lacks two or three of the required qualities. Comments which are based upon personal opinion or personal experience often fall within this category.</td>
</tr>
<tr>
<td>1</td>
<td>Minimal (D)</td>
<td>The comment presents little or no new information. However, one point comments may provide important social presence and contribute to a collegial atmosphere.</td>
</tr>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The comment adds no value to the discussion.</td>
</tr>
</tbody>
</table>

**No penalty**

**Excellent Subject**

The subject field is a complete sentence, and conveys the main point of the comment. The reader clearly understands the main point of the comment before reading it.

**1 point penalty**

**Minimal Subject**

The subject field provides key word(s) only. The reader knows the general area that the comment deals with.

**2 point penalty**

**Subject field is unacceptable**

The subject field provides little or no information about the comment.

Discussion Board Rubric by Bill Pelz, Professor at Herkimer County Community College
Course Timeline
(Subject to change – last updated Sunday, December 28, 2015)

---Week-01_Tuesday-January-13_Monday-January-19-2015 Introduction to Course
and ---Step-1a: Research Proposals
Assignment 1a:
- Welcome introductions:
  - Complete the online personal info student survey.
  - Post your introduction, a short “about me” in the Welcome Introductions area.
- In addition to the course instructor, identify the faculty member in gerontology that you have asked to serve as you mentor on this project. E-Mail this information to Instructor via BbL E-Mail tool Target Monday-January-19-2015.
- Step 1 Briefly - 500 words - describe your Capstone project that you propose for this course. It does not have to be detailed – just a simple description in your own words. If you know, please indicate who the subjects of your project will be, where they are located, and their sociodemographic characteristics. How will the target subjects benefit from your project? Please post Project Proposal Draft on BbLearn Target Monday-January-19-2015, 6 p.m. Limit 500 words.

---Week-02_Tuesday-January-20_Monday-January-26-2015
---Step-1b: Proposal Development
Discussion posting: Students will choose a project that another student is proposing and critique it, commenting on both the strengths of the proposal as well as suggestions for changes and improvements in the design. The word limit for the critique is 200 words.
- Assignment-1b. Revised Project Proposal: limit 500 words Target Monday-January-26-2015 6:00 PM Post your revised Capstone project proposal. Your revised Project Proposal posting title should be titled "(Last Name) - Revised Proposal" – Example: “Turner - Revised Proposal” Please avoid attaching documents here.

---Week-03_Tuesday-January-27_Monday-February-02-2015
---Step-2: Review of literature
Applied gerontological research related to the project used to shape the project.
- Discussion area = Discuss Assignment-2
- Review and critique # 2
- Step-2
- Assignment-2. Preliminary Literature Review: limit 750 words Target Monday-February-2-2015 6:00 PM

---Week-04_Tuesday-February-03_Monday-February-09-2015
---Step-3: Specific goals of the project
Discussion: Specific goals of the project to address need. Week-4 - Discussion area Step-3 = Specific goals of the project Description of the project to be implemented, including discussion of target population, program interventions, reliability and validity of measures, and outcome measures, as applicable.
- Discussion area = Discuss Assignment-3
- Review and critique # 3
- Step-4
- Assignment 3. Description of the project Target Monday-February-12-2013 6:00 PM

---Week-05_Tuesday-February-10_Monday-February-16-2015
Description of the project to be implemented, including discussion of target population, program interventions, reliability and validity of measures, and outcome measures, as applicable.
- Discussion area = Discuss Assignment-4
- Review and critique # 4
- Step-4
- Assignment 4. Human Subjects: limit 500 words Target Monday-February-16-2015 6:00 PM
  - Also post to Human Subjects Review Discussion area - there is one area for this.

---Week-06_Tuesday-February-17_Monday-February-23-2015
- Description of Intervention and Evaluation
  
  **Process evaluation of the program** (was it implemented as planned or were there changes), or a plan for process evaluation if not actually implemented this semester.
  
  - Discussion area = “Step-5 - Process evaluation” Discuss Assignment 5a

---Week-07_Tuesday-February-25_Monday-March-02-2015
- Intervention and Evaluation, continued
  
  **Process evaluation of the program** (was it implemented as planned or were there changes), or a plan for process evaluation if not actually implemented this semester.
  
  - Discussion area = “Step-5 - Process evaluation” Discuss Assignment 5a
  
  - Review and critique # 5
  
  - Step-5 Assignment 5a. Preliminary Intervention and Evaluation Plan: limit 1000 words Target March 3-2014 6:00 PM

---Week-08_Tuesday-March-03_Monday-March-9-2015
- Preparation for Implementation
  
  **Outcome evaluation of the program** (did it have the desired effect), or a plan for outcome evaluation if not actually implemented this semester.
  
  - Discussion area = “Step-6 - Outcome evaluation” Discuss Assignments 5b
  
  - Step-6 Assignment-5b Assignment 5b. Revision of Intervention and Evaluation Plan: limit 1000 words Target Sunday-March-9-2015 6:00 PM

---Week-09_Tuesday-March-10_Sunday-March-15-2015
- Progress Reports on Implementation
  
  **Outcome evaluation of the program** (did it have the desired effect), or a plan for outcome evaluation if not actually implemented this semester.
  
  - Discussion area = “Step-6 - Outcome evaluation” Discuss Assignments 6a-6b
  
  - Review and critique # 6
  
  - Step-6 Assignments-6a-6b Week-9
  
  - Assignment 6a. Progress report on implementation: 500 words Target Sunday-March-15-2015 6:00 PM
  
  - Assignment 6b Final progress report on implementation: 500 words Target Sunday-March-15-2015 6:00 PM

---Week-10_Monday-March-16_Sunday-March-24-2015 • Spring-Break week

- Implementation reports, continued.

--Week-12_Tuesday-March-31_Monday-April-06-2015
- Preparation of Final Report

---Week-13_Tuesday-April-07_Monday-April-13-2015

**Conclusions** and suggestions for future programs.

- Discussion area = “Step-7 - Conclusions” Step-ALL Assignments 7-8-9

- Review and critique # 7

- Step-7 Assignments-7-8-9

- Assignment 7: FINAL REVISED PAPER REPORT 5000 words: Please post to WebCT You may also include appendices if necessary for clarity. Your final APA Style paper report should include:
  
  - Your name --- Abstract --- Problem Statement --- Statistical Evidence of Need --- Goals --- Literature Review --- Methodology --- Implementation Phase --- Planned Outcomes --- Evaluation --- Timeline --- Budget --- Conclusion --- References --- (Check all this with your Mentor)

The final paper report is due by April 14 2014 posted to Instructor via Assignment Dropbox tool on the WebCT-Vista course Website. You also need to E-Mail your Mentor a copy.
---Week-14_Tuesday-April-14_Monday-April-20-2015

- Assignment 8: Final PowerPoint Presentation
  The PowerPoint presentation summarizing the final paper report is due by April 20, 2015 posted to Instructor via Assignment Dropbox tool on the WebCT-Vista course Website and posted as an attachment to PowerPoint your fellow students to view and comment. You also need to E-mail your Mentor a copy.

- Discussion: Post your PowerPoint as an attachment to PowerPoint Discussion area for your fellow students to view and comment on. Title your posting, “PPT – (Your last name) – (Very short title/subject)” Example: “PPT-Turner-How to post PowerPoint” In the message area state the full title of your project.

OPTIONAL CLASS - ---Week-14_Tuesday-April-21_Thursday-May-3-2015

Course Wrap Up and CAPSTONE PRESENTATION PRACTICE: Prepare a brief 5-minute mini-PowerPoint for presentation to your fellow students in class using a few of your slides that represent your full presentation you will give faculty judges. Class may end early.

NOTE: All full presentations are also due posted today Via L by BBLearn Thursday-April-30-2015 6:00 P.M.

- Assignment 9: Capstone Defense to gerontology faculty, including your Instructor and Mentor
  Target TBA All presentations will occur on Friday or Saturday May 1 or 2, 2015 TBA using online presentation of PowerPoint. Students will be assigned a place in the Student lineups to participate in the class to hear other students present. Please enter any comments you have to instructor here. A letter grade will be assigned after your Capstone Defense, your course grade. Good luck.

- Discussion: Post your Final paper Report as an attachment to your Final Paper Report Discussion area posting for your fellow students to view and comment on. In the message area copy/paste your abstract from your Final paper report. Title your posting, “Final paper report – (Your last name) – (Very short title/subject)” Example: “Final paper report – Turner – My Capstone subject” In the message area state the full title of your project.

---Week-16_Friday-May-01_Thursday-May-07-2015

Capstone Presentations - Fri. May 2 or Sat. May 3 2014 - TBA - BY APPOINTMENT.

to the faculty in the Department of Applied Gerontology: 15 minute oral/PowerPoint w/handouts defense plus 15 minute Q&A with faculty --- by appointment Fri. May 1 or Sat. May 2 2015 TBA BY APPOINTMENT.