

MEPAP I – Enrollment Packet

Getting Enrolled

Fill out the **Enrollment Form** (2nd pg), read over and sign the **Course Policies Form** (3rd pg). If your company is paying the course fee or if you are taking advantage of the payment plan (see Course Policies Form), make sure to include the **Purchase Order Form** (4th pg) with your **Enrollment Form** and **Course Policies Form**. Once these forms are filled out completely, fax to 1-866-405-5724 and the Enrollment Coordinator will contact you to set up payment.

Getting Ready

Make sure you have the following tasks completed before the first day of class:

Fax in the Enrollment Forms

- Enrollment Form (pg 2 of this Enrollment Pack) – Fill out Completely
- Course Policies (pg 3 of this Enrollment Pack) – Sign and Date
- Purchase Order Form (pg 4 of this Enrollment Pack) – Fill this out if not paying for the course in full

Create Student ID (Login information) on www.ActivityDirector.org

- Visit www.activitydirector.org and click “Create New Account” in the login box.
- Use your legal name, exactly as you want it to appear on your “Certificate of Completion”
- Must provide a valid e-mail address (main source of communication with the instructor.)
- Choose a Student ID (Login name) and Password – (ID and password are case sensitive)

Order Required Textbook(s)

- You will need the required textbooks listed in the syllabus
- It is important to have the required books by the first week of class.
- It is the student’s responsibility to find and order these books in a timely manner.

First Day of Class

- Visit www.activitydirector.org and Login using your Student ID
- After logging in, a box titled “My Courses” will appear on the left-hand menu. (The “My Courses” box will not appear until the first day of class)
- Click on the title of the course listed in the “My courses” box to enter the course.

Enrollment Pack Includes:

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Course Policies	Page 3
Purchase Order	Page 4
Syllabus	Pages 5-7
Weekly Breakdown	Pages 8-13
Grade Scale	Page 13



MEPAP 2nd Edition (Part I) - Official Course Enrollment Form

*Please type to fill out this form, print, sign the bottom and the course policies page. Fax both pages to 1-866-405-5724. Please allow 24 hours for this fax to be received by the Enrollment Coordinator. **You will be contacted at the number or e-mail provided below to setup payment and a Student ID.**

Course ID#: _____

(The Course ID is the start date of the course - Example: **ME1-010609** for MEPAP I - starting January 6th, 2009)

Personal Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ **Fax:** _____

Student E-mail (Main source of communication with your instructor): _____

Male: _____ **Female:** _____ (Mark One) **Birth Date:** _____ / _____ / _____

Employment

Are you currently employed? Yes: _____ **No:** _____ (Mark One)

If Yes, Where?: _____

Address: _____

City/State/Zip: _____

How many hours a week do you work? _____ **Hrs.**

Student Profile

What made you decide to become an Activity Director?

What would you like to accomplish by becoming an Activity Director?

Do you plan on becoming certified through the National Certification Council for Activity Professionals? (NCCAP – visit www.NCCAP.org for more information on becoming certified) **Yes:** _____ **No:** _____

(Initial) _____ I have **read and agree** to the **Course Policies** included in this **Enrollment Pack** (pg 2)
By signing below, I am stating that I understand and agree to all the information I have communicated in this form and is accurate and true to the best of my knowledge. Upon completion of this course, your certificate of completion will be mailed by your instructor to the address provided above.

Student Signature: _____ **Date:** _____ / _____ / _____



Activity Directors Network - Course Policies Form

Student Requirements- The student must have a valid email address, access to a computer with Internet capabilities and a fax machine. The student must have a High School Diploma or GED and be able to write and speak English. A basic knowledge of computers is required (i.e. An understanding of navigating the Internet, the ability to send and receive emails, the ability to work a word processor, the ability to save and upload files). If the student does not know how to operate a computer this is NOT the course to take as it is conducted exclusively online.

Computer Requirements- The computer must have access to the Internet and an email account. The computer must have a word processing program. Below is a list of the accepted programs:

Accepted: Microsoft Word, Microsoft Works, WordPad, & OpenOffice

Not Accepted: Notepad

Dropping a Course- The student has 3 days from the course start date to drop the course. The full amount paid, minus a \$100 Service Fee will be refunded to the student. Any cancellations placed after the 3-day grace period will not be eligible for any refund, you may forfeit the amount or use the payment as a credit(s) towards another course.

Payment Plan- If you decide to take advantage of the payment plan, please include the Purchase Order (4th pg of Enrollment Pack) with the enrollment form, and this Course Policies Form. The Payment Plan consists of half due prior to the course start date, with the other half due mid-way through the course (or the 8th week). The Service Fee for the Payment Plan is \$75, payable mid-way through the course. If a student does not pay on time, an additional charge of \$75 will be applied. If the entire course cost is not paid in full within 30 days of the course ending, the course will become null and void and the student must retake the course to receive credit.

Course Transfer- A student is able to transfer to a different course up to two times. The transfer fee is \$200, per transfer (unless the student chooses to transfer within 3 days of the course start date in which case there is no penalty). Should the student wish to transfer beyond the allowed two times, all previous payments will be forfeited and the student must retake the course to receive credit.

Certification- Upon completion of this course the student will receive a Certificate of Completion. This is NOT Activity Director Certification. The student must fulfill the other requirements as setup by the governing body in order to apply for certification through CTRAC (Texas Certification) and NCCAP. The student will receive their certificate of completion in the mail 4-6 weeks after the course ends.

Extra Credit- Extra credit will be made available to the students throughout the course if needed.

Weekly Chats- There is a mandatory weekly chat on Wednesday evenings. Chat times will be set the day the course starts. Refer to the Live Chat Schedule on the course homepage for the exact times. The times are based on Central Standard Time; adjust accordingly for your time zone. All students must participate in this chat as it is part of your overall grade.

Military Discount- Receive \$100 off with your military ID.

Copy of Certificate- a \$25 fee will be applied for an additional copy of your "Certificate of Completion."

If you do not complete this course, you are still accountable for the course fee. All of your assignments must be created by you and completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this form and is accurate and true to the best of my knowledge.

Student Signature: _____ **Date:** ____/____/____



AD Certification Courses - Purchase Order

**Please include this form with any payment made by check, so payment can be applied to the proper account.

Facility Info

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ Fax: _____

Student Info

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ Fax: _____

Student E-mail (Main source of communication with your instructor): _____

Male: _____ Female: _____ (Mark One)

Birth Date: _____ / _____ / _____

Choose Course	Certification Course	Price
	MEPAP 2nd Edition Part 1 - Modular Education Program for Activity Professionals	\$600.00
	MEPAP 2nd Edition Part 2 - Modular Education Program for Activity Professionals	\$600.00
	TX Basic – Basic Education Course for Nursing Home Activity Directors	\$600.00
	TX Advanced – Advanced Management Course for Nursing Home Activity Directors	\$600.00
Total:		

In the event that you decide to cancel your registration, please do so within 3 days after the scheduled start date of the course. If you do so within 3 days after the start date, a full refund will be issued, minus a \$100.00 processing and registration fee. Any cancellations placed after the 3-day grace period will not be eligible for any refund, you may forfeit the amount or use the payment as a credit(s) towards another course. If the student transfers from one course to another at anytime during the course after the 3 day grace period, he/she must pay a \$200.00 Transfer Fee. There are absolutely no exceptions. If you do not complete this course, you are still accountable for the course fee. All of your assignments must be created by you and completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this form and is accurate and true to the best of my knowledge. **This purchase order and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the state of Texas.**

Student Signature: _____ Date: _____ / _____ / _____

Responsible Party

of Facility Signature: _____ Date: _____ / _____ / _____



MEPAP I - Syllabus

Instructor:

Dorothea E. Coleman-Brewer MA, TRS/TXC, CTRS, ACC

E-mail: ADNInstructor@hotmail.com

Assistant:

Karen Connelly (Assistant) BS, TRS/TXC

E-Mail: ADNInstructor@hotmail.com

Instructor Profile:

Dorothea E. Brewer MA, TRS/TXC, CTRS, ACC, Consultant: Dorothea has over 28 years of experience as a practitioner in the field of Therapeutic Recreation. She has extensive knowledge in the field of Psychiatry, Community, Long Term Care and Special Population. She has also taught the Basic and Advance Activity Directors course at Houston Community College, Lamar University, North Harris College and independently. She also taught the Introduction to Therapeutic Recreation as well Therapeutic Recreation Program Planning. Dorothea is a past board member of the Consortium of Therapeutic Recreation and Activities Certification as well as the National Therapeutic Recreation Society, past President and Vice-President of the Therapeutic Recreation Branch of the Texas Park and Recreation Society and has been program chair for the Therapeutic Recreation Branch tract during the Texas Recreation and Park Annual Institute numerous times. Dorothea is known throughout the Texas recreation community as a wonderful mentor and supporter for people within the field of TR and AD.

Required Books

Please be sure to purchase your books immediately, they are an important part of the course. Please let us know if you have or have not ordered your book. The entire course has mandatory reading assignments, so if you have not purchased your books, you will be behind.



Essential For The Activity Professional In LTC

Author: Susan E Lanza

Published by: Thomas Learning Published 10/3/96 339 pgs, paperback

ISBN# 0827373872 New \$115.95 - Used starting at \$65 (check www.amazon.com, www.alibris.com, www.addall.com) Buy Now at www.bn.com – free shipping



The Professional Activity Manager and Consultant

Author: Anne D'Antonio, Nocero, Nancy Debolt & Nadine Touhey

Published by: Idyll Arbor Published 1998 - 452 pages

ISBN# 1882883241 New \$45 - Used starting at \$30 (check www.amazon.com, www.alibris.com, www.addall.com) Buy Now at www.idyllarbor.com – Item# B297

Search www.google.com, www.alibris.com or www.addall.com using the ISBN# to locate these books.

Note: It is important to have these required books by the second week of class. We encourage students to try and find their books at a discount. Depending on backorders, being out of stock, etc., students may have to order these books from the publisher at full price or ask fellow students to fax a copy of the chapters needed. **It is the student's responsibility to find and order these books in a timely manner.** Activity Directors Network has no control over the stock levels of these books and can not be held responsible for backorders, etc.

Assignments

Activity Directors Network
Toll Free: 1-888-238-0444
Fax: 1-866-405-5724

E-Mail: Info@ActivityDirector.com



Assignments vary from week to week. There are six different types of assignments: Written, Notebook, Fieldwork, Live Chats, Exams, and Forum Assignments. (More info on assignment types below)

Note: Weeks begin on Tuesday mornings and end on Mondays at midnight. All assignments are due by Monday at midnight unless specified otherwise.

Written Assignments

100 pts each - All written assignments must be typed using a word processor (such as Word, Notepad, etc.) in 12 point font, double spaced, appropriately referenced, and all original. **Plagiarism will not be tolerated.** The student must turn in assignments on time or will receive 0 points for their grade.

Notebook Assignments

30 pts each – total of 300 points for all notebook assignments. Starting week 3 each student will complete a total of 10 notebook assignments. The student will be required to type up these activities each week in the format given by the instructor in the notebook assignment page. At the end of the course, the instructor will combine all the students' activities and send to each student via email. This process may take up to a month to complete due to editing and converting. The student will then will be able to print out all the activities and put into a notebook for reference.

Directions: Gather and type up 3 original activity ideas for each activity type (1 type of activity per week) to turn in to the instructor. These should be typed directly into the Notebook Assignment page.

- Cognitive Games
- Arts and Crafts
- Sensory stimulation
- Club Activities
- Physical Games
- Fundraising Activities
- Reminiscing Activities
- Men's Activities
- Intergeneration Activities
- Community Integration

Practicum/Fieldwork Assignments

1. **Practicum Experience (Fieldwork Assignment Pack) – 100 pts Total:** Students are required to find a supervisor by the end of the 2nd week of class in order to complete the fieldwork assignments. (See Supervisor Information below) The student and supervisor will sign off on weekly tasks as they are completed using the Fieldwork Assignment Pack (3rd week). This should be printed and kept with your class paperwork. At the end of Week 14, when all tasks have been completed, the Fieldwork Pack should be faxed in to the number on the pack. This will verify completion of required tasks/goals set for the practicum experience.
2. **Fieldwork Journal (summary of experience) – 300 pts Total:** The journal is a summary of what you experienced during your fieldwork; express your feelings during this fieldwork. The fieldwork journal is uploaded directly to the instructor in the fieldwork assignment page.
3. **Midterm Evaluation – 100 pts:** Supervisor will be required to fill out the mid-term evaluation on the student's progress thus far in their training. (8th week)
4. **Final Evaluation – 100 pts:** Supervisor will be required to fill out the final evaluation on the student's progress upon completion of practicum experience.

Supervisor Information

Please note that you may complete your practicum under one of following professionals below:

- Certified Activity Director
- Certified Therapeutic Recreation Specialist
- Department Head with 2+ years experience within the position held. (Facility Administrator is preferred)



Live Chats

There are some rules to Live Chat- Let me go over them with you! First of all, EVERYONE must attend Live Chat and participate; **each chat is worth 20 points!** It is part of your grade, considering this is an online course, we need to know that you are caught up and that you understand each assignment. Please click on the "10 Live Chats" link to check the schedule for Live Chats. When it is time to join Live Chat, click the blue "Enter Chat Now" button to join the Live Chat. If you miss a chat, it is not imperative to contact us, just note that you will not be given credit for this chat. You can view the missed chat by clicking on the blue "View Past Chats" button.

Exams

Your exams will be online. All exams are timed and you will have 1 hour to complete each exam. **If you exceed the 1 hour limit you will receive 0 points on your test.** Three exams will be given throughout the course. Exam 1 will be assigned on Week 5, Exam 2 on Week 10, & the Final Exam will be assigned on Week 16.

- **Exam I – 100 points:** Will cover weeks 1 -5 course material
 - **Exam II - 100 points:** Will cover weeks 1-10 course material
 - **Final Exam – 200 points:** All material covered throughout the course
-

Class Forum

We have a forum discussion every week. It is part of your participation grade. We, the instructors, will be asking questions and expect everyone to answer and participate in the forum. Remember, every entry in the forum, whether from the Instructors or from Students, will be emailed to everyone in the class. You are welcome to ask your own questions, answer someone else's, and share your views. We will answer all questions posted in the form as promptly as possible and we encourage everyone to join in! We will also be posting an explanation on how the Live Chat works, "POP" assignments, what we expect of you as students, and any other important course news/updates.

MEPAP I - Weekly Course Breakdown



Week 1

Reading:

- "Essentials" - Chapter 1, 2, and 6
- "Professional" - Chapter 3, 12, and 13

Resource Material:

- Understanding the Activity Service as a Profession and Role in LTC
- Understanding of Evaluation and Implementation of Services

Written Assignment – 100 pts: Interview 2 Activity Directors who have been in the field for over 5 years and write a two page paper describing the growth of our field. (ask questions about tricks of the trade and pointers, barriers faced, how to avoid burn out, activity programming, volunteers, and anything else you would like to know.)

Fieldwork Assignment: Find and secure your fieldwork site. You must be supervised by a certified Activity Director or department head with 2+ years experience. Make sure you fax a copy of the supervisor's certification along with your Fieldwork Facility Form.

Mandatory Quiz: MEPAP I – Mandatory Questionnaire

Live Chat - 20pts: Find your schedule day and time for weekly chat; there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Extra Credit – 30pts: .NET Forum Posts - For extra credit points, go to www.activitydirector.net and submit information, ideas, or answer questions to help other activity directors. As you post, keep a record by copying and pasting your posts onto a word document and send them to us. **5 points each.** You can accumulate up to 30 points on this assignment.

Week 2

Reading:

- "Essentials" - Chapter 2, page 16 and 21
- "Professional" - Chapter 3

Resource Material:

- Understanding of Human, Legal, and Other Organizations
- Understanding Accountability and Responsibility as a Professional in the Health Service Field

Written Assignment - 100pts: Create an example organization chart for the facility you are employed with. Be sure to have the administrator review to make sure that you are correct in the chain of command.

Fieldwork Assignment - 24 pts: Reminder from week 1 - Find and secure your fieldwork site. You must be supervised by a certified Activity Director or department head with 2+ years experience. Make sure you fax a copy of the supervisor's certification along with your Fieldwork Facility Form.

Live Chat - 20pts: Find your schedule day and time for weekly chat; there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum – Participation Grade: Read and answer any questions in the forum

Week 3

Reading: "Essentials" - Chapter 4, 5

Resource Material:

- Effective communication
- Teamwork, Relationships, Problem Solving, & Conflict Resolution with Supervisors, Staff & Families
- Explanation and Evaluation of Assertiveness and Effectively Use Negotiation and Argumentation
- Learning to Lead Meetings and In-Services

Written Assignment - 100pts: Write a 2 page paper about the team members. Evaluating each department with in your facility; discuss the relationship professionally and personally between each



department and the activity department. This assignment is a way to evaluate how the Activity Department relates and depends and well as personally connects with each department.

Notebook Assignment - 30 pts: Three original cognitive game activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your Fieldwork Pack. On week 14, fax the completed form to the number provided on the form. (1-866-405-5724)

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 4

Reading:

- "Essentials" Chapter 1
- "Professional" Chapter 6

Resource Material:

- History of the Activity Profession in Long Term Care
- Understand the Concepts of Professionalism and Ethics
- Identify the Activity Professions Standard of Practice

Written Assignment - 100pts: Research and find the code of ethics from all the organizations listed: NCCAP, NAAP, NTRS

(Please summarize the code of ethics for each organization, we do not want you to just cut and paste.)

Notebook Assignment - 30 pts: Three original Arts & Crafts activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 5

Reading: "Essentials" - Qualification of Staff on page 10-11

Resource Material:

- Professional Framework - (Continued)

Written Assignment - 100pts: Please visit www.nccap.org website and copy the certification application off the website onto a word document. Then complete the application and upload.

Notebook Assignment - 30 pts: Three original sensory stimulation activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Exam I – 100pts: Online Exam – 1 Hour Time Limit - **Due Monday** - by Midnight

Extra Credit - 20pts: Activity Terms - Log on to <http://members.activitydirector.com> using your free membership from the course and access the "activity terms" section of the site. Then, find 20 terms and definitions that you are not familiar with, copy and paste in to a word document, and upload below.



Week 6

Reading:

- "Essentials" Chapter 13,
- OBRA and Activity Services on page 204
- Dealing with a Survey Visit on page 207

Resource Material:

- Governmental and Social Services
- The Survey Process

Written Assignment - 100pts: Write a 1 to 2 page report on how Medicare and Medicaid help with funding in America's Nursing Homes.

Notebook Assignment - 30 pts: Three original club activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Forum – Participation Grade: Read and answer any questions in the forum

Week 7

Resource Material:

- An Issue for Public Policy

Written Assignment – 100 pts: Choose a growing trend within the Activity field and write a 1 page paper explaining the concept. (ie, Eden Alternative, The Pioneer Network, Clubs and Committees, Increase of Psychiatric patients in LTC, the rise of computers)

Notebook Assignment - 30 pts: Three original physical game activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor and upload file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 8

Reading: "Essentials" - Chapter 3

Resource Material:

- Personality
- Theories on Aging
- Individual Aging Process
- Family and Community Influences
- Healthy Lifestyles and Aging
- Culture Patterns and Behaviors

Written Assignment - 100pts: Interview three residents: one in their sixties, one in their seventies, and one in their eighties. Ask questions about changes in lifestyle and feelings about living in a long term care facility. Write a one page comparison of the difference in the responses of the various aged residents.

Notebook Assignment - 30 pts: Three original fundraising activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Mid-Term Evaluation – 100 pts: - Please print the form, read the directions, and have your agency supervisor fill it out and fax it to the number provided.

Forum – Participation Grade: Read and answer any questions in the forum

Week 9

Resource Material:

- Maslow Hierarchy
- Diseases That Affect the Elderly

Written Assignment – 100 pts: Research Maslow's Hierarchy of Needs and write a 1 page paper regarding your findings and the relevancy to our seniors in LTC.

Notebook Assignment - 30 pts: Three original reminiscing activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 10

Resource Material:

- Demographics
- Aging
- Religion & Spirituality

Written Assignment – 100 pts: Create a cross section of the different religions of your residents within your facility. Then write a one page paper dissecting you spiritual activities and the changes and improvements that need to be made to meet the needs of all your residents.

Notebook Assignment - 30 pts: Three original men's activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Forum: Read and answer any questions in the forum

Exam II – 100 pts: Online Exam – 1 Hour Time Limit - **Due Monday** - by Midnight

Extra Credit - 10 points: Activity Database - Login to <http://members.activitydirector.com> and go to the "activity database" section to find 20 activities that you will be using in your facility, copy and paste the entire activity into a word document and upload the file below.

Week 11

Resource Material:

- Determine Personal Motives, Goals and Limits
- Identifying Ethical Strategies
- Service Delivery
- Identifying Holistic Approaches to Care Giving

Reading: "Essentials" - How about Delivering Services on page 111-114

Written Assignment – 100 pts: Create your own Mission, Code of Ethics, and Goals and Objectives as an Activity Director.

Notebook Assignment - 30 pts: Three original intergeneration activities

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 12

Reading:

- "Essentials" - Chapter 12
- "Professional" - Section 7

Resource Material:

- Care Planning Overview
- Reassessment and Plan Review

Written Assignment – 100 pts: Design an in-service to explain in detail "A Dummies Guide to Care Planning for your Residents." This in-service must be very detailed and basic allowing anyone to understand the process.

Notebook Assignment - 30 pts: Three original community integration activities

Fieldwork Journal – 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Forum: Read and answer any questions in the forum

Week 13

Reading: "Essentials" Chapter 10

Resource Material:

- How to Lead Activity Groups
- Breakdown of the Activity Analysis
- Types of Programming
- Activity Examples
- Activity Ideas for Male Residents
- Program Planning for Residents Under 65
- Religious Programming

Written Assignment – 100 pts: Student will gather two previous activity notebook assignments and convert them into the activity analysis format. Download the activity analysis example form provided below and copy and paste the format.

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack.

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Forum: Read and answer any questions in the forum

Week 14

Reading:

- "Essentials" Chapter 8, 9, & 14
- "Professional" Chapter 26, 27 & 28

Written Assignment – 100 pts: Student will answer the 45 question Program Design and Evaluation from the Book "Activity Department Guide" by Karen Connelly. Then write a 2 page paper on their ideas of change and improvements to implement into their activity program.

Fieldwork Journal - 23 pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Assignment Pack – 100 pts Total: Complete the weekly task assigned in your FW Pack. Fax the completed form to the number provided on the form. (1-866-405-5724)

Live Chat - 20pts: Find your schedule day and time for weekly chat, there are 10 chats each at 20 points, if you cannot attend a chat you will receive the 20 points off.

Activity Directors Network
Toll Free: 1-888-238-0444
Fax: 1-866-405-5724

E-Mail: Info@ActivityDirector.com



Forum: Read and answer any questions in the forum

Week 15

Reading: "Essentials" Chapter 16, 11

Resource Material:

- Building Volunteer Programs
- Marketing Your Program
- Activity Director Resources

Written Assignment – 100 pts: Complete one of the five assignments below:

(DO NOT copy an original form from your facility; you must create your own original information. Choose something that is not currently used in your facility so that you can implement and utilize this form.)

- Create a Resident Council Packet with Policies and Procedures, minutes form and follow- form.
- Create a Social History Evaluation form to complete when a new resident moves into the facility.
- Create a Budget packet including policy and procedure with a reimbursement form and Monthly Budget form to keep up with your budget.
- Create a Needs Assessment Form that evaluates all information needed to assess the resident's activity interests.
- Create a Welcome New Resident Packet with orientation info, and checklist.

Final Evaluation – 100 pts: Please print the form and have your agency supervisor fill it out and fax it to the number provided.

Forum: Read and answer any questions in the forum

Extra Credit - 20 points: Grammar - Please let us know where you have seen any mistakes in the reading - we need to know! We would really appreciate the feedback. We will give everyone 20 points if you can find two grammar mistakes in the course. Please be detailed in documenting your findings, so we can find the errors to correct them. Find errors only in the classroom readings or class site (not the forum, or chats). Upload the file with your findings below.

Week 16

Final Exam – 200 pts: Online Exam – 2 Hour Time Limit - **Due Monday** - by Midnight

Grade Scale:

Total Points 3,000 (+ 200 points possible extra credit = 3,200 points)

- **A** = 2,800 – 3,000 points
- **B** = 2,799 – 2,600 points
- **C** = 2,599 – 2,400 points

Note: Less than 2,400 points and class must be repeated