

MEPAP II – 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:

Enrollment Form	Page 2
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 II) - 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: ME2-010108 for MEPAP II - starting January 1st, 2008)

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 II - 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 starting with this week 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 (find varied prices on www.addall.com \$109) used starting at \$45 or

Search www.alibris.com or www.addall.com using the ISBN #



Activity Department Guide for Assisted Livings

Author: Karen Connelly

Published by: Professional Printing & Publishing

Available in our store for \$24.50 - [Click Here](#) to order



Management in Action: Guidelines for New Managers

Author: William D. Hitt

Published by: Battelle Press

Available at www.alibris.com for around \$2.95

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

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

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

Starting week 3 each student will complete 10 notebook assignments. Each week's assignment is worth 30 points which totals 300 points for all 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.

- Motivational
- Drama
- Staff Motivational
- Spiritual
- Exercise/Fitness
- Musical
- Failure Free
- Arts and Crafts
- Cultural Themed
- Physical Games

Practicum/Fieldwork Assignments

1. **Practicum Experience (Fieldwork 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. **Practicum Journal – 300 pts Total:** The journal is a summary of what you experienced during your fieldwork; express your feelings during this fieldwork. The weekly summary 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 on the same link and then click on 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 20 points off 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 1 – 100 points:** Will cover weeks 1 -5 course material
 - **Exam 2 - 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 II - Weekly Course Breakdown

Week 1 The Art and Science of Management

Reading: "Essentials" Chapter 5

Resources Material:

- Understanding Techniques to Becoming an Effective Manager
- The Activity Director as a Manager

Written Assignment - 100pts: Write a two page paper about what being and Activity Director means to you and how you plan to improve your resident's quality of life. Write personal goals/objectives to be accomplished during your practicum experience.

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

Mandatory Quiz: MEPAP II – 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 Overview of the Activity Profession - Continued

Reading:

- "Management in Action" Chapter 3

Resource Material:

- Different Leadership Styles and Techniques

Written Assignment - 100pts: Write a list of 10 strengths and 10 weaknesses as an Activity Director Manager and create 5 goals and objectives on how to improve your effectiveness as a manager/leader.

Fieldwork Assignment – 27pts: Find and secure your fieldwork site. You must be supervised by a certified Activity Director. 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: Read and answer any questions in the forum

Week 3 Colloquy

Reading:

- "Essential" - Page 164–167

Resource Material:

- Understanding Values
- Understanding and Resolving Conflicts

Written Assignment - 100pts: Write a paper about a specific conflict that occurred between you and another employee and how you resolved the situation.

Notebook Assignment - 30pts: Three Original Motivational Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.



Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 Advocacy Within the Organization

Resource Material:

- Advocacy Within the Organization

Written Assignment - 100pts: Choose one issue you would advocate for your residents in your facility and create a plan of action.

Notebook Assignment - 30pts: Three Original Drama Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 5 Advocacy Within the Organization – Continued

Resource Material:

- Understanding Your Organization

Written Assignment - 100pts: Create a list of 20 things that you consider barriers as an activity director in this field. After each item write a goal to improve this barrier.

Notebook Assignment - 30pts: Three Original Staff Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 1-866-405-5724.

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

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 - 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 The Planning Function of Management

Reading:

- "Management in Action" - Chapter 1
- Philosophy in Management, - Chapter 6

Resource Material: Mandatory Reading on **The Planning Function of Management**

Written Assignment - 100pts: The student will demonstrate knowledge of budget by creating a mock budget for the following year. The student will create a plan of action to increase budget using fundraising, donations, and recycling.

Notebook Assignment - 30pts: Three Original Spiritual Activities



Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 1-866-405-5724.

Forum: Read and answer any questions in the forum

Week 7 The Planning Function of Management - Continued

Reading:

- "Activity Director's Guide" pg 8, 47, 52, 57, 70

Resource Material:

- Seven C's to Avoid Procedure Writing Errors

Written Assignment - 100pts: Design a policy and procedures packet for your activity department, explaining all that the activity department is responsible for and how the department carries out these tasks on a daily basis.

Notebook Assignment - 30pts: Three Original Exercise/Fitness Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 8 The Organizing Function of Management

Reading:

- "Management in Action" - Chapter 7

Resource Material: Mandatory Reading

Written Assignment - 100pts: Student will execute a time management study, by recording a breakdown of time used at the workplace. The student will record what is completed every thirty minutes for three days of work and write a paper on findings.

Notebook Assignment - 30pts: Three Original Musical Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 1-866-405-5724.

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

Forum: Read and answer any questions in the forum

Week 9 Adult Client Population

Reading:

- "Activity Director Guide" - Job Description - Page 12–16

Resource Material:

- Job Description

Written Assignment - 100pts: Student will set daily, weekly, monthly, quarterly, and yearly goals using the format in the Activity Director Guide on page 28 to be turned in to instructor.

Notebook Assignment - 30pts: Three Original Failure Free Activities



Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 10 The Staffing Function of Management

Reading:

- "Management in Action"- Chapter 8, "Professional Activity Manager"- Chapters 16, 25

Resource Material:

- The Staffing Function of Management

Written Assignment - 100pts: Create a list of 30 tasks an activity director must accomplish on the job and 20 personality traits that you believe an activity director must possess.

Notebook Assignment - 30pts: Three Original Arts and Crafts Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 1-866-405-5724.

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

Forum: Read and answer any questions in the forum

Extra Credit - 10pts: 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 The Staffing Function of Management- Continued

Reading:

- "Professional Activity Manager"- Chapters 7 & 17

Resource Material:

- Performance Appraisal
- Hiring Personnel
- Lawful Interviewing
- Non-Paid Professionals or Volunteers

Written Assignment - 100pts: Develop a new orientation packet for new staff members entering the activity department.

Notebook Assignment - 30pts: Three Original Cultural Themed Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 12 Care Planning Practices

Reading:

- "Management in Action" - Chapter 2



- "Management in Action" - Chapter 9

Resource Material:

- Motivation

Written Assignment - 100pts: Create 10 new staff motivation techniques that you will implement this year.

Notebook Assignment - 30pts: Three Original Physical Games Activities

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 1-866-405-5724.

Forum: Read and answer any questions in the forum

Week 13 The Directing Function of Management

Resource Material:

- Delegation

Written Assignment - 100pts: Create a quality assurance form for the performance of the activity department. Allow all staff to evaluate your department. After assessing the returned evaluations write a 1 page paper to explain any changes you will implement.

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 14 The Controlling Function of Management

Reading:

- "Management in Action" - Chapter 10
- "Essentials" - Chapter 7, 14

Resource Material: Mandatory Reading

Written Assignment - 100pts: Design a new staff performance evaluation form to effectively evaluate your staff members.

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet: complete the weekly task assigned for current week. Keep the Fieldwork Assignment Pack until Week 15, when it will be faxed to 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 15 The Controlling Function of Management – Continued

Reading:

- "Professional Activity Manager" - Chapters 26, 27, 28, 29
- "Essentials" - Chapters 13 and 15

Resource Material: Mandatory Reading

Written Assignment - 100pts: 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.

Fieldwork Journal – 21pts: type a summary of your experience using a word processor (Microsoft Word, WordPerfect, WordPad, Notepad) and upload the file.

Fieldwork Packet – 100pts: complete the weekly task assigned for current week and fax the completed "Fieldwork Assignment Pack" to 1-866-405-5724.

Final Evaluation – 100pts: 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 - 20pts: 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 – 200pts: 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

