

TX Basic – 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 5-8
Weekly Breakdown	Pages 9-13
Grade Scale	Page 13



TX Basic - 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: TXB-010108 for TX Basic - 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.

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, & OpenOffice

Not Accepted: Wordpad & 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: _____ / _____ / _____



TX Basic - Syllabus

Instructor:

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

Fax: 1-866-405-5724

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

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

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.



TX Basic - Suggested Resources and Readings

Merck Manual of Geriatrics, Third Edition

By: Beers, M.H. and Berkow, R., Editors. (2000)

Published By: Whitehouse Station, NJ: Merck Research Laboratories.

The Leader-Manager

By: Hitt, William D. (1988)

Published By: Columbus, OH: Battelle Press.

Aging and the Life Course, Third Edition

By: Quadagno, Jill. (2004).

Published By: New York: McGraw-Hill. Instructor's Manual/Test Bank.

The New Care Plan Answer Book

By: Davis, E. & Greenwald, S. (2002)

Published By: Glenview, IL: Social Work Consultation Group Publishing.

Physical Change and Aging. A Guide for Helping Professions

By: Saxon, S.V. & Etten, M.J. (1994)

Published By: New York: Tiresias Press.

Activity Care Plans for Long Term Care Facilities. New Fourth Edition

By: Sander, P. (1992)

Published By: Bossier City, LA: Professional Printing and Publishing

Care Planning Cookbook for Recreation and Activities, Fourth Edition

By: Hall, B.A. & Nolta, M.M. (2004)

Published By: San Diego, CA: Recreation Therapy Consultants.

The Psychosocial Care Planning Almanac

By: Nolta, M.M. & Shanahan, T. (2004)

Published By: San Diego, CA: Recreation Therapy Consultants.

Assessment: The Cornerstone of Activity Programs

By: Perschbacher, Ruth (1993)

Published By: State College, PA: Venture Publishing.

Policies and Procedures For Activity Programs and Volunteer Services

By: Sander, Pamela, TRS/TSC,

Published By: Bossier City, LA: Professional Printing and Publishing



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.

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

Practicum/Fieldwork Assignments

1. **Practicum Experience (Fieldwork) – 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 – 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 the three following professionals below:

- CTRAC (Consortium of Therapeutic Recreation/Activities Certification)
- NCCAP (National Certification Council of Activities Professional)
- NCTRC (National Council of Therapeutic Recreation Certification)

Note: TAAP (Texas Association for Activity Professionals) is **NOT** accepted for this course.



Live Chats

There are some rules to Live Chat. 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 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.



TX Basic - Weekly Course Breakdown

Week 1

Reading: "Essentials" - Chapter 1 History, Definitions, and Qualification

Resource Material:

- Discussion of Instructor's Expectations
- History of Long Term Care

Course Quiz: A quiz will be assigned in the forum, check the forum regularly

Written Assignment - 100pts: Research the history of the facility in which you are completing your practicum experience. Write a 2 page summary of the history, mission, values, special accommodations, etc. for this facility.

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.

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 2

Reading: "Essentials" - Chapter 13 Regulatory Compliance

Resource Material:

- Ethical Issues in LTC
- The Survey Process

Written Assignment #1 – 100pts: Write a 2 page paper about your experience with a state surveyor. If you have not experienced a state survey, interview two Activity Directors who have experienced a survey.

Written Assignment #2 – 100pts: Write 3 goals and 2 objectives for each goal to be accomplished during your fieldwork experience.

Written Assignment: #3 – 100pts: find all of the following groups/organizations, compile a list of website addresses and what they stand for and submit them to the instructor. TRAPS, NCTRC, NTRS, THCA, TAUSA, ATRA, CMS, CARF, TANHR, JCAHO, NCAL, AHCA, DHHS, DHS, DADS, AARP, TSAC, CTRACTX

Fieldwork Assignment: Reminder from week 1 - 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: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 3

Reading: "Essentials" - Chapter 2 Your Part in the Facility

Resource Material:

- Working as a Team Member
- Laws Effecting LTC

Written Assignment - 100pts: Interview the Administrator in a chosen facility. Discuss the changes that have occurred in Activities over the last year. Document your findings.

Notebook Assignment - 30 pts: Three Original Cognitive Games Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum



Week 4

Reading: "Essentials" - Aging (pg. 31-34)

Resource Material:

- Aging and When it Begins
- Review of the Basic Human Needs

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 short comparison of the difference in the responses of the various aged residents.

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

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 5

Reading: "Essentials" - Aging (pg. 34-52)

Resource Material:

- Exploring the Life of the Younger Resident
- Diseases that Affect the Elderly

Written Assignment - 100pts: Create a cross section of the resident's different types of diseases that affect these residents. Identify how many experience dementias, Parkinson's, etc. Do not include names, just count up the diagnoses and create a table to demonstrate the various diseases.

Notebook Assignment - 30 pts: Three Original Sensory Stimulation Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Exam I – 100 points: Online Exam

Week 6

Resource Material:

- Understanding Infections
- Infection Control

Written Assignment - 100pts: Observe facility staff for "good" infection control/cross contamination techniques on a resident for five consecutive days. Keep a log of any incidents that may indicate problems with the observance of universal precautions. Write a 1-2 page summary of your findings.

Notebook Assignment - 30 pts: Three Original Club Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Forum: Read and answer any questions in the forum



Week 7

Reading: "Essentials" - Chapter 8 Program Development

Resource Material:

- Define Activity Terms
- Theories Regarding Activity Involvement

Written Assignment - 100pts: Observe residents in your facility. What percentage of the resident population is involved in self-directed activities? Make a list of these activities and briefly describe the resident's involvement.

Notebook Assignment - 30 pts: Three Original Physical Games Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 8

Reading: "Essentials" - Chapter 12 Documentation and Medical Records

Resource Material:

- Assessing the Activity Needs of the Residents
- Incorporating the information into the Interdisciplinary Plan of Care

Written Assignment - 100pts: Observe residents in the facility. What percentages of residents are able to participate in group activities but choose not to participate? Describe/list the reasons given by the residents for refusal. Contrast these reasons for refusal with what you have learned about unmet needs interfering with motivation to become involved with others. Document your findings.

Notebook Assignment - 30 pts: Three Original Fundraising Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Mid-Term 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

Week 9

Resource Material:

- Reassessment and Plan Review
- Unit Program

Written Assignment - 100pts: Create a Monthly Resident Participation Goal Sheet; choose 3 residents with low participation levels in activities. Create three goals and three objectives for each resident to improve the resident's participation level.

Notebook Assignment - 30 pts: Three Original Reminiscing Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum



Week 10

Reading: "Essentials" - Chapter 9 Program Implementation

Resource Material:

- Planning a Program Based on Assessment
- Types of Programming
- Types of Programming Examples

Written Assignment - 100pts: With the form provided in the week 10 section of the "Click 'N' Print" reference guides, evaluate your current calendar. Then write a 1 page report on what you have learned from the calendar evaluation. ** The purpose of the calendar evaluation is to ensure you are providing a complete, well-balanced activity program. The Calendar Evaluation Process will help you to classify each of your calendar activities. The Activity Analysis Form will allow you to further analyze each activity and define its therapeutic aspect.

Notebook Assignment - 30 pts: Three Original Men's Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Forum: Read and answer any questions in the forum

Exam II – 100 pts: Online Exam

Week 11

Reading: "Essentials" - Chapter 10 Program Implementation – Beyond Traditional Programming

Resource Material:

- Breakdown of the Activity Analysis
- Activity Ideas for Male Residents
- Program Planning for Residents Under 65
- Individual Planning for Groups

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

Notebook Assignment - 30 pts: Three Original Seasonal Activities (Current Month)

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 12

Resource Material:

- How to Lead Activity Groups
- Program Planning to Help Alleviate Behavior Problems

Written Assignment - 100pts: Plan a program to involve your residents in the community. Please include all of the plans.

Notebook Assignment - 30 pts: Three Intergenerational Activities

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Forum: Read and answer any questions in the forum



Week 13

Reading: "Essentials" - Chapter 11 Marketing and Group Leadership

Resource Material:

- Religious Programming
- Marketing Your Program

Written Assignment - 100pts: Gather all the entertainers (at least 20) you use in your program and type them up with contact information to send to your instructor.

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

Fieldwork Assignment Pack: Complete the weekly task assigned in your Fieldwork Pack.

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 14

Reading: "Essentials" - Chapter 16 Volunteers

Resource Material:

- Building Volunteer Programs

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

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

Live Chat - 20pts: Attend Live Chat at scheduled time.

Forum: Read and answer any questions in the forum

Week 15

Resource Material:

- Resources for Activity Ideas
- Community Resources

Final Evaluation - 200pts: Please print the form and have your agency supervisor fill it out and fax it to the number provided.

Week 16

Final Exam – 200 pts: Online Exam - **Due Wednesday** - 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

