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Syllabus & Course Timeline

AGER 5790 – Spring 2010
900, 950, 975

Needs Assessment, Program Planning & Evaluation in the Services for the Elderly

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Syllabus/Timeline subject to change... you will be notified via Vista course e-mail.

Please provide instructor with a reliable working E-Mail address outside of Vista.

Course Description

AGER-5790. Needs Assessment, Program Planning and Evaluation in the Services for the Elderly. 3 hours. Principles, techniques and skills used to identify the needs of elders at the community level and to design and evaluate programs individually tailored to meet those needs in such areas as access, health, nutrition, housing, income maintenance, employment, personal support, and training and education.

The primary purpose for this course is to provide graduate students a training and service learning practicum in the application of planning methodologies to developing community-based programs, services, and supports for the aged. Students are introduced to the structure of service delivery under the Older Americans Act and the wide array of preventive, supportive and restorative services comprising the aging/social/disabilities services continuum. Applications in needs assessment, program planning, administration, and evaluation help prepare students to conceptualize and respond to community readiness to service the changing needs of an aging society in such areas as access, health, nutrition, housing, income maintenance, employment, personal support, and training and education.

Student Evaluation

Student examination comprises 40% of the final grade and is based upon the demonstration of needs assessment and service planning methodologies. Student project completion comprises 40% of the final grade and is based upon the development of written and oral reports involving the collection and use of data for completion of community needs assessment and planning studies for aging service providers. Class participation (Discussion boards) counts for 20% of the final grade.

Course Requirements and Student Assignments

Students are required to prepare and submit all assignments by the due-date requested. Assignments not received by the due-date requested may not be credited towards the final course grade.

THIS IS A 100% ONLINE CLASS

Assignments are established at three levels:

1. The first level is the request for critical thinking in response to the assigned readings. Students must first read the assignments then engage in on-line discussions with other students regarding assigned readings. This discourse will be posted to the discussion board and monitored periodically and will be credited toward the final grade for the course.
2. The second level is the request for students to complete weekly tasks related to the gathering and processing of planning information and the preparation for

- reporting. 11 Exercises help guide the student in the completion of data development and the analyses required to structure planning reports.
3. The third level is the completion and submission of planning reports to the instructor according to the schedule posted below. Students will post the completed reports to the instructor following the instructions given for each assignment.

Technical Course Requirements

Students must have access to Internet services from home or university labs. Students must have access to Microsoft Windows capabilities for Word, Excel, and PowerPoint. In addition, PDF Files are used in this course.

Americans with Disabilities Act

It is the policy of your instructor to comply fully with the Americans with Disabilities Act (ADA) and to make reasonable accommodations for qualified students with disabilities. Please present your written request for accommodation at the start of the semester.

Policy on Cheating and Plagiarism

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

Syllabus as a Contract

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

Copyright Notice

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

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

Any students, faculty, or staff who use University equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action by the University as well as to those civil and criminal penalties provided by federal law.

What's your project turn-in going to look like?

(Client Name) (Project Name) Please follow the outline presented below for developing your final document for submission to the instructor and to the client. Everything listed below must be compiled into one Word file for submission. Thanks...

Your project should include...

- PROJECT COVER PAGE
- TABLE OF CONTENTS
- ASSIGNMENT #2 – Agency and Problem Statement
- ASSIGNMENT #5 – Literature Review/Research Design
- REFERENCES (APA Style)
- ASSIGNMENT #3 – Hypotheses
- ASSIGNMENT #4 - Standards and Criteria
- ASSIGNMENT #6 – Logic Model
- ASSIGNMENT #7 – Evaluation Model
- GANTT CHART – Timeline
- ASSIGNMENT #8 – Client Readiness Assessment
- ASSIGNMENT #9 – Scope of Client Needs Assessment
- ASSIGNMENT #10 – Draft of Client Assessment Protocols

APA style

The University of North Texas accepts usage of the APA style for class assignments as well as thesis and dissertations. Please use the APA style to submit your finished assignments for this class. This included your literature review and citations as well as the entire proposal document. Thanks. <http://www.library.unt.edu/govinfo/browse-topics/citation-guides-and-style-manuals/scholarly-and-professional-style-manuals> And... Check out the Son of Citation Machine: APA Format, created by David Warlick of the Landmark Project, that automatically generates citations in APA style based on information you enter into a template. <http://citationmachine.net/index.php?reqstyleid=2&more=yes> - Select reference source on left.

SAMPLE APA:

Griffith, B (2008, July 23). Scholarly and Professional Style Manuals. Retrieved September 28, 2008, from Scholarly and Professional Style Manuals: University of North Texas Libraries Web site: <http://www.library.unt.edu/govinfo/browse-topics/citation-guides-and-style-manuals/scholarly-and-professional-style-manuals#apa-style>

Planned course schedule:

For more details see Timeline on following pages. In depth descriptions of Exercises and Assignments are presented in the Week-by-Week Lesson Folders. See course TIMELINE for more about assignments and assignment due dates.

COURSE TIMELINE

AGER 5790 -- Spring -2010

Syllabus/Timeline subject to change... you will be notified via Vista course e-mail.

Class Schedule:

Class weeks begin 12:01 AM on Tuesdays and end 11:59 PM the following Mondays.

- 1st class day begins 12:01 AM Tuesday Jan. 19, 2010

Week-1 = 12:01 AM Tuesday January 19, 2010 TO 11:59 PM Monday January 25, 2010

- Week-1 Topic --- Course-Overview

Week-2 = 12:01 AM Tuesday January 26, 2010 TO 11:59 PM Monday February 1, 2010

- Week-2 Topic --- History-of-Government-Sponsored-Programs

Week-3 = 12:01 AM Tuesday February 2, 2010 TO 11:59 PM Monday February 8, 2010

- Week-3 Topic --- Measurement-in-Planning

Week-4 = 12:01 AM Tuesday February 9, 2010 TO 11:59 PM Monday February 15, 2010

- Week-4 Topic --- **Basic-Planning-Processes**

Week-5 = 12:01 AM Tuesday February 16, 2010 TO 11:59 PM Monday February 22, 2010

- Week-5 Topic --- **Research-Design**

Week-6 = 12:01 AM Tuesday February 23, 2010 TO 11:59 PM Monday March 1, 2010

- Week-6 Topic --- **Logic-Models**

Week-7 = 12:01 AM Tuesday March 2, 2010 TO 11:59 PM Monday March 8, 2010

- Week-7 Topic --- **Evaluation-Models**

Week-8 = 12:01 AM Tuesday March 9, 2010 TO 11:59 PM Monday March 22, 2010 (Incl's SB*)

- Week8 Topic --- Client-Selection-and-Description - *UNT Spring Break = Mon March 15 – Sun March 21, 2010

Week-9 = 12:01 AM Tuesday March 23, 2010 TO 11:59 PM Monday March 29, 2010

- Week-9 Topic --- Scope-of-Client-Needs-Assessment

Week-10 = 12:01 AM Tuesday March 30, 2010 TO 11:59 PM Monday April 5, 2010

- Week-10 Topic --- Developing-Needs-Assessment-Protocols

Week-11 = 12:01 AM Tuesday April 6, 2010 TO 11:59 PM Monday April 12, 2010

- Week-11 Topic --- Ongoing-Strategic-Planning-Activities-Based-on-Assessed-Needs

Week-12 = 12:01 AM Tuesday April 13, 2010 TO 11:59 PM Monday April 19, 2010

- Week-12 Topic --- Ongoing-Strategic-Planning-Activities-Based-on-Assessed-Needs

Week-13 = 12:01 AM Tuesday April 20, 2010 TO 11:59 PM Monday April 26, 2010

- Week-13 Topic --- Strategic-Plan-Documents

Week-14 = 12:01 AM Tuesday April 27, 2010 TO 11:59 PM Monday May 3, 2010

- Week-14 Topic --- Completion-of-Strategic-Plan-Documents

Week-15 = 12:01 AM Tuesday May 4, 2010 TO 11:59 PM Thursday May 6, 2010 REVIEW

- Week-15 Topic --- Client evaluation form --- Preparation-for-Student-Performance --- Evaluation-of-Student-Performance --- AGER course evaluation forms

Week-16 = 12:01 AM Friday May 7, 2010 TO 9:00 PM Tuesday May 11, 2010 FINAL DUE***

- *Week-16 Topic --- Evaluation-of-Student-Performance – phone call with instructor - by appointment.*

Note Week 8 is long to include Spring Break and Weeks 15 and 16 are short to accommodate Review and Final time.

Week by Week Lessons:

Weeks-1 and 2 = 12:01 AM Tuesday January 19, 2010 TO 11:59 PM Monday February 1, 2010

Topic --- Course-Overview --- History-of-Government-Sponsored-Programs

- Course Syllabus
- Timeline and Deadlines
- Definitions and Key Concepts
 - The Americans with Disabilities Act of 1990
 - Social Security Act of 1935
 - Federal Housing Act of 1937
 - Older Americans Act of 1965
 - AoA Mission Statement and Operating Structure
 - AoA Sponsored Programs
 - ADA Objective and Purpose
 - Five Titles of the Americans with Disabilities Act
 - Developmental Disabilities Assistance and Bill of Rights Act of 2000
 - Administration on Developmental Disabilities

- **Assignment 1** – Personal introduction - Post to the instructor your Personal Introduction. Please include a 1-paragraph biography, your e-mail addresses, and phone numbers (Include day, evening, and cell).
- **Assignment 2** – Problem specification - Post your client agency's identity and your problem specification as agreed upon with your client agency to the instructor.

Week-3 = 12:01 AM Tuesday February 2, 2010 TO 11:59 PM Monday February 8, 2010

Measurement-in-Planning - Hypotheses Specification

Measurement Theory
 Quantitative Measurement
 Qualitative Measurement
 Data Sources

- **Assignment 3** – Hypotheses Specification - Post the hypotheses you specify as ways of dealing with the issue, problem, or concern you have identified to the class via discussion tool.

Basic-Planning-Processes - Standards and Criteria Specification

Specifying Environmental Assumptions
 Mapping Community Assets
 Assessing Community Needs
 Critiquing Organizational Capacity
 Determining Priorities
 Setting Goals and Objectives
 Generating Alternative Strategies
 Developing Strategic Plans

- **Assignment 4** – Standards and Criteria Specification - Post a concise specification of the environmental assumptions facing your client

Week-4 = 12:01 AM Tuesday February 9, 2010 TO 11:59 PM Monday February 15, 2010

Research-Design - Project Design Specification - literature review

Paradigms
 Model Specification
 Action Hypotheses
 Implementation with Management Controls
 Data Development

- **Assignment 5** - Literature Review - Post a literature review on issue, problem, or concern you have identified to the instructor.

Week-5 = 12:01 AM Tuesday February 16, 2010 TO 11:59 PM Monday February 22, 2010

Logic-Models - Logic Models Specification

Theory Approach Models
 Outcomes Approach Models
 Activities Approach Model

- **Assignment #6** – Logic Models Specification - Post a diagram of the intervention (logic model) addressing the problem and hypotheses that you specified to the instructor.

Week-6 = 12:01 AM Tuesday February 23, 2010 TO 11:59 PM Monday March 1, 2010

Evaluation-Models - Evaluation Models Specification

Structures
Processes
Outcomes
Impacts

- **Assignment 7** - Evaluation Models Specification - Post your evaluation model for the project you and your client will implement to the instructor.

Week-7 = 12:01 AM Tuesday March 2, 2010 TO 11:59 PM Monday March 8, 2010

Client-Selection-and-Description - Client's Readiness Assessment

Operational Aegis
Enablement
Span of Authority
Domain Considerations
Capacity Boilerplate
Community Support
Collaborative Partners

- **Assignment 8** - Drafting Your Client's Readiness Assessment - Post your client's readiness assessment to the instructor.

**Week-8 = 12:01 AM Tuesday March 9, 2010 TO 11:59 PM Monday March 22, 2010 (Incl's SB*)
2009**

Scope-of-Client-Needs-Assessment - Drafting Your Client's Assessment Scope/Parameters

Determining the Focus Areas for Needs Exploration
Setting Geographical Catchments
Defining Target Populations

- Discuss a proposed methodology for conducting a community needs assessment to verify the need for the type of intervention (logic model) you have proposed.

Week-9 = 12:01 AM Tuesday March 23, 2010 TO 11:59 PM Monday March 29, 2010

Developing-Needs-Assessment-Protocols - Proposed Methodology

Selection of Research Methodologies
Primary Data Strategies
Secondary Data Strategies
Data Analysis Strategies
Reporting Strategies

Week-10 = 12:01 AM Tuesday March 30, 2010 TO 11:59 PM Monday April 5, 2010

- **Discussion:** Developing-Needs-Assessment-Protocols - Proposed Methodology

- **Assignment 9 - Proposed Methodology** - Post a proposed methodology for conducting a community needs assessment to verify the need for the type of intervention, (logic model) you have proposed to the instructor.

Week-11 = 12:01 AM Tuesday April 6, 2010 TO 11:59 PM Monday April 12, 2010

- Ongoing-Strategic-Planning-Activities-Based-on-Assessed-Needs - Assessment Protocols
 Environmental Assumptions with Respect to Assessed Need
 Internal Analysis with Respect to Assessed Needs (SWOT)
 External Analysis with Respect to Assessed Needs (SWOT)
 Linking Assessed Needs with Client’s Organizational Goals & Objectives
 Developing Specific Strategies to Address New Objectives
 Specifying Standards and Criteria
 Specification of Timelines
 Articulation of Logic Models
- Discuss your community needs assessment protocol in the discussion.
 - Drafting Your Assessment Protocols - (For weeks 11-13)

Week-12 = 12:01 AM Tuesday April 13, 2010 TO 11:59 PM Monday April 19, 2010

- Ongoing-Strategic-Planning-Activities-Based-on-Assessed-Needs - Assessment Protocols
- Discuss your community needs assessment protocol in the class. Drafting Your Assessment Protocols - (For weeks 11-13)

Week-13 = 12:01 AM Tuesday April 20, 2010 TO 11:59 PM Monday April 26, 2010

- Ongoing-Strategic-Planning-Activities-Based-on-Assessed-Needs - Assessment Protocols
- Assignment 10 - Assessment Protocols - Post your community needs assessment protocol to the instructor.

Week-14 = 12:01 AM Tuesday April 27, 2010 TO 11:59 PM Monday May 3, 2010

- Completion-of-Strategic-Plan-Documents - Client evaluation form
- Assignment 11 - Strategic Plan Documents Assignment to Client - Submit Your Strategic Plan Documents Assignment to your client (Note: Your Client’s “Evaluation of Plan Documents” form, included in this submission to your client, should be returned to you in time for your submission to Instructor next week.)

Week-15 = 12:01 AM Tuesday May 4, 2010 TO 11:59 PM Thursday May 6, 2010 REVIEW

- Preparation-for-Student-Performance
 - Evaluation-of-Student-Performance
 - AGER course evaluation forms
- Submit Your Final Strategic Plan Documents to Instructor.
 Submit your completed Client’s Evaluation of Plan Form Document to Instructor.
 Complete AGER Course Evaluation form.
 Make your appointment with instructor for conference call.

- Discuss your strategic planning documents (what you provided your Client) in the class.
- **Assignment 12** –Submit your strategic planning documents to the instructor.

Week-16 = 12:01 AM Friday May 7, 2010 TO 9:00 PM Tuesday May 11, 2010 FINAL DUE***

Final Examinations – Sat. May 8 and or Sun. May 9 TBA

Student evaluation – phone call with instructor - by appointment.

16 weeks - **12** Assignments - **1** Conference call

Updated 9/22/2011