Linda Redhead, MS, ACC, Edu

MEPAP Instructor at Activity Advisor

**Acknowledgement Course Requirements**

This is to acknowledge that we, the undersigned, have read, discussed among ourselves, understand and agree to the Course Requirements for achieving a certificate of completion for the MEPAP Course.

Student Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Practicum Supervisor Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Course Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Modular Education Program for Activity Professionals: Part One**

## **SYLLABUS**

## STUDENT ONLINE COURSE REQUIREMENTS & AGREEMENT

The exploration of Activity Service Settings, Colloquy, and Professional Framework as they relate to the Activity Professional as well as Governmental and Social Systems will be reviewed in this course.

**STUDENT ENTRANCE CRITERIA**

Students shall hold a high school diploma or GED and submit proof to **Activity Advisor**.

To participate in this online course you must also have:

* Moderate experience using a computer. You will need to know how to enter and retrieve course information on the computer and be able to receive and submit assignments and other materials. Other useful skills include being familiar with a word processing program such as Microsoft Word or Google Docs, the ability to save and upload files, and an ability to work a word processor such as Microsoft Word or Google Docs.
* The student must have a valid email address and have the ability to send and receive email including the use of attachments. Having access to a computer with internet capabilities as well as a good understanding of the web and its use, enough so that you are able to navigate from one site to another; to find things on the web, and to do searches if it is part of an assignment is required.

**CRITERIA FOR SUCCESSFUL COURSE COMPLETION**

This course is designed for you to work at your own pace and finish over a self-chosen period of time. Typically this course should take between 4-5 months to complete if you dedicate 5-6 hours a week.

**Please note: The student will have up to a year to complete the course.**

The successful online student must:

* Be self-motivated and self-disciplined. With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to meet course requirements.
* Develop a personal schedule for completing coursework. An online course can take as much time as an on-campus college course. If you do not plan your time appropriately, you can get behind and feel overwhelmed in a hurry. Pacing yourself will be the key to success.
* Be able to make time to study and participate in online chats, and projects.
* Login regularly to your online course. You will be expected to log-in multiple times per week and perhaps every day.
* Plan ahead to ensure you have enough time to study and complete assignments.
* Does not put off studying and rarely procrastinate.
* Take notes as you study.
* Work cooperatively with others. Your online course will require you to interact and coordinate with others even though your communication is restricted to email, discussion postings, and chat.
* Able to communicate through writing. Nearly all communication is written, so it is critical that you feel comfortable in expressing yourself in writing.
* The requirements for an online course are no less than that of any on-campus course. The successful student will view online as a convenient way to receive their education—not an easier way.
* Contact the instructor and get feedback if you have questions about the material or assignment. If you are experiencing difficulty at any level (either with technology or with the course content), you must communicate this immediately. Otherwise the instructor will never know what is wrong.
* Flexible and adaptable. Learning online is an adventure that will expose you to many new experiences. The ability to be flexible and remain open-minded is crucial to having a positive experience.

**PRACTICUM AND PRACTICUM ASSIGNMENTS**

1. Linking education with practical field experience in a full or part time, primarily long-term care setting strengthens each portion of the course. The experience is structured by your primary instructor. Guided field work experience for 90 hours is mandatory and is called the ‘practicum’. It involves having an onsite supervisor who can verify that the student has completed the designated work. The student shall be supervised on the job as a paid position or as a volunteer. The onsite supervisor which will be referred to as the ‘Practicum Supervisor’ may be either NCCAP certified or a department supervisor with a minimum of two years of experience. The Practicum Supervisor shall sign off on the student’s practicum time sheet and assignment face sheets.
2. Grades for practicum assignments are based on:
* The quality of their content & ideas
* Whether or not they are complete and if directions have been followed
* Professional presentation that includes correct spelling, grammar, punctuation in standard American English and pages that are visually well organized which must be emailed to instructor
* Passing criteria for the course, including practicum assignments, quizes, midterm exam and final exam is a 70 grade.

**CLASS PERFORMANCE**

Class performance means demonstrations, presentations, participation in discussion and group tasks. Class work is considered satisfactory when students participate accordingly in the exercise being presented. Professional conduct, respect, and consideration for your student peers and instructor are expected at all times.

**CERTIFICATION**

Upon completion of this course the student will receive a Certificate of Completion. This is not Certification. The student must fulfill all of NCCAP requirements before they can apply for certification.

**WEEKLY CHATS**

There will be a mandatory weekly chat. Chat times will be set the day the course starts. The chats will take place on the Activity Advisor Facebook Group or via Zoom Conference.

**SOCIAL NETWORKING**

Become an ‘Official NCCAP Facebook’ member to network with other Activity Professionals and exchange ideas. Often NCCAP Boards members or other seasoned Activity Professionals are online and may be able to interact with you and answer your questions in real time. Once you open yourself up to meeting Activity Professionals from across this Nation and even overseas, you will find that you are not alone in discovering the many joys that keep us in this profession, as well as equipping us to appropriately handle the many challenges that we face along the long term care continuum.

**REQUIRED READING**

In order to complete your reading assignments, please refer to the required textbook:

**‘Activities Keep Me Going and Going’ Volume A, 2nd Edition** by Dr. Charles Peckham, Jennifer Krupa, Mary Miller, and Arline Peckham

You may be able to purchase this book for $45 at [www.Idyllarbor.com](http://www.idyllarbor.com)

**SUGGESTED READING**

There are other books, although not required for this course, which may be used for reference. Some of these may already be in your personal library, but if you do not have these books, I strongly encourage you to purchase them as they are all excellent resources that can be utilized and shared within your Activity Department.

**‘Care Planning Cookbook for Recreation and Activities’** by Michelle Nolta for $46 at [www.Idyllarbor.com](http://www.idyllarbor.com) or [www.ENasco.com](http://www.enasco.com)

**‘The New Care Plan Answer Book for Activity, Psychosocial and Social Work Programs’**

By Esther Davis and Steven Greenwald for $50 at [www.ENasco.com](http://www.enasco.com)

**‘The Professional Activity Manager and Consultant’**

by Ann D’Antonio Nocera, Nancy Debolt, and Nadine Touhey for $45 at [www.Idyllarbor.com](http://www.idyllarbor.com/)

**PLAGIARISM**

All of the student’s assignments must be created by the student and be completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund.

By signing this agreement, the student understands and agrees to all the information that is being communicated in this agreement.

## RESPONSIBILITIES OF THE PRACTICUM AGENCY

1.To accept that personnel additions to the facility through student placement have an educational component that requires the expenditure of considerable time by the staff member that will be serving as the practicum supervisor. Practicum supervisors must be experienced professionals as defined by the MEPAP standards and need to be allowed sufficient agency time to prepare for the student’s arrival, develop orientation plans, and to establish regular supervisory communication with the student(s).

2.To provide a practicum experience, totaling 90 hours as a minimum (per section).

3.Approve agency contract completed by each student.

4.Provide an ongoing observation and feedback on overall performance–completing requested forms in a timely manner.

5.Confer with Instructor periodically to discuss any problems that arise and/or suggestions for improving the practicum programs.

6.To allow student participation in the organizational structure of the agency. This may include; providing opportunities for the student to function as a member of the professional staff, attend staff meetings, and attend other relevant meetings.

7.To make available, when possible, workspace and other resources required for the student to work effectively.

8.To ensure that a student placed at the facility will always be working along with an agency staff member when with the residents and they not be asked to transport the residents, feed the residents, or provide any other service to the resident that should be conducted by a staff person with the individualized training in those areas.

## RESPONSIBILITIES OF THE PRACTICUM SUPERVISOR

1.Sign the practicum placement contract, follow through with the agency supervisor for their signature, and submit to the Instructor.

2.To meet/communicate with the Instructor and the student at the beginning and end of the practicum placement.

3.To provide the initial orientation to the agency structure, program and policies and procedures, including the mission of the agency and the history of its development.

4.To develop a varied learning experience for the student, including opportunities to work with individuals, groups and/or the wider community.

5.To meet individually with the student for a minimum of 30 minutes each week, to provide supervision and assessment on an on-going basis, as well as be reasonably available for informal questions as the need arises.

6.To help the student develop an understanding of the network of human services agencies in the community, and how it relates to the residents served.

7.To assist the student develop basic skills in interviewing and counseling, observation, record keeping, leadership, working with diverse populations, affecting social change, and developing his/her professional identity.

8.Provide ongoing observation and feedback on overall performance for each student.

9.To complete the final evaluation form for submission to the instructor. This should be done jointly with the student.

## PRACTICUM RESPONSIBILITIES OF THE STUDENT

1.To arrange interviews with prospective agencies for practicum placement.

2.To finalize arrangements for the practicum placement prior to the beginning of class.

3.To develop goals in conjunction with the practicum supervisor and Instructor.

4.To meet weekly with the practicum supervisor a minimum of 30 minutes to discuss concerns and learning objectives.

5.To maintain a journal of practicum experience.

6.To complete the student log; to track the practicum hours for the course.

7.To function as a responsible professional in carrying out assignments and developing relationships with co-workers, supervisors and the residents.

8.To participate in the final evaluation with the practicum supervisor; as a basis for the final written evaluation of the student’s practicum placement experience.

9.To complete an evaluation of the overall course experience in the designated time frame, upon completion of the course.