**Gerontology Department**

**Social Sciences and Interdisciplinary Studies**

GERO 131: Gerontology Practicum Capstone
Semester Syllabus

# Gerontology Diversity, Equity & Inclusion Statement

“As part of our commitment to social justice and the Anti-Racist and Inclusive Campus Plan, the Gerontology Department works to support and uplift all historically underrepresented communities, on an off campus, and condemn any forms of bias based on age, race, ethnicity, caste, nationality, immigration status, gender/transgender, sexual orientation, disability/ability, religion, cultural attire/hair, body size/shape, class, and more. We strive to be an exemplary leader in inclusive learning.”

# Part 1: Course Information

## Instructor Information

#### Section 1

**Instructor:** Jenny Stevenson MS
**Office:** AMD 552D
**Office Hours:** Drop in Zoom Tuesdays 1-2pm, or by appointment

**Office Hours Zoom Link:** <https://csus.zoom.us/j/6689334985>

**Cell phone for texting:** 916-292-8633 For faster communication, please text me.
**E-mail:** j.stevenson@csus.edu

## Course Description

Supervised practicum experience in a community agency planning for or delivering professional services to older adults. This capstone practicum experience builds on the first practicum course and is the final culminating course for the major focusing on advanced application of the interdisciplinary nature of the discipline while affording students direct, hands on experiences. Includes a field seminar. Seminar discussions focus on the application of gerontologic concepts derived from all gerontology courses and are applied to each student's specific Practicum area. **Note:** This is a service learning course. Minors may take this course without taking GERO 130

### Prerequisite

* 36 Major units including GERO 101, GERO 102, GERO 103, GERO 121, GERO 122, GERO 130 and instructor permission.GE Area if Applicable
* Minors may take this course without taking GERO 130

## Textbook & Course Materials

### Required Text

* APA publication manual (7th ed) (2019). Washington DC: American Psychological Association

### Recommended Texts & Other Readings

* Other readings will be made available in the Canvas (See Modules).

## Course Requirements

* Complete 135 hours of field placement (includes hours in agency, seminar attendance as scheduled, and end of the semester presentations)
* Completion of all agency and university clearance requirements
* Internet connection (DSL, LAN, or cable connection desirable)
* Access to Canvas

### Practicum Overview

To successful complete the course you need to complete the following:

* Agency Practice (110 hours)
* Attend All Seminars and Student Presentations
* Complete all Course Assignments (and earn total of 73% in course)

Although all students complete the same number of hours and assignments, Faculty Advisors may have different expectations and ways of organizing their sections. If you have questions or get confused by what students in other sections are telling you, check in with your Faculty Advisor.

**Hours Targets**: You are expected to make continued progress on your practicum hours throughout the semester. The following benchmarks are established to help you, your agency supervisor and your faculty advisor make sure you are not falling behind. If you are significantly below these expectations by October 1 seminar you may be advised to drop the course and take it another semester.

|  |  |
| --- | --- |
| Date | Target Hours |
| September 20 | 20 |
| October 4 | 30 |
| \*October 18 | 40 |
| November 1 | 60 |
| November 15 | 80 |
| November 29 | 100 |
| Dec 6  | **110** |

### Getting Started

1. Prior to beginning your hours complete your portion of the “start-up” paperwork in FieldConnect. Please see the Canvas course on what needs to be done.
	1. After you complete the FieldConnect paperwork, you can begin your practicum hours.
2. Schedule a meeting with your Field Supervisor and your Faculty Advisor.
3. Internship hours should be started no later than the third week of the course. Failure to start your hours by the third week may result in you being dropped from the course. If you encounter concerns in your field placement, communicate concerns with your Agency Supervisor. If you cannot reach a resolution, contact your Faculty Advisor ASAP so we can help to make this a truly exceptional experience!

### During Your Practicum

1. Record your accrued hours in the FieldConnect time log. It is strongly recommended you do this weekly, however you MUST submit hours on the Thursday before each seminar.
2. Attend all seminars and submit assignments on time. Check the Canvas Course Calendar for due dates of all assignments. If you tend to procrastinate, this is the time to break that habit.
3. Schedule a time to meet with your agency supervisor once you have completed 20 hours as your Learning Objectives & Initial Evaluation (found in Forms, Documents and Evaluations section in Canvas) are due after you have completed 25 hours.

### When Field Experience is Completed

1. Ask your Agency Supervisor to complete the Agency Supervisor Evaluation of Student.
	* + Schedule a time to meet with your Agency Supervisor to discuss evaluations. Be sure to discuss ideas to continue your growth as a gerontologist.
2. Complete other evaluation forms:
	* + Student Self Evaluation
		+ Student Evaluation of Agency Placement
3. Set up appointment with your Faculty Advisor for final evaluation.

## Course Structure

**Face-to-face sessions** will be held on the Sacramento State campus:

ARC 1007

### Seminar Dates

* 1. 9/6 – Start-up meeting LOCATION: ARC 1007
	2. 9/20
	3. 10/4
	4. 10/18
	5. 11/1
	6. 11/15
	7. 11/29-NO CLASS
	8. 12/6 – Presentations LOCATION: (To be announced later)

## Canvas Access

This course will be delivered through a course management system named Canvas.

To access this course on Canvas you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using a supported browser and have required plug-ins, please visit the “[Which browsers does Canvas support](https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support)” website.

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Canvas you can:

* [Submit a Ticket](https://csus.service-now.com/service/?id=help) to Report a Problem to the Information Resources and Technology Support Team
* Call the Canvas Support line at Sac State: M-F 8a.m. – 5p.m. (916) 278-2450.
* [Schedule a Consultation](https://www.csus.edu/information-resources-technology/get-support-consultation/consultation.html) to get assistance with Canvas and other Academic technologies
* Visit the [Canvas Instructor Video Guides](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Instructors)
* Visit the [Canvas Student Video Guides](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students)
* Visit the Canvas [Student Web Tutorials](https://community.canvaslms.com/docs/DOC-10701)
* Visit the [Canvas Instructor Web Tutorials](https://community.canvaslms.com/docs/DOC-10460)

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through Canvas email.

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# Part 2: Course Objectives

* Demonstrates understanding of fundamental interdisciplinary evidence-based knowledge.
* Demonstrate critical thinking when analyzing diverse and complex aging issues and outcomes for elders, families, and society from an interdisciplinary perspective that is grounded in the sciences, social sciences and humanities.
* Synthesize and apply current interdisciplinary theory and evidence-based (EB) research in applied settings.
* Demonstrate social and cultural awareness, sensitivity, respect, and support of multiple perspectives when interacting with others.
* Exhibit personal and social responsibility and ethical and professional behavior in all settings.
* Exhibit effective use of basic communication (written, oral, and interpersonal skills and information technology needed in a global information society.

You will meet the objectives listed above through a combination of the following activities in this course:

* Agency Practice (110 hours)
* Attend All Seminars and Student Presentations
* Complete all Course Assignments (and earn total of 73% in course)

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# Part 3: Topic Outline/Schedule

**Important Note:** Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail in Canvas. If you have any questions, please contact your instructor.

| **Due Date** | **Assignment** |
| --- | --- |
| Every other Friday | Reflective Journals completed every 2 weeks. **Due Dates in Canvas** |
| 9/16/24 | Professional Identity Worksheet (Part 2) |
| 9/27/24 | Initial Evaluation |
| Learning Objectives |
| **30 Hours Completed** |
| 9/30/24 | Professional Cover Letter |
| 10/11/24 | **40 Hours Completed** |
| 11/3/24 | **60 Hours Completed** |
| 11/14/24 | Updated Action Plan & Timeline |
| 11/25/24 | Draft Project Abstract & Draft Project PPT  |
| **90-100 Hours Completed** |
| 12/2/2412/6/24 |  |
| Project Abstract |
| Culminating Community Project Presentation |
| 12/9/2412/9/2412/9/2412/9/24 | Final Proposal Portfolio |
| Final Evals: Student Self Evaluation, Agency Evaluation, Field Instructor Eval of Student  |
| **110 Hours Completed** |
| Participation in all Seminars & Presentation |
|  |

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# Part 4: Grading Policy

## Graded Course Activities

Visit the **Assignments** link in Canvas for details about each assignment listed below. (See Part 4 for more information about accessing tools and activities).

| **Points**  | **Description** |
| --- | --- |
| 27 points/journal X 7 Journals = 189 points | Reflective Journals completed every 2 weeks.  |
| 25 points | Professional Identity Worksheet (Part 2) |
| C/NC | Initial Evaluation |
| C/NC  | Learning Objectives |
| 38 points | Professional Cover Letter |
| 22 points | Updated Action Plan & Timeline |
| 25 points | Project Abstract |
| 50 points | Presentation PowerPoint |
| 75 points | Culminating Project Presentation |
| C/NC  | Field Hours Completed |
| 25 points | Student Self Evaluation |
| C/NC | Agency Evaluation, Field Instructor Eval of Student |
| 25 points each = 200 | Participation in all Seminars |
| 649 | Total Points Possible |

### Late Work Policy

Be sure to pay close attention to deadlines — points will be deducted for late assignments. In addition, practicum hours will be suspended until all late assignments have been submitted.

### Viewing Grades in Canvas

Points you receive for graded activities will be posted to the Canvas Grade Book. From a computer or mobile device, select the Grades option from course navigation to view your grades.

Your instructor will update the online grades each time a grading session has been complete – typically 1-2 weeks following the completion of an activity. You will see a visual indication of new grades posted on your Canvas home page under Recent Feedback and/or next to the Grades link on course menu.

## Letter Grade Assignment

### This course is graded by Credit/No Credit. To receive Credit for the course you will need to complete the following:

* Agency Practice (110 hours)
* Attend All Seminars and Student Presentations
* Complete all Course Assignments (and earn total of 73% in course)

**Important note:** For more information about grading at Sac State, visit the [academic policies and grading section](http://aaweb.csus.edu/catalog/current/First%20100%20Pages/academicpolicies.html#Grading) of the university catalog.

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# Part 5: Course Policies

## Attend Seminars

Attendance at all seminar meetings and student presentation is mandatory, and seminar hours count towards the total required hours. Students who are not able to attend all or part of a seminar meeting or student presentation session due to illness must inform the Faculty Advisor in advance and, if the absence is excused by the Faculty Advisor, must complete two practicum hours to make up every one hour of seminar or presentation missed. Student approved to miss seminar must submit a journal reflection specific to the made-up hours.

## **Evaluation Methods and Criteria**

* All assignments must be completed/submitted.
* All practicum hours must be completed and documented to pass the course.
* You must earn an overall score of 73% or higher in the course to earn a “C” (Credit).
* Points will be deducted for late assignments. In addition, practicum hours will be suspended until all late assignments have been submitted.
* Failure to turn in all assignments may result in termination of the Practicum for this semester and receiving NC for the course.
* Unless an emergency prevents advance notification, failure to notify Agency Supervisor and Faculty Advisor regarding absences from practicum may be grounds for termination from the placement and class.
* Field Study is graded Credit/No Credit (C/NC) on the CSUS campus. Credit will be awarded if student satisfactorily completes the course at a minimum of C (73%) or higher level. While you do not need to score 73% or higher on all assignments, you must complete all assignments and receive a cumulative score of 73% or higher to receive credit for the course.
* Seminar/presentation participation is mandatory.

## Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

## Complete Assignments

**All assignments for this course will be submitted electronically through Canvas unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments may affect the student’s grade.

## Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

### Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if students meet the university criteria for receiving an incomplete. 131. If incomplete grade is not completed within 12 months, students will have to repeat GERO 131.

## Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Office of Services for Students with Disabilities](http://www.csus.edu/sswd/) (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student’s responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation *before* classes start.

SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) (916) 278-7239 (TDD only) or via email at sswd@csus.edu.

## Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### Sac State's Academic Honesty Policy & Procedures

“The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades.”

Read more about Sac State's [Academic Honesty Policy & Procedures](https://www.csus.edu/umanual/student/stu-0100.htm)

### Definitions

At Sac State, “**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.”

**“Plagiarism** is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.”

**Source:** Sacramento State University Library

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs. **Course policies are subject to change.** It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be posted in Canvas.

## Campus Support

* [**Student Health and Counseling Services**](https://www.csus.edu/student-life/health-counseling/) Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCS offers: Primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer-led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.
* [**Basic Needs Support – CARES Program**](https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/)If you are experiencing challenges with food, housing, financial or other unique circumstance that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student. Check out the [CARES website](https://bit.ly/3fhQ1kY).
* Further resources and information: [Martin Luther King Center](https://www.csus.edu/student-affairs/centers-programs/mlk-scholars/), [Multicultural Center](https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/multicultural-center.html), [Dreamer Resource Center](https://www.csus.edu/student-affairs/centers-programs/dreamer-resource-center/), [Student Success Center](https://www.csus.edu/college/health-human-services/student-success/), [Academic Advising](https://www.csus.edu/student-life/academic-advising/), [PARC](https://www.csus.edu/student-affairs/centers-programs/peer-academic-resource/), [Reading & Writing Center](https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html), [Grading Policy](https://www.csus.edu/umanual/acad/umg05150.htm), [Academic Calendar](https://catalog.csus.edu/academic-calendar/), [Hornet Honor Code](https://www.csus.edu/student-affairs/_internal/_documents/hornet-honor-code.pdf), [Student Rights and Responsibilities](https://www.csus.edu/umanual/student/stu-0119.htm)