



**THE UNIVERSITY OF TEXAS AT ARLINGTON**

**School of Social Work**

**Semester/Year:** Spring 2016

**Course Title:** Special Topics in Social Welfare: Family Caregiving and Aging

**Course Prefix/Number/Section:** SOCW 6392-003

**Instructor Name:** Noelle Fields, PhD, LCSW

**Faculty Position:** Assistant Professor

**Faculty Profile:** <http://www.uta.edu/profiles/noelle-fields>

**Office Number:** 112B

**Phone Number:** N/A

**Email Address:** [noellefields@uta.edu](mailto:noellefields@uta.edu)

**Office Hours:** by appointment

**Day and Time of Class (if applicable):** Online

**Location:** Online

Equipment: A laptop computer with wireless capability or equivalent is required for all SSW classes.

Blackboard: <https://elearn.uta.edu/webapps/login/>

**A. Catalog Course Description/Special Requirements (Prerequisites/Out of Class Meetings):**

This course will give students an overview of the individual and social impact of family caregiving and aging within a bio-psycho-social context and the role(s) of social workers in helping individuals, families, and communities face the contemporary challenges of caregiving. Course content will be underscored by a strengths-based framework and will include the effects of culture on family caregiving, families' process of providing care to persons with chronic and/or complex illness across levels of care (e.g. hospital/rehabilitation/hospice), working with family caregivers within long-term care settings (e.g. nursing homes), dementia caregiving, end of life care as well as evidence-based assessment and intervention with family caregivers. Social services and policy that social workers need to know in order to practice effectively with older adults and their family caregivers are discussed. Innovative approaches for addressing challenges in family caregiving (e.g. technology) are also explored. Particular attention is given to issues of family caregiving faced by diverse, marginalized, and oppressed populations.

**B. Measurable Student Learning Outcomes:**

**Educational Policy 2.1.1—Identify as a professional social worker and conduct oneself accordingly.** [Social workers serve as representatives of the profession, its mission, and its core values. They know the profession's history. Social workers commit themselves to the profession's enhancement and to their own professional conduct and growth.]

1. Advanced social workers in aging practice active self-reflection and continue to address personal bias and stereotypes to build knowledge to dispel myths regarding aging and stereotypes of older persons.

**Educational Policy 2.1.2—Apply social work ethical principles to guide professional practice.** [Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making. Social workers are knowledgeable about the value base of the profession, its ethical standards, and relevant law.]

1. Advanced social workers in aging implement an effective decision-making strategy for deciphering ethical dilemmas on behalf of all older clients.

**Educational Policy 2.1.3—Apply critical thinking to inform and communicate professional judgments.** [Social workers are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires synthesis and communication of relevant information.]

1. Advanced social workers in aging evaluate, select and implement appropriate assessment, intervention, and evaluation tools for use with the unique characteristics and needs of diverse older clients.

**Educational Policy 2.1.4—Engage diversity and difference in practice.** [Social workers understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. Social workers appreciate that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim.]

1. Advanced social workers in aging understand and can apply the relevant cultural, class, gender, race, age, disability, and other diversity issues to enhance the well-being of older adult clients from a strengths perspective.

**Educational Policy 2.1.5—Advance human rights and social and economic justice.** [Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. Social work incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.]

1. Advanced social workers in aging understand social stigma and injustice with respect to older adults and advocate for clients' right to dignity and self-determination in their assessment and intervention strategies.

**Educational Policy 2.1.6—Engage in research-informed practice and practice-informed research.**

[Social workers use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice, policy, and social service delivery. Social workers comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.]

1. Advanced social workers in aging synthesize and apply advanced strategies to search, appraise, and select for application the most up to date evidence and evolving practice guidelines in the assessment and interventions with older adults.

**Educational Policy 2.1.7—Apply knowledge of human behavior and the social environment.**

[Social workers are knowledgeable about human behavior across the life course; the range of social systems in which people live; and the ways social systems promote or deter people in maintaining or achieving health and well-being. Social workers apply theories and knowledge from the liberal arts to understand biological, social, cultural, psychological, and spiritual development.]

1. Advanced social workers in aging apply conceptual frameworks and related theories consistent with social work perspectives and value to practice with older adults.
2. Advanced social workers in aging understand the heterogeneity of aging populations and distinguish the various influences and social constructions of aging well.

**Educational Policy 2.1.10(a)—Engage, assess, intervene and evaluate with individuals, families, groups, organizations and communities.** [Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. Social workers have the knowledge and skills to practice with individuals, families, groups, organizations, and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve client goals; using research and technological advances; evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.]

1. Advanced social workers in aging use interpersonal skills to engage older clients in a collaborative, therapeutic relationship.

**Educational Policy 2.1.10(b) - Assessment**

1. Advanced social workers in aging conduct bio-psycho-social-spiritual assessments using standardized measures appropriate for use with older adults.

**Educational Policy 2.1.10(c) - Intervention**

1. Advanced social workers in aging describe empirically validated and
2. theoretical causes, advanced assessment methods, and the most effective interventions for a variety of problems which effect older adults

**Student Learning Outcomes:**

By the end of the semester, students should be able to demonstrate the following knowledge areas:

1. Describe the contemporary context of caregiving and identify the emerging trends in family caregiving and aging through readings, class lectures, and class activities.
2. Identify and describe how personal and social values influence the family caregiving experience through readings, videos, lectures, class activities, and class discussion.
3. Understand the bio-psycho-social-spiritual challenges faced by family caregivers through the use of a written assessment, class activities, and class discussion.
4. Demonstrate awareness of one's assumptions, beliefs, values, and behaviors with respect to family caregiving and aging through class activities, written assignments, and class discussion.
5. Apply evidence-based intervention strategies to intervene with family members and older adults facing the challenges of caregiving in practice situations through written assignments and class discussions.
6. Analyze the intended and actual benefits provided by the major programs and policies available to support family caregivers through class activities, class discussion, and written assignments.

7. Enhance communication skills and use of professional self by direct contact with a local community service agency that provides programs and services to support family caregivers through written assignments and class discussions.
8. Evaluate the professional roles and functions of the social worker in working with family caregivers and older adults through class discussion, written assignments, and class activities.
9. Describe the diversity and difference in social work practice with caregivers with particular attention given to marginalized and oppressed populations through class discussion, written assignments, and class activities.
10. Identify conflicts between social work values and ethics in practice with family caregivers through readings, written assignments, and class discussion.

### **C. Required Text(s) and Other Course Materials:**

Qualls, S.H. & Zarit, S.H. (2009). *Aging Families and Caregiving*. John Wiley & Sons: Hoboken, NJ.

Casey, N. (2007). *An Uncertain Inheritance*. HarperCollins: New York, NY.

*Other required readings are listed weekly on the syllabus. Copies of these readings are available on Blackboard and e-reserve.*

### **D. Additional Recommended Text(s) and Other Course Materials:**

American Psychological Association (2009). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

### **E. Major Course Assignments & Examinations:**

#### **Discussion Forum (30 points - 15 posts worth 2 points each)**

**Due:** Thursdays at 11:59 pm; Second posts if required due on Saturdays at 11:59 pm

**Includes designated skill(s) or behavior (s) from:** Educational Policy 2.1.1; Educational Policy 2.1.2; Educational Policy 2.1.3; Educational Policy 2.1.4; Educational Policy 2.1.5; Educational Policy 2.1.6; Educational Policy 2.1.7

There will be two discussion boards each week (please note the Personal Thoughts discussion is **optional** but highly recommended). Students will post short reflective comments on the discussion forum based on the weekly coursework. To help promote authentic and thoughtful responses to the posted question, during designated weeks, you will not be able to view other student's original posts until you have posted your discussion response. Your original posts are due on Thursdays at 11:59 pm on the week they are assigned. If the discussion requires a response/comment to another student's post, your second post will be due on Saturdays by 11:59 pm.

#### **Caregiver assessment. (20 points) Due March 27th by 11:59 p.m.**

**Includes designated skill(s) or behavior (s) from:** Educational Policy 2.1.1; Educational Policy 2.1.2; Educational Policy 2.1.3; Educational Policy 2.1.4; Educational Policy 2.1.7; Educational Policy 2.1.10(a); Educational Policy 2.1.10(b); Educational Policy 2.1.10(c)

Students will identify a family caregiver who is taking care of an older adult from their professional or personal experience and conduct an interview. The student will write a 7-10 page paper assessing

the bio-psycho-social situation of the caregiver and make recommendations for interventions as appropriate. In addition to the narrative discussion you have with the caregiver as described in the assignment guidelines, please select one standardized measure discussed in Gaugler, Kane and Langlois (2000) and administer the instrument during your interview. In your paper, please discuss your findings and provide a written argument for why you selected the measure you used. Please protect the caregiver's confidentiality by not including his/her name in your paper. You should complete this assignment independently, without consulting other members in the class.

The assessment will address the following:

### **Part 1: Summary of caregiving relationship/situation**

- Include the demographics of the caregiver--Age, gender, ethnic background, relationship status, children (living, deceased), employment status, educational level, living arrangements.
- Include the social functioning of the caregiver--Identify social and support systems and person's ability to participate within these systems. Describe a typical day for this person.

### **Part 2: Assessment: The interview should include open-ended and close-ended questions to assess the following pieces of information:**

- Type (tasks) and frequency of care provided;
- Skills necessary to provide the care;
- Additional responsibilities or stressors that affect care provision;
- What formal services are received;
- Your assessment of the caregiver's overall health status (mental and physical);
- Values and preferences of the care recipient and caregiver;
- Your assessment of how able the caregiver is to continue with care; and
- What additional formal services may be needed.
- Include your impressions and recommendations regarding interventions-- how do you think the caregiver is doing, what concerns you have that maybe the caregiver did not mention, **and** include possible interventions or services to address concerns/problems, including enhancing current services to meet the need.
- Include one standardized measure discussed in Gaugler, Kane and Langlois (2000) and administer the instrument during your interview-- discuss your findings and provide a written argument for why you selected the measure you used

### **Agency visit and paper. (20 points) Due February 27th by 11:59 p.m.**

**Includes designated skill(s) or behavior (s) from:** Educational Policy 2.1.1; Educational Policy 2.1.2; Educational Policy 2.1.3; Educational Policy 2.1.5; Educational Policy 2.1.10(a); Educational Policy 2.1.10(b)

This activity is intended to increase knowledge of the various community agencies available to provide services to family caregivers and older adults.

Students will individually visit a community agency or organization that provides services family caregivers and the older adult population. **Please note that the agency or organization must have a specific program for family caregivers. Students are required to contact the instructor for prior approval before choosing an agency.** Students will be responsible to 1) visit the agency, 2) assess what services are provided to older adults, their families and the community, 3) assess how services (eligibility and process) are provided, and 4) discuss what type of services the social workers provide in this agency. Students must submit written verification from the agency of

your visit, and a 3-4 page typed paper: name and address of the agency, the person (name, credentials, title) visited, services provided, eligibility and process to receive services, description of the social worker(s) job, and your evaluation of the services provided and ways in which this service will help family caregivers and older adults. Each student will post a summary of his or her visit to the discussion board on Blackboard as a part of this assignment (thereby sharing the information with the entire class).

### **Annotated Bibliography. (15 points) Due April 17th at 11:59 p.m.**

**Includes designated skill(s) or behavior (s) from:** Educational Policy 2.1.3; Educational Policy 2.1.6; Educational Policy 2.1.10(c)

Each student is to turn in an annotated bibliography on 5 scholarly journal articles related to family caregiver interventions as defined in the course. The articles **MUST** be related to an intervention. These articles have to be from five different scholarly sources, all related to social work practice and/or gerontology. Recommended scholarly journals are: The Journal of Applied Gerontology, The Gerontologist, and The Journal of Gerontological Social Work. Other journals are acceptable as long as they are scholarly (i.e. peer reviewed). Follow the outline as below:

1. Author's name, year and title of the article, name of the journal, volume and page numbers. (APA style)
2. Summary—to be written as if the reader has not read the article and needs to be informed of the essence of the article.
3. Critique—Intervention approaches/model's strengths and weakness, applicability and limitations especially for clients who are diverse in terms of gender, sexual orientation, racial, ethnic and economic and education background.
4. Each summary and critique should be 2-3 pages in length.
5. You will have at least 10 pages as the total number of pages for this assignment.

### **Final Exam. (20 points) Scheduled for May 7th.**

**Includes designated skill(s) or behavior (s) from:** Educational Policy 2.1.3; Educational Policy 2.1.6; Educational Policy 2.1.7

This comprehensive exam will cover course content from the beginning to the end of the semester (readings, presentations, videos, etc.). The exam will be open book/open notes. Your exam format will include short essay questions.

### **F. Grading Policy**

All papers must be grammatically correct using APA style. Papers with many grammatical errors and misspellings will not receive a satisfactory grade. The final course grade will be based on timely completion of each activity or assignment.

Written work must be clear, concise, and grammatically correct. Deficiencies in areas such as spelling, punctuation, sentence structure, and incoherent organization will result in lower grades. All papers **must** follow APA guidelines. Plagiarism (using someone else's words, thoughts, or ideas and claiming them as your own - i.e., using direct sentences written by others) will result in a failing grade for the course.

90 and Above - A; 80 to 89.9 - B; 70 to 79.9 - C; 60 to 69.9 - D; Below 60- F

<b>Assignment</b>	<b>Points</b>
<b>Discussion Boards</b>	30
<b>Agency visit and paper</b>	15
<b>Family caregiver assessment paper</b>	20
<b>Annotated bibliography</b>	15
<b>Final exam</b>	20
<b>TOTAL POINTS: 100</b>	

Note: Grades will be posted to the campus MyMav system at course completion and made available on the University Schedule for posting of grades. Grades cannot be given by email or individually by the instructor, per University Policy.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see "Student Support Services," below.

#### **G. Make-Up Exam or Assignment Policy:**

Students are expected to complete assignments prior to each deadline. Postings to the discussion boards will not be accepted late. Late written assignments (e.g. agency visit paper, caregiver assessment, annotated bibliography) will be assigned a five (5) point penalty for each day late. Late written assignments will not be accepted after 5 days. The final exam will not be accepted late. Arrangements extending deadlines for individual students are made only on the basis of unusual circumstances generally considered to be outside of an individual's control, and only at the instructor's discretion.

#### **H. Attendance Policy:**

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section,

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section:

Students are expected to attend class weekly in this online course. In addition to course readings and other assignments, a large component of this course is class discussions on the discussion boards. Failure to attend, participate, and contribute meaningfully to the class through the discussion boards will result in deducted points.

Participation is considered a crucial aspect of learning course material. Participation in class should reflect an understanding of, or questions about, assigned reading, the integration of such with personal and professional experiences, and the desire to broaden one's professional knowledge base.

Please become familiar with the NASW Code of Ethics. It establishes the foundation for respect of each other and the evolving perspectives we might share throughout the semester.

The impact on your grade in this area (e.g. discussion boards) will be a response to respecting and encouraging the opinions of peers, even if they do not represent your own; demonstrating the ability to read carefully and think critically; demonstrating the ability to speak up when you have a point to make, a question to pose, or an alternative perspective to present; being prepared to give and accept feedback; and being prepared to work with colleagues.

## I. Course Schedule:

	DATE	TOPIC	READINGS	ASSIGNMENT DUE
<b>Week 1</b>	1/19	Context of family caregiving and aging	Chapters 1 & 2 in the textbook	
<b>Week 2</b>	1/25	Individual and family impact of caregiving	Chapters 4 & 5 in the textbook Pgs. 1-65 in Casey book	
<b>Week 3</b>	2/1	Social impact of family caregiving	Chapter 3 in the textbook <i>Valuing the Invaluable: 2011 Update, The Growing Contributions and Costs of Family Caregiving</i> , by Lynn Feinberg, Susan C. Reinhard, Ari Houser, and Rita Choula. <a href="http://assets.aarp.org/rgcenter/ppi/lfc/fs229-ltc.pdf">http://assets.aarp.org/rgcenter/ppi/lfc/fs229-ltc.pdf</a> Pgs. 66-93 in Casey book	
<b>Week 4</b>	2/8	Assessing the needs of family caregivers	Chapter 6 in the textbook <i>Assessment of Family Caregivers of Older Adults</i> written by Dr. Joseph Gaugler in the 2000 Kane and Kane (Eds.) <i>Assessing Older Persons: Measures, Meaning and Practical Applications</i> published by Oxford University Press. Pgs. 94-145 in Casey book	Students must email the instructor no later than February 7th with his or her choice of agency for approval.
<b>Week 5</b>	2/15	Assessing the needs of family caregivers, cont.	No new readings.	
<b>Week 6</b>	2/22	Caregiver interventions	Chapters 7, 8 & 10	
<b>Week 7</b>	2/29	Caregiver interventions, cont.	Chapters 11 and 12 in the textbook	Agency visit and paper due by 11:59 pm on Feb. 28th
<b>Week 8</b>	3/7	Caregiving and ethical dilemmas	NASW Code of Ethics at <a href="http://www.socialworkers.org/pubs/code/code.asp">http://www.socialworkers.org/pubs/code/code.asp</a> Hasselkus, B.R. (1991). Ethical dilemmas: the organization of family caregiving for the elderly. <i>Journal of Aging Studies</i> , 5 (1). 99-110. Hughes, J.C., Hope, T., Reader, S. & Rice, D. (2002). Dementia and ethics: the views of informal carers. <i>Journal of the Royal Society of Medicine</i> , 95 (5): 242-246. Pgs. 146-174 in Casey book	
<b>Week 9</b>	3/21	Phases of the caregiving experience	Montgomery, R.J.V. & Kosloski, K. (2009). Caregiving as a Process of Changing Identity: Implications for Caregiver Support. <i>Generations</i> , 33 (1). 47-52. Pgs. 175-207 in Casey book	
<b>Week 10</b>	3/28	Spirituality, grief and loss	Larocca-Pitts, M.A. (2008). FACT: Taking a spiritual history in a clinical setting. <i>Journal of Health Care Chaplaincy</i> , 15, 1-12. Koenig, T.L. (2005). Caregivers' use of spirituality in ethical decision-making. <i>Journal of Gerontological Social Work</i> , 45 (1/2), 155-172. Morano, C.L. & King, D. (2005). Religiosity as a mediator or caregiver well-being: does ethnicity make a difference? <i>Journal of Gerontological Social Work</i> , 45 (1/2), 69-84. Pgs. 208-269 in Casey book	<b>Caregiver assessment paper due by 11:59 p.m. on March 27th</b>
<b>Week 11</b>	4/4	Culture and the caregiving experience	Lee, M.Y. & Greene, G.J. (2004). A teaching framework for transformative multicultural social work education. <i>Journal of Ethnic and Cultural Diversity in Social Work</i> , 12 (3), 1-28. Knight, B.G. & Sayegh, P. (2010). Cultural values and caregiving: The updated sociocultural stress and coping model. <i>The Journals of Gerontology, B series</i> , 65 (1), 5-13.	
<b>Week 12</b>	4/11	Culture and the caregiving experience (continued)	Guberman, N., Lavoie, J.P., Blein, L., and Olazabal, I. (2012). Baby boom caregivers: Care in the age of individualization. <i>The Gerontologist</i> , 52 (2), 210-218. Chadiha, L.A., Adams, P., Phoranso, Ol, Ong, S.L., Byers, L. (2003). Stories told and lessons learned from African American female caregivers' vignettes for empowerment practice. <i>Journal of Gerontological Social Work</i> , 40 (1/2), 135-144. Dotman, R., Walter, K., Burke, P., Hardin, L., Karanik, T., Raphael, J. & Silverstein, E. (1995). Old, sad and alone: The myth of aging homosexual. <i>Journal of Gerontological Social Work</i> , 24 (1/2) 29-44.	
<b>Week 13</b>	4/18	Family caregivers and long-term care settings	Textbook Chapter 9 Strang, V. R., Koop, P. M., Dupuis-Blanchard, S., Nordstrom, M., & Thompson, B. (2006). Family caregivers and transition to long-term care. <i>Clinical Nursing Research</i> , 15(1), 27-45. Williams, S. W., Zimmerman, S., & Williams, C. S. (2012). Family caregiver involvement for long-term care residents at the end of life. <i>The Journals of Gerontology Series B: Psychological Sciences and Social Sciences</i> Bauer M., Fetherstonhaugh D., Tarzia L., Chenco C. (2014). Staff-family relationships in residential aged care facilities: The views of residents' family members and care staff. <i>Journal of Applied Gerontology</i> , 33(5), 564-585	Annotated bibliography due by 11:59 p.m. on April 17th



<b>Week 14</b>	4/25	Transitions of care/levels of care and family caregiving	<p>Improving Transitions of Care: The Vision of the National Transitions of Care Coalition. (2008). At: <a href="http://www.ntocc.org/Portals/0/PDF/Resources/PolicyPaper.pdf">http://www.ntocc.org/Portals/0/PDF/Resources/PolicyPaper.pdf</a></p> <p>Kane, R. L. (2011). Finding the right level of posthospital care: "We didn't realize there was any other option for him". <i>JAMA</i>, 305(3), 284-293</p> <p>Coleman, E. A., Parry, C., Chalmers, S., &amp; Min, S. J. (2006). The care transitions intervention: results of a randomized controlled trial. <i>Archives of internal medicine</i>, 166(17), 1822-1828.</p>	
<b>Week 15</b>	5/2	Technology and family caregiving/future directions in family caregiving	<p>Readings: Chapter 13 and Epilogue from the textbook</p> <p>National Alliance for Caregiving (2011). e-Connected Family Caregiver: Bringing Caregiving into the 21<sup>st</sup> Century At: <a href="http://www.caregiving.org/data/FINAL_eConnected_Family_Caregiver_Study_Jan%202011.pdf">http://www.caregiving.org/data/FINAL_eConnected_Family_Caregiver_Study_Jan%202011.pdf</a></p> <p>Redfoot, D., Feinberg, L., &amp; Houser, A. (2013). The aging of the baby boom and the growing care gap: A look at future declines in the availability of family caregivers. <i>Washington: AARP Public Policy Institute</i>. At: <a href="http://www.aarp.org/content/dam/aarp/research/public_policy_institute/lrc/2013/baby-boom-and-the-growing-care-gap-insight-AARP-ppi-lrc.pdf">http://www.aarp.org/content/dam/aarp/research/public_policy_institute/lrc/2013/baby-boom-and-the-growing-care-gap-insight-AARP-ppi-lrc.pdf</a></p> <p>Reinhard, S.C., Feinberg, L., &amp; Choula, R. (2012). A Call to Action: What Experts Say Needs to Be Done to Meet the Challenges of Family Caregiving. The AARP Public Policy Institute. At: <a href="http://www.aarp.org/content/dam/aarp/research/public_policy_institute/lrc/2012/Spotlight-Paper-Meeting-the-Challenges-of-Family-Caregiving-AARP-ppi-lrc.pdf">http://www.aarp.org/content/dam/aarp/research/public_policy_institute/lrc/2012/Spotlight-Paper-Meeting-the-Challenges-of-Family-Caregiving-AARP-ppi-lrc.pdf</a></p>	<b>Final exam is scheduled for May 7th</b>

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

### J. Expectations for Out-of-Class Study:

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional three hours (for each hour of class or lecture per week) of their own time in course-related activities, including reading required materials, completing assignments, preparing for assignments and exams, and reviewing online content, etc.

### K. Grade Grievance Policy:

See BSW Program Manual at: [https://www.uta.edu/ssw/\\_documents/bsw/bsw-program-manual.pdf](https://www.uta.edu/ssw/_documents/bsw/bsw-program-manual.pdf)  
 Or MSW Program Manual at: [http://www.uta.edu/ssw/\\_documents/msw/msw-program-manual.pdf](http://www.uta.edu/ssw/_documents/msw/msw-program-manual.pdf)

### L. Student Support Services:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals and writing support, students may visit the Office of Advising and Student Success located on the third floor of Building A of the School of Social Work Complex or contact the Administrative Assistant at 817-272-3647. Also, the Maverick Resource Hotline may be contacted at 817-272-6107, or send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

The UT Arlington School of Social Work community is committed to and cares about all of our students. If you or someone you know feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide or harming self or someone else, supportive services are available. For immediate, 24-hour help call 1-800-273-TALK or visit <http://www.suicidepreventionlifeline.org/> for a live chat. For campus resources, contact Counseling and Psychological Services (817-272-3671 or visit <http://www.uta.edu/caps/index.php>) or UT Arlington Psychiatric Services (817-272-2771 or visit <https://www.uta.edu/caps/services/psychiatric.php>) for more information or to schedule an appointment. You can be seen by a counselor on a walk-in basis every day, Monday through Friday, from 8:00 AM to 5:00 PM in Ransom Hall, Suite 303. Getting help is a smart and courageous thing to do - for yourself and for those who care about you.

### M. Librarian to Contact:

The Social Sciences/Social Work Resource Librarian is John Dillard. His office is in the campus Central Library. He may also be contacted via E-mail: [dillard@uta.edu](mailto:dillard@uta.edu) or by Cell phone: (817) 675-

**8962.** Below are some commonly used resources needed by students in online or technology supported courses: <http://www.uta.edu/library/services/distance.php>

The following is a list, with links, of commonly used library resources:

Library Home Page..... <http://www.uta.edu/library>  
Subject Guides..... <http://libguides.uta.edu>  
Subject Librarians..... <http://www-test.uta.edu/library/help/subject-librarians.php>  
Database List..... <http://www-test.uta.edu/library/databases/index.php>  
Course Reserves..... <http://pulse.uta.edu/vwebv/enterCourseReserve.do>  
Library Catalog..... <http://discover.uta.edu/>  
E-Journals..... <http://utalink.uta.edu:9003/UTAlink/az>  
Library Tutorials ..... <http://www.uta.edu/library/help/tutorials.php>  
Connecting from Off- Campus.. <http://libguides.uta.edu/offcampus>  
Ask a Librarian..... <http://ask.uta.edu>

## **N. Emergency Exit Procedures:**

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exits, which are the stairwells located at either end of the adjacent hallway. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

## **O. Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

## **P. Disability Accommodations:**

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

#### **Q. Title IX:**

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

#### **R. Academic Integrity**

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

#### **S. Electronic Communication:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

#### **T. Student Feedback Survey:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

#### **U. Final Review Week:**

This ONLY applies to courses administering a major or final examination scheduled in the week and locations designated for final examinations following last classes. A period of five class days prior to

the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.