UNIVERSITY OF KENTUCKY
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of **Education**   Date **10/15/03**

   Department/Division offering course **EDSRC - Rehabilitation Counseling**

2. Changes proposed:
   - (a) Present prefix & number **RC 740**   Proposed prefix & number **same**
   - (b) Present Title **Administration and Supervision**

     New Title **same**

   - (c) If course title is changed and exceeds 24 characters (Including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts:

   - (d) Present credits: **1**   Proposed credits: **same**

   - (e) Current lecture: laboratory ratio **no change**   Proposed:

   - (f) Effective Date of Change: (Semester & Year) **Spring 2004**

3. To be Cross-listed as: **NA**
   Prefix and Number   Signature: Department Chair

4. Proposed change in Bulletin description:
   - (a) Present description (including prerequisite(s):
     No change (see attached pages from the bulletin)

   - (b) New description:
     No change

   - (c) Prerequisite(s) for course as changed:

5. What has prompted this proposal?
   Development of a Web based program

6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:
   None

7. What other departments could be affected by the proposed change?
   None

8. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky?   ☑ Yes ☐ No

9. Will changing this course change the degree requirements in one or more programs?*
   If yes, please attach an explanation of the change.*   ☐ Yes ☑ No

10. Is this course currently included in the University Studies Program?   ☐ Yes ☑ No
    If yes, please attach correspondence indicating concurrence of the University Studies Committee.

11. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

*NOTE: Approval of this change will constitute approval of the program change unless other program modifications are proposed.

12. Is this a minor change?
(NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)

☐ Yes ☒ No

13. Within the Department, who should be consulted for further information on the proposed course change?

Name: **Dr. Ralph M. Crystal** Phone Extension: **7-3834**

Signatures of Approval:

_____ _____
Department Chair   4/13/04
                                                                      Date

_____ _____
Dean of the College   1/14/04
                                                                      Date

_____ _____
                                                              Date of Notice to the Faculty

_____ _____
**Undergraduate Council   Date

Blackwell   3-19-04
_____ _____
**Graduate Council   Date

_____ _____
**Academic Council for the Medical Center   Date

_____ _____
**Senate Council   Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

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The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

a. change in number within the same hundred series;
b. editorial change in description which does not imply change in content or emphasis;
c. editorial change in title which does not imply change in content or emphasis;
d. change in prerequisite which does not imply change in content or emphasis;
e. cross-listing of courses under conditions set forth in item 3.0;
f. correction of typographical errors. [University Senate Rules, Section III - 3.1]

Rev 8/02

PrintForm   ClearForm

Course: RC 740: Administration, Supervision & Program
Evaluation in Rehabilitation Counseling

Class: Wednesday 4:30 - 5:20 pm
27 Dickey Hall

Instructor: R. Richard Breeding, M.S., CRC
University of Kentucky
Dept. of Special Education & Rehabilitation Counseling
Taylor Education Building
Lexington, KY 40506
859-373-1061 (Ofc); 859-373-1062 (Fax); rbreeding@mikrotec.com

Office Hours: Available by appointment
Credit Hours: One (1)

Required Test: Lewis, A.J., Lewis, M.D., Packard, T., & Souflee, F. (2001).
Management of human services programs (3rd Ed.). Pacific Grove, CA: Brooks/Cole
Publishing. (Additional Readings: Recommended additional readings are listed in the
course calendar. Any additional required reading will be made available on an as needed
basis).

Course Description:

This course focuses on administrative, supervisory, and evaluation aspects of human
service delivery systems. Administration, clinical and technical supervision, staffing, and
organizational structure of rehabilitation and other human service delivery systems are
addressed. Political and ethical aspects of human administration and supervision are
presented.

Course Content and Objectives:

During and upon completion of this course, students will be able to:

1. Understand the roles and functions of administrators and supervisors;
2. Describe the process of needs assessment in program planning, budgeting, and
   evaluation;
3. Conduct performance appraisals;
4. Understand management information and program evaluation systems;
5. Understand community resource development;
6. Understand supervisory techniques and leadership skills;
7. Understand decision-making, leadership, and supervisory styles with implications for
   morale, productivity, and program administration;
8. Understand organizational theory including data based, intuitive, group and
   individual decision-making processes;
9. Understand concepts related to human resource development and management;
10. Have knowledge of ethical practices and procedures in dealing with
    disciplinary situations.

Course Format:

This course will be a lecture/discussion format; thus students are expected to come to class prepared. It is necessary for students to have read the assigned readings before each class.

Description of Assignments:

One written assignment is required in this course. Students are required to complete a Management System. The requirements and components for completing the assignment are listed below.

The Requirements and Components for the Management System:

The Management System that you develop may be one that you *create,* or that you *modify* based on an existing program. If you develop your project based on an existing program, you may use that program as a model, but you <u>cannot</u> submit that program's system as your project. Certain parts of a real program system can be used as an example — giving thought to how it may be better defined or organized (e.g., mission statement, floor plan, goals and objectives and organizational structure and staffing patterns). Any part of a real/existing program that is used as part of your project must be referenced. Any submission of a real/existing program not referenced, used in its entirety, or not demonstrating sufficient modification or originality <u>will result in a failing grade</u>. View your completed work as a program you would recommend to administration for possible implementation in a rehabilitation facility, or development as a separate service agency.

In order to complete the Management System, you will need to do some research to find information specific to your project. The Management System is to be organized in the following manner:

First: **Description of the Program**
*Name of the Program
*Type of Program (i.e., substance abuse treatment program, comprehensive
   rehabilitation facility, rehabilitation facility program, psychiatric hospital,
   vocational rehabilitation program, assisted living program/facility, job club,
   other human service delivery program)
*History (if using an existing program)
*Philosophy
*Population(s) served
*Service(s) offered
*Other relevant descriptive/identifying information (this will vary according to
   the type of program).

Second: **Program Mission Statement**
*Purpose
*Description of population served
*Description of services offered
*Expected outcome (i.e., gainful employment, independent living, addiction
   recovery, other)

Third: **Program Goals, Objectives, & Methods**
*Goals — broad statements of *what* it is the program is to achieve
*Objectives — specific statements of *how* the goals are to be achieved
*Methods — the *means to measure* the objectives.

Fourth: <u>**Organizational Structure & Staffing Patterns**</u>
*Provide a hierarchy of the organizational structure (organizational chart)
***Provide a description of the duties and minimum qualifications for each staff
  position (one for each type of position, such as "Rehabilitation Counselor",
  "Director, Specialized Day Support", other).**

Fifth: <u>**Calendar**</u>
***Provide a calendar of events (e.g., staff meetings, training meetings, conferences,
  etc., and persons responsible for conducting such events). This calendar should
  cover a one-month period and provide a representative sample of typical
  organizational events.**

Sixth: <u>**Budget/Finance**</u>
***Provide an explanation of your funding source (e.g., state/federal funds, grant
  funds, for-profit or not-for-profit revenue generating endeavors, etc.).**
***Provide all necessary budget categories for your program (in dollar amounts for
  one year). Examples may include:**
  they apply to your program:
   *salaries and benefits
   *rent or purchase of building
   *facility maintenance expenditures
     *vehicle(s) and equipment
     *vehicle and equipment operation (i.e., gas, insurance, maintenance, etc.)
     *office supplies
     *office equipment
     *office equipment maintenance
     *other (will vary based on your program)

Seventh: <u>**Equipment Inventory**</u>
*Provide a statement of how you will monitor and inventory equipment

Eighth: <u>**Laws, Policies & Procedures Applicable to the Program**</u>
***List the federal, state, and local statutes and ordinances governing the operation
  of the program**
***Identify the agencies or departments responsible for the enforcement of each
  stature or ordinance (i.e., Dept. of Education, Rehabilitation services
  Administration, Human Rights Commission, etc.).**
*Be sure to include policies on *sexual harassment and affirmative action.*
*Be sure to include a statement pertaining to *fire code and building inspections.*

Ninth: <u>**Accreditation**</u>
***Identify the licensure and accrediting requirements for your program (i.e., CARF,
  APA, NEA, etc.). This may or may not apply to your program.**

Tenth: <u>**Floor Plan**</u>
***Include a sketch of the floor plan for your program's facility. This can be drawn
  by hand or you may use an existing floor plan. Be sure to label each area of the
  floor plan (including exits).**

Eleventh: <u>**Performance Appraisal System**</u>
***In this section you are to tell how the items listed below will be done, you <u>do not</u>
  have to develop these items.**
  *Describe *how and when* **staff members will be evaluated. Be sure to identify and
    define the criteria and measures used for the evaluation.**

*Identify requirements for promotion of staff.
*Identify grounds procedures for staff development.
*Identify grounds for termination (must be based on and linked to performance
  evaluation).

Twelfth: **Program Evaluation**
*In this section you are to tell how the items listed below will be done, you <u>do not</u>
  have to develop these items.
  *Provide a statement of how you will conduct a program evaluation (e.g.,
    consultant, internal, etc.).
  *Indicate the type of evaluation (e.g., process or outcome) that will be
    done. (Process Evaluation_ - the focus is on determining whether the program is
    operating in accordance with plans and expectations. It is concerned with on-
    going functions; Outcome Evaluation - the focus is on the degree to which the
    program has an impact on consumers. It is concerned with the extent and
    effectiveness to which the objectives were met).

Note: Supplemental information is to be included as an appendix. This includes any
information that you think will clarify or support the information about your program.
Any information included in an appendix *must* be referenced in the text, stating the
purpose of the information.

Be sure to include *all* of the components listed in these requirements.

All citations and references must be in APA format.

The entire assignment <u>must</u> be submitted. Any assignment submitted partly completed
will be graded based on that submission and no additional submission will be accepted.

Each student must submit an independent project. Anyone submitting identical or work
that resembles closely the work of another student will receive a failing grade for the
project.

The Management System is due on <u>April 22, 2003</u> at class time. Students (Distance
Learning or on-campus) may email completed projects (MS Office Word document
attachments only) by noon on the due date. Email attachments are expected to arrive in
proper format. Completed projects may also be mailed but must arrive on, or before, the
due date to receive full credit.

<u>Grading Criteria:</u>

Management System	100 Points	75%
Class Participation	30 Points	25%
Total	130 Points	100%

90% and Above = A
80 - 89%   = B
70 - 79%   = C
60 - 69%   = D
59% and Below = E

Please note that the Management System accounts for 75% of the grade for the course. In addition, class participation accounts for 25%. Therefore, class attendance is mandatory. Failure to meet the requirements for either of these will adversely affect your grade.

Late Assignments:
Late assignments will be assessed a penalty of 5% per day of the total value points. This penalty also includes weekend days. No assignment will be accepted after one week of the due date (unless otherwise approved by the instructor).

Incomplete Grades:
A grade of "I" may be assigned to a graduate student if part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All "I" grades must be replaced with a letter grade within 12 months of the end of the academic term for which the "I" grade was assigned or prior to the student's graduation. If an "I" grade has not been replaced within the allowable period, the University Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record, unless otherwise approved by the Dean of the Graduate School or recommendation of the Director of Graduate Studies in the student's program.

General Information:

Students are entitled to an excused absence for the purpose of observing their major religious holidays.

Any student in need of special accommodations in order to meet the requirements of the course should inform the instructor at the beginning of the course.

Any cheating or plagiarism will be addressed in accordance with University guidelines.

Because of their disruption to the class, cellular phones and beepers are not permitted. If you are required by your job to use these devices, please keep them on the lowest possible functional setting and excuse yourself in order to respond.

If the assignments need to be revised, students will be informed in a timely manner and the grading criteria adjusted accordingly.

COURSE CALENDAR

<u>**January 21**</u>

Course Overview

<u>**January 28**</u>

Roles & Functions of Administrators/Supervisors

Required readings: Text, Ch.1
Recommended readings: Dempsey, M. (1999). Rehabilitation leadership competencies for the next millennium. <u>Journal of Rehabilitation Administration, 22</u>(3), 293-296.

<u>**February 4**</u>

Needs Assessment & Planning

Required readings: Text, Ch.2
Recommended readings: Posavac, E.J., & Carey, R.G. (1989). Evaluation in program planning. <u>Program evaluation: Methods and case studies</u> (pp.87-108). New Jersey: Prentice Hall.

<u>**February 11**</u>

Program Evaluation

Required readings: Text, Ch.7
Recommended readings: Arokiasamy, C.M.V., Benshoff, J.J., McLean, L.S., & Moss, G.L. (1992). Computer application in program evaluation: Basic guidelines. <u>Journal of Rehabilitation Administration, 16</u>(1), 5-12.

<u>**February 18**</u>

Supervision & Performance Appraisal

Required readings: Text, Ch.4

<u>**February 25**</u>

Program Budgeting

Required readings: Text, Ch. 5

<u>**March 4**</u>

Organizational Structure

Required readings: Text, Ch.3
Recommended readings: Satcher, J., & McGhee, M. (1996). Organizational commitment among public agency rehabilitation counselors. <u>Journal of Rehabilitation Administration, 20</u>(3), 213-224.

March 11

Effective Management in Human Services

Required readings: Text, Ch.8

March 18 (Spring Break – No class)

March 25

Rehabilitation Counselor Job Satisfaction

Recommended readings: Garske, G.G. (1999). Rehabilitation counselor job satisfaction: Self-reported ratings and recommendations. Journal of Rehabilitation Administration, 23(1), 21-29.

April 1

Ethics & Administration

Recommended readings: Blackwell, T.L., Martin, W.E., & Scalia, V.A. (1994). Ethics in rehabilitation: A guide for rehabilitation professionals (pp.73-87). Athens, GA: Elliot & Fitzpatrick.

April 8

Decision-making

Required readings: Text, Ch.6 (pp.194-206)
Recommended readings: Droegemueller, G., & Allen, G.H. (1992). Potential liability of directors and officers: The consequences of decision-making. Journal of Rehabilitation Administration, 16(1), 23-27.

April 15

Human Resource Development

Required readings: Text, Ch.6 (pp.206-224)
Recommended readings: Riggar, T.F., Crimando, W., & Pusch, B.D. (1993). Learning newer ends: Human resource development. Journal of Rehabilitation Administration, 17(2), 38-48.

April 22 (**Management System Due**)

Total Quality Management / Policy Development

Readings: **None**

April 29

Future trends in Rehabilitation Services & Wrap-up

Readings: **None**

May 6 (No class)