

The UNCG Gerontology Program Student Handbook

Fall 2011



Cypress Tree, Durham, NC, photo by Jan Wassel, PhD

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Where We Are

The Gerontology Program **main office** is McIver Building **Room 219**. Gerontology Program faculty and staff offices span McIver Building rooms 211 through 221. McIver Building is centrally located and is open regular campus hours.

Gerontology Program Office Hours: The UNCG Gerontology Program office is **open between 10 a.m. and 2 p.m. Monday through Friday**. There may be exceptions when staff or faculty are at training sessions, during holidays, and throughout summer. Please call the office at 336-256-1020 to schedule appointments.

Emails: The UNCG Gerontology Program's staff and faculty try to respond to email in a timely fashion. Please allow up to 2-3 business days for an email reply during the fall and spring semesters. It may take longer during summer months and holidays periods.

Classes: UNCG Gerontology Program **classes** are primarily held in the **Moore Humanities & Research Administration (MHRA)** building at the corner of Spring Garden Street and Forest Street.

Parking: Paid parking is most convenient in the UNCG Oakland Avenue Parking Deck, at Forest and Oakland streets, only a block from our classrooms.

Campus maps are available at http://www.uncg.edu/online_map/index.html

Campus parking information is located at <http://parking.uncg.edu>

Mailing Address




The UNCG Gerontology Program
219 McIver Building
University of North Carolina at Greensboro
PO Box 26170
Greensboro, NC 27402-6170

Phone: (336) 256-1020
Fax: (336) 334-4113
WebSite: www.uncg.edu/gro

Who We Are

The UNCG Gerontology Program employs one to two full-time faculty, several adjunct faculty, and affiliates with dozens of faculty members through a campus-wide UNCG Gerontology Research Network (GRN). Visit the GRN at <http://www.uncg.edu/gro/geroresearch.uncg.edu/index.html>

Gerontology Program faculty, instructors, and staff **on-site in Mclver Building rooms 211-221** include:

	<p>Janice I. Wassel, Ph.D. Director of the Gerontology Program and Co-director of the Dual Degree M.S./MBA Program Mclver Building Room 220 336-256-1019 office jiwassel@uncg.edu</p>		<p>Sandra Leak, M.H.A. Visiting Assistant Professor Mclver Building Room 212 (Part time) 919-630-2597 cell 336-256-1020 GRO office scleak@email.unc.edu</p>
	<p>Linda Buettner, Ph.D., CTRS Professor of Gerontology and Therapeutic Recreation UNCG School of Health & Human Performance, Department of Recreation, Tourism, & Hospitality Management 420 HHP Building llbuettn@uncg.edu 336-334-4131</p>		<p>William Tullar, Ph.D. Professor UNCG Bryan School of Business Department of Business Administration Bryan Building Room 364 witullar@uncg.edu 336-334-4526</p>
	<p>Michele Haber, M.P.H., M.D. Visiting Associate Professor mahaber@att.net</p>		<p>A. Frank Johns, J.D. Visiting Associate Professor afj@nc-law.com</p>
	<p>Bei Wu, Ph.D. Adjunct Professor of the Gerontology Program Mclver Building Room 214 336-256-8579 office bei.wu@duke.edu</p>		<p>Anne R. Daniel, M.A. Adjunct Instructor (Part time. No campus office) annerdaniel@aol.com</p>
Position vacant	<p>Administrative Assistant Mclver Room 219 (Part time) 336-256-1020 GRO office</p>		<p>Ann Stringfield, MLS Info/Communication Specialist Mclver Room 211 (Part time) 336-256-4376 office acstring@uncg.edu</p>

Gerontology Students Overview



- Approximately **30 - 40 students** are enrolled in the UNCG Gerontology Program at any one time.
- Most are working toward their **M.S. in Gerontology** (37-43 credit hours.)
- Some are working toward their **Post-Baccalaureate Certificate in Gerontology** (16 credit hours).
- Many students **complete** their Certificate and then **proceed** to the M.S. degree. All applicants to the M.S. program must complete an entrance exam: the GRE, MAT or GMAT.
- Most Gerontology students are **evening** students. Some courses, especially electives, are offered during the day.
- A limited number of **Graduate Assistantships (GA)** in the Gerontology Program are available. Graduate Assistants receive tuition waivers, health insurance, and 20-hours/week employment. Students interested in GA opportunities should inquire about the application process and note the early application deadline. Consideration is given to applicants with high academic standing. Special consideration is given to applicants who indicate interests in nonprofit and business concentrations and programs.
- **Sigma Phi Omega (SPO)** is the national gerontological **honor society**, to which we hope you will aspire! SPO was formed in 1980 to recognize excellence of those who study gerontology/aging and professional aging service personnel. SPO seeks to promote scholarship, professionalism, friendship, and services to older persons, and to recognize exemplary attainment in gerontology/aging studies and related fields. The national SPO website is www.sigmaphiomega.org
- Our local **Delta Gamma Chapter** of Sigma Phi Omega was established at UNCG in the spring of 2001. Delta Gamma officers and programs for the year are listed at <http://www.uncg.edu/gro/spo/index.html>. Dr. Jan Wassel continues her role as Chapter Advisor.
- Our students are invited and expected to participate in several UNCG Gerontology Program events throughout the year. Our **UNCG Gerontology Research Network** hosts speakers quarterly and our **Aging Is Good Business** summit in April explores opportunities for businesses to meet the demands of aging populations. Students also may be asked to assist with gerontology-affiliated conferences. See our calendar at <http://www.uncg.edu/gro/news/index.html>.

All UNCG Gerontology graduate students attend a **mandatory** Gerontology Student Orientation meeting at the beginning of each fall semester. The fall 2011 meeting is **Tuesday, August 16, 4:00 - 5:00 p.m. at 500 Forest Street** (between Mossman Building and the Elliott University Center/EUC). The UNCG Graduate School mandatory meeting for graduate students follows in the EUC in the adjacent building.

Five Plans of Study *

The Gerontology Program offers **five (5)** degree Plans of Study (**PoS**).

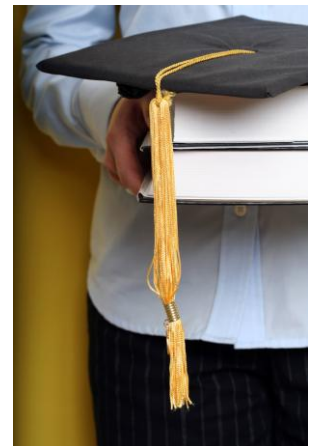
- [Dual Degree M.S. in Gerontology-MBA](#) (57 credit hours)
- [M.S. in Gerontology with an Aging and Business Concentration](#) (43-49 credit hours)
- [M.S. in Gerontology Non-Profit Management Track](#) (46-51 credit hours)
- [M.S. in Gerontology](#) (37-43 credit hours)
- [Graduate Certificate in Gerontology](#) (16 credit hours)

All UNCG Gerontology Program degrees are **graduate level** and require an undergraduate degree.

All Masters degree students must complete a *Preliminary* Plan of Study prior to completing 15-18 credit hours and also complete a *Final* Plan of Study the semester *prior* to graduation. Each of the five (5) plans of study, and their requirements, are provided on our website.

See <http://www.uncg.edu/gro/degrees/index.html>

- **General descriptions** of current and previous semester's Gerontology courses are available at <http://www.uncg.edu/gro/Courses/index.html>
- For **specific** details of Gerontology courses, dates, times, and class locations, **always** consult the official UNCG Course Offerings Search website at https://banweb.uncg.edu/prod/hwzkcoff.P_UncgSlctCrsOff
- **Graduate School Bulletin requirements** specifically for the Gerontology Program are described on **page 148 of the Graduate School Bulletin**, available at <http://www.uncg.edu/grs/bulletin/>



* **Note:** In case of any discrepancies or questions about any requirements, information from the Graduate School **ALWAYS takes precedence** over our departmental information.

Internships and Research Experiences

All gerontology graduate students must complete **internship or research experiences** to apply the knowledge and skills they acquire through related coursework.

- **Certificate students complete 3 hours** of internship or research experience (GRO 649).
- **M.S. students complete 6 hours** of internship or research experience (GRO 649 & 679).

To meet these requirements, students, in consultation with program faculty, should:

- **Plan early.** Upon admission, students should *begin planning when and where* they will complete their internship or research experiences.
- **Take a lead role in developing internship or research experiences.** While faculty should be consulted during planning, students are expected to take a lead role developing their experiences, including the *development of a detailed proposal* which connects the internship or research experiences to relevant literature, applied products and demonstrable goals and objectives.
- **Identify any research aspects to their proposals and seek guidance.** While not all internships or research experiences will have direct research elements, when those elements are present, *students are responsible for meeting all ethical standards related to research* including those involving the use of human subjects and the need to pursue clearance through UNCG's Institutional Review Board. The Institutional Review Board (IRB) is in place to ensure that human subjects involved in research are adequately protected and that the institution remains in compliance with regulations. Prior to the initiation of **any** research efforts that involve human subjects, IRB review is required.
For details, see <http://www.uncg.edu/orc/irb.htm>



Financial Assistance and Awards

- A limited number of **Graduate Assistantships (GA)** in the Gerontology Program are available. Graduate Assistants receive tuition waivers, health insurance, and 20-hours/week employment. Students interested in GA opportunities should inquire about the application process and note the early application deadline. Consideration is given to applicants with high academic standing. Special consideration is given to applicants who indicate interests in nonprofit and business concentrations and programs. Students receiving financial aid from UNCG who have any "incomplete" grade(s) will be denied financial aid for the following semester.
- **Graduate Student Awards** in which Gerontology graduate students might be interested are briefly described on our Gerontology Program website at <http://www.uncg.edu/gro/award.html>

Graduate School Information *

Admission regulations including admission, provisional admission, visiting and non-degree students, dual registration, immunizations, accelerated Master's Programs, cross-registration, distance learning, and auditing are described on **page 10 of the Graduate School Bulletin**, available at <http://www.uncg.edu/grs/bulletin/>

Academic regulations including requirements, time limits, semester hours required, plans of study, independent study, language requirements, capstone experience, thesis, transfer and distance learning credits are described on **page 15 of the Graduate School Bulletin**, available at <http://www.uncg.edu/grs/bulletin/>

Application deadlines and requirements are available at the UNCG Graduate School website. <http://www.uncg.edu/grs/programs/>

Students may take an **incomplete grade**, "I", when unable to complete course work in the given time. Students need to review [The Graduate Bulletin](#) policy on **Incompletes**. Is the student's responsibility to ensure they complete their work within the given time deadlines. Realize that it may take from four to eight weeks for a grade change to appear on a transcript. Students must plan accordingly.

Graduate School Bulletin requirements specifically for the Gerontology Program are described on **page 136 of the Graduate School Bulletin**, available at <http://www.uncg.edu/grs/bulletin/>

UNCG tuition and fees information is available at http://www.uncg.edu/grs/financial/tuition_and_fees.html

Academic Integrity Policy (the policy, philosophy, cheating, plagiarism, misuse of resources, falsification, notification, conferences, appeals, pledge, guidelines, etc.) is reviewed at <http://academicintegrity.uncg.edu>. Even the 1st violation of the Student Code of Conduct, for any reason, results in a report filed with the Dean of Students.

Academic Calendars are printed and available free of charge to every student. Calendars are available in the Gerontology Program office in Room 121 McIver building. We recommend you obtain and carry your calendar. The academic calendar is also available online at <http://www.uncg.edu/reg/Calendar/>

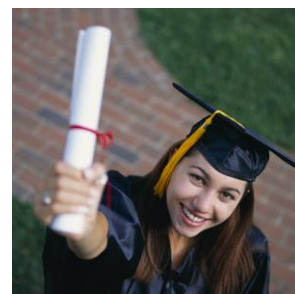
Application for Graduation

It is **imperative** that you complete a UNCG Application for Graduation the **first week** of the semester in which you intend to graduate. You may apply even earlier, but not later.

Gerontology certificate students who seek their primary degrees (e.g. Ph.D., M.S., M.P.H.) in **other** departments **must file for graduation for both** their primary degree and for the Post-Baccalaureate Certificate in Gerontology. There is no cost associated with the Post-Baccalaureate Certificate in Gerontology filing for graduation but all deadlines apply.

If your circumstances change and you do not graduate that semester, your application can be held on file at your request until you graduate. An Application for Graduation form and graduation details you should know are available at http://www.uncg.edu/grs/current/graduation_application.html.

***Note:** In case of any discrepancies or questions about any requirements, information from the Graduate School **ALWAYS takes precedence** over our departmental information.





Campus Resources

Gerontology Program students are ***strongly encouraged*** to use campus-wide resources to enhance their academic and career development. Students who seek out these services *early* in their academic programs make better progress and have smoother transitions to university life. Several important resources are provided below.

- **Computer Help** is available on campus by calling **6-8324** (i.e. **6-TECH**)
From off-campus call **336.256.8324**. E-mail 6-tech@uncg.edu
Further information about 6-Tech computing help services is listed at <http://its.uncg.edu/>
- How to gain a **UNCG e-mail** account
<http://its.uncg.edu/Accounts/Email/>
- How to access and use **UNCG “Blackboard” software**, which faculty may populate with your course syllabus, reading materials, etc.
<http://its.uncg.edu/Blackboard/>
- How to use the **UNCG Jackson Library**
<http://library.uncg.edu/about/services.asp>
- **Gerontology-specific resources** are available online via the UNCG Jackson Library
<http://uncg.libguides.com/content.php?pid=119650&sid=1667362>
- UNCG **Librarian Nancy Ryckman** organizes those gerontology-specific resources and is pleased to acquaint you with additional resources.
Nancy_Ryckman@uncg.edu or 336-256-0345
(There is an underscore between Nancy and Ryckman)



Campus Resources (continued)

It is *highly recommended* that you take full advantage of:

- **UNCG Library Tutorials and help and tutorials**
<http://library.uncg.edu/info/help/>
<http://library.uncg.edu/research/tutorials/>
- free **UNCG Writing Center**. The Writing Center provides free, individual assistance at any stage of any writing project. Staff consultants are experienced writers and alert readers, prepared to offer feedback and suggestions on drafts of papers, helping students find answers to their questions about writing, and providing one-on-one instruction as needed. <http://www.uncg.edu/eng/writingcenter>
- free **UNCG Speaking Center**. The Speaking Center offers one-on-one oral communication tutoring. <http://speakingcenter.uncg.edu/>
- free **UNCG Success Student Center**. The Student Success Center is a unit composed of three academic support service programs: the Learning Assistance Center (LAC), Special Support Services (SSS) and Supplemental Instruction Program (SIP).
<http://success.uncg.edu>
- free **UNCG Career Services Center**. The Career Services Center provides free career assessment tools and job search assistance. <http://csc.dept.uncg.edu/students/>

Gerontology Program Web Site



Visit www.uncg.edu/gro for significant information about our UNCG Gerontology Program.

Notice that **GRO** is a 3-letter code often used to refer to our Gerontology Program.

- Gerontology Program **news, calendar events**, and copies of our own Gerontology Program newsletter **The Gerontologist** are all available at <http://www.uncg.edu/gro/news/index.html>
- The **five (5) degrees** offered through the Gerontology Program and their Plan of Study (PoS) forms are available at <http://www.uncg.edu/gro/degrees/index.html>
- **Frequently Asked Questions (FAQ)** are answered at <http://www.uncg.edu/gro/FAQforProspectiveGROstudents.pdf>
- **Courses** offered by the Gerontology Program are provided at <http://www.uncg.edu/gro/Courses/>
- **Faculty** affiliated with the Gerontology Program are listed at <http://www.uncg.edu/gro/faculty/index.html>
- UNCG **Gerontology Research Network** information is provided at <http://www.uncg.edu/gro/geroresearch.uncg.edu/>
- **Resources** (national, state, and local) available on the Internet are provided at <http://www.uncg.edu/gro/resources/index.html>
- **Job** opportunities, including volunteer opportunities at local, state, and national levels, are provided at <http://www.uncg.edu/gro/jobs/index.html>
- The national **Sigma Phi Omega (SPO)** Gerontology Honor Society newsletter and our local SPO **Delta Gamma** Chapter news are available at <http://www.uncg.edu/gro/spo/index.html>
- Please recommend improvements and enhancements for our website to Ann Stringfield at acstring@uncg.edu

Professional Organizations

Students are encouraged to join at least **one** of these professional organizations and participate at annual conferences. Students often may join and attend at a reduced student rate. Nearly all these organizations include student groups and networking opportunities. Students may receive financial assistance from the University and/or the Gerontology Program to attend conferences at which they are presenting.



Gerontological Society of America

www.geron.org

The **Gerontological Society of America (GSA)** is a non-profit professional organization with more than 5000 members in the field of aging. GSA provides researchers, educators, practitioners, and policy makers with opportunities to understand, advance, integrate, and use basic and applied research on aging to improve the quality of life as one ages. GSA is geared toward research. GSA publishes *The Gerontologist* and *Journals of Gerontology*. The call for abstracts is in the spring.

Association for Gerontology in Higher Education

www.aghe.org

As the only national membership organization devoted primarily to gerontological education, the **Association for Gerontology in Higher Education (AGHE)** is in a unique position to develop and sponsor education and training initiatives and to involve students, educators, researchers, and officials from across the country in providing resources for older adults and for those who serve them. AGHE focuses and supports education and career development. The call for abstracts is in late spring.

American Society on Aging

www.asaging.org

The **American Society on Aging (ASA)** is the largest organization of professionals in the field of aging. Resources, publications, and educational opportunities are geared to enhance the knowledge and skills of people working with older adults and their families. ASA focuses on the applied aspects of gerontology for the professional. ASA publishes *Generations*. The call for abstracts is in early summer.

Southern Gerontological Society

<http://www.southerngerontologicalsociety.org/sqs/index.asp>

The **Southern Gerontological Society (SGS)** is a powerful network of the South's most respected gerontology professionals. Southern Gerontological Society members are educators, aging network personnel, researchers, health professionals, and policy makers. They seek to bridge the gap between research and practice by generating, translating and applying knowledge in the field of aging. SGS provides that bridge. SGS publishes *Applied Gerontology*. The annual conference provides an excellent starting point for students networking and presenting their research. The call for conference abstracts is in late fall.

North Carolina Institute on Aging

<http://www.aging.unc.edu/about/index.html>

The **North Carolina Institute on Aging (NC CoA)** works to enhance the well-being of older North Carolinians through statewide collaboration in research, education, and public service. Their North Carolina Conference on Aging is held each fall in NC and is attended by researchers, practitioners, professionals, and students throughout North Carolina, providing an excellent opportunity for students to network and present their research. The call for papers varies but usually is in early spring.

