

REH 350 Rehabilitation Administration
Wednesdays 3:30 to 5:55
Roberts 201

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Office Hours: TUES 9-11, THU 9-12

Course Description:

This course is an overview of the roles and responsibilities of a rehabilitation administrator, including the processes of planning, organizing, leading, evaluating, and staffing. Students also become familiar with state and federal regulatory requirements and national accreditation standards relevant to service delivery for people with disabilities.

Required Texts:

Readings Packet (provided)
CARF ECS Manual (provided)
Management Handbook (on disc in pdf format)

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Date	Topic	Preparation for Class
9/1/04	Introduction and expectations	
9/8/04	Leadership Management styles	Me, A Leader? Article 7 (Training Never Ends)
9/15/04	Mission statements	Mission Statement Analysis Mgt. Handbook
9/22/04	Needs assessment Environmental Scan Identification of Stakeholders and Regulatory Requirements	
9/29/04	Strategic planning models Deficit or Strength Based Funding	
10/6/04	Program Design and Planning	Needs Assessment Due Mgt. Handbook
10/13/04	The Fiduciary Trust Budgeting Funding Streams Contracting	Identification of Funding Sources and Influencers Mgt. Handbook Article 2 (Networking)
10/20/04	Human Resource Planning Job Analysis	Mid-term Exam
10/27/04	Recruitment Selection	
11/3/04	Orientation Supervision Empowerment	Articles 1 and 6 on Empowerment Article 5 on Orientation Personal Reflections on Supervision
11/10/04	Staff Training and Development Performance Appraisal Discipline	Articles 3 and 4 on Discipline Article 8 on Turnover Program Plan and Sample Budget Due
11/17/04	CARF	
11/24/04	Thanksgiving Vacation	
12/1/04	CARF Program Evaluation	Articles 9 and 10 on Violence Program Evaluation Plan Draft
12/8/04	Program Evaluation Continued	Program Evaluation Plan
12/13/04 through 12/17/04	Final Exam Week	

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ASSIGNMENT	Points	Due Date
Me, a Leader? Summarize your strengths and limitations with regard to your own leadership qualities. 3 pages typed, double-spaced.	5	9/8/04
Mission Statements Analysis Collect 5 separate organizational mission statements. Type them each (in quotes with appropriate attribution) For each of the five quotes, analyze the degree to which they conform to the definitions and criteria on page 10 of the management handbook (pdf).	5	9/15/04
Needs Assessment See definition and criteria in management handbook (pdf)	15	10/6/04
Identification of Funding Sources and Influencers See Funding Sources and Grants, and Influencers in management handbook (pdf)	10	10/13/04
Mid-Term Exam	10	10/20/04
Personal Reflections on Supervision		
Program Plan and Sample Budget	25	11/10/04
Program Evaluation Plan	10	12/1/04 12/8//04
Final Exam	20	
TOTAL POINTS POSSIBLE	100	

GRADE CONVERSION SCALE

LETTER	GRADE POINTS	100 POINT SCALE
A	4.00	94 – 100
A-	3.67	90 – 93
B+	3.33	87 – 89
B	3.00	84 – 86
B-	2.67	80 – 83
C+	2.33	77 – 79
C	2.00	74 – 76
C-	1.67	70 – 73
D+	1.33	67 – 69
D	1.00	64 – 66
D-	0.67	60 – 63
F	0.00	TO 59.5

WORDS FROM YOUR INSTRUCTOR:

1. The University of Maine at Farmington is a community of learners. We come together to learn from and teach each other. Inherent in that relationship is an expectation of academic integrity, an ethic of scholarship. The UMF Code of Academic Integrity is in force in this classroom, as it is throughout campus. Students are expected to educate themselves about these ethical standards and seek advice from professors when they have questions about academic integrity. The Code of Academic Integrity is included in the university catalog online.
2. All written assignments will be collected at the beginning of class on the date they are due. All assignments must be completed in order to receive a passing grade for the class. Please note the section on "duplicate work" in the Code of Academic Integrity.
3. If you do not show up at the scheduled time for the mid-term or final exam, you will receive a "0" for the exam.
- 4 Attendance is required in this course.
5. If you should require assistance / reasonable accommodation in order to meet any of the above course requirements please contact:

Claire Nelson, Coordinator
Academic Supports for Students with Disabilities
86 Main Street (Merrill Hall)
(207) 778-7295 (VOICE)
(207) 778-7000 (TDD)

Other Support Services:

Learning Assistance Center -- Top Floor of Merrill Hall (207) 778-7295
Writing and Math Center – 186 High Street (207) 778-7187
Center for Human Development -- 7 South Street (207) 778-7034