Where We Are

The Gerontology Program main office is in UNCG's Ferguson Building Room 212. Ferguson Building is centrally located and is open regular campus hours. Faculty/staff include:

212 – Mary Wolfe, Admin. Assistant 212A --Janice Wassel, PhD
211 – Visiting Scholars 213 – Gerontology break room
215 – Rebecca Adams, PhD 245 – Gerontology Graduate Assistants
245A –Ann Stringfield, MSLS 252 – Gerontology stock room

Gerontology Program Office Hours: Staffed 10 a.m. to 2 p.m. Monday through Thursday. There may be exceptions when staff or faculty are in training, during holidays, and throughout summer. Please call the Gerontology Program 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 and longer during summer months and holidays periods. Email addresses are available at gerontology.uncg.edu.

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
212 Ferguson Building
524 Highland Ave.
Greensboro, NC 27412

Phone: (336) 256-1020
Fax: (336) 334-4113
WebSite: gerontology.uncg.edu
**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 tab within [gerontology.uncg.edu](http://gerontology.uncg.edu).

Gerontology Program faculty, instructors, and staff **on-site in Ferguson Building** include:

<table>
<thead>
<tr>
<th>Faculty / Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gerontology Program Coordinator</strong></td>
<td>Rebecca Adams, Ph.D.</td>
<td>Ferguson Building Room 215 336-334-3578 <a href="mailto:rebecca_adams@uncg.edu">rebecca_adams@uncg.edu</a></td>
</tr>
<tr>
<td><strong>Professor of Sociology and Gerontology</strong></td>
<td>Janice I. Wassel, Ph.D.</td>
<td>Ferguson Building Room 212A 336-256-1020 office <a href="mailto:jiwassel@uncg.edu">jiwassel@uncg.edu</a></td>
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<tr>
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</tr>
<tr>
<td><strong>Co-director of the Dual Degree M.S./MBA Program</strong></td>
<td>Anne R. Daniel, M.A.</td>
<td></td>
</tr>
<tr>
<td><strong>Visiting Research Scholar</strong></td>
<td>Jung Hyum Kim, Ph.D.</td>
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<tr>
<td><strong>Administrative Assistant</strong></td>
<td>Mary Wolfe</td>
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</tr>
<tr>
<td><strong>Info/Communication Specialist</strong></td>
<td>Ann Stringfield, MLS</td>
<td>Ferguson Room 245A 336-370-0457 cell <a href="mailto:acstring@uncg.edu">acstring@uncg.edu</a></td>
</tr>
</tbody>
</table>
Gerontology Students Overview

- Approximately **20 - 30 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.

- Many 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](http://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 on the SPO tab of gerontology.uncg.edu. 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 gerontology.uncg.edu

- All UNCG Gerontology graduate students attend a **mandatory** Gerontology Student Orientation meeting at the beginning of each fall semester. The fall 2013 GRO student orientation meeting is **Wednesday, August 28, 2013, UNCG Ferguson Building Room 251, 3:30 p.m.**
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.

The **rubrics** for each degree, i.e. the academic standard for a student's performance toward each degree, are appended to the end of this document.

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.

- **General descriptions** of current and previous semester's Gerontology courses are available at http://hhs.uncg.edu/wordpress/gro/courses/
- 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_UncgSltCrsOff
- **Graduate School Bulletin requirements** specifically for the Gerontology Program are described in 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://compliance.uncg.edu/](http://compliance.uncg.edu/)

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.

- Ask the Gerontology Program Director about any Graduate Student Awards in which Gerontology graduate students might be interested.
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 in 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 in 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://grs.uncg.edu/current/graduation-application/

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.


UNCG tuition and fees information is available at http://fsv.uncg.edu/cashiers/.

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 UNCG student. Inquire at the UNCG Gerontology Program office, Ferguson Building Room 212. 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://grs.uncg.edu/current/graduation-application/.

* 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/](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/](http://its.uncg.edu/Blackboard/)

- How to use the UNCG Jackson Library
  [http://library.uncg.edu/about/services.asp](http://library.uncg.edu/about/services.asp)

- **Gerontologyspecific resources** are available online via the UNCG Jackson Library

- **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/info/help/)
  [http://library.uncg.edu/research/tutorials/](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](http://www.uncg.edu/eng/writingcenter)

- **free UNCG Speaking Center**. The Speaking Center offers one-on-one oral communication tutoring. [http://speakingcenter.uncg.edu/](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](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/](http://csc.dept.uncg.edu/students/)
Gerontology Program Web Site

Visit [gerontology.uncg.edu](http://gerontology.uncg.edu) for significant information about the UNCG Gerontology Program.

**GRO** is a 3-letter code often used by this University to refer to our Gerontology Program so you may also use [gro.uncg.edu](http://gro.uncg.edu)

Examples of information found at the GRO website include:

- Gerontology Program **news, and calendar events**.
- The **five (5) degrees** offered through the Gerontology Program and their five (5) Plan of Study (PoS) forms.
- **Frequently Asked Questions (FAQ)** and answers.
- **Courses** offered by the Gerontology Program.
- **Faculty** affiliated with the Gerontology Program.
- UNCG **Gerontology Research Network** members and their areas of interest, research, publications, etc.
- **Resources** (national, state, and local) of interest to students.
- **Job** opportunities, including volunteer opportunities at local, state, and national levels.
- The national **Sigma Phi Omega** (SPO) Gerontology Honor Society newsletter and our local SPO **Delta Gamma** Chapter news.

Please recommend website improvements, corrections and enhancements to Ann Stringfield at [acstring@uncg.edu](mailto: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](http://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](http://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](http://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](http://www.southerngerontologicalsociety.org)

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](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.
Your Input!

Please suggest additional information that may be helpful to future UNCG Gerontology Program students. Contact Ann Stringfield at acstring@uncg.edu

This Handbook is available with clickable links on our website at gerontology.uncg.edu

Your Notes
Rubrics for Five (5) UNCG Gerontology Program Degrees

Appendix to the UNCG Gerontology Program Student Handbook
Fall 2013-Spring 2014

Post Baccalaureate Certificate in Gerontology
• Gerontology Literature Review Rubric for PBC 501 (SLO01)
• Gerontology Case Study Rubric for GRO 501 (SLO02)
• Gerontology Internship Rubric for GRO 649 (SLO03, SLO04)
• Gerontology Presentation Rubric for GRO 501

Master of Science in Gerontology
• Gerontology Capstone Writing Rubric for GRO 651 MS (SLO01)
• Gerontology Capstone Presentation Rubric for GRO 651 MS (SLO02)
• Gerontology Internship Rubric for GRO 679 MS (SLO04, SLO05)
• Gerontology Capstone Portfolio Rubric for GRO 651 MS (SLO03, SLO05)

Master of Science in Gerontology – Non-Profit Management
• Gerontology Capstone Writing Rubric for GRO 651 MS Non-Profit Option (SLO01)
• Gerontology Capstone Presentation Rubric for GRO 651 MS Non-Profit (SLO02)
• Gerontology Internship Rubric for GRO 679 MS Non-Profit (SLO04, SLO05)
• Gerontology Capstone Portfolio Rubric for GRO 651 MS Non-Profit (SLO03)

Master of Science in Gerontology – Business & Aging Concentration
• Gerontology Capstone Writing Rubric for GRO 651 MS BA (SLO01)
• Gerontology Capstone Presentation Rubric for GRO 651 MS BA (SLO02)
• Gerontology Internship Rubric for GRO 679 MS BA (SLO04, SLO05)
• Gerontology Capstone Portfolio for GRO 651 MS BA (SLO03, SLO05)

Master of Science in Gerontology - MBA
• Gerontology Capstone Writing Rubric for GRO 651 MS-MBA (SLO01)
• Gerontology Capstone Presentation Rubric for GRO 651 MS-MBA (SLO02)
• Gerontology Internship Rubric for GRO 679 MS-MBA (SLO04, SLO05)
• Gerontology Capstone Portfolio for GRO 651 MS-MBA (SLO03, SLO05)