

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

PASV 535

COURSE TITLE

VOLUNTEER TRAINING - RETIREE

TYPE COURSE

NON-FEE

OLDER ADULT

CATALOG COURSE DESCRIPTION

This course is designed to train volunteers to participate in leadership roles in facilities with senior citizen membership.

LECTURE HOURS

3 hours per week
(for 2-18 weeks)

LABORATORY HOURS

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking

SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Achievement of course objectives will help student develop:

1. An awareness of the responsibilities and benefit of volunteer work.
2. Knowledge of the psychological and physiological characteristics of aging.
3. Skills in group dynamic techniques.
4. Leadership skills.
5. Communication skills.
6. Skills in record keeping.
7. Skills in program planning.
8. An awareness of various agencies/referral systems in the community.

COURSE OBJECTIVES

At the end of the course, the student will be able to:

1. Identify and discuss the responsibilities and benefits of volunteer work.
2. Recognize and review the psychological and physiological characteristics of aging.
3. Apply group dynamics techniques.
4. Identify and use the leadership skills in the classroom.
5. Demonstrate the ability to use communication skills developed in the classroom.
6. Prepare a plan to use his/her skills and knowledge in volunteer work.
7. Demonstrate skills in record keeping.
8. List the agencies and referral systems available to older adults in the community.

COURSE CONTENT AND SCOPE

1. Volunteer Work
 - 1.1. Responsibilities
 - 1.2. Benefits
 - 1.3. Recruitment of volunteers
 - 1.4. Outreach to community members
2. Characteristics of Elderly as a Population Group
 - 2.1. Physical
 - 2.2. Psychological/emotional
 - 2.3. Role of elderly in society
 - 2.4. Independence and relationship of older adults to their families

COURSE CONTENT AND SCOPE (CONTINUED)

- 2.5. Sociological effects of retirement
- 2.6. Health problems/medical care for older adults
- 3. Group Dynamics/Leadership Training
 - 3.1. Leadership functions/styles
 - 3.2. Shared leadership
 - 3.3. Group involvement/decision making
 - 3.4. Transmission of information
 - 3.5. Feedback/evaluation by group
- 4. Communication
 - 4.1. Interpersonal skills
 - 4.2. Group communication/feedback
 - 4.3. Listening - active/passive
- 5. Introduction to Program Planning
 - 5.1. Community resources
 - 5.2. Assessment of individual and group needs
 - 5.3. Diversification of activities
 - 5.4. Delegating/sharing responsibilities
- 6. Record Keeping/Clerical Skills
 - 6.1. Basic clerical skills
 - 6.2. Financial record keeping
- 7. Community Service/Referral Systems
 - 7.1. Information line
 - 7.2. Adult school, college/universities
 - 7.3. Share
 - 7.4. Meals on wheels
 - 7.5. Other

APPROPRIATE READINGS

NONE

WRITING ASSIGNMENTS

NONE

OUTSIDE ASSIGNMENTS

NONE

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

NONE

EVALUATION

Students will be evaluated by attendance, in addition to one or more of the following:

1. Discussing the role/value of volunteer work.
2. Demonstrating group dynamic and leadership skills in the classroom.
3. Participation in class discussions and projects.
4. Volunteering to work in a community organization.

METHOD OF INSTRUCTION

Lecture, field trips, audio-visual aides, class projects/ assignments.

TEXT AND SUPPLIES

There is no required text.

The instructor will provide a copy of the course syllabus and all relevant handouts.

The student will provide a pen/pencil and a notebook.

PREPARED BY: Nancy Fisher/Marjorie Howe DATE: October, 1987

DATA REVISED BY Instructional Services/SLO's Added DATE May 7, 2015

DATA REVISED BY: _____ DATE: _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog