

**TVRS 307: Tribal Vocational Rehabilitation Foundations: Resource Management**

This document provides an overview of the course foundation, elements, assignments, schedules, and activities. For more information about general Northwest Indian College policies, please see the Northwest Indian College catalog. For questions pertaining to this course, please contact the instructor via the information provided below.

**Course Title: Tribal Vocational Rehabilitation Foundations: Resource Management**

**Course Number and Section: TVRS 307**

**Number of Credits: 3**

**Quarter being offered: TBD**

**Class Meeting Location, Days and Time: TBD**

**Instructor Information:** TBD

**Course Description**:

Presents the Tribal vocational rehabilitation (TVR) agency management system from a counselor perspective, including planning and using a budget, collecting caseload data and performance reporting. Also covers building partnerships with other Tribal departments, local agencies, and employers to provide holistic services and to diversify client service funding sources.

**Course Prerequisite:**

TVRS 301

**Text(s)/Readings/Materials:**

Required Materials:

A funded TVR grant proposal, from the student’s program or another program

Selected references in the Rehabilitation Act and selected Federal regulations.

Optional Texts:

Parker, R. M., & Patterson, J. B. (Eds.). (2012). *Rehabilitation Counseling: Basics and beyond (5th ed.).* Austin, TX: Pro-Ed.

ISBN-13: 978-1416404958  
<http://www.amazon.com/Rehabilitation-Counseling-Randall-M-Parker/dp/1416404953/ref=sr_1_3?s=books&ie=UTF8&qid=1454692325&sr=1-3&keywords=parker+and+patterson>

**Course Policies:**

Class participation is expected and includes attendance, preparedness for class, and verbal and written participation in class. The use of cell phones while in class is discouraged. The use of laptop computers is encouraged for note taking, use of anthology, and exercises that require computer use.

Students who have a valid issue that prevents them from attending class need to notify the instructor **prior** to the start of that class or teleconference either via telephone or email. Each situation will be evaluated separately to determine if it is an excused or unexcused absence.

Regardless of the participation grade, students are urged to attend every class. Learning is a cumulative process and the class will build on material covered in previous class sessions. The instructor will strive to keep classes relevant, fun, and interesting.

Given that this is a 3 credit-hour course, the amount of work for this course will typically require that each student will need to dedicate a total of 90 hours (30 hours per credit) toward the completion of the course. This time includes out-of-course preparations and place-based projects, reading, and in-class time.

**Learning Outcomes**

**NWIC Institutional Outcomes:**

Upon program completion, a successful student will be able to:

* Exhibit a sense of place. (5)
* Effectively communicate in diverse situations, from receiving to expressing information, both verbally and nonverbally. (1)
* Use analytical and critical thinking skills to draw and interpret conclusions from multiple perspectives including indigenous theory and methods. (2)

**Course Outcomes:**

Upon the successful completion of this course, each student will be able to:

1. Describe methods used to establish a positive understanding of TVR in Tribal service communities;
2. Identify (in a funded TVR proposal) the described resources that require a management system;
3. Describe the management system used by your TVR agency that tracks and reports grant expenditures, draw downs, match and indirect costs;
4. Describe a TVR agency management system essential to provide and maintain case records;
5. Identify the contents of a TVR cuff account (refer in part to ED 524A&B);
6. Describe the gathering of TVR annual performance data required for RSA reporting;
7. Describe key elements in building and maintaining an effective team in a TVR agency.
8. Define effective ways of building and maintaining positive organizational awareness in the TVR program and the greater community;
9. Identify methods used to develop and maintain an effective relationship with the agency’s Governing Body.

All of the above outcomes will reflect an understanding of VR as it applies to the student’s Tribal community and culture.

**Overview of Course Activities and Grading:**

This is an “in-service hybrid” course with part of the assignments done at each student’s home base during the 10 weeks of the course. During class, each student will describe a place-based project to be completed and emailed to the instructor.

The grade for the course will be derived using the Northwest Indian College grading system, based on the following:

Out-of-class preparations 25%

In-class quizzes 25%

In-class presentations and assignments 25%

Report on place-based project 25%

Total 100%

Out-of-class preparations (25%):

Documents will be emailed to each student or uploaded to Canvas prior to each class session, which will include readings for the scheduled topics. Each student will gather from their home-base related scenarios and examples for use at the in-class portion. These materials from home-base are essential.

In-class quizzes (25%):

There will be 2 quizzes in the course. One will be at the end of class 4 and the other at the end of class 9. The quizzes will determine if the students understand the content and can apply the information learned to resource management.

In-class presentations (25%):

Course presentations will include resource management. Each presentation will be followed by group discussions. For face-to-face classes, the discussions will take place in small groups and one person per group will be randomly selected to summarize the content of that session, as well as individual and group ideas for improvements, streamlining, and experiences.

Report on place-based project (25%):

Students will complete a place-based project that will enhance, expand, or modify practices or services provided by their TVR program using information or skills learned in class. Project formats can vary depending on students’ interests and each student will determine their project. Students can work solo, in partnership with fellow students, or with co-workers. The instructor will be available to discuss projects, process, and format. A written report or other evidence of the product must be submitted to the instructor by the final week of the course.

Grading:

The following is the grading scale for this course.

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| --- |
| A = 90-100 |
| B = 80-90 |
| C = 70-80 |
| D = 60-70 |
| F = Below 60 |

**Course Requirements, Assignment, and Assessments:** Students are to read and study the assigned materials before each class, and to complete a final place-based project.

**Outline/Schedule of Topics:** List and description of topics covered. Case study scenarios and practice exercises will be a part of most classes.

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| **WEEK** | **TOPICS AND ASSIGNMENTS** | **READINGS** |
| Week 1 | **Pre-Test**  Course introduction and orientation  Gathering usable scenarios and grants  Selecting examples of local VR documentation for use in class. | 2. Application kit  2a. Identify systems that require management.  Select related scenario(s) |
| Week 2 | Selecting examples of place-based, local VR documentation for use in class | Orientation instructions emailed to each student |
| Week 3 | Identifying systems requiring a management strategy in the TVR application process  Identifying systems requiring a management strategy in TVR program administration  **Random selection presentations** | 3. Managing case service documentation  3a. IPE mandatory requirements  3b. Administration and Management Guide R 2012  4. Case Record Retention CFR 80.42  Tribal Council/TVR Meetings |
| Week 4 | Financial management for TVR counselors and staff  Working within a budget to provide client services  **Random selection presentations**  **Quiz** | 5. Financial Review Guide R 2012  5a. Standards for Financial Management Systems  6. Setting up your cuff accounting system |
| Week 5 | Maintaining and gathering caseload service data  **Random selection presentations**  **Place-based project topic due (emailed to instructor)** | 7. TVR Report Data Gathering System 2013 |
| Week 6 | Developing staff potential in TVR agencies  **Random selection presentations** | 8. Human Resource Management |
| Week 7 | Building partnerships with other agencies, employers, and with local and nearby communities  **Random selection presentations** | 9. Partnerships with other agencies and employers  9a. Types of disabilities for VR |
| Week 8 | Sharing client cases with State VR  **Random selection presentations** | 10. Cooperation with State, Guide R 2012 |
| Week 9 | Building and maintaining positive organization awareness and relationships with the governing body of the tribe  **Random selection presentations**  **Quiz** | 11. 34 CFR 371 |
| Week 10 | **Post-test**  **Place-based project due** |  |