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<td>29-30</td>
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</table>
INTRODUCTION

The Gerontology Institute is responsible for the development and coordination of instruction, research, and community service activities in gerontology for Georgia State University. The Institute is a unit of the College of Arts and Sciences and collaborates with colleges, schools, departments, and institutes across the university to carry out its multidisciplinary academic and research programs.

The Institute’s origins at Georgia State date to 1973 when the Department of Sociology created a master’s degree track in social gerontology. In 1977 the department began offering a certificate in gerontology to students in any graduate degree program and established the Gerontology Center in 1978 to coordinate that credential. The Center added an undergraduate certificate in gerontology in 1980 and an undergraduate minor in 1997. Both certificates are designed for those planning a career in aging, for those already employed in the field, and for those seeking a greater understanding of the aging process and gerontological theory and research.

The Gerontology Institute is comprised of 1) a core faculty who are full-time in the Institute; 2) an affiliated faculty, whose primary appointments are in their home departments but who share responsibility with the core faculty for the Institute’s programs; and 3) an administrative staff to organize and manage Institute work or to manage externally funded research projects.

Since 1995, full-time Institute faculty have pursued an active program of research, both on their own and in conjunction with affiliated faculty in other departments. In 2003 the Gerontology Center was renamed the "Gerontology Institute" to allow the creation of a master’s degree program in gerontology, which was initiated Fall, 2004.

The Gerontology Institute has a long and proud history at Georgia State and has contributed to the career training of many of the leaders of the field of aging in Georgia and beyond. We welcome you to the Institute and congratulate you on your decision to join us. Be assured that every member of the faculty and staff of the Gerontology Institute is dedicated to your success, both during your academic studies and in your later careers.
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaye Atkinson</td>
<td>Associate Professor</td>
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</tr>
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</tr>
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<td>School of Social Work</td>
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<tr>
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<tr>
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<td>404-413-9188</td>
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<tr>
<td>Donald C. Reitzes</td>
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<td>404-413-6506</td>
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<tr>
<td>Erin Ruel</td>
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<td>Department of Sociology</td>
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<td>404-413-6530</td>
</tr>
<tr>
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<tr>
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</tr>
</tbody>
</table>
NEXT STEPS FOR ACCEPTED STUDENTS

New students should contact the Director of Graduate Studies for advisement and information regarding orientation.

All new students need to set-up a student email account and access their network account. Visit the College of Arts and Sciences website, http://cas.gsu.edu/admitted-next-steps/ for information and instructions. Please read this entire page carefully and be sure to update your emergency contact information, submit your immunization record, and obtain a Panther Card.

PAWS, https://paws.gsu.edu, is your online connection to Georgia State. Log in to register for classes, view academic records, personal information, financial aid, and pay tuition and fees.

Immunization
All students must meet immunization requirements and provide a record of immunization to the Health Services Office before registering for classes. You may view immunization requirements and obtain the immunization certificate forms on the Health Services website, http://www.gsu.edu/health.

Class Registration
New students should make an advisement appointment with the Director of Graduate Studies before attempting class registration. Access PAWS, https://paws.gsu.edu, to view Class Schedules, register for classes, and pay tuition and fees. Be sure to check your financial account and resolve any issues well in advance of the fee payment deadline.

Classes that require authorization will be noted on the Schedule of Classes. Special authorization, including overflows, can usually be obtained for a course from the instructor or an advisor in the Gerontology Institute. If a class you wish to take is closed, contact an advisor in the Institute to determine if an overflow is possible. Students with graduate research appointments (GRA) need to ensure that they are registered for 18 credit hours each semester. Failure to maintain 18 credit hours for GRA's will result in a loss of funding.

Student Email
The primary means of communication between GSU and all students is through GSU student email. Although you likely have another preferred email account, it is mandatory and of utmost importance that students check email frequently (or have it forwarded to an account that you are already using). All registration information and other important announcements will be sent via GSU email accounts.
PantherCard
The PantherCard is the official Georgia State University identification card. It is also used as a library card, an access card to some campus facilities, and a debit card (PantherCash and PantherMeals). Additional information about the PantherCard program is available at www.gsu.edu/panthercard.

Parking and Transportation
Georgia State University offers three options for traveling to and from campus: driving to campus and parking on-site, driving to an off-site parking area and taking a shuttle to campus, and discounted monthly MARTA cards. A limited number of monthly passes are available for a fee for on-campus parking. Daily passes at reduced rates also can be purchased for on-campus parking. Shuttle services transport students from off-campus parking at Turner Field (Atlanta Braves stadium) to the campus at no charge. All parking at the University main campus and at university-controlled off-campus lots requires the pre-registration of all vehicles. A valid university parking permit must be displayed at all times. Students should register their vehicles at www.gsu.edu/parking. A valid PantherCard is required for all parking transactions.
FINANCIAL ASSISTANCE

The Office of Student Financial Services provides assistance to Georgia State University students through scholarships, grants, and loans. To learn more or to fill out the Free Application for Federal Student Aid, visit the office at http://sfs.gsu.edu/. In addition, the Gerontology Institute awards scholarships and graduate research assistantships (GRAs) on a competitive basis to students enrolled in graduate gerontology programs.

Gerontology Institute Scholarships

The Gerontology Institute awards several scholarships annually to outstanding students. Information about applying for Gerontology scholarships is available on the Institute website and additional information about scholarships at GSU can be found at http://sfs.gsu.edu/scholarships-grants/. Gerontology Institute Scholarship applications are due on February 8th. Please watch for notifications regarding scholarship application from the Institute.

Graduate Research Assistantships

A limited number of Graduate Research Assistantships (GRAs) are available to qualified gerontology degree students. Under faculty supervision, graduate assistants help gerontology faculty members with research projects. The expected work load is eight hours per week during the semester. GRAs are usually awarded as an annual appointment for the academic year plus summer term and are limited to two years. Tuition is waived for GRAs, but students are still responsible for paying student fees. A summary of fees can be found at: http://sfs.gsu.edu/files/2012/11/FY15-Graduate3.pdf for the 2014-2015 academic year. GRAs receive a 10% discount on books at the University Bookstore.

To be eligible for a GRA, students must register for at least 18 credit hours each semester (Fall, Spring, and Maymester/Summer), usually including 6 credit hours of GER0 8990: Research Practicum. Gerontology graduate students who have research skills or strong interest and knowledge in other fields are also eligible to seek GRAs in other departments and units in the university. Additional GRAs may be available through funded research projects and may involve different hours.

Student Travel Policy

Whenever our budget allows, we offer travel allowances for students to attend professional conferences. Each year some of the Institute’s faculty and students attend one or more of the following conferences:

- Gerontological Society of America (GSA)
- Association for Gerontology in Higher Education (AGHE)
- Southeastern Gerontology Student Mentoring Conference
- Georgia Gerontology Society (GGS)
- Southern Gerontological Society (SGS)

These conferences provide students with the opportunities to network with professionals in their field of study and educate themselves about the current issues in the field. They also give students a chance to present their own work before a professional audience of peers and faculty.

Although the Institute would like to have the resources available to pay all travel expenses for all students for these trips, our budget is limited and amounts may vary depending on the location of the conference and amount of funds available. Students are encouraged to seek financial support offered by any conference they wish to attend by participating in scholarship and paper competitions, volunteering to assist with conference activities, sharing lodging with other students, etc.

In distributing Gerontology Institute travel funds, preference will be given to:

- Students who are on a conference program (e.g., presenting or co-author of a paper or poster).
- Students who have not previously attended and received funds for a conference during that academic year.

Unfortunately, the University cannot provide funds in advance for student travel costs. As a result students will need to make their travel arrangements on their own and pay for the costs via credit or debit card. At least one month before traveling, students must submit a Travel Authorization form to the Institute’s Business Manager. An accounting of expenses and required receipts MUST be submitted to the Business Manager within one month of the end of the conference, or reimbursement cannot be paid.

Any questions regarding this policy should be addressed to the Institute’s Business Manager.
PROGRAM REQUIREMENTS
Master of Arts in Gerontology
(All courses are 3 semester hours)

Prerequisite required of students without previous coursework in statistics.
SOCI 3010   Social Statistics or another approved statistics course

1. Core courses (15 semester hours)
   • Required courses (6 hours):
     - GER 8000   Seminar in Gerontology * (only offered in Fall Semesters)
     - GER 8100   Research Methods in Gerontology
   • Choose 3 courses (9 hours):
     - GER 7110   Aging Policy and Services
     - GER 7200   Health and the Older Adult
     - GER 8116   Sociology of Aging
     - GER 8124   Diversity and Aging
     - GER 8320   Psychology of Aging

2. Concentration requirements (9 hours). Select one of the following areas.
   A. Administration Concentration
      - GER 8200   Aging Program Administration
      - GER 8910   Gerontology Internship
      - GER 8910   Capstone Seminar
   B. Research Concentration
      Approved Advanced Methods (Such as GER 8110; GER 8150; HIST 6920; PH 7521; PT 8500; SOCI 8342)
      - GER 8999   Thesis Research (6 hours)
      A thesis approved by the student’s thesis committee and the Director of the
      Gerontology Institute

3. Four elective courses (12 hours)
   - GER 6475   Communication and Aging
   - GER 7110   Aging Policy Services (if not taken in the core)
   - GER 7200   Health and the Older Adult (if not taken in the core)
   - GER 7260   Aging Practice, Policy, and Research (if not required)
   - GER 8102   Life Course Sociology
   - GER 8115   Qualitative Gerontology
   - GER 8116   Sociology of Aging (if not taken in the core)
   - GER 8119   Global Aging and Social Policies
   - GER 8122   Death, Dying, and Loss
   - GER 8124   Diversity and Aging (if not taken in the core)
   - GER 8130   Intimate Ties in Later Life
   - GER 8200   Aging Program Administration (if not required in concentration)
   - GER 8320   Psychology of Aging (if not taken in the core)
   - GER 8330   Mental Health and Aging
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<td>GERO 8700</td>
<td>Special Topics in Gerontology</td>
</tr>
<tr>
<td>GERO 8800</td>
<td>Directed Reading in Gerontology (requires special permission)</td>
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<tr>
<td>GERO 8910</td>
<td>Gerontology Internship (if not required in concentration)</td>
</tr>
<tr>
<td>NUTR 7105</td>
<td>Geriatric Nutrition</td>
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# M.A. in Gerontology Checklist for Administration Concentration

Name: ____________________________  ID#: __________________

Entry Semester: ____________________  Course Catalogue: ______________

## Course Requirements:

<table>
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<tr>
<th>Course #</th>
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<th>Hours</th>
<th>Req/Elec</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
<td>SOCI 3010</td>
<td>Social Statistics or (Pre-Req) Another approved statistics course</td>
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### CORE COURSES

**Required:**

- GER 8000  Seminar in Gerontology  3  Required  
- GER 8100  Research Methods  3  Required  

**Students must choose three of the following:**

- GER 7110  Aging Policy Services  3  Required  
- GER 7200  Health and the Older Adult  3  Required  
- GER 8116  Sociology of Aging  3  Required  
- GER 8124  Diversity and Aging  3  Required  
- GER 8320  Psychology of Aging  3  Required  

### CONCENTRATION REQUIREMENTS

- GER 8200  Aging Program Administration  3  Required  
- GER 8910  Gerontology Internship  3  Required  
- GER 8850  Capstone Seminar  3  Required  

### ELECTIVE REQUIREMENTS (Four courses)
<table>
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</table>

**Total:** 36  
**GPA:**

Graduation Date: ____________
M.A. in Gerontology Checklist for Research Concentration

Name: ___________________________  ID#: ________________

Entry Semester: _________________  Course Catalogue: _______________

Course Requirements:

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<tr>
<th>Course #</th>
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<th>Hours</th>
<th>Req/Elec</th>
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<tr>
<td>SOCI 3010</td>
<td>Social Statistics or another approved statistics course</td>
<td></td>
<td>(Pre-req)</td>
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</table>

CORE COURSES

Required:

- GERO 8000  Seminar in Gerontology 3  Required  _______  ___
- GERO 8100  Research Methods 3  Required  _______  ___

Students must choose three of the following:

- GERO 7110  Aging Policy Services 3  Required  _______  ___
- GERO 7200  Health and the Older Adult 3  Required  _______  ___
- GERO 8116  Sociology of Aging 3  Required  _______  ___
- GERO 8124  Diversity and Aging 3  Required  _______  ___
- GERO 8320  Psychology of Aging 3  Required  _______  ___

CONCENTRATION REQUIREMENTS

- Approved Advanced Methods: 3  Required  _______  ___
- GERO 8999  Thesis Research 6  Required  _______  ___

A thesis approved by the student’s thesis committee and the Director of the Gerontology Institute (note details below)
ELECTIVE REQUIREMENTS (Four courses)

<table>
<thead>
<tr>
<th>Course</th>
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<th>GPA</th>
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Total: 36 GPA: _________

Thesis Title: ________________________________

Proposal Defense Date: ___________ Thesis Defense Date: ___________

Chair: ______________________ Member: ______________________

Member: ______________________ Graduation Date: ____________
Graduate Certificate in Gerontology
(All courses are 3 semester hours)

1. Core courses (9 hours)
   - Select **three** of the following courses:
     - GERO 7110  Aging Policy and Services
     - GERO 7200  Health and the Older Adult
     - GERO 7260  Aging Practice, Policy, and Research
     - GERO 8116  Sociology of Aging
     - GERO 8320  Psychology of Aging

2. Elective courses (9 hours)
   - Select **three** of the following courses:
     - GERO 6475  Communication and Aging
     - GERO 7110  Aging Policy Services (if not taken in the core)
     - GERO 7200  Health and the Older Adult (if not taken in the core)
     - GERO 7260  Aging Practice, Policy, and Research (if not taken in the core)
     - GERO 8200  Seminar in Gerontology
     - GERO 8102  Life Course Sociology
     - GERO 8115  Qualitative Gerontology
     - GERO 8116  Sociology of Aging (if not taken in the core)
     - GERO 8119  Global Aging and Social Policies
     - GERO 8122  Death, Dying, and Loss
     - GERO 8124  Diversity and Aging
     - GERO 8130  Intimate Ties in Later Life
     - GERO 8200  Aging Program Administration
     - GERO 8320  Psychology of Aging (if not taken in the core)
     - GERO 8330  Mental Health and Aging
     - GERO 8340  Dementia
     - GERO 8700  Special Topics in Gerontology
     - GERO 8800  Directed Reading in Gerontology (requires special permission)

3. Internship (3 hours)
   - GERO 8910  Gerontology Internship or an approved alternate internship course
Graduate Certificate in Gerontology Checklist

Name: ____________________________  ID#: ______________

Entry Semester: ______________________  Course Catalogue:_______________________

Course Requirements:
Course #  Course Title  Hours  Req/Elec  Semester  Grade

**CORE COURSES**

*Students must choose three of the following:*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Req/Elec</th>
<th>Semester</th>
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<tbody>
<tr>
<td>GER 7110</td>
<td>Aging Policy and Services</td>
<td>3</td>
<td>Required</td>
<td>_______</td>
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<tr>
<td>GER 7200</td>
<td>Health and the Older Adult</td>
<td>3</td>
<td>Required</td>
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<tr>
<td>GER 7260</td>
<td>Aging Practice, Policy, &amp; Research</td>
<td>3</td>
<td>Required</td>
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<tr>
<td>GER 8116</td>
<td>Sociology of Aging</td>
<td>3</td>
<td>Required</td>
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<tr>
<td>GER 8320</td>
<td>Psychology of Aging</td>
<td>3</td>
<td>Required</td>
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**ELECTIVE COURSES**

*Students must choose three elective courses*

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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**INTERNSHIP**

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<tr>
<td>GER 8910</td>
<td>Gerontology Internship</td>
<td>3</td>
<td>Required</td>
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**Total:** 21  **GPA:** ______

Graduation Date: ____________________________
COURSE DESCRIPTIONS

GERO 6475. Communication and Aging. (3)
This course provides a broad overview of the ways in which communication affects, and is affected by, the aging process and introduces students to the theory and research in the area of communication and aging.

GERO 7110. Aging Policy and Services. (3)
Aging policy, services, and programs, emphasizing legislation, funding, planning, the aging network, and the long-term care system.

GERO 7200. Health and the Older Adult. (3)
This course provides an introduction to physiological aging and the health status of older people and is designed for non-health professionals who work with older adults. Normal aging processes, age-related changes, and associated health promotion activities will be discussed. Information on assessment and implications of alterations in functional health states, drug use, and referral sources are included.

GERO 7260. Aging Practice, Policy, and Research. (3)
This course is designed to provide basic knowledge and beginning skills appropriate for social work practice with older persons. Emphasizes biological, sociological, and psychological of the aging process with special attention to the cultural, social, political, and economic factors affecting the delivery of social services to the aging.

GERO 8000. Seminar in Gerontology. (3)
An introduction to the field of aging and the profession of gerontology for beginning master’s students. Focuses on socialization to the student role, identification with the field, integration into the department, and preparation for employment.

GERO 8100. Research Methods in Gerontology. (3)
An introduction to the process of scientific research with particular emphasis on the common research methods and statistics used in gerontology, including both quantitative and qualitative approaches. Students will develop a proposal for a feasible research project.

GERO 8110 or PH 7521. Evaluation Research in Gerontology. (3)
Principles and techniques for applied research in gerontology, including program evaluation, interventions with older people, and measurement of outcomes.

GERO 8102. Life Course Sociology. (3)
Development of the key concepts and processes of life course theories, with application to issues such as: child development and socialization, adolescence, marriage and parenting, work and occupational careers, retirement, illness and institutionalization, and death and bereavement.
GERO 8115. Qualitative Gerontology. (3)  
This course offers an introduction to qualitative methods in gerontology. Topics include: research design, data collection, ethical issues, and data analysis. Students will apply their knowledge by collecting and analyzing qualitative data.

GERO 8116. Sociology of Aging. (3)  
The study of aging as a social process affecting individuals, societies, and social institutions. Topics include age stereotypes, social roles, socioeconomic status, minority elders, older women, work and retirement, family and community relationships, politics, housing, and health care.

GERO 8119. Global Aging and Social Policies. (3)  
This course examines issues of aging and social policies in global perspective. Topics include global and comparative studies of demographic changes, aging and social inequality, retirement and social security, intergenerational exchange, and health care and elder care.

GERO 8122. Death, Dying, and Loss. (3)  
Death and dying; loss; and the cultural processes of grief, mourning, and bereavement.

GERO 8124. Diversity and Aging. (3)  
A broad overview of aging within the framework of race and ethnicity in American society. Major issues include minority aging research methodology, theories of ethnicity and aging and life course, life-chance and socialization differences among older adults attributable to race, ethnicity, and/or minority status.

GERO 8130. Family, Sex, Intimacy, and Aging. (3)  
This course examines older adults’ family lives and intimate relationship in social, historical, and demographic context. Emphasis is placed on theoretical and methodological understanding in the type, nature, content, and meaning of relationships, empirical research, and on identifying influential factors, including for example, gender, race, ethnicity, class, sexual orientation, and health status.

GERO 8200. Aging Program Administration. (3)  
This course is designed to provide a detailed understanding of the administration of community-based organizations serving the aging population. The course involves analysis of management problems and operational issues across a wide variety of organization types and forms. Attention is given to effective strategies in managing such organizations.

GERO 8320. Psychology of Aging. (3)  
Psychological contributions to the understanding, prevention, and treatment of normal and abnormal changes of later life.

GERO 8330. Mental Health and Aging. (3)  
This course is designed to examine conceptual frameworks and research findings related to the mental health and illness in the elderly. Topics to be covered include common psychological problems of older adults and a variety of assessment and
treatment principles recommended for working with older adults with mental health problems.

GERO 8340. Dementia. (3)
This course provides a selective overview of many of the dementias, including dementia of the Alzheimer’s type, vascular dementia, frontotemporal dementia, and Lewy Body dementia.

GERO 8700. Special Topics in Gerontology. (3)
Critical analysis of a selected topic in gerontology, such as widowhood, long-term care, older women, or elder abuse. May be taken more than once if topics are different.

GERO 8800. Directed Reading in Gerontology. (3)
Individual reading in a selected area of gerontology, directed by a faculty member. May be taken more than once if topics are different.

GERO 8850. Capstone Seminar. (3)
The purpose of this seminar is to provide students with an opportunity to explore research modalities pertinent to gerontology and to develop their capstone project design. Students will be encouraged to begin using the knowledge and critical thinking skills to explore and develop their capstone projects. This seminar is open to Administration track MA students. Prerequisite is GERO 8910 with a grade of S.

GERO 8910. Gerontology Internship. (1-6)
Requires 150 internship hours (3 semester hours) working in an aging organization or agency and integrative seminars. Provides a field education experience aimed at practical application of knowledge, values, and skills learned in the classroom.

GERO 8990. Research Practicum. (3-15)
Research apprenticeship under faculty direction.

GERO 8999. Thesis Research. (1-9)
Thesis research.


PROGRAM PLANNING AND POLICY

Student Advisement
The Gerontology Institute’s Director of Graduate Studies plays a key role in student advisement. The Director of Graduate Studies is available to help students understand the expectations and requirements of their graduate programs and to assist in overall program planning and course selection. It is strongly recommended that all students seek advisement prior to course registration. Students should contact the Director of Graduate Studies whenever questions arise concerning the program.

The Director of Graduate Studies is available to guide students in developing professional goals and directions, but students also are encouraged to consult widely with gerontology faculty for advice and to become acquainted with their interests and research.

Students in the master’s degree program who are enrolled in the research concentration should choose a thesis advisor after completing 12 credit hours. This faculty member will advise them on thesis development, research, and writing.

Class Attendance
The full benefits of a course can only be obtained by coming to class regularly. Therefore students should attend every class. If students find they are unable to attend a class, it is strongly recommended that they contact the instructor, explain the reason for the absence, make arrangements to obtain class materials, and complete any class assignments missed.

Course Syllabi
At the beginning of each semester students will receive a syllabus for each course in which they are enrolled. The syllabus outlines the objectives of the course, policies and procedures, readings, assignments, grading structure, and expectations, as well as other pertinent information related to the course and the instructor. Although contents sometimes are subject to minor change as the semester unfolds, a syllabus should be thought of as a contract between the instructor and students. Therefore, it is imperative that students take time at the beginning of the semester to closely read each syllabus and continue consulting these documents throughout the semester.

Grades
A student must have a cumulative grade-point average of “B” (3.0 GPA) or better in order to receive a graduate degree or certificate. If a student’s cumulative grade-point average falls below 3.0 at the end of a semester, an academic warning will be issued from the Office of Graduate Studies of the College of Arts and Sciences. If at the end of the next 12 semester hours of enrollment a 3.0 cumulative GPA is not achieved, the student will be dismissed from the graduate program at Georgia State University.
In addition, students must receive a grade of “B” or better in all core courses. If a student receives a grade lower than “B” (for example “B-“ or “C+”), the student must repeat the course the next time the course is offered to rectify the grade.

Gerontology faculty will use the university's plus (+) and minus (-) grade policy when assigning grades in gerontology courses. Students should be aware that a “B-“ cumulative grade-point average will place the student on academic warning and subsequent dismissal if not rectified as stated above.

Petitions
Students who wish to request a course substitution or deviation from their prescribed program of study may present a request in writing justifying the reason for the change to the Director of Graduate Studies. The Director of Graduate Studies will bring the petition to Graduate Committee for review. The Director of Graduate Studies will notify the student in writing of the committee’s decision. In order to petition, the student must complete the course substitution form (available from the Director of Graduate Studies and on the Gerontology Institute Webpage) and attach a copy of the syllabus for the course to the petition packet.

Time Limits for Completion of Requirements
All credits presented for the M.A. degree in gerontology must have been earned within seven calendar years of the date of their first enrollment.

Application for Graduation
Master’s students must file a formal application for graduation with the GSU Graduation Office at least two semesters in advance of the expected semester of graduation. Please visit the GSU Graduation office website for more information about graduation. http://registrar.gsu.edu/graduation/In addition, students must have completed the application for graduation by the established deadline; this form is available in the Graduation Office, Room 231 Sparks Hall and online at: http://registrar.gsu.edu/graduation/.

Graduate certificate students need to notify the Gerontology Institute one semester in advance of graduation. Please contact the Director of Graduate Studies for more information.

Continuous Enrollment Requirements
Graduate students enrolled in a degree or certificate program must register for a total of six or more semester hours of course work during all consecutive three semester periods (including summers) until graduation. In addition, students must be registered in the program of study during the semester they complete requirements for graduation.

Students who do not comply with continuous enrollment requirements will be made inactive and ineligible to register for subsequent semesters. To resume their programs, they are required to follow reentry procedure. Reacceptance into the program is not guaranteed. Reentering students are subject to the regulations of the Graduate Catalog
of the program current at the time of reentry. Time limits for all academic requirements will remain unchanged.

**Transfer of Credit**
A maximum of six semester hours of graduate gerontology course credit from other accredited institutions may be accepted toward the master’s degree or graduate certificate. Courses must have been taken no more than seven years prior to graduation from GSU’s Master’s or certificate program. Transfer credit must be approved by the curriculum committee of the gerontology faculty. It is the student’s responsibility to petition the committee in writing and provide course syllabi of courses they want considered.

After transfer credit has been approved, the student is responsible for submitting to the Office of Graduate Studies, College of Arts and Sciences, the Request for Transfer of Graduate Course Credit form and supporting materials. The form and instructions regarding submission are on the graduate office website, [www.cas.gsu.edu/grad.html](http://www.cas.gsu.edu/grad.html).

Students who have taken graduate courses at Georgia State University while enrolled in the gerontology certificate program may transfer 12 semester hours of course credit toward the M.A. in Gerontology, providing the courses are no more than seven years old at the time of graduation from the master’s program.

**Directed Reading Course**
GERO 8800: Directed Reading in Gerontology is designed to enable a student to study a subject area in which the Institute does not currently offer a graduate course or to study a special topic in greater depth than is dealt with in an existing graduate course. A student may take no more than 3 credit hours of Gerontology 8800 for both the graduate certificate and master’s program. The directed reading course must be directed by a member of the Gerontology faculty. Students wishing to take a directed reading course with a particular instructor should obtain permission from the instructor prior to enrollment and arrange authorization before registering. The Directed Reading Form is available on-line on the Institute’s website at The form needs to be completed by the student and professor facilitating the course along with a course syllabus. All documents must be approved by the Director of the Institute and students are required to register for the course via PAWS or GOSOLAR. Students will be notified when he/she is able to register for the directed reading course.

**Internships**
The graduate gerontology programs place heavy emphasis on the development of skills in addition to the acquisition of knowledge. Each student completes an internship appropriate to his or her specialization or area of interest and career goals. Gerontology master’s students in the Administration Concentration work in agencies and community organizations that plan or administer aging programs, while Research Concentration students work with a faculty mentor on a research project. Graduate certificate students usually participate in a service-oriented internship in an agency or organization that provides aging programs and services. Certificate students who are enrolled in advanced degree programs may pursue a research internship.
Students should contact the Institute’s internship coordinator for advisement and internship planning well in advance of the semester in which they plan to enroll in an internship course. In order to be eligible, students must have completed at least 3 Gerontology courses (9 credit hours) and be in good academic standing (Gerontology GPA of at least 3.0). The internship class is offered during the Spring and Summer semesters. Students must apply for the internship class. The application can be found on the Gerontology Institute website. Internship applications are due on October 15 for those wishing to enroll in the spring semester and on March 15 for summer semester.

**Capstone Seminar and Projects**

**The Requirement:** All Master’s degree students in the Administration concentration are required to take the Capstone Seminar and complete a capstone project. Normally, this is the final requirement before graduation. The Capstone Seminar is a culminating and highly-interactive experience for students which will allow for the synthesis and application of core gerontological and management competencies. Competencies will be reinforced including communication, leadership, management, team-building, systems thinking, evidence-based thinking, critical thinking, program planning, and theory, writing, and job seeking skills. Students will be required to complete a capstone project tailored to their interests and career goals.

**The Content:** Capstone projects can be completed on a variety of topics related to substantive or methodological coursework completed or Gerontological interest. While formats can vary, the content should include the significance of the project (why it is worth doing), the methodology (the procedures and strategy behind the process that was chosen), the results or outcomes (what you found through your methodology whether a small research project, a quality improvement process or the result of an activity) and implications (why and for whom does it matter).

**The Topic:** Topics must be approved by the professor instructing the Capstone Seminar by the midpoint of the course. Ideally, this topic not only aligns with the student’s Gerontological course of study to date but also tracks to his or her career interests in Gerontology.

**Paperwork:** Upon successful completion of the capstone class and project, students must submit a “Non-Thesis MA Approval” form. Forms are available from the Professor instructing the Capstone Seminar, the Graduate Director, and the Institute Website. The form requires the signature of the Capstone Seminar professor and should be handed in to the College of Arts & Sciences’ Graduate Services Office. This form is a graduation requirement.

**Thesis Guidelines**

**The Requirement:** All Master’s degree students in Gerontology in the Research concentration must write a master’s thesis. Normally, this is the final requirement before graduation and serves as the ultimate test of how well research concentration students have learned the basic concepts, methods, and skills required to work as
professional, especially academics and those conducting research in the field of gerontology.

**The Content:** A thesis in gerontology is an ambitious, original written work that seeks to discover new knowledge about the aging process of later life, or to apply existing knowledge to the solution of a practical problem in the field of aging. A thesis can involve 1) the collection and analysis of primary data, 2) a novel analysis of secondary data, 3) an analysis of a significant theoretical or policy issue, 4) a comprehensive design for a service or administrative intervention, including a plan for evaluation that can be applied in an actual setting where older people are served.

**The Committee:** The thesis will be supervised by a faculty committee composed of at least 3 members, 2 of who must be members of the Gerontology Faculty. The chair of the committee must be a member of the Graduate Faculty of the Gerontology Institute. Students may have one member from outside the university, such as a practitioner knowledgeable about the thesis topic. Students may not form a thesis committee until they have completed 15 semester hours of coursework, but full-time students should begin thinking about their committee before the end of spring semester of the first year and must have a committee in place before completing 21 semester hours of coursework. It is the student’s responsibility to submit to the Graduate Director for approval a *Thesis Committee Approval Form* signed by all members.

**The Topic:** Research concentration students are expected to undertake original research—either by testing theory or hypotheses, seeking to answer research questions, or evaluating a program or policy. Research may be either analytical or descriptive. Research concentration students who hold GRA appointments are encouraged to select a thesis topic related to their assigned research work. Non-GRA research students should seek a topic consistent with their research practicum.

**The Proposal:** The first step in writing a thesis is submission of an acceptable proposal that clearly specifies the topic or problem, its significance, the methods to be used, the expected findings or outcomes, a timetable of work, and a dissemination plan. Proposals normally will not exceed 25-30 pages. The chair of the supervisory committee will schedule an oral defense of the proposal when he/she deems the proposal is ready and will provide a copy of the proposal to the Institute director at least one week prior to the defense. The chair is responsible for inviting all Gerontology faculty and students to the proposal defense. The student will not be considered to have an approved thesis topic until he/she submits to the graduate director a *Thesis Proposal Approval Form* signed by the thesis committee and the Institute director.

**IRB Approval:** All research at Georgia State (including that of students) that involves collecting data from human subjects must be reviewed and approved in accordance with federal law and GSU policy. GSU’s Institutional Review Board is charged with overseeing compliance with these federal regulations. The goal of these regulations is to ensure the safety, respect, and dignity of human subjects who volunteer to participate in scientific research and to provide public accountability for the trust the public places in institutions conducting such research.
It is the student’s responsibility to become informed about all necessary procedures and to follow them before beginning data collection. While most projects in gerontology are not controversial and will receive approval, no student is exempt from submitting his/her proposal for review, and students are advised that the process can take longer than anticipated, so submission should occur well in advance of the desired start date. Complete rules for this process are posted on the website of GSU’s University Research Services and Administration (http://www.gsu.edu/research/human_subjects.html).

**Style:** Theses must be written and crafted to meet the highest standards of scholarship. Each student must assume full responsibility for the correct form of the document. Students should become familiar with the *College of Arts and Sciences Guide for Thesis and Dissertation Preparation and Submission*, which specifies the general format and composition of the document. This guide can be found on the College of Arts & Science website http://cas.gsu.edu/graduate-studies/. All matters of style not covered by this Guide, as well as bibliographic citation, must conform to the rules of the American Psychological Association as set forth in the *APA Publication Manual* (6th edition). While no minimum or maximum length is specified, a thesis is normally longer than a paper that might be written for a class or submitted for publication. Examples of acceptable theses may be found in the Institute conference room, but the Graduate Office of the College of Arts and Sciences is the final authority on proper format, and their approval constitutes the official clearance of the document.

**Credit Hours:** Students must be enrolled for at least 1 semester hour of thesis research (GERO 8999) while working on the thesis under faculty supervision and must be enrolled in the semester the student expects to graduate. Thesis research hours will be graded by the committee chair as either “S” (Satisfactory progress is being made) or “U” (progress is Unsatisfactory). To complete the thesis requirement students must take at least 6 semester hours of thesis research with a grade of *S* and make a successful oral defense of the thesis before the supervisory committee.

**Oral Defense:** After the committee agrees that the thesis is complete, the student must schedule an oral defense before her/his faculty committee, during which the student will make a formal presentation of the results. The defense may be scheduled no sooner than one week after a final draft of the thesis has been submitted to the Institute director by the thesis committee chair. It will be the responsibility of the committee chair to notify the entire Gerontology Faculty and other graduate students of the place and time of the defense. Upon successful completion of the defense, the committee members will sign the *Thesis Approval Form*, and the student will be responsible for submitting this form to the Graduate Director.

**Submission and Deadlines:** Meeting deadlines is one of the most important and troublesome tasks students writing a thesis will encounter. Students should be aware that the final copy of the thesis must be submitted to the Graduate Office of the College of Arts and Sciences (8th Floor, Haas Howell Bldg.) in electronic form only (see the *Guide for Thesis and Dissertation Preparation and Submission* for explicit instructions). However, the Institute also will require that a hard copy, printed from the final electronic version, be submitted for binding, and students may wish to have personal copies bound at the same time. Details on this process will be announced later.
Prior to final submission and before the posted review deadline, the student must submit a preliminary electronic copy of the thesis for the Graduate Office Director’s review for proper formatting. This submission for acceptance may occur no earlier than the beginning of the semester in which the student will graduate and no later than the appropriate thesis deadline for the semester of graduation, as listed on the College of Arts & Sciences Graduate Office website.

Students are reminded to allow ample time for committee review and their own revision of several drafts of the thesis. The university norm is to allow each professor at least two weeks to read and return comments on a draft.

**Dissemination:** Every thesis must include a dissemination plan for publishing or otherwise sharing the results with a wider professional audience. Agreement should be reached between the student and her/his committee chair regarding authorship of any papers or publications that may result from the thesis research.
GENERAL INFORMATION

Desk Space and Computer Access
The Gerontology Institute is sometimes able to provide graduate students with desk space to study, work, and access a computer. Students who desire such space should notify the Business Manager. Because space is very limited, a waiting list for desks or carrels is sometimes needed, assignments are made on a first-come, first-served basis, and all spaces are shared. Graduate research assistants (GRAs) are given priority in these assignments.

Access to computers also is first-come, first-served, and students may use any available common computer at any time. If passwords are necessary for any function, they will be supplied by the Business Manager. Students should not leave personal files on any computer. Rather, students are encouraged to use removable disk or remote storage for data storage. Students should never change passwords, screen savers, formatting, or any other setting of a computer. Also students are prohibited from downloading any software or personal materials to the computers located in the department. Failure to comply with these guidelines may result in termination of computer privileges.

Printing and Photo Copying
The Gerontology Institute printers and photocopier are available to students on a limited. Students can print and photocopy for their personal use, but are asked to do so only occasionally and sparingly limiting their printing to no more than 10 pages and copies to an article or chapter. All students are required to be familiar and in compliance with GSU’s copyright policy. Failure to comply with these guidelines may result in termination of printing and photocopying privileges.

Telephone Usage
Telephones in the Gerontology Institute are for business and research purposes only. Students may use the telephone on the reception/student assistant’s desk for occasional brief personal calls (1-2 minutes), provided that desk is not occupied. Long distance calls are not permitted unless they are research-related and approved in advance.

Change of Address
Please notify the Gerontology Institute, the Office of Graduate Studies of the College of Arts and Sciences, or the appropriate college if different, and the Registrar of any changes in your contact information including mailing address, telephone numbers, or emergency contacts. Please update your contact information in PAWS.
GERONTOLOGY INSTITUTE RESOURCES

Institute Library
Books and journals in the library are available for student use. There is a list of title in the binder. Students may check-out books and journals by filing check-out cards in the file box located on the bookshelf at the front desk.

Institute Website
The official webpage for the Gerontology Institute is gerontology.gsu.edu. This webpage provides detailed information about the Institute and its programs and policies. In addition, there are links to useful information such as college and university policies and links to aging resources.

Gerontology Institute on Facebook, Twitter, and YouTube
For the most current news, information, and events about the Gerontology Institute we encourage you to “like” our Facebook page. The Facebook page is open to students, faculty, staff, alumni, and friends of the Gerontology Institute at GSU. The Gerontology Institute also recently launched a Twitter account and has its own YouTube channel. Stay connected and tuned for information, opportunities, and the latest events!

STUDENT INVOLVEMENT IN INSTITUTE LIFE

Institute Events
The Gerontology Institute and hosts a number of events throughout the year, including but not limited to civic engagement opportunities, a brown bag lunch lecture series, and the annual Barbara Pittard Payne Lectureship in Gerontology. Gerontology students are encouraged to attend all Gerontology Institute events. For students who hold a Graduate Research Assistantship, attending events is an expectation of your position. Not only are these events tremendous learning opportunities, they also are excellent opportunities to meet others, including potential employers. Student will receive notification of these events via their student email accounts and they also will be advertised on campus and through social media.

Student Organizations
The Gerontology Institute offers many ways for students to serve older adults and become civically engaged in the Atlanta area and beyond. The Institute currently has two active student organizations, Adopt-a-Grandparent and Sigma Phi Omega. Both organizations are involved in service activities regularly throughout the school year.

Adopt-A-Grandparent. The Adopt-a-Grandparent Program at Georgia State University is a unique, exciting student organization. Its mission is to promote intergenerational communication and relationships. In order to do so, the organization engages college students and older adults through weekly visits and monthly events. Student members can “adopt” a grandparent as well are encouraged to attend exciting intergenerational events at local senior centers and residential homes throughout the semester. To learn more or to join, please visit and connect with the organization on Facebook, Orgsync, or
email adoptgrandparentgsu@gmail.com. The current officers are your fellow students, Kelsey Anda, Director and Victoria Helmly, Treasurer. Dr. Jennifer Craft Morgan is the faculty advisor.

**Sigma Phi Omega (SPO).** Sigma Phi Omega (SPO) is the National Academic Honor and Professional Society in Gerontology. The society has been promoting scholarship, professionalism, friendship, and service to older persons since 1980. It is the only society of its kind in the nation. GSU's SPO chapter, *Alpha Omega*, is dedicated to helping GSU gerontology students and Atlanta seniors. SPO is involved in community service for seniors as well as events that help students network with gerontology professionals. SPO members participate in many activities, including: Be There 4 Seniors rallies at the Capitol, National Careers in Aging Week, and the Barbara Payne Lecture series. There are many benefits to SPO membership. To learn about eligibility and application procedures, visit the Gerontology Institute website or Orgsync or email: alphaomega@gsu.edu. The President is James Moorhead Jr. and Dr. Candace L. Kemp is SPO's faculty advisor.