

CAPSTONE PROPOSAL

Fall A 2024: August 19-October 11

Course: HUM 6358

Meeting Times and Location: Online

Weeks run Monday 8am to Monday 7:59am the following week

Credit Hours: 2, **Course Pre-Requisite:** *HUM 6597: Research and Evaluation in Arts in Medicine*

Instructor: Dr. Kelley Sams

Instructor Office Location: Virtual

Office Hours: by appointment on Zoom

Email: Email instructor **through Canvas** for prompt response to course issues or to schedule a meeting.

I will do my best to respond to all emails within 48 hours, not including weekends.

Only as a *back-up*, email: kcs@ufl.edu

COURSE DESCRIPTION

This course engages students in research, planning, and submission/approval of a Capstone project plan as a part of the Master of Arts (MA) in Arts in Medicine. The student undertakes extensive literature review to support the development of a plan for developing and accessing an arts in health project in a healthcare facility or community health setting. A robust literature review, program planning, proposal writing, reflective writing, and regular meetings with the course instructor assist students in developing an appropriate Capstone plan and specific skills to deepen understanding of professional arts in medicine practice.

COURSE LEARNING OBJECTIVES

1. Identify and practice advanced skills in proposal writing and literature review.
2. Articulate Capstone goals for engaging the arts to address health in a healthcare or community setting.
3. Investigate and identify the range of considerations necessary for planning an effective Arts in Medicine Capstone project.
4. Identify and apply program planning skills including the articulation of goals, objectives, methods, timeline, and anticipated outcomes.

REQUIRED TEXT

O'Neal-McElrath, T., Kanter, L., Jenkins English, L. (2019). *Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Proposals* (5th ed. preferred) Hoboken: John Wiley & Sons.

Additional required learning materials will be available on e-learning. You are expected to have read and be able to actively engage with all these materials.

STUDENT EXPECTATIONS

The course is an asynchronous course that requires personal time-management and attention to deadlines. The course is only two credits, but only 8-weeks long, so it is intense and fast-paced. **As a student you should expect approximately 10 hours of work per week for this course.**

Week	Topic	Assignments	Due Date/End of Week
1	Goals & objectives	Week 1 Discussion	Monday, 7:59am
2	Refining goals & objectives	Week 2 Discussion Capstone Proposal Plan	Monday, 7:59am
3	Background informed by literature review	Week 3 Discussion	Monday, 7:59am
4	Methods and ongoing literature review	Week 4 Discussion Literature Review	Monday, 7:59am
5	Capstone site approval	Week 5 Discussion Capstone Site pre-approval	Monday, 7:59am
6	Timeline and IRB	Week 6 Discussion	Monday, 7:59am
7	Capstone Proposal	Week 7-8 Discussion Full Capstone Proposal due	Monday, 7:59am

8 <i>Short week!</i>	Moving forward	Week 7-8 Discussion	Friday , 11:59pm
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EVALUATIONS AND GRADES

Students will be evaluated, and their grade determined in the following manner. Assignment guidelines and grading criteria and rubrics for each assignment can be found within the corresponding assignment on the course website. Grades and comments will be posted on the course website. Comments about your grades appear with the specific assignment in Assignments or in the Gradebook feature under Comments. Please check in both places before inquiring about a grade. Current UF grading policies for assigning grade points can be found on the following course website: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Assignments	Points and percentage
Discussions Weekly discussions: 25 points x 7 = 150	175 points (35% of final grade)
Proposal Proposal plan: 25 Literature review: 75 Capstone site pre-approval: 25 Final proposal: 200	325 points (65% of final grade)
	500 total points possible

GRADING SCALE

Letter Grade	% Equivalency	GPA Equivalency
A	94-100	4.00
A-	90-93.9	3.67
B+	87-89.9	3.33
B	84-86.9	3.00
B-	80-83.9	2.67
C+	77-79.9	2.33
C	74-76.9	2.00
C-	70-73.9	1.67
D+	67-70.9	1.33
D	64-66.9	1.0
D-	61-63.9	.67
E	60 or below	0.00

Please note that a C- is no longer an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major.

More information about UF grading policies can be found on the website:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

COURSE PROCEDURES AND POLICIES

1. **Course Engagement:** Students must log-in and engage online during the first week of class. It is expected that students will interact with the course materials at least three times during each week of the eight-week course. The class is fast-paced. Missing a week makes it nearly impossible to catch up. Students must not assume that they will be dropped from the class if they fail to participate in the first week or if they stop participating mid-course. For more information link here:
<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>
2. **Class Participation/Demeanor:** It is expected that students will complete all course learning materials and all course assignments. Enthusiastic participation will lead to course success. Consistent interactions with the instructor and other students within the course are integral to learning. It is expected all interactions are undertaken with a level of professionalism that demonstrates competencies for a University of Florida graduate student.
3. **Assignment Submission:**
 - a. **Assignment Due Dates and Times:** All assignments, unless otherwise noted, are due at 7:59AM EST on the due date. All due dates and communications for this course assume Eastern Standard Time. *If you are in a different time zone and would like to discuss adjusted deadline times, please email the instructor on the first day of class to arrange. Exceptions will be made at the discretion of the instructor.*
 - b. **Naming Your Documents:** When naming your assignment documents, the following format *must always be used:* AssignmentName_YourlastnameFirstinitial. For example, if I was submitting my Research Paper, I would name the assignment: ResearchPaper_SamsK.
 - c. **Titling Your Documents:** It is expected that all Word or PDF documents submitted as assignments will have a title, the students name, page numbers, and the date at minimum.
 - d. **Formatting Style for Documents:** All work submitted, including discussion board posts and major assignments, must use APA formatting, including document formatting, in-text citations, and reference lists. Be sure to properly cite all sources that are paraphrased or quoted. Students should use direct quotations very sparingly, if at all.
 - i. See the *Publication Manual of the American Psychological Association, 7th edition* or review the online APA Style Guide at the Purdue Online Writing Lab (OWL)
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

- ii. **Formatting from other sources, especially automatic formatting software or Google Scholar, may not be reliable and students will be held accountable as reflected in their grade for assignments.**
 - e. Late Assignment Submission Policy: Requirements for assignments and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.
 - i. Assignments will be accepted no later than one week after the due date except in extenuating circumstances with prior approval by the instructor. It is particularly important that students post Discussions on-time so that they benefit from the community of their cohort and vice versa.
 - ii. **No discussion posts will be accepted after the learning week that they are due. Other assignments will be accepted up to 7 days late with a penalty of 10% per day. After 7 days late, if you have not obtained prior approval from your instructor, late assignments will receive a 0.**
 - iii. If you fall behind in work, it's always a good idea to email your instructor as soon as possible to see how you can work together to get on track.
 - iv. As stated below under "Technical assistance", any requests for late assignment submission due to technical issues **MUST** be accompanied by ticket number and record received from the UF Helpdesk when the problem was reported to them (<http://helpdesk.ufl.edu>). The ticket number will document the time and date of the problem. You are required to e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.
 - v. If your late assignment is due to a personal crisis you should immediately contact the Dean of Students Office (<https://dso.ufl.edu/about/contact/>) who can offer you support and work with your instructor to potentially excuse late assignments. For more information link here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#illnesspolicytext>
 - f. Grading Feedback from Instructor: Assignments will have a rubric that the instructor will use to evaluate students' grades.
 - i. Rubrics for assignments can be found directly under the assignment instructions. For Discussions, students must click on the three dots at the top right of the Discussion instructions and click "Show Rubric".
 - ii. **The Instructor will potentially leave grading feedback in three places:** Rubrics, Submission Comments, or Annotated feedback in the text of the document submitted. *Students are responsible for checking all of these places to benefit from instructor feedback.*
4. **Course Communications**: *It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might affect participation in the course.* Please do not let any questions or concerns go unattended. In these short 8-week semesters, delaying important communications by even a week can be detrimental to successful completion in the course. It is the instructor's intention to respond to all e-mail communication within 48 hours, not including weekends. ***It is important to email the instructor through the Canvas feature as the instructor prioritizes these emails.***
- a. Netiquette/Communication Courtesy: Written communication and electronic interaction are central to online learning. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and other communication structures. Students are expected to understand the

common principles of netiquette. Additionally, please check spelling, grammar and formatting as is consistent with graduate-level correspondence.

- b. **Canvas Notifications:** It is **strongly recommended** that students set their Canvas notifications to alert them by email to the following course communications from the Instructor: Announcements, Submission Comments, and Conversations (emails). Students can do this by clicking on their Avatar on the left navigation bar > Click Notifications > and make sure that the checkmark icon is toggled green under “Email Address” for Announcements, Submission Comments, and Conversations. *Students will be responsible for timely responses (within 24 hours) to these Instructor communications even if they don't set their notifications.*
5. **General Course Questions:** Before asking general questions of the instructors, be sure to check the syllabus, the course Canvas website, and Graduate Central, as your instructor will direct you to these sources. If your question is specific to your own work, progress, circumstances, grade, or is personal in nature, please email the instructor privately using the email function in Canvas.
6. **Technical Assistance:** If you have difficulty accessing online course materials, submitting assignments, or using any component of the online environment, please contact the Help Desk at helpdesk@ufl.edu, 352-392-4357—select option 2, and/or <http://helpdesk.ufl.edu>. If a technical problem effects an assignment deadline, you must provide the instructor with the ticket number and record provided to you by the UF Help Desk documenting your request for assistance. Only when extenuating circumstances are present or if the help desk could not resolve a timely request for assistance will an extension of a deadline be considered. You **MUST** e-mail the instructor within 24 hours of the technical difficulty if you wish to request an extension or make-up.
7. **Online course evaluation:** Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semesters, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.
8. **Online course evaluation:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

UF POLICIES AND PROCEDURES

1. **Academic Honesty:** UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic

misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

2. **Students requiring accommodations:** Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. *Students requiring accommodations should follow this procedure as early as possible in the semester as it can sometimes take up to 3 weeks or more to be seen by the DRC.* Accommodations are *not* retro-active and begin once the letter of accommodation has been submitted to the course instructor.
3. **Software Use:** All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.
4. **Course Evaluation:** Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open.
5. **Course Complaints:** Should you have any complaints with your experience in this course, please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.
6. **Student Privacy:** There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

UF RESOURCES

1. **Distance Learning Support:** <http://www.distance.ufl.edu/getting-help>
2. **Health and Wellness Resources:**
 - a. **U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
<http://www.umatter.ufl.edu>
 - b. **Counseling and Wellness Center:** <https://counseling.ufl.edu>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
 - c. **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
 - d. **University Police Department,** 392-1111 (or 9-1-1 for emergencies).
<http://www.police.ufl.edu/>
3. **Academic Resources:**
 - a. **E-learning technical support,** 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu; <http://helpdesk.ufl.edu>.
 - b. **Career Connection Center,** Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu>.

- c. Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- d. Teaching Center, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu>
- e. Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio>
- f. Online student complaints, <https://distance.ufl.edu/student-complaint-process>.

CENTER FOR ARTS IN MEDICINE RESOURCES

1. **Graduate Central:** Includes guide for new students, tips on navigating Canvas, Registration and Course Requirements, Practicum and Capstone Guides, and many other helpful Resources. Access through Canvas at <https://ufl.instructure.com/courses/357343>
2. **UF Center for Arts in Medicine Graduate Advisor:** Reach out for support *before* there is a problem. The graduate advisor is a second resource for course-related issues beyond your instructor. Also, the graduate advisor is able to help with course sequencing, enrollment, and other logistics related to the graduate program as a whole. Sometimes advising is only the first stop as a resource. UF Center Graduate Advisor: Ellie Sommers, 352-273-1488 or esommer@arts.ufl.edu
3. **UF Arts in Medicine Library Guide and Research Resources:** A first stop for Arts in Medicine research and access to our dedicated librarian, Cindy Craig, who can help you with your research <http://guides.uflib.ufl.edu/aim>
4. **UF Center for Arts in Medicine Arts in Health Database:** <https://arts.ufl.edu/academics/center-for-arts-in-medicine/research-database/>
5. **UF Center for Arts in Medicine website:** <https://arts.ufl.edu/academics/center-for-arts-in-medicine/>