Arts in Medicine Graduate Practicum  
HUM 6942, Sections 7F04 and 72C5  
Credit Hours: 3  
Summer 2017  
Contact Times and Locations: Online Course 
Course Website: http://lss.at.ufl.edu

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Phone: 352.594.4564 (office)

Office Hours: Tuesdays, 1:30-3:30 pm.; Wednesdays 9:30-10:45 a.m. Please try to preschedule appointments. Additionally when necessary, appointments can be scheduled at other times and days.; however, I am typically not available on Thursdays.

Course Goals and Objectives
By the end of this course, students will be able to do the following:

• Recognize and identify administrative structures that support arts in medicine programs, specifically those at the student’s practicum site.
• Demonstrate the ability to apply professional-level practices through collaboration, recognition of barriers, and implementation of decision-making and problem-solving skills in the arts in healthcare setting.
• Demonstrate advanced levels of self-directed practice evidenced by site supervisor evaluations and reporting of patient contact and administrative activities.
• Engage in critical self-reflection measured through writing and reporting assignments (Interaction Reports) and demonstrated through the development of personal approaches to arts in medicine (e.g., Discussion Board posts/comments, Creative Blog).
• Produce graduate level academic Literature Review relevant to the populations at the student’s Practicum Site.

Required Texts
All course materials will be available through eLearning or accessible through the UF library system with VPN access.

Course Schedule
Note: This schedule is subject to change. Please refer to the syllabus and materials in eLearning for the most current course schedule.

<table>
<thead>
<tr>
<th>Course Wk Practicum Wk</th>
<th>Due Dates</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1 4/25 - 5/1           | 5/1, 11:59* | Introduction | 1. Practicum Discussion #1 (Introductions)  
2. Create course call schedule  
3. Submit Goals Table for practicum  
4. Submit Practicum Site Form |
<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Role as an Artist in Residence</th>
<th>Goals</th>
</tr>
</thead>
</table>
| 5/2-5/8 | 5/8      | Your Role as an Artist in Residence | 1. Practicum Discussion #2 (Synthesizing Concepts)  
2. Submit Annotated Bibliography  
3. Submit lit review proposal |
| 5/9-5/15 | 5/15     | Literature Review Strengths & Challenges | 1. Practicum Discussion #3 (Lit Review Topics)  
2. Submit GOALS TABLE revisions, if applicable  
3. Instructor Call #1 |
2. Practicum Discussion #4 (Threshold Moment)  
3. Interaction Report #1 |
2. Interaction Report #2 |
| 5/30-6/5 | 6/5      | Interacting with Professional Staff | 1. Practicum Discussion #6 (Interactions with Staff)  
2. Interaction Report #3  
3. Practicum Hours Log #1 (weeks 1-3)  
4. Submit Site Supervisor Meeting Summary #1 |
| 6/6-6/12 | 6/12     | Developing the Literature | 1. Interaction Report #4  
2. Submit Literature Review introduction & outline or mind map |
| 6/13-6/19 | 6/19    | Group Interactions | 1. Practicum Discussion #7 (Working in Groups)  
2. Interaction Report #5  
3. Creative Practice Post #1 |
| 6/20-6/26 | 6/26    | Midterm Review & Evaluations | 1. Practicum Discussion #8 (Share Notable Interaction)  
2. Midterm Supervisor Evaluation  
3. Midterm Self-Evaluation  
4. Interaction Report #6  
4. Practicum Hours Log #2 (weeks 4-6) |
| 6/27-7/3 | 7/3      | Practicum in Action | 1. Practicum Discussion #9 (Leading & Following)  
2. Interaction Report #7  
3. Literature Review Draft or Portion (Optional) |
| 7/4-7/10 | 7/10     | Practicum in Action | 1. Practicum Discussion #10 (Case Challenge – Difficult Patient)  
2. Interaction Report #8  
3. Instructor Call #2 |
| 7/11-7/17 | 7/17    | Group Interaction | 1. Practicum Discussion #11 (Notable Interaction Check In)  
2. Interaction Report #9  
3. Practicum Hours Log #3 (weeks 7-9)  
4. Site Supervisor Meeting Notes #2 |
**Assignments are due on or before Mondays nights at 11:59 p.m.**

**Assignments Summaries & Points** Note: See the assignments in eLearning for full details and grading rubrics related to each assignment.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Total</th>
<th>Brief Descriptions (See eLearning for Assignment Instructions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practicum</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Practicum Site Form</td>
<td>5 C/I*</td>
<td>5</td>
<td>This form was completed as part Practice and need only be turned in to the instructor at the beginning of Practicum.</td>
</tr>
<tr>
<td>Monthly Calls (3)</td>
<td>10</td>
<td>30</td>
<td>Students select a monthly call time to speak with instructor.</td>
</tr>
<tr>
<td>MOAs (2)</td>
<td>5</td>
<td>10</td>
<td>The memorandums of agreement are signed documents (1) between student and site supervisor and (2) between student and instructor.</td>
</tr>
<tr>
<td>Goals Table Final</td>
<td>10</td>
<td>10</td>
<td>Outline of student goals for the practicum, which must be turned in before practicum work begins.</td>
</tr>
<tr>
<td>Interaction Reports (12)</td>
<td>10</td>
<td>120</td>
<td>Weekly reports (10 pts each) are turned in at the end of each practicum week.</td>
</tr>
<tr>
<td>Discussion Boards (14)</td>
<td>15</td>
<td>210</td>
<td>Students are expected to participate in the weekly Discussion Board by posting and by responding to at least three other posts. Peer engagement (class participation) is an important part of this assignment and part of the grade.</td>
</tr>
<tr>
<td>Site Supervisor Meetings (2)</td>
<td>10</td>
<td>20</td>
<td>Students must meet with site supervisors once a month. The site supervisor should submit the report directly to instructor and to the student to upload to eLearning.</td>
</tr>
<tr>
<td>Practicum Hours Logs (4)</td>
<td>10</td>
<td>40</td>
<td>Official record of practicum hours.</td>
</tr>
<tr>
<td>Creative Practice Posts (2)</td>
<td>30</td>
<td>60</td>
<td>Twice during the semester, students will post personal reflections to their blogs and make a link available to the instructor for those two blogs, and optionally available to other students.</td>
</tr>
<tr>
<td>Evaluations Site Supervisors (2)</td>
<td>10</td>
<td>20</td>
<td>A midterm and final site supervisor evaluation is required. Site supervisors should complete evaluation form and send one directly to the instructor and one to the student to upload to eLearning.</td>
</tr>
<tr>
<td>Self-evaluations (2)</td>
<td>45</td>
<td>90</td>
<td>Each Self-evaluation has three (3) parts: Review of Goals Table, video of practicum work, and brief self-evaluation report.</td>
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</table>
Total Practicum Hours | C/I | You must complete 96 practicum hours (72 patient contact hours and 24 administrative hours). Note that if you do not reach 72 patient contact hours, your final grade for the course will be reduced by 5 points for each hour missed. If you do not reach 24 administrative hours, your final grade for the course will be reduced by 3 points for each hour missed.

<table>
<thead>
<tr>
<th>Literature Review</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Annotated Bibliography</td>
<td>C/I*</td>
<td>5</td>
</tr>
<tr>
<td>Proposal and Outline</td>
<td></td>
<td>25</td>
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<tr>
<td>Optional Literature Review Draft</td>
<td>N/A</td>
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<tr>
<td>Lit Review Final</td>
<td></td>
<td>75</td>
</tr>
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</table>

*Complete/Incomplete

Evaluation and Grades
720 points = 100%

Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Equivalency</th>
<th>GPA Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-94%</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>89-91%</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>85-88%</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>82-84%</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>79-81%</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>75-78%</td>
<td>2.00</td>
</tr>
<tr>
<td>C- *</td>
<td>72-74%</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>69-71%</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>65-68%</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>62-64%</td>
<td>.67</td>
</tr>
<tr>
<td>E, I, NG, S-U, WF</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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. UF grading policy website: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#calculatinggpa**
Assignments
Please thoroughly read and review the all assignment specifications in the Assignments section available in the eLearning site. This will ensure you receive the most complete grade for your efforts.

Class Participation and Late Assignments
Requirements for class attendance and make-up exams, 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

UF Policies
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/scr/process/student-conduct-honorcode/) 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 or TAs in this class.

University Policy on Accommodating Students with Disabilities
Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

University Policy on Academic Misconduct
Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

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 semester, 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/.

Academic Resources
• E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. https://lss.at.ufl.edu/help.shtml.
• Career Resource Center, Reitz Union, 392-1601.
• Various ways to receive assistance with respect to using the libraries or finding resources. Teaching Center, Broward Hall, 392-2010 or 392-6420.
• On-Line Students Complaints: http://www.distance.ufl.edu/student-complaintprocess