

**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://ss.at.ufl.edu>

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**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.*

Course Wk <i>Practicum Wk</i>	Due Dates	Topics	Assignments
<b>1</b> 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

<b>2</b> 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
<b>3</b> 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
<b>4/1</b> 5/16 – 5/22	5/22	Entering Patient Space	1. Start Practicum (5/16) 2. Practicum Discussion #4 (Threshold Moment) 3. Interaction Report #1
<b>5/2</b> 5/23 – 5/29	5/29	Challenging Patient Interactions	1. Practicum Discussion #5 - Case Challenge (Safety Precautions) 2. Interaction Report #2
<b>6/3*</b> 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
<b>7/4</b> 6/6 – 6/12	6/12	Developing the Literature	1. Interaction Report #4 2. Submit Literature Review introduction & outline or mind map
<b>8/5</b> 6/13 – 6/19	6/19	Group Interactions	1. Practicum Discussion #7 (Working in Groups) 2. Interaction Report #5 3. Creative Practice Post #1
<b>9/6</b> 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)
<b>10/7</b> 6/27 – 7/3	7/3		1. Practicum Discussion #9 (Leading & Following) 2. Interaction Report #7 3. Literature Review Draft or Portion (Optional)
<b>11/8</b> 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
<b>12/9</b> 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

<b>13/10</b> 7/18 – 7/24	7/24	Challenges in Clinical Settings	1. Interaction Report #10 3. Final Literature Review Due
<b>14/11</b> 7/25 – 7/30	7/31		1. Practicum Discussion #12 (Understanding Boundaries) 2. Interaction Report #11 3. Instructor call #3
<b>15/12</b> 7/31 – 8/7	8/7	Practicum Closure End Practicum Work (8/7)	1. Practicum Discussion # 2. Creative Practice Post #2 3. Interaction Report #12 4. Practicum Hours Log #4 (weeks 10-12)
<b>16</b> 8/8 – 8/11	8/11	Final Review & Evaluations	1. Practicum Discussion # (Tips for each other) 2. Final Site Supervision Evaluation 3. Final Student Self-Evaluation

**\*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.

Assignments	Points	Total	Brief Descriptions (See eLearning for Assignment Instructions.)
<b>Practicum</b>			
Practicum Site Form	5 C/I*	5	This form was completed as part Practice and need only be turned in to the instructor at the beginning of Practicum.
Monthly Calls (3)	10	30	Students select a monthly call time to speak with instructor.
MOAs (2)	5	10	The memorandums of agreement are signed documents (1) between student and site supervisor and (2) between student and instructor.
Goals Table Final	10	10	Outline of student goals for the practicum, which must be turned in before practicum work begins.
Interaction Reports (12)	10	120	Weekly reports (10 pts each) are turned in at the end of each practicum week.
Discussion Boards (14)	15	210	Students are expected to participate in the weekly Discussion Board by posting <i>and</i> by responding to <i>at least three other posts</i> . Peer engagement (class participation) is an important part of this assignment and part of the grade.
Site Supervisor Meetings (2)	10	20	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.
Practicum Hours Logs (4)	10	40	Official record of practicum hours.
Creative Practice Posts (2)	30	60	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.
Evaluations Site Supervisors (2)	10	20	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.
Self-evaluations (2)	45	90	Each Self-evaluation has three (3) parts: Review of Goals Table, video of practicum work, and brief self-evaluation report.

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 <b>final grade</b> 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.
Literature Review			
Annotated Bibliography	C/I*	5	This assignment was part of Practice and is due again at the beginning of the Practicum course.
Proposal and Outline		25	<i>Two paragraph</i> proposal for Literature Review, not to exceed one page. Outline can be up to one page.
Optional Literature Review Draft		N/A	To receive feedback from your instructor about writing style, content, and structure, you may turn in a draft of your Literature Review or a portion of your literature on or before the date indicated on the assignment list (late submissions are not accepted for drafts.) Your paper will be returned with suggested revisions, so you can make corrections by the Literature Review due date.
Lit Review Final		75	Your final Literature Review submission.

\*Complete/Incomplete

### Evaluation and Grades

720 points = 100%

### Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	95-100%	4.0
A-	92-94%	3.67
B+	89-91%	3.33
B	85-88%	3.00
B-	82-84%	2.67
C+	79-81%	2.33
C	75-78%	2.00
C- *	72-74%	1.67
D+	69-71%	1.33
D	65-68%	1.00
D-	62-64%	.67
E, I, NG, S-U, WF		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.** 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/sccr/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/](http://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](mailto:Learningsupport@ufl.edu). <https://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601.
- Career assistance and counseling. <http://www.crc.ufl.edu/> Library Support, <http://cms.uflib.ufl.edu/ask>.
- Various ways to receive assistance with respect to using the libraries or finding resources. Teaching Center, Broward Hall, 392-2010 or 392-6420.
- General study skills and tutoring. <http://teachingcenter.ufl.edu/> Writing Studio, 302 Tigert Hall, 846-1138.
- Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/> Student Complaints Campus: [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)
- On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaintprocess>