

Arts in Medicine Graduate Practicum
HUM 6942, Section
Credit Hours: 3

Spring 2016 v4

Contact Times and Locations: Online Course

Instructor

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Office Hours: By appointment

Course Website: <http://lss.at.ufl.edu>

Course Description

This course engages students in professional-level practice in an established arts in medicine or community-based health program with the goal of preparing for professional arts in medicine practice. Course work includes 96 practicum hours divided into 72 hours of patient contact and 24 hours of preparation and administrative time. Before entering the course, students have set up an approved Practicum site. Coursework also includes a Literature Review, reflective writing, Discussion Board participation, Practicum contact reports, regular meetings with an approved on-site supervisor and with the course instructor. These activities along with work at the Practicum site, deepen the student's understanding of professional arts in medicine practice.

Required Texts

None at this time. However, readings *may be* posted during the course and students asked to comment on the Discussion Board.

Purpose of Course

The purpose of this course is to introduce students to healthcare or community settings through hands-on experience. The course aims to help students continue their training toward professional practice for arts in healthcare.

Course Goals and Objectives

By the end of this course students will be able to do the following:

1. Recognize and identify administrative structures that support arts in medicine programs; specifically those at the student's Practicum Site.
2. 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.
3. Demonstrate advanced levels of self-directed practice evidenced by site supervisor evaluations and reporting of patient contact and administrative activities.
4. 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.

Course Syllabus (2016)


Note: This syllabus represents the instructor's current plan and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Wk/ Practicum Wk	Date	Topics	Assignments & Activities Due Dates
1	1/5-1/11	Introduction	<ol style="list-style-type: none"> Discussion Board #1 (Introduction) Monthly Call Schedule Goals Table Draft Approved Practicum Site form
2	1/12-1/18	Your Role as an Artist in Residence	<ol style="list-style-type: none"> Discussion Board #2 (Synthesizing Concepts) Annotated Bibliography Lit Review Proposal MOA's (2)
3	1/19-1/25	Literature Review Strengths & Challenges	<ol style="list-style-type: none"> Discussion Board #3 (Lit Review Topics) Review: Reading the Literature Goals Table Final Monthly Phone Call Group A
4 / 1	1/26-2/1	Entering Patient Space	<ol style="list-style-type: none"> Start Practicum (1/26) Discussion Board #4 (Entering Patient/Client Space) Interaction Report #1 (due 2/1) Monthly Phone Call Group B
5 / 2	2/2-2/8	Challenging Patient Interactions	<ol style="list-style-type: none"> Discussion Board #5 (Facilitator-lead Activities) Interaction Report #2
6 / 3	2/9-2/15	Communication	<ol style="list-style-type: none"> Discussion Board #6 Case Challenge (Difficult Patient) Interaction Report #3 Practicum Log (Wks 1-3) Site Supervisor Meeting Report #1
7 / 4	2/16-2/22	Organizing the Literature	<ol style="list-style-type: none"> Interaction Report #4 Literature Review Introduction & Body Outline Monthly Phone Call Group A
8 / 5	2/23-2/29	Caring for the Artist	<ol style="list-style-type: none"> Discussion Board #7 (Community and Self-care) Interaction Report #5 Creative Practice Blog #1 Monthly Phone Call Group B

9 / 6	3/1-3/7	Midterm Review & Evaluations	<ol style="list-style-type: none"> 1. Midterm Evaluation (Site Supervisor) 2. Midterm Review of Practicum Goals and Self-Evaluation (Student self-reflection and video) 3. Interaction Report #6 4. Practicum Log (Wks 4-6)
10 / 7	3/8-3/14	Critical Analysis of the Literature	<ol style="list-style-type: none"> 1. Discussion Board #8 (Hospital Protocols) 2. Interaction Report #7 3. Literature Review Draft
11 / 8	3/15-3/21	Practicum in Action	<ol style="list-style-type: none"> 1. Discussion Board #9 (Patient-led Activities) 2. Interaction Report #8
12 / 9	3/22-3/28	Group Interaction	<ol style="list-style-type: none"> 1. Discussion Board #10 Case Challenge (Group Workshops) 2. Interaction Report #9 3. Practicum Log (Wks 7-9) 4. Monthly Phone Call Group A
13 / 10	3/29-4/4	Challenges in Clinical Settings	<ol style="list-style-type: none"> 1. Discussion Board #11 Case Challenge (Simple Procedure?) 2. Interaction Report #10 3. Monthly Phone Call Group B
14 / 11	4/5-4/11	Focus on Lit Review	<ol style="list-style-type: none"> 1. Interaction Report #11 2. Lit Review Check list 3. Literature Review Final
15 / 12	4/12-4/18	Practicum Closure	<ol style="list-style-type: none"> 1. End Practicum Work (4/18) 2. Discussion Board #12 3. Interaction Report #12 4. Practicum Log (Wks 10-12) 5. Monthly Phone Call Group A
16	4/19-4/22	Final Review & Evaluations	<ol style="list-style-type: none"> 1. Creative Practice Blog #2 2. Final Evaluation (Site Supervisor) 3. Final Review of Practicum Goals and Self-Evaluation (Student self-reflection and video) 4. Monthly Phone Call Group B

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 e-Learning for Assignment Instructions.)
Practicum			
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 (4)	10	40	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 Draft/Final	3/7	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 (15)	15	225	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 (4)	10	40	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 Logs (4)	5	40	Official record of practicum hours.
Creative Blogs (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.
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.
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		10	<i>Two paragraph</i> proposal for Literature Review. (Points will be deducted if proposal is longer!)
Review: Reading & Analyzing the Literature		10	This assignment refreshes your knowledge about how to read the literature and asks you to assess your strengths and weaknesses for writing a Lit Review.
Article Exercise	C/I*	0	This optional exercise helps students develop optimal skills for reading the literature.
Introduction and Outline of Content		20	Write Introduction and prepare an outline for the rest of the Literature Review
Lit Review Draft		50	This draft should be approached as if it is the final! This is an opportunity to obtain feedback from your instructor, but the product should be complete and polished to receive full points.
Lit Review Final		75	Your final Literature Review submission.

*Complete/Incomplete

**If Practicum Hours are incomplete, then points will be deducted for overall final grade for course.

Course Policies

Evaluation and Grades

830 points = 100%

Grades and comments will be posted on the eLearning 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.

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>

Practicum hours

- Only officially recorded hours will be credited. Use the approved manner for recording hours of the institution or a method developed in collaboration with the supervisor and instructor, and complete the Practicum Log form for this course.
- 8 points, or 2.5%, will be subtracted from the final grade for every hour under 96 completed within the practicum.
- All guidelines, policies, and protocols—including confidentiality and consent—of the Practicum Site must be adhered to in full.
- Read the Graduate Practicum Guidelines document to better understand how your practicum should work.

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.

How to Label Your Assignment Documents

When naming your assignment document, use the following format: your LastNameFirstInitial-AssignmentTitle. For example: SommerE-PracticumLog1. If you abbreviate in this manner, your course instructors will have a clear and easy time finding the assignment and accounting for it.

Formatting Literature Review Documents

Use APA style for all Literature Review documents and any other instance in the course when you need to use citations (e.g., some students may use citations in Discussion Boards or in Creative Blogs). Be sure to properly cite all sources that you quote or paraphrase.

For more details and to find APA guidelines, see course resources.

UF Guidelines for Effective Professional and Academic Writing also will assist students in developing academic writing skills, identifying and evaluating scholarly literature and can be located at: <http://edis.ifas.ufl.edu/wc063>

Class Participation/Demeanor Policy

Participation in all aspects of this course is essential to your success. Written communication and electronic interaction are central to online interaction and learning. Please see the Online Etiquette section of the assignment guide for expectations for written and electronic interactions.

The 96 contracted hours must be undertaken at the approved site in the specified time frame. In the event of illness or other prohibiting circumstances, the student must communicate with the instructor and site supervisor to determine a suitable contingency plan within a timely manner for the course.

It is the student's responsibility to understand and adhere to all policies and standards for professional conduct at the practice/project site, and to interact with all program participants and site staff in a professional manner.

Course Communication

It is the student's responsibility to communicate with the instructor promptly concerning circumstances that might affect his or her participation in the course. Please do not let questions or concerns go unattended.

I will make every effort to respond to email communication within 48 hours during weekdays. Please expect a larger delay on weekends.

For general course questions **first** please check the **Announcements** section, the General Communication Discussion Board, and/or your **campus email** for an answer to your question before contacting the instructor.

If your question relates to **personal issues or grades** please privately **email the instructor** through the eLearning email feature **or call the instructor**.

Submitting Late Assignments and Making up Work

Major assignments will be accepted *no later* than six days after the due date, and points will be reduced at a rate of 5% per day. This policy does not apply to Discussion Board or Creative Practice Blog. Late work **will not** be accepted on the Discussion Board or Creative Practice Blog. Please contact your instructor immediately if extenuating circumstances such as illness or family emergencies prohibit you from completing assignments.

Technical Assistance

If you have difficulty accessing online course reading or materials, please reference the citation or document name and author in a Google Search to locate the document before contacting the instructor or the UF Help Desk.

If you have difficulties submitting assignments or navigating eLearning, notify the UF Computer Help Desk at helpdesk@ufl.edu or 352-392-4357 **as soon as possible**. *Please copy your instructor on the correspondence with the Help Desk and include the case number provided to you by the UF Help Desk documenting your request for assistance.*

UF Policies

Academic Honesty

All students sign the following statement upon registration at the University of Florida: “I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.” As instructor for this course, I fully support the intent of the above statement and will not tolerate academic dishonesty. The university’s policies regarding academic honesty, the honor code, and student conduct related to the honor code will be strictly enforced. Full information regarding these policies is available at the following link: <https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>.

University Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

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>.

University Policy on Netiquette and Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

Please also link here for best practice guidelines for blogging

<http://blogs.law.harvard.edu/terms-of-use/>

University Policy on Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> Evaluations are typically open during the last two or three weeks of the semester. 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>

UF Policies for Getting Help

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Writing Center
- Library Help Desk support

Should you have any complaints with your experience in this course please visit

<http://www.distance.ufl.edu/student-complaints>