

## **HUM 6596: Arts in Medicine Capstone (4 Credits)**

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**Course Location:** [www.lss.at.ufl.edu](http://www.lss.at.ufl.edu)

**Course Description:** This course will engage the student in advanced practice in arts in medicine in a healthcare or community environment. The student will implement and evaluate a defined arts project or program with the goal of developing professional level arts in medicine practice or project management. Literature review, regular meetings with an approved on-site supervisor and the course instructor, discussion board dialogue, program assessment, and a culminating paper and presentation will deepen the student's understanding of professional arts in medicine practice.

### **Student Learning Outcomes**

Students will:

1. Identify and practice professional-level practical skills in engaging the arts to address health in a healthcare and/or community setting
2. Plan and implement professional arts in medicine programming
3. Evaluate and refine arts in medicine programming
4. Articulate their own approach to arts in medicine programming and practice

### **Course Format and Content**

The course uses an individual contractual format for specific requirements. The general scope and content of the course is as follows:

#### Planning

- Define the capstone work and assessment plan
- Complete all orientation, approval and training as necessary to project

#### Capstone Work

- Undertake on-site project work as defined in the proposal, including assessment
- Undertake ongoing literature review to benchmark practice, and to identify and deepen understanding of key concepts related to the practice

#### Reflecting and Reporting

- Meet with both the site supervisor and the course instructor at least once monthly; meetings may take place in person or via phone or Skype
- Complete an assessment, in the form of evaluation or research, as defined in the proposal
- Submit a final paper including a summary of the project, the final literature review and the assessment outcomes.

## Critical Dates

Critical dates include:

- May 9: Submit contract and capstone proposal
- May 19: Submit literature review and assessment plan
- May 23: Capstone work begins
- July 29: Capstone work ends
- August 19: Submit Final Paper

## Course Outline

Week/ Dates		Component	Activities	Deliverables Due
Week 1	May 2 –9	Capstone Planning (2 weeks)	1. Completion of course contract 2. Planning, scheduling, orientation/training as required by the site 3. Assessment planning	1. May 9: <b>Contract</b> 2. May 9: <b>Capstone Proposal</b> 3. Phone meeting #1 (may be scheduled for any day prior to May 11)
Week 2	May 10 –16	Capstone Planning	1. Planning, scheduling, orientation/training as required by the site, continued 2. Assessment planning	1. May 16: Training/orientation/IRB certificates as applicable 2. May 16: Literature review (not graded) 3. May 16: <b>Assessment plan</b>
Week 3	May 17-23	Capstone Work (10 weeks)	1. Ongoing literature review 2. 8 hours of project work	
Week 4	May 24-30	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. June 1: Project report #1
Week 5	May 31 -June 6	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. June 8: Phone meeting #2
Week 6	June 7-13	Capstone Work	1. Ongoing literature review 2. 8 hours of project work 3	1. June 15: Project report #2
Week 7	June 14-20	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. July 22: <b>Mid-point supervisor evaluation</b>
Week 8	June 21-27	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. June 29: Project report #3

Week 9	June 28- July 4	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. Phone meeting #3
Week 10	July 5-11	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. July 13: Project report #4
Week 11	July 12-18	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	
Week 12	July 19-25	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. July 27: Project report #5
Week 13	July 26- August 1	Assessment (3 weeks)	1. Data analysis	1. August 3: <b>Final supervisor evaluation</b> 2. Phone meeting #4
Week 14	August 2- 8	Assessment	Data analysis and writing	
Week 15	August 9- 15	Assessment	1. Draft final paper 2. Review a peer's draft	1. August 14: <b>First draft of final paper</b> 2. August 17: <b>Peer review</b>
Week 16	August 16- 19	Presentatio n (1 week)	Deliver final paper	1. August 19: <b>Final Paper</b>

## Assignments

**Capstone Contract (10 points, pass/fail):** Complete the Capstone contract form and obtain approval and signature from the site supervisor. The contract template can be found on the course website under “course documents”.

**Capstone Proposal (15 points, pass/fail):** Revise the capstone proposal completed within the Capstone Proposal course as needed.

**Assessment Plan (35 points):** Students will define an assessment plan for their capstone project. The plan may include evaluation or research using a specific selected methodology and measures. Students are advised to design a modest plan that can be successfully undertaken at a high level of excellence within the defined timeframe. Each student should consult with the instructor for support in developing an appropriate assessment plan.

**Monthly Phone Meetings with the instructor (4 @ 5 points = 20 points, pass/fail):** Students are responsible for scheduling monthly 15-30 minute phone calls with the instructor to discuss capstone work and assessment progress. Points will be assigned on a pass/fail basis. Times for all four calls must be included in the capstone contract. Only one call can be rescheduled in the event of an extenuating circumstance, and only if a minimum of 48 hours notice is provided to the instructor.

**Bi-weekly Discussion Board Dialogues (6 dialogues @ 15 points each = 90 points):** Students will engage in professional level peer dialogue with other students based on the work being undertaken. Each student will be assigned to host one discussion period (two weeks). The host will raise a clear topic of interest in the initial post in a formal essay format (may be in the first person and include personal perspectives), and will host a dialogue on that topic. The initial post must reference at least one peer reviewed publication that addresses, illuminates, or supports the topic, along with a recent experience or anecdote from the capstone project. The initial post will be 300-500 words in length and posted by midnight on the first Wednesday of the two-week discussion period. Responses by peers and by the host should be a minimum of 150 words in length and contribute substantively to the dialogue. Each student must make a minimum of three posts to the dialogue over the two-week discussion period, and the host must reply to each student at least once and conclude the dialogue with either a summary of consensus statement. It is expected that all students will contribute to the discussion in a timely manner with consistent entries across the two-week period. All student's grades will be affected negatively by discussions that are concentrated at the end of the period.

**Project Reports (5 reports @ 10 points each = 50 points):** A total of five project reports will be submitted at two-week intervals within the Capstone Work period (10 weeks). Each report will include a summary statement of the work undertaken, a log of hours and specific activities, a summary of data collected, and a brief self-evaluation. The report template, which can be found under "course documents", may be revised prior to the first submission, as needed, to best suite the project. If revised, the template must be attached to the capstone contract and approved by the instructor. Reports should be no longer than one page in length.

**Site Supervisor Evaluations (2 evaluations @ 20 points each = 40 points):** Mid-point and final evaluations must be completed by the site supervisor. The evaluation form is available on the course site under "course documents". The evaluation must include a signed log of hours. A grade will be assigned based on the supervisor's evaluation and completion of 40 hours at the mid-point and 80 hours at the end point.

**Final Paper First Draft (20 points pass/fail):** Students will share a first draft of the final paper with a designated peer. Points will be assigned on a pass/fail basis. A passing grade will reflect timely submission of a complete first draft that includes all required sections and meets the required word count.

**Final Paper (120 points):** Students will submit a final paper, including an abstract as well as project description, background, methods, results, conclusions, discussion, limitations and recommendations sections. The paper must be 4,000-5,000 words in length, including figures representing the assessment data/results and a reference list.

**Please note:** While the final paper is the major deliverable of the course and not due until the final week of the semester, it is recommended that students work throughout the semester to build the paper. Literature review should be conducted on an ongoing basis to support and deepen the student’s understanding of the work they undertaking and the competencies they are developing. The literature review should be a living document that is updated and expanded throughout the semester.

## Evaluation and Grades

Total Points: 400

- 2.5% of the final grade comes from Capstone Contract
- 3.75% of the final grade comes from the Capstone Proposal
- 8.75% of the final grade comes from the Assessment Plan
- 5% of the final grade comes from the Monthly Phone Calls
- 22.5% of the final grade comes from the Bi-weekly Discussion Board Dialogues
- 12.5% of the final grade comes from the Project Reports
- 10% of the final grade comes from the Site Supervisor Evaluations
- 35% of the final grade comes from the Final Paper, including the first draft

Grading criteria rubrics for each assignment can be found under the corresponding assignment.

## 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>

## Course Procedures and Policies

### 1. 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: <http://www.dso.ufl.edu/sccr/honorcode.php>

## **2. Class Participation/Demeanor Policy**

Participation in all aspects of this course is essential to your success. Completion of every aspect of your individual contract as well as interaction with the instructor and other students within the course is integral to your learning, and full participation is required. It is expected that you will log on to the course website and contribute to discussions a minimum of three-four times per week. It is also expected that, in this culminating course, all interaction is undertaken with a level of professionalism that demonstrates understanding of the professional competencies of the field.

## **3. Course Communications**

It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might affect his or her participation in the course. Please do not let any questions or concerns go unattended. It is the instructor's intention to respond to all e-mail communication within 48 hours. If urgent

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.

## **4. General Course Questions**

There are two ways in which you can ask general questions of the instructors. If you have a general question related to an assignment, course material, or course policy that may be relevant to other class members, you may post it under Course Questions on the Discussion Board. If your question is specific to your own work, progress, circumstances, grade, or is personal in nature, please email the instructors privately using the Mail function in Canvas.

## **4. 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.

## **5. 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](mailto:helpdesk@ufl.edu), 352-392-4357 – select option 2, and/or <https://lss.at.ufl.edu/help.shtml>. If a technical problem affects 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.

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
- Library Help Desk support

## **6. Assignment Submission Policies and Procedures**

*Assignment Due Dates and Times* - All assignments, unless otherwise noted, are due at 11:59pm on the due date. Please note that no late submissions will be accepted on the discussion board.

*Naming Your Documents* - When naming your assignment documents, the following format must always be used: AssignmentName\_Yourlastname.

*Formatting 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 you quote or paraphrase. See the online APA Style Guide at the Purdue Online Writing Lab (OWL): <http://owl.english.purdue.edu/owl/section/2/10/>

*Late Assignment Submission Policy* - Major assignments will be accepted no later than five days after the due date. Points will be reduced from late assignments at a rate of 5% per day, starting at 12:00 am on the day after the due date. This policy does not apply to Discussion Board - late posts will not be accepted on the Discussion Board. The instructor will not accept work submitted later than five days following the deadline except in extenuating circumstances and with prior approval by the instructor.

As stated above in technical assistance, any requests for late assignment submission due to technical issues MUST be accompanied by ticket number and record received from LSS when the problem was reported to them. 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.

## **7. Course Evaluation Policy**

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, 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. Students with Disabilities**

Students requesting accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

## **University Counseling Services**

### **Counseling Center**

3190 Radio Rd.

P.O. Box 112662, University of Florida

Gainesville, FL 32611-2662

**Phone:** 352-392-1575

**Web:** [www.counsel.ufl.edu](http://www.counsel.ufl.edu)