

HUM 6596: Arts in Medicine Capstone (4 Credits)

Fall 2018

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Please use Canvas email for course-related correspondence. If you don't receive a response within 24-48 hours, please use the UF email address listed.

Course Location: <http://elearning.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 assess 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, a presentation to MA in Arts in Medicine program peers, and a culminating paper will deepen the student's understanding of professional arts in medicine practice.

Student Learning Outcomes

Students will:

1. Identify, practice and assess professional-level practical skills in engaging the arts to address health in a healthcare and/or community setting.
2. Plan and implement or direct a professional arts in medicine program or project.
3. Assess the arts in medicine program or project.
4. Articulate an individual approach to arts in medicine program and practice.

Recommended Text:

Creswell, John. Research Design. 4th Edition.

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:

Capstone Planning

- Define the capstone work and assessment plan
- Complete all orientation, approval (i.e. IRB's at UF **and** site institution)
- Access training and resources as necessary to project

Capstone Work

- Undertake on-site program/project work as defined in the proposal, including assessment
- Assess the program or project including a clearly defined and evidence-based assessment plan, implementation, data collection, analysis, and interpretation of findings.
- Complete a literature review to create a strong theoretical frame for the project, to benchmark practice, and to identify and deepen understanding of key concepts related to the practice and assessment
- Demonstrate saturation of the literature on the defined topic(s)

Reflecting and Reporting

- Meet with the site supervisor at least once monthly
- Meet with a course instructor via phone or Skype in week one and additionally, as needed
- Participate in monthly phone or Skype meetings with your assigned research cohort
- Present the project and literature review to the MA in Arts in Medicine community, including faculty and other students
- 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 methods and outcomes.

Critical Dates

- August 29: Submit contract and a copy of Capstone Proposal
- Sept 9: Capstone work begins
- **Oct 15: Midterm Capstone Qualifier Presentation**
- **Oct 29: Submit draft of updated literature review**
- Oct 29: Capstone work ends
- **Nov 19: Submit first draft of final paper**
- **Dec 3: Final paper due**

Course Outline

Week	Topic	Activities	Deliverables Due
Week 1	Capstone Planning (2 weeks)	1. Completion of course contract 2. Planning, scheduling, orientation/training as required by the site 3. Assessment planning	1. Aug 29: Capstone Proposal 2. Aug 29: Capstone Contract

Week 2	Capstone Planning	1. Planning, scheduling, orientation/training as required by the site, continued 2. Assessment planning	1. Sept 4: Training/orientation/IRB certificates as applicable 2. Sept 4: Instructor phone meeting notes
Week 3	Capstone Work (8 weeks)	1. Ongoing literature review 2. 8 hours of project work	1. Sept 10: Research Cohort Meeting #1 notes
Week 4	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. Sept 17: Project Report #1
Week 5	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. Sept 24: Research Cohort Notes #2
Week 6	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Oct 1: Project Report #2
Week 7	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Oct 8: Mid-point Supervisor Evaluation
Week 8	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Oct 15: Project Report #3 2. Oct 15: Midterm Qualifier Presentation
Week 9	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Oct 22: Research Cohort #3 Notes

Week 10	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Oct 29: Project Report #4 2. Oct 29: Submit draft of updated literature review
Week 11	Analysis	Data analysis	2. Nov 5: Final Supervisor Evaluation
Week 12	Analysis/Writing	Data analysis and Writing	1. Nov 12: Research Cohort #4 Notes 2. Submit early first draft for <i>extra credit</i>
Week 13	Writing	Writing: Draft Final Paper	2. Nov 19: Submit Draft of Final Paper
Week 14	Writing	Review a peer's draft	1. Nov 26: Peer review
Week 15	Writing	Revise the final paper	1. Dec 3: Final Paper
Week 16	Revision	Revise final paper, if needed	1. Dec 7: Revisions as needed (for submission to the UF Library)

Assignments

Capstone Contract with *updated* Capstone Proposal (20 points, pass/fail): Complete the Capstone contract form and obtain approval and signature from the site supervisor. The contract template can be found in the course assignment and in "files" under "course documents". Revise and upload the capstone proposal completed within the Capstone Proposal or Advanced Professional Seminar courses, as needed.

Instructor Phone Meetings (10 points, pass/fail): Students are responsible for scheduling two 30-minute phone call with their instructor to discuss the Capstone plan and progress. Points will be assigned on a pass/fail basis. The times for both calls are to be set at the start of the term by the student with the instructor and must be included in the Capstone Contract. Meeting notes will

be uploaded into the assignment. A pass/fail grade will be assigned following completion of both calls.

Research Cohort Meetings (4 meetings @ 10 points each, pass/fail = 40 points): Students will participate in four research cohort meetings. Students will share responsibilities for scheduling, agenda development, note-taking, and reporting. These responsibilities may be divided in an equal manner as determined by the group. Agenda and notes from each call will be uploaded under the assignment by one member of the group. Notes will reflect attendance, participation, professional interaction, effective use of meeting time, and should note insights and action items developed for each student.

Project Reports (4 reports @ 15 points each, pass/fail = 60 points): A total of four project reports will be submitted at two-week intervals during the Capstone project phase. 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 suit the project. If revised, please attached the revised template to the Capstone Contract for instructor approval. Reports may not exceed one page.

Midterm Capstone Qualifier Presentation (100 points, pass/fail; B+ or higher required for eligibility for graduation.): Students will prepare and present a presentation in an audio/visual format for the MA in Arts in Medicine community, including faculty and peers. The presentation will include an overview of the capstone project, including site work, the literature review and the assessment plan. The presentation must present evidence of saturation and a thorough understanding of the literature on the capstone topic(s). The presentation should be 30-minutes in length and will be delivered as a video recorded lecture/presentation and Arts in Medicine Central in Canvas (AIM Central). Students will host a substantive dialogue with student peers and faculty on the discussion board in AIM Central. Students who do not achieve at least a B (85%) on this qualifying assignment will not be eligible for graduation in the current term and may be required to repeat the Capstone course.

Site Supervisor Evaluations (2 evaluations @ 10 points each = 20 points, pass/fail): The mid-term and final evaluations must be completed by the site supervisor. The evaluation form is available on the course site under “course documents”.

Final Paper First Draft (50 points): A passing grade will reflect timely submission of a complete first draft that includes all required sections and meets the required word count. The paper should be fully developed and ready for instructor and peer review.

Final Paper First Draft Peer Review (25 points): Students will review a peer’s paper and provide substantive feedback that reflects thoughtful consideration as well as an understanding of graduate level writing and APA formatting.

Final Paper (100 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.

Evaluation and Grades

Assignments: 100 points (21% of final grade)

Capstone Contract with *updated* Capstone Proposal: 20 points

Project Reports: 60 points

Site Supervisor Evaluations: 20 points

Participation: 50 points (11% of final grade)

Instructor Phone Meetings: 10 points

Research Cohort Meetings: 40 points

Major Assignments: 275 points (58% of final grade)

Midterm Capstone Qualifier Presentation: 100 points

Final Paper First Draft: 50 points

Final Paper First Draft Peer Review: 25 points

Final Paper: 100 points

475 total points possible

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

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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>. (Links to an external site.)[Links to an external site.](#)

Course Procedures

Class Participation/Demeanor

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 instructors and other students within the course are integral to your learning, and full participation is required. It is expected that you will log on to the course website and participate fully and consistently, a minimum of three-four times per week is highly recommended. 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.

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.

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.

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.

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 <https://lss.at.ufl.edu/help.shtml> (Links to an external site.)Links to an external site.. 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.

Assignment Submission

Assignment Due Dates and Times - All assignments, unless otherwise noted, are due at 11:59pm on the due date.

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/> (Links to an external site.)Links to an external site.

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>. (Links to an external site.)Links to an external site. 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 any 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.

University of Florida Policies

University Policy on Course Participation

Requirements for class participation, make-up 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>

University Policy on **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 in this class.

University Policy on **Course Evaluations**

Students are expected to provide feedback on the quality of instruction in this course based on ten 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, and students will be notified when evaluations are available. It is essential that students participate in course evaluation to best understand the experience of the course and its instruction. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>

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>.

University Policy on **Course Complaints**

Should you have any complaints with your experience in this course or in your studies at UF that you feel you cannot discuss with your instructor or advisor, please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

University Policy on **Getting Help**

Health and Wellness

- *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.
- *Counseling and Wellness Center*, <http://www.counseling.ufl.edu/cwc/Default.aspx>; 352-392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

- Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies).
<http://www.police.ufl.edu/>

Academic Resources

- *E-learning technical support*, 352-392-4357 (select option 2) or e-mail to Learning-support@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.
- Accessing the *UF Libraries* from a distance; <http://www.uflib.ufl.edu/ufproxy.html>
- *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/>
- *On-Line Students Complaints*: <http://www.distance.ufl.edu/student-complaint-process>
- *Disabilities Resource Office*, Dean of Students; 352-392-8565; accessuf@dso.ufl.edu
<https://www.dso.ufl.edu/drc/students/how-to-get-started>

For additional information about these resources, and more, please visit UF Distance Learning at: <http://www.distance.ufl.edu/getting-help>

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Campus Resources for Health and Wellness

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Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies).

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Library Support, <http://cms.uflib.ufl.edu/ask>. (Links to an external site.)Links to an external site.

Various ways to receive assistance with respect to using the li