Instructor
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Office Hours and Location: Office Hours are by appointment. Meetings may take place via phone, Skype, or in person (if student is on the UF campus)

Course Website: UF Canvas, https://elearning.ufl.edu.

E-learning technical support: The preferred avenue of contact is for students to complete a Helpdesk request through an email to helpdesk@ufl.edu. E-Learning FAQs are available here: https://elearning.ufl.edu/student-help-faqs. UF Internet Technology (UFIT) can also be reached by phone: 352-392-4357.

Textbooks:
- Required: Machi, L. A., & McEvoy, B. T. (2016). *The literature review: Six steps to success*. Corwin Press. (e-version OR paperback book)

- Optional*: American Psychological Association. (2010). Publication manual. Sixth Edition. Washington. DC: American Psychological Association OR the online electronic version OR access to online sections of the APA Publication Manual (e.g., http://www.apastyle.org/index.aspx or https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html*

Note that while you are not required to purchase this book, failure to meet APA style in your proposal will result in points deducted from your paper.

Course Description
This course engages students in research, planning, and submission/approval of a Capstone project plan as a part of the Master of Arts (MA) in Arts in Medicine. The student undertakes extensive literature review to support the development of a plan for developing and accessing an arts in health project in a healthcare facility or community health setting. A robust literature review, program planning, proposal writing, reflective writing, and regular meetings with the course instructor assist students in developing an appropriate Capstone plan and specific skills to deepen understanding of professional arts in medicine practice.

Course Objectives
1. Identify and practice advanced literature review skills.
2. Articulate individual goals for using the arts to address health in a healthcare or community setting.
3. Investigate and identify the range of considerations necessary for planning an effective arts in medicine research or assessment project.
4. Identify and apply professional-level program planning skills, including the articulation of goals, objectives, anticipated outcomes, methods, and evaluation plan.

Course Outline

(Changes may be made to this outline with advance notice. Please refer to Canvas for the most current course information). *<u>**Please note that Discussion Boards are due Sundays by 11:59 p.m. and Assignments are due on Mondays by 11:59 p.m.**</u> There are exceptions: Read syllabus!

Week	Dates*	Topics	Assignments and Due Dates
1 (*1/2wk*)	8/22-8/27	Capstone Proposal: Goals & Objectives	1. Phone Meeting Schedule, due 8/24 2. Discussion Board, #1, due 8/24 3. Discussion Board #2, due 8/26 4. Capstone Proposal Worksheet Part 1, due 8/27
2	8/28-9/3	Capstone Proposal: Assessments & Evaluations	1. Phone Meeting #1 due per student's individual schedule 2. Discussion Board #3, due 9/2 3. Capstone Proposal Worksheet Part 2: Assessments & Evaluations, due 9/3 4. *The Literature Review: Six Easy Steps* – read *Introduction* and *Chapter 2*.
3	9/4-9/10	Tips for the Literature Review Project site pre-approval	1. Discussion Board #4, due 9/9 2. Literature review 1st draft, due 9/10 3. Capstone site pre-approval form
4	9/11-9/17	Assessment Choices Literature Review Capstone Proposal	1. Discussion Board #5, 9/16 2. Begin developing Capstone Proposal
5	9/18-9/24	Literature Review Capstone Proposal	1. Literature Review, 2nd Draft, due 9/24 2. Discussion Board #6, due 9/23 3. Phone Meeting #2
6	9/25-10/1	Capstone Proposal	1. Capstone Proposal, 1st Draft, due 10/1 2. Discussion Board #7, due 9/30
7	10/2-10/8	Capstone Proposal	1. Discussion Board #8, due 10/7
8 (*1/2wk*)	10/9-10/12	Capstone Proposal	1. Discussion Board #9, due 10/12 2. Final Capstone Proposal, including site approval letter, due 10/12

Note: See the assignments in eLearning for full details as well as grading rubrics related to each assignment.

Evaluation and Grades

15% of the final grade comes from the phone meetings with the instructor
15% of the final grade comes from the Capstone Proposal Worksheets
10% of the final grade comes from the Discussion Boards
25% of the final grade comes from the Literature Review
35% of the final grade comes from the Capstone Proposal

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. For more information on grades, please go here:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

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

Class Participation and Late Assignments
Class participation is expected through the Discussions Boards and points are deducted if participation does not meet the Discussion Board guidelines. (See Discussion Board assignments for link to guidelines.)

Points will be deducted for **late assignments** based on the following rules: A *5 percent late deduction per day* for each of the first 5 days the assignment is late. Assignments submitted *more than 5 days late* will receive a flat 25% point deduction. Note this is an 8-week, fast-paced course, and late assignments will cause you to significantly fall behind in working to succeed in the final assignment: the Capstone Proposal.

Requests for late assignment submission due to technical issues MUST be accompanied by ticket number and record received from the e-Learning 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 late submission.

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/) 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.

Campus Resources

Health and Wellbeing
- **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: 352-392-1111 or 9-1-1 for emergencies.
- *Sexual Assault Recovery Services (SARS),* Student Health Care Center, 352-392-1161.
- *University Police Department,* 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/ Academic Resources
- Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf
- On-Line Students Complaints: http://www.distance.ufl.edu/student-complaintprocess

Academic Resources
- Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.
- 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/

Career Assistance
- Career Resource Center, Reitz Union, 392-1601.
- Career assistance and counseling. http://www.crc.ufl.edu/ Library Support, http://cms.uflib.ufl.edu/ask.