

## **Arts in Medicine Professional Seminar**

**HUM 6353, Section 08BA; 08BO**

**Fall A 2018**

**Meeting Times and Location:** Online

**Credit Hours:** 3

**Course Location:** <https://lss.at.ufl.edu/>

**Instructor:** Heather Spooner, MA, ATR-BC

**Instructor Office Location and Hours:** by appointment

**Instructor Contact Information:**

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Phone: 352-273-1488

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### **Course Description**

The course provides a practical orientation to professional competencies, practice, and ethics for the field of arts in medicine. The professional seminar will focus on core issues, trends, and critical debates central to current practice within the discipline and within its historical and contemporary applications. This course is designed to help students prepare for practice in the field of arts in medicine. Learning methods include reading, online video review, video lecture, online weekly discussion, research, writing, and creative practice.

This course is appropriate for graduate students and professionals of the arts, humanities, sciences, human services, and health related professions.

### **Objectives**

1. Understand core issues, contemporary trends and critical debates central to the arts in medicine
2. Develop core competencies including ethical frameworks, career paths, strategic and sustainable program planning, grant writing, and cultural competency
3. Explore professional identity through group process, creative practice, self-assessment and self-care

### **Required Texts**

Koch, Deborah (2009). *How to Say It: Grantwriting: Write Proposals That Grantmakers Want to Fund*. Prentice Hall Press.

### **Optional Text:**

De Saint-Exupery, Antoine. (1943). *The Little Prince*. New York: NY, Reynal & Hitchcock. (you will have the option to listen to this as an audio book online if you do not wish to purchase it.)

*Additional readings will be provided on the Canvas site*

## Critical Dates and Assignments

*\*Syllabus is subject to change and **may not** include **ALL** course materials and learning resources/readings/materials students that are to be prepared for each week. Please refer to Canvas for the most current version of the syllabus and full assignment information. **It is required that students engage in all course materials and submit corresponding assignments by the deadline as provided in the weekly modules.***

### Weekly Posting Deadlines (all assignments are due by 11:59pm Eastern Time)

#### Discussion Board Posts

Initial Discussion posts are due on Thursdays by 11:59 pm Eastern Time

Discussion Response Posts are due on Mondays by 11:59 pm Eastern Time

#### Creative Practice Posts

Blog posts are due on Saturdays by 11:59 pm Eastern Time

Response Posts are due on Mondays by 11:59pm Eastern Time

### Weekly Course Schedule (Weeks 2-7)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<ul style="list-style-type: none"><li>All response posts due</li></ul>	<ul style="list-style-type: none"><li>Begin readings and materials for new module</li></ul>		Initial Discussion posts due		Creative Practice blogs due	Minor and Major Assignments due

### Major Assignment Deadlines

09/02 Grant Searching

09/09 Self Assessment

09/16 Community Needs Assessment

09/23 Vision Statement

09/23 Sustainability Plan

10/07 Letter of Intent

10/07. Action Plan and Support Materials

The assignment descriptions below offer a brief overview of each assessment. Please thoroughly read and review full assignment specifications in the **Assignments** section available in the **eLearning** site.

#### Grant Searching (50 points)

- As a class, students will create a spreadsheet of grants and funding opportunities that may be used to support arts in health programs. Each student will be individually responsible for contributing ten opportunities to the class spreadsheet.

#### Self Assessment (50 points)

- The self-assessment provides a clear template for professional self-reflection and allows students to assimilate the knowledge and skills they have developed throughout the core courses of the graduate program.

### Community Needs Assessment (50 points)

- Students will identify, define and describe the health needs, resources and gaps in resources in a community of interest in their local area by engaging in multiple needs assessment methods. Assessment will include a cross-section of constituents and stakeholders from both within and outside of the community assessed.

### Vision Statement (25 points)

- Write a strong vision and mission statement for an organization. This organization and its vision and mission statement will be used to inform your sustainability plan and letter of intent.

### Sustainability Plan (50 points)

- Students will create 2-page sustainability plan. The plan will address human, fiscal and community resources. Submit the Sustainability Plan on the Canvas Assignments link See assignment guide for further details and grading criteria.

### Letter of Intent (50 points)

- Students will research and identify 3-5 funding opportunities that request a letter of inquiry or letter of intent (LOI) from arts and/or health-related funding sources. Students will select one LOI form that aligns with their vision for an arts and health project or program to complete for submission. Follow LOI guidelines implicitly when completing the application. Students do not have to submit the application, but may decide to if they see fit.

### Action Plan and Support Materials (50 points)

- For this assignment, you will **begin to collect and organize** the grant materials that are common to most grant submissions.

## Course Outline

Week	Topic	Assignments
1 22 AUG- 26 AUG	Professional Competencies	Week 1 Discussion  Creative Practice Blog
2 27 AUG- 02-SEPT	Professional Issues & Ethical Decision-Making	Week 2 Discussion  <b>Grant Searching</b>
3 03 SEPT- 09 SEPT	Self-Care	Week 3 Discussion  Creative Practice Blog  <b>Self Assessment</b>
4 10 SEPT- 16 SEPT	Career Pathways in the Arts in Healthcare	Week 4 Discussion  <b>Community Needs Assessment</b>
5 17 SEPT- 23 SEPT	Strategic Planning and Sustainability	Week 5 Discussion  Creative Practice Blog Due  <b>Vision and Mission Statements</b>  <b>Sustainability Plan</b>
6 24 SEPT- 30 SEPT	Program Evaluation	Week 6 Discussion
7 01 OCT- 07 OCT	Grant Writing	Week 7 Discussion  <b>Letter of Intent</b>  <b>Action Plan and Support Materials</b>  Creative Practice Blog
8 08 OCT- 11 OCT	Learning Synthesis	Week 8 Discussion  <b>Final Creative Practice and Self-Assessment</b>

## Evaluations and Grades

50% of the final grade comes from major assignments  
40% of the final grade comes from Discussion Board Postings  
10% of the final grade comes from Creative Practice Blog Postings

### 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

Later assignment will receive a late deduction of 5% per day until the deduction reaches 50%, after which late assignments will receive an automatic 50% late deduction. Late assignments will not be accepted in the final week of the course without prior approval from the instructor. Other 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>