

ARTS IN MEDICINE CAPSTONE

HUM 6596
Spring 2019
Credit Hours: 4
Course Location: Online

INSTRUCTOR: Jenny Baxley Lee
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OFFICE HOURS: By appointment in person, by phone or by video conference.
Zoom Video Conference preferred.

COURSE WEBSITE: UF Canvas, <https://elearning.ufl.edu>

COURSE COMMUNICATIONS: Canvas email preferred for all course-related communication.

RECOMMENDED TEXTS:

1. American Psychological Association. (2010). Publication manual. Sixth Edition. Washington, DC: American Psychological Association.
2. Coughlan, M., & Cronin, P. (2016). *Doing a literature review in nursing, health and social care*. Sage.
3. Creswell, John. Research Design. 4th Edition.
4. Onwuegbuzie, A. & Frels, R. (2016). Seven Steps to a Comprehensive Literature Review. Sage.

COURSE DESCRIPTION AND PURPOSE: 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 OBJECTIVES:

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.

PREREQUISITE KNOWLEDGE AND SKILLS: Completed Capstone Proposal. Knowledge of literature review and program planning skills are essential to success in the Capstone course. Knowledge and skills developed in prior coursework, specifically modules and resources from *Research and Evaluation*, *Capstone Proposal*, and *Advanced Professional Seminar* will be of use.

COURSE PROCEDURES:

PARTICIPATION: Participation in all aspects of this course is expected, and essential to your success. All course materials within each course module is integral to learning. It is expected that students will log on to the course website and contribute to course activity such as discussion board consistently. Daily progress and participation is suggested.

COMMUNICATION: 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 you have go unattended. It is the instructor's intention to respond to all e-mail communication within 24 hours during the week, excluding weekends.

Written communication and electronic interactions are central to online learning. All written and electronic interactions must meet the expectations of a graduate-level academic environment. All members of the class are expected to follow rules of common courtesy in all interactions such as emails, discussions and chats.

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

ASSIGNMENT SUBMISSION: All assignments are to be submitted through **Assignments** on the course website. Please review course policies and procedures for instructions on assignment submission, naming documents, late assignment submission, and where to get help.

If you have computer difficulties submitting any assignments through the Assignment tab on the course website, notify UF Computer Help Desk at helpdesk@ufl.edu or 352-

392-4357 **and** email your work as an attachment to your instructor/s. Please include the case number provided to you by the UF Help Desk documenting your request for assistance in the correspondence with the instructor.

LATE ASSIGNMENT SUBMISSION: Points will be deducted for late assignments by 5 *percent per day* during the first 5 days past due. Assignments will not be accepted if submitted later than six days past due, except in extenuating circumstances and with instructor approval. Late work will not be accepted on the Discussion Board.

Requests for late assignment submission due to technical issues **MUST** be accompanied by a case number received from the UF Help Desk. The case number will document the time and date of the problem. You are **required** to e-mail your instructor immediately to document the technical difficulty, in order to receive full credit on the assignment.

Note: This is an 8-week, fast-paced course, and late assignments will cause you to significantly fall behind in accomplishing the required literature review and capstone proposal.

TECHNICAL ASSISTANCE: If you have difficulty accessing online course materials, please search the title of the document or citation and author using an online search engine such as Google to locate the document before contacting the UF Help Desk or the instructor.

Notify the UF Computer Help Desk at helpdesk@ufl.edu, 352-392-4357 – select option 2, and/or <https://iss.at.ufl.edu/help.shtml>. Please request the case number provided by the UF Help Desk documenting your request for assistance and provide this to the instructor.

For additional computer or technical difficulties, see the “Getting Help” section below.

UF POLICIES:

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>.

****NETIQUETTE: COMMUNICATION COURTESY:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior] <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

GETTING HELP:

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

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

****** Any requests for late assignment submission due to technical issues **MUST** be accompanied by the ticket number received from the Help Desk/Learning Support Services (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 late assignment submission.

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

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

GRADING POLICIES:

Grades and comments will be posted on the course 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 visit:

<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.**

EVALUATION AND GRADES:

Assignments: 100 points (25% of final grade)

Capstone Contract with *updated* Capstone Proposal: 20 points

Project Reports: 60 points

Site Supervisor Evaluations: 20 points

Participation: 50 points (15% of final grade)

Instructor Phone Meetings: 10 points

Research Cohort Meetings: 40 points

Major Assignments: 275 points (60% 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

425 total points possible

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

COURSE CONTENT AND FORMAT:

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 the final Capstone paper.

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.

COURSE OUTLINE

Week	Topic	Activities	Deliverables
1	Capstone Preparation and Planning (2 weeks)	1. Completion of course contract 2. Planning, scheduling, orientation/training as required by the site 3. Assessment planning	1. Capstone Proposal 2. Capstone Contract
2	Capstone Planning	1. Planning, scheduling, orientation/training as required by the site, continued 2. Assessment planning	1. Training/orientation/IRB certificates as applicable 2. Instructor phone meeting notes
3	Capstone Work (8 weeks)	1. Ongoing literature review 2. 8 hours of project work	1. Research Cohort Meeting #1 notes
4	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. Project Report #1
5	Capstone Work	1. Ongoing literature review 2. 8 hours of project work	1. Research Cohort Notes #2
6	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Project Report #2

7	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Mid-point Supervisor Evaluation
8	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Project Report #3 2. Midterm Qualifier Presentation
9	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Research Cohort #3 Notes
10	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Project Report #4 2. Draft of updated literature review
11	Analysis	Data analysis	1. Final Supervisor Evaluation
12	Analysis/Writing	Data analysis and Writing	1. Research Cohort #4 Notes 2. Submit early first draft for <i>extra credit</i> 3. Instructor phone meeting notes
13	Writing	Writing: Draft Final Paper	2. Submit Draft of Final Paper
14	Writing	Review a peer's draft	1. Peer review
15	Writing	Revise the final paper	1. Final Paper
16	Revision	Revise final paper, if needed	1. Revisions as needed 2. Consider submission to the UF Library

Disclaimer: This syllabus represents current plans and objectives. As we go through the semester, plans may change to enhance learning. Changes, when communicated clearly, are to be expected and will be communicated via email and/or announcements.