

Arts in Medicine Summer Intensive

2019

Course: HUM 6355, Section 0078

Meeting Times and Location: Online April 29-June 21 and In-Person May 6-17 at the University of Florida in Gainesville, FL.

Online Canvas site: <https://ufl.instructure.com/courses/370080>

- During the Summer Intensive Weeks the schedule will be as follows on this link: [Summer Intensive Schedule](#)
- For deadlines outside of the Summer Intensive the weeks runs Monday 8AM EST - Monday 7:59AM EST the following week; *all course times and deadlines are in Eastern Standard Time.*

Credit Hours: 3

Instructor: Amy Bucciarelli, MS, ATR-BC, LMHC

Instructor Office Location: Fine Arts Building D

Office Hours: As scheduled during the Summer Intensive and by appointment.

Email: Email instructor through Canvas for prompt response to course issues.

Only as a *back-up*, email: abucciarelli@ufl.edu

Phone: 321-247-7961

COURSE DESCRIPTION

The Arts in Medicine Summer Intensive will provide an intensive experiential overview of the arts in health field through on-site workshops, lectures, panel presentations, shadowing of artists in the clinical environment, online web modules, and assignments. Students will learn about historical, philosophical and practical aspects of arts in health. Students in the Arts in Medicine Graduate program will have the opportunity to work collaboratively, outside of the online course environment, while in residence at the University of Florida. Students will gain exposure to the UF Health Shands Hospital clinical environment and the UF Health Shands Arts in Medicine programs.

COURSE LEARNING OBJECTIVES

Students will:

- Evaluate historical perspectives of the relationship between the arts and health,
- Evaluate and articulate cultural competency concepts in relation to the field of arts in health,
- Identify and analyze various approaches to facilitating the arts in a healthcare context,
- Identify and evaluate skills and strategies necessary for implementing, administrating and funding arts in medicine programming,
- Observe and evaluate artists at work in the clinical environment, and
- Analyze, articulate, and evaluate the impact of the arts in clinical and community environments.

COURSE PRE-REQUISITES

Students are responsible for familiarizing themselves and reviewing all materials in the Graduate Central: Arts in Medicine portal located in Canvas. Specifically, students will need to know the information in the “Start Here”, “New Student Orientation”, and “Resources” modules in order to be successful in this course. You can access Graduate Central by logging into Canvas and then navigating to this link: <https://ufl.instructure.com/courses/357343>

REQUIRED TEXTS AND OTHER MATERIALS

1. American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington: DC: American Psychological Association.
2. All materials in the General Arts in Medicine Summer Intensive Canvas site, especially*:
 - a. Module 1: Patient Safety and
 - b. Module 2: Cultural Competency and Patient Diversity

Please read and watch these **before the Summer Intensive begins*

Additional required readings and online resources may be posted in Course Materials on the course website in Canvas.

RECOMMENDED TEXTS

Coughlan, M., Cronin, P. (2017). *Doing a literature review in nursing, health, and social care* (2nd ed.). Los Angeles, CA: Sage.

It is highly recommended to read any materials in Module 3: Field and Practice Resources that you haven't already encountered in your graduate education.

STUDENT EXPECTATIONS

Prior to attending the Summer Intensive:

1. Students are required to read all materials in Module 1 and 2 of the General Summer Intensive Canvas site,
2. Take the HIPAA General Awareness Training and print the completion certificate,
3. Read the Security-Confidentiality Agreement and take the Quiz,
4. Take the four BAM (Best Allyship Movement) trainings and the four quizzes. You will need to take several screen shots to verify that you correctly answered the quiz questions. See assignment descriptions for details.

During the Summer Intensive:

1. Students will attend all sessions of the Summer Intensive which meets 5 days per week, **Monday - Friday from May 6-17, 9:00am – 4:00pm daily**, on the University of Florida campus in Gainesville, FL
2. **Students will meet with the instructor for In-Person Discussions from 4:10-4:45pm** (or at an otherwise specified time) **five times as designated during the two-weeks.**
3. Students will complete and present a Program Logic Model as part of Week 2 training and submit a polished Logic Model to the corresponding assignment in Canvas.

4. Additional activities will take place on the course's Canvas website. See assignments in Canvas.

For full attendance and participation points, it is expected that during the Summer Intensive students will:

- Attend all sessions with no absences (see attendance policy below),
- Arrive to all sessions on time and staying to the completion of sessions,
- Be alert and attentive during each session,
- Actively engage in discussion during sessions, when appropriate,
- Actively participate in arts activities during sessions, when appropriate,
- Be professional and respectful with interactions towards presenters, artists, patients, and fellow participants,
- Wear appropriate business casual attire throughout the Summer Intensive.

The Summer Intensive course is a hybrid course that requires on-site attendance for the UF Center for Arts in Medicine Summer Intensive and online work before and after the Summer Intensive. Personal time-management and attention to deadlines are important. The course is three credits. The majority of the working time falls into the two weeks of the Summer Intensive, so it is intense and fast-paced. For a graduate-level three-credit, 8-week course students should expect an average of 18 hours of work per week. In the case of this specific course, the time commitment will be much higher during the Summer Intensive weeks and lower during the other weeks, although there will still be work required outside of the Summer Intensive.

See Course Outline on the next page.

HUM 6355 COURSE OUTLINE

Week	Topic	Readings/Media	Assignment	Due Dates
Week 1: Preparation for the Summer Intensive				
<ul style="list-style-type: none"> Familiarize yourself with the course structure and tools. Read and view materials in the online modules Introduce yourself to the class and instructor Prepare to attend the Summer Intensive course in Gainesville, Florida. 				
1	Introduction to the Summer Intensive, patient safety, cultural competency and patient diversity	<ul style="list-style-type: none"> Read and View all materials in Module 1 and Module 3 	<ol style="list-style-type: none"> Intro Discussion Submit HIPAA Certificate Complete Security and Confidentiality Quiz 	<ol style="list-style-type: none"> 5/2, 11:59PM 5/6 7:59AM 5/6 7:59AM
Week 2: Summer Intensive – Week 1				
<ul style="list-style-type: none"> Actively participate in the UF Center for Arts in Medicine Summer Intensive Meet with instructor 3 times for in-person discussions 				
2	Arts in health Practice	<ul style="list-style-type: none"> No additional materials 	<ol style="list-style-type: none"> In-Person Discussion 1 In-Person Discussion 2 In-Person Discussion 3 	<ol style="list-style-type: none"> 5/6, 4-4:15PM 5/8 4:10-4:45PM 5/10, 4:10-4:45PM
Week 3: Summer Intensive – Week 2				
<ul style="list-style-type: none"> Actively participate in the UF Center for Arts in Medicine Summer Intensive Meet with instructor 3 times for in-person discussions 				
3	Arts in health Administration	<ul style="list-style-type: none"> No additional materials 	<ol style="list-style-type: none"> In-Person Discussion 4 In-Person Discussion 5 Final Program Logic Model 	<ol style="list-style-type: none"> 5/14, 4:10-4:45PM 5/16, 4:10-4:45PM 5/20 7:59AM
Weeks 4-8: Synthesis of Summer Intensive Experience and Network Building				
<ul style="list-style-type: none"> Connect with people who attended the Summer Intensive to build arts in health network Synthesize interesting experiences and meaningful expertise from Summer Intensive Discern key take-aways from the Summer Intensive as applied to contemporary practice. 				
4	Synthesis and application of Summer Intensive	<ul style="list-style-type: none"> 	<ol style="list-style-type: none"> Cultural Quizzes Due Podcast proposal & Outline Due Final Podcast Assignment Due 	<ol style="list-style-type: none"> 5/24, 11:59 PM 5/27 7:59AM 6/19 11:59PM

***Syllabus is subject to change at the instructor's discretion. Please always refer to the Canvas course website for the most up-to-date assignments and due dates.

ASSIGNMENT DESCRIPTIONS

1. **Attendance and Participation in the Summer Intensive** (10 days, 100 points each; 40% of grade). Students will receive attendance and participation points for each day of attendance at the Summer Intensive. See Canvas assignment for full details and rubric.
2. **In-Person Discussions** (5 meetings, 100 points each; 20% of grade): Students will attend and participate in five in-person discussion meetings throughout the two-week Summer Intensive period. These times will be outlined by the instructor. Students are expected to attend these meetings in their entirety and participate in discussion actively. They are an opportunity to debrief and engage in critical thinking around the Summer Intensive experience. See Canvas assignment for full details and rubric.
3. **Training Verifications** (1 HIPAA Training Certificate, 1 Security and Confidentiality Quiz, and 4 Cultural Quizzes, 10 points each; 10% of grade):
 - a. **HIPAA Training** – Students will complete the HIPAA General Awareness Training available in Module 1 of Canvas and print a certificate of completion to be submitted to the corresponding Canvas assignment.
 - b. **Security-Confidentiality Agreement Quiz** – Students will read the Security—Confidentiality Agreement in Module 1 of Canvas. Then, students will take the Security and Confidentiality Agreement Quiz in Canvas
 - c. **BAM (Best Allyship Movement) Quizzes** – Students will review all materials in the Cultural Competency/ Patient Diversity module in Canvas including the Introduction and Parts 1-4 of the BAM curriculum. At the end of each training part, there is a quiz. Students will take the quiz and screenshot their submissions. See Canvas assignments for details.
4. **Program Logic Model** (100 points; 10% of grade): During Week 2 of the Summer Intensive, participants will be introduced to Program Logic models. As part of the Summer Intensive, participants will workshop their Logic Model and give a 1-slide presentation of their final model. For this assignment, students will receive a grade for active participation in the workshop process, their presentation during the summer intensive, and a finalized, polished 1-slide Logic Model submitted to Canvas. See Canvas assignment full details.
5. **Final Podcast Project** (200 points, 20% of grade): Students will complete a final project that investigates a topic of choice through direct observation, interview, literature review, and reflection/analysis. This project has three components:
 - a. **Podcast Proposal and Outline** (50 points) – Students will propose a topic for the podcast and determine three people they will interview in the Podcast. See Canvas for assignment details and rubric.
 - b. **Podcast Bibliography** (50 points) – Students will do research that will inform interview questions and discussion with interviewees related to the podcast topic. Some of these references will also be utilized within the podcast narrative. See Canvas for assignment details and rubric.
 - c. **Final Podcast** (100 points) – Students will create a one-episode podcast that compiles interviews with at least three field professionals and informed narrative on a focused arts in health topic. The three field professionals should be any combination of fellow participants and presenters from the Summer Intensive. The podcase topic should be related to a contemporary and compelling topic within arts in health that was inspired by the Summer Intensive. See Canvas for details.

EVALUATION OF GRADES

Assignment	Total Points	Percentage of Final Grade
Daily Attendance & Participation at the Summer Intensive (10)	100 each	40%
In-Person Discussions (5)	100 each	20%
Training Verifications: HIPAA Training Completion (1) Security and Confidentiality Quiz (1) Cultural Competency Quizzes (4)	10 each	10%
Program Logic Model	100	10%
Final Podcase Project	200	20%
	TOTAL	100%

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.*

More information about UF grading policies can be found on the website:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

COURSE PROCEDURES

1. **Course Engagement:** Students must log-in to Canvas and engage online during the first week of class. Students must not assume that they will be dropped from the class if they fail to participate in the first week. It is expected that students will log-in to Canvas at least three times during each week of the eight-week course in order to receive announcements, grading feedback, and engage with the online portion of the course. The class is fast-paced and missing assignments or portions of the Summer Intensive make it

nearly impossible to catch up. For more information link here:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>

2. **Class Participation/Demeanor:** Enthusiastic participation will lead to course success. Consistent interactions with the instructor and other students within the course are integral to your learning, and full participation is required. It is expected all interaction is undertaken with a level of professionalism that demonstrates competencies for a University of Florida graduate student, and a rising professional in the arts in medicine field.
3. **Attendance during the Summer Intensive**
 - a. Students are expected to arrive on-time, attend all Summer Intensive sessions, and not have any absences.
 - i. Tardiness or leaving sessions early will affect your grade. There will be at 5% grade reduction for that day's attendance and participation points.
 - ii. Students must attend at least 40 minutes for each 50-minute segment. Two or more tardies (entering over 10 minutes late or leaving 10 or more minutes early) will count as an absence for the day.
 - iii. In general, reasons for an excused absence from or failure to participate in sessions include serious illnesses or hospitalization, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition, or debate. Absences for court-imposed legal obligations (e.g. jury duty or subpoena) are also excused. Students should submit appropriate documentation for an absence due to any of these reasons. Requirements for class attendance and make-up content accountabilities, 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>

If students miss session for some (unexcused) reason, they should obtain any material or assignments from another participant *and* email the instructor.

4. **Assignment Submission:**

- a. **Assignment Due Dates and Times:** All assignments, unless otherwise noted, are due at 7:59AM EST on the due date. All due dates and communications for this course assume Eastern Standard Time.
- b. **Naming Your Documents:** When naming your assignment documents, the following format *must always be used*: AssignmentName_YourlastnameFirstinitial. For example, if I was submitting my Research Paper, I would name the assignment: ResearchPaper_BucciarelliA.
- c. **Formatting Style for 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 *Publication Manual of the American Psychological Association* required for this course or review the online APA Style Guide at the Purdue Online Writing Lab (OWL): <http://owl.english.purdue.edu/owl/section/2/10/>. Formatting from other sources, especially automatic formatting software, may not be reliable and students will be held accountable as reflected in their grade for assignments.

- d. 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>. Major assignments will be accepted no later than five days after the due date except in extenuating circumstances with prior approval by the instructor. Points will be reduced from late assignments at a rate of 5% per day, starting at the posted deadline on the day of the due date. As stated below under “Technical assistance”, any requests for late assignment submission due to technical issues MUST be accompanied by ticket number and record received from the UF Helpdesk when the problem was reported to them (<http://helpdesk.ufl.edu>). 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. If your late assignment is due to a personal crisis you should immediately contact the Dean of Students Office (<https://dso.ufl.edu/about/contact/>) who can offer you support and work with your instructor to potentially excuse late assignments. For more information link here: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#illnesspolicytext>
- e. Grading Feedback from Instructor: Assignments will have a rubric that the instructor will use to evaluate students’ grades. Rubrics for assignments can be found directly under the assignment instructions. For Discussions, students must click on the three dots at the top right of the Discussion instructions and click “Show Rubric”. The Instructor will potentially leave grading feedback in three places: the Rubric, Submission Comments, or Annotated feedback in the text of the document submitted. Students are responsible for checking all of these places to benefit from instructor feedback.
5. **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 24 hours during weekdays and 48 hours on the weekend. ***It is important to email the instructor through the Canvas feature as the instructor prioritizes these emails.***
- a. 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.
- b. Canvas Notifications: It is strongly recommended that students set their Canvas notifications to alert them by email to the following course communications from the Instructor: Announcements, Submission Comments, and Conversations (emails). Students can do this by clicking on their Avatar on the left navigation bar > Click Notifications > and make sure that the checkmark icon is toggled green under “Email Address” for Announcements, Submission Comments, and Conversations. *Students will be responsible for timely responses (within 24 hours) to these Instructor communications even if they don’t set their notifications.*
6. **General Course Questions**: Before asking general questions of the instructors, be sure to check the syllabus, the course Canvas website, and Graduate Central, as your

instructor will direct you to these sources. If your question is specific to your own work, progress, circumstances, grade, or is personal in nature, please email the instructor privately using the mail function in Canvas.

7. **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 <http://helpdesk.ufl.edu>. 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.
 - a. Other resources are available at <http://www.distance.ufl.edu/getting-help> for:
 - i. Counseling and Wellness resources
 - ii. Disability resources
 - iii. Resources for handling student concerns and complaints
 - iv. Library Help Desk support

UF POLICIES AND PROCEDURES

1. **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.
2. **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.
3. **Software Use:** All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.
4. **Course Evaluation:** 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>.

5. **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.
6. **Student Privacy:** There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

UF RESOURCES

1. Campus Resources for Health and Wellness:

- a. **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.
<http://www.umatter.ufl.edu>
- b. **Counseling and Wellness Center:** <https://counseling.ufl.edu>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
- c. **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
- d. **University Police Department**, 392-1111 (or 9-1-1 for emergencies).
<http://www.police.ufl.edu/>

2. Academic Resources:

- a. **E-learning technical support**, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu; <http://helpdesk.ufl.edu>.
- b. **Career Connection Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu>.
- c. **Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- d. **Teaching Center**, 392-2010 or 392-6420. General study skills and tutoring.
<http://teachingcenter.ufl.edu>
- e. **Writing Studio**, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio>

CENTER FOR ARTS IN MEDICINE RESOURCES

1. **Graduate Central:** Includes guide for new students, tips on navigating Canvas, Registration and Course Requirements, Practicum and Capstone Guides, and many other helpful Resources. Access through Canvas at <https://ufl.instructure.com/courses/357343>
2. **UF Center for Arts in Medicine Graduate Advisor:** Reach out for support before there is a problem. Ellie Sommers, 352-273-1488
3. **UF Arts in Medicine Library Guide and Research Resources:** A first stop for Arts in Medicine research and access to our dedicated librarian, Cindy Craig, who can help you with your research <http://guides.uflib.ufl.edu/aim>
4. **UF Center for Arts in Medicine website:** <https://arts.ufl.edu/academics/center-for-arts-in-medicine/>