

## ARTS IN MEDICINE CAPSTONE

HUM 6596

Fall 2019

Credit Hours: 4

Course Location: Online

**INSTRUCTOR:** Jenny Baxley Lee

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Phone: 352-273-1488

**OFFICE HOURS:** By appointment in person, by phone or by video conference.  
Zoom Video Conference preferred.

**COMMUNICATION:** Canvas email preferred for all course-related communication.

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

### 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. 4<sup>th</sup> Edition.
4. Onwuegbuzie, A. & Frels, R. (2016). Seven Steps to a Comprehensive Literature Review. Sage.

**MATERIALS AND SUPPLIES FEES:** *None*

**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.

**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 engaged.

### **COURSE GOALS AND/OR OBJECTIVES**

*By the end of this course, 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 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 practice.

### **HOW THIS COURSE RELATES TO THE STUDENT LEARNING OUTCOMES IN THE ARTS IN MEDICINE GRADUATE PROGRAM:**

This course is a culmination of graduate training that directly assesses the 3<sup>rd</sup> SLO in the graduate curriculum listed below.

#### **SLO 3: Leadership (Professional Behavior)**

Students will be able to identify and articulate conceptual and procedural knowledge to develop, administer, and evaluate arts in health programming.

**INSTRUCTIONAL METHODS:** The course uses an individual contractual format for completion of Capstone requirements.

#### ***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.
- 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.

- Identify and provide written description on the theoretical frame and steps for each stage of assessment including recruitment, data collection and data analysis.
- 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 cohort.
- Present the project and literature review to the community in Arts in Medicine, including faculty, staff and other graduate students
- Complete an assessment, in the form of formal evaluation or research, as defined in the proposal
- Submit the final Capstone paper.

## COURSE SCHEDULE

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. <b>Capstone Proposal</b> 2. <b>Capstone Contract</b>
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. <b>Mid-point Supervisor Evaluation</b>

8	Capstone Work	1. Ongoing literature review/writing 2. 8 hours of project work	1. Project Report #3 2. <b>Midterm Qualifier Presentation</b>
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. <b>Draft of updated literature review</b>
11	Analysis	Data analysis	1. <b>Final Supervisor Evaluation</b>
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. <b>Peer review</b>
15	Writing	Revise the final paper	1. <b>Final Paper</b>
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.

## COURSE 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 (2 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.

- **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 may be revised prior to the first submission, as needed, to best suit the project. If revised, please attach the revised template to the Capstone Contract for instructor approval prior to use. 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 by the student who can be viewed delivering a video recorded lecture/presentation. Examples are available Arts in Medicine Grad Central in Canvas.
- Students will host a substantive dialogue with student peers and faculty on the discussion board in AIM Grad 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.
- **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.

## GRADING

Students will be evaluated and their grade determined in the following manner.

Assignment guidelines and grading criteria and rubrics for each assignment can be found within the corresponding assignment on the course website. 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. Current UF grading policies for assigning grade points can be found on the following course website:

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

Assignments	Points and percentage
<b>Participation</b> Capstone Contract with <i>updated</i> Capstone Proposal: 20 points Project Reports: 60 points Site Supervisor Evaluations: 20 points Instructor Phone Meetings: 10 points Research Cohort Meetings: 40 points	150 points ( <i>35% of final grade</i> )
<b>Major Assignments</b> Midterm Capstone Qualifier Presentation: 100 points Final Paper First Draft: 50 points Final Paper First Draft Peer Review: 25 points Final Paper: 100 points	275 points ( <i>65% of final grade</i> )
	<b>425 total points possible</b>

### 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 not an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major.

## COURSE POLICIES AND EXPECTATIONS

**ATTENDANCE POLICY:** 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:

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

Additional information can be found here:

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

**PARTICIPATION:** Participation in all aspects of this course is expected, and essential to your success. All course activities are integral to learning. It is expected that students will log on to the course website and contribute to course activity consistently. Daily progress and participation is suggested. The instructor strives for consistent presence and is also committed to be consistently available for office hours via video conferencing or phone.

**COMMUNICATION:** It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might affect their 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 and within 48 hours during the weekend.

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 POLICY:** All assignments will be submitted through 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](mailto: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.

**MAKE UP POLICY:** Participation and assignment submission is the online form of “attending class” and the expectation as stated above is consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>). Lack of participation or late assignment submission requires appropriate documentation.

Additional information can be found here:

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

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.

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 advanced and fast-paced course, and late assignments will cause you to significantly fall behind in accomplishing the course requirements.

**COURSE TECHNOLOGY:** 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](mailto:helpdesk@ufl.edu), 352-392-4357 – select option 2, and/or <https://lss.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.

- <http://helpdesk.ufl.edu>
- (352) 392-HELP - select option 2

**ONLINE 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 semesters, 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>.

## UF POLICIES

**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 CONDUCT:** 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 honesty 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 or TAs in this class.

**CLASS DEMEANOR OR NETIQUETTE:** All members of the class are expected to follow rules of common courtesy in all course correspondence such as email messages, threaded discussions and chats. See the course website for “Netiquette” guidelines.

## GETTING HELP

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- <http://helpdesk.ufl.edu>
- (352) 392-HELP (4357)
- Walk-in: HUB 132

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the Help Desk 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 a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources, <https://counseling.ufl.edu/>
- Disability resources, <https://disability.ufl.edu/>. Access, inclusion and assistance with learning accommodations.
- Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.
- Library Help Desk support, <http://guides.uflib.ufl.edu/distancelearners>. Assistance with using the libraries or finding resources from a distance.
- Writing Studio, <https://writing.ufl.edu/writing-studio/>. Help brainstorming, formatting, and writing papers.