## ARTS IN MEDICINE CAPSTONE PROPOSAL

HUM 6358
Fall 2019
Credit Hours: 3
Course Location: Online

**INSTRUCTOR:** Jenny Baxley Lee
Office: Fine Arts D (FAD) 109
Email: *jlee@arts.ufl.edu*
Phone: 352-273-1488

**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.

**MATERIALS AND SUPPLIES FEE:** None

**REQUIRED TEXT:**

1. Coughlan, M., & Cronin, P. (2016). *Doing a literature review in nursing, health and social care*. Sage.

**RECOMMENDED TEXT:**

Resources that are essential to Capstone planning and writing include:

American Psychological Association. (2010). Publication manual. Sixth Edition. Washington. DC: American Psychological Association.

**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 GOALS AND 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.

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

## 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 prepares the student to fulfill the 3rd SLO in the Capstone course at the end of the graduate program.

## 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:** This course engages in planning, research and writing of a Capstone proposal in preparation for the culminating Capstone project. Through writing, reading course materials, participating in discussion boards, literature review, one-to-one discussion and feedback with the instructor and revising the proposal, the student will yield a completed Capstone Proposal.

## COURSE CONTENT

| Modules | Topics | Assignments |
|---------|--------|-------------|
| 1 | Capstone Proposal: Goals & Objectives | Schedule Phone Meeting<br>Discussion Board #1<br>Capstone Proposal Worksheet Part 1 |
| 2 | Capstone Proposal: Assessments & Evaluations | Phone Meeting<br>Capstone Proposal Worksheet Part 2 |
| 3 | Literature Review | Discussion Board #2-3 |

| | Project site pre-approval | Capstone site pre-approval form Phone Meeting (if not completed) |
|---|---|---|
| 4 | Assessment Choices Literature Review Capstone Proposal | Literature review Develop Capstone Proposal |
| 5 | Literature Review Capstone Proposal | Discussion Board #4-5 |
| 6 | Capstone Proposal | *Capstone Proposal Drafts may be submitted to instructor early for feedback |
| 7 | Capstone Proposal | Discussion Board #6-7 Capstone Proposal complete with revised Literature Review and site approval letter |
| 8 | Capstone Proposal | Discussion Board #8 All revisions due |

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 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 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, 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.

## GRADING POLICIES

**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

| Assignment | Points or percentage |
|---|---|
| Capstone Proposal Worksheets | 20% |
| Discussion Boards | 20% |
| Literature Review | 25% |
| Capstone Proposal | 25% |
| Phone Meeting | 10% |

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.

## 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 ) 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.