

ARTS IN MEDICINE CAPSTONE

HUM 6596

Fall 2020

Credit Hours: 4

Course Location: Online

INSTRUCTOR: Jenny Baxley Lee

Office: Working from home due to COVID-19

Email: jlee@arts.ufl.edu

OFFICE HOURS: Tuesday 12-1 pm EST and by appointment

Location: Jenny's Zoom Office Hours

Meeting ID: 922 0253 7893

Password: opensesame

Please use Canvas email to schedule a meeting anytime, including evenings or weekends, as well as for all course-related communication. Thanks!

COURSE COMMUNICATIONS: Canvas email preferred for all course-related communication as I use the email function in Canvas to track and prioritize student communications.

COURSE PRE-REQUISITE:

HUM 6358: Arts in Medicine Advanced Professional Seminar

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

MATERIALS AND SUPPLY FEE:

None

RECOMMENDED TEXTS:

1. American Psychological Association. (2019). Publication manual. Seventh 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.

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 3rd 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 video conference by the end of week two and additionally, as needed.
- Participate in monthly phone or video conference with your cohort members.
- Present the project and literature review to the Center for Arts in Medicine online community 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. Capstone Proposal 2. Capstone Contract
2	Capstone Planning	1. Planning, scheduling, orientation/training as required by the site 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 Meeting #2 notes
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 Meeting #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 Meeting #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 in response to evolving learning needs and to enhance learning. Changes, when communicated clearly, are to be expected and will be communicated via Announcements. Please opt in to receive email notifications for Announcements.

COURSE ASSIGNMENTS

- **Capstone Contract with *updated* Capstone Proposal (20 points, complete/incomplete):** 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 Meeting (1 meeting @ 20 points, complete/incomplete):** Students are responsible for scheduling a 30-minute phone call with their instructor to discuss the Capstone plan; and additional phone calls to update regarding progress, as needed. Points will be assigned on a complete/incomplete basis. The call is 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 complete/incomplete grade will be assigned following submission.
- **Cohort Meetings (4 meetings @ 10 points each, complete/incomplete = 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, complete/incomplete = 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, complete/incomplete; 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 20-30 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, complete/incomplete):** 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
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Participation Capstone Contract with <i>updated</i> Capstone Proposal: 20 points Project Reports: 60 points Site Supervisor Evaluations: 20 points Instructor Phone Meeting: 20 points Research Cohort Meetings: 40 points	150 points (35% of final grade)
Major Assignments 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 (65% of final grade)
	425 total points possible

GRADING SCALE:

Letter Grade	% Equivalency	GPA Equivalency
A	94-100%	4.0
A-	91-93.9%	3.67
B+	89-91.9%	3.33
B	85-88.9%	3.00
B-	82-84.9%	2.67
C+	79-81.9%	2.33
C	75-78.9%	2.00
C- *	72-74.9%	1.67
D+	69-71.9%	1.33
D	65-68.9%	1.00
D-	62-64.9%	.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. Course activities are integral to learning. It is expected that students will log on to the course website and contribute to course activity consistently. The instructor strives for consistent presence and is committed to being available to students both via email and one-to-one via video conferencing or phone, as needed.

COMMUNICATION: It is the student's responsibility to communicate with the instructor promptly concerning any course-related questions or circumstances that might affect their participation in the course. Please contact the instructor with questions or concerns you have as soon as you have them. It is the instructor's intention to respond to e-mail communication within 48 hours.

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 cohort members are expected to follow rules of common courtesy in 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. It is **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 fall behind in accomplishing the course requirements, therefore it is essential to stay in close communication with the instructor in order to receive support and guidance in assignment completion or modification as necessary. It is the instructor's intention to support students in successful completion of course objectives.

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>.

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.

Additional resources are available at <http://www.distance.ufl.edu/getting-help> including the following. Also, please don't hesitate to bring any of your concerns directly to the instructor and know that they will be met with care and respect.

- Mental health and well-being can be addressed through UF Counseling and Wellness Center: <https://counseling.ufl.edu/>
- For resources and assistance with learning accommodations: <https://disability.ufl.edu/>.
- Concerns for security, housing and basic needs: <https://dso.ufl.edu/support/>
- Should you have any concerns with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit your concern.
- For assistance with using the libraries or finding resources from a distance, the Library Help Desk: <http://guides.uflib.ufl.edu/distancelearners>
- For help brainstorming, formatting, and writing papers, the UF Writing Studio resources: <https://writing.ufl.edu/writing-studio/>