

**Arts in Medicine Graduate Practicum
HUM 6942, Sections 18901**

Credit Hours: 3

Summer 2021

Contact Times and Locations: Online Course

Course Website: <http://lss.at.ufl.edu>

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Course Goals and Objectives

By the end of this course, students will be able to do the following:

- Recognize and identify administrative structures that support arts in health programs, specifically those at the student's practicum site.
- Demonstrate the ability to apply professional-level practices through collaboration, recognition of barriers, and implementation of decision-making and problem-solving skills in the arts in healthcare or community health settings.
- Demonstrate advanced levels of self-directed practice evidenced by site supervisor evaluations and reporting of patient and participant contact and administrative activities.
- Engage in critical self-reflection measured through writing and reporting assignments and demonstrated through the development of personal approaches to arts in health.

Required Readings

- All course materials will be available through e-Learning or accessible through the UF library system with VPN access.

Course Schedule

Note: This schedule is subject to change. Please refer to the syllabus and materials in Canvas for the most current course schedule.

- Discussion Board Initial Responses are *due on Thursdays by 11:59 p.m.*, responses are *due Mondays by 11:59 p.m.*
- All other course assignments are *due on Mondays by 11:59 p.m.*

Course Weeks/Dates		Due Mondays at 11:59, except* due Thursdays	Assignments
1	4/27-5/3	5/3	1. Discussion #1 Introductions Practicum* 2. Submit Instructor Call Schedule 3. Submit Practicum Site Form & Logic Model
2	5/4-5/10	5/10	1. Submit MOAs 2. Confirm Site Supervisor Email 3. Instructor Call #1 (Summary due)
3	5/11-5/17	5/17 Begin Practicum	1. Discussion #2 Entering the Space*
4	5/18-5/24	5/24	1. Interaction Report #1 2. Site Supervisor Meeting Notes #1
5	5/25-5/31	5/31	1. Discussion #3 Obstacles in Arts in Health Encounters*
6	6/1-6/7	6/7	1. Creative Practice Blog Post #1 2. Practicum Hours Log #1 (4 weeks)
7	6/8-6/14	6/14	1. Discussion #4 Artist Rounds: Notable Interactions* 2. Interaction Report #2
8	6/15-6/21	6/21	1. Midterm Supervisor Evaluation 2. Midterm Self-Evaluation & Video
9	6/22-6/28	6/28	1. Discussion #5 Leading & Following: Ways to Interact* 2. Instructor Call #2 (Summary due)
10	6/29-7/5	7/5	1. Interaction Report #3 2. Site Supervisor Meeting Notes #2 3. Practicum Hours #2 (4 weeks)
11	7/6-7/12	7/12	1. Discussion #6 Arts in Health Perspectives from Practitioners*
12	7/13-7/19	7/19	1. Art Interaction Activity
13	7/20-7/26	7/26	1. Discussion #7 Artist Rounds: Notable Interactions* 2. Interaction Report #4
14	7/27-8/2	8/2 End Practicum	1. Supervisor Meeting Notes #3 2. Practicum Hours #3 (4 weeks) 3. Final Assignment
15	8/3-8/6	8/6 *Note: Short week	1. Discussion #8 Reflections & Tips for Each Other* 3. Final Site Supervision Evaluation

If there is a need to revise this course syllabi after the start of the term, changes will be communicated to students through Canvas.

Assignments

Please thoroughly read and review the all assignments specifications in the **Assignments** section available in the **Canvas** site. The assignments in Canvas will have the full assignment guidelines and instructions.

Practicum Prep

Practicum Site Form & Logic Model

In the first week of class, students will resubmit the Practicum Proposal Form and Logic Model that was completed in the *Arts in Medicine in Practice* course. Please be sure this form is updated to reflect the current plan for practicum work.

MOAs

The Memorandums of Agreement (MOAs) are signed documents that describe terms of the cooperative relationships during the Arts in Medicine Graduate Practicum course. Students are responsible for two separate MOAs: 1) between the student and the Practicum Site and 2) between the student and the course instructors. Blank MOA documents can be found on Graduate Central: Arts in Medicine/Practicum Guide. These MOAs are due in the second week of the course, so students are encouraged to present the MOA to site supervisors as soon as possible so supervisors can review and sign it by the due date.

Reporting

Interaction Reports

The Interaction Reports are intended to prepare students to engage in professional reporting that is often required from artists at work sites. The practice of writing notes or journaling about patient and participant engagement serves multiple purposes. In this course, the reports function to inform your course instructor of the details of your work in order for your instructors to offer support and/or recommendations. Additionally, the report helps you facilitate personal and professional reflection about your arts in health practice and provides you with documentation of your growth and development in the course. These reports will also serve as the basis of your final assignment. Four interaction reports are assigned throughout the course.

Practicum Hours Logs

Students should keep track of practicum hours on the Practicum Hours Log provided in Canvas. Each log will record 4 weeks of practicum site work.

**Missing Practicum Hours: Required practicum hours include 24 hands-on hours, 48 experiential hours and 24 administrative hours. Please note that if you do not reach 72 contact hours (24 hands-on and 48 experiential), the grade for your final practicum hours log assignment will be reduced by 5 points for each hour missed. If you do not reach 24 administrative hours, the grade will be reduced by 3 points for each hour missed. If you have extenuating circumstances that prohibit you from reaching these hours, please discuss with your instructors as soon as you recognize an issue.*

Instructor Calls

Students will meet with course instructor(s) two times throughout the semester. This is an opportunity for the instructor to support the student's practicum work by answering questions, seeking solutions for challenges, and learning firsthand about what is happening in the student's practicum work. Students will be asked to submit notes after each call, and are welcome to request additional meetings with instructors throughout the semester.

Evaluations

Student Self-Evaluation

A Student Self-Evaluation is assigned at the midpoint of the course. Students are asked to submit a 5-minute video of their arts in health practice at the practicum site, as well as a brief written reflection. Please note: If you are unable to obtain consent to film a patient or participant interaction, please inform the instructors and provide suggestions for an alternative video.

Site Supervisor Evaluations

The practicum site supervisors will be asked to complete a Midterm and Final Evaluation of the student's performance in the practicum work to date. These evaluations will be emailed to the site supervisor by the course instructor.

**Course instructors understand that students do not have control over the Site Supervisor evaluation submission, however, students should check in to remind their site supervisor when the evaluation is due.*

Site Supervisor Meeting Notes

Students will meet with their practicum site supervisor briefly each month (about every 3 weeks) during the course to receive supervision specific to the practicum site. During these brief meetings, students and supervisors may address challenges, logistical issues, professional development progress, and/or provide support related to the arts in health practice at that site. Students will be asked to email meeting notes to the site supervisor, and submit them to course instructors. It is the student's responsibility to initiate scheduling these meetings with the site supervisor.

Other Assignments

Discussion Boards

The Discussion Board will draw upon students' personal experience and observations related to their practicum. The prompts will ask students to integrate course learning and materials with work at the practicum site. Discussion boards are assigned every other week and include an initial post by Thursdays at 11:59pm, and a response post by Monday at 11:59pm.

Creative Practice Blog Post

The Creative Practice Blog provides an opportunity for students to experience the creative process and be aware of how art affects their life, health, and work with patients or participants

at the practicum site. Students will be asked to engage in a creative practice, and reflect on the relationship of their personal artistic endeavor and practicum experience. There is one Creative Practice blog assigned during the course.

Art Interaction Activity Instructions

Students will share one of the activities they facilitate at their practicum site, and create an instruction sheet. The instruction sheet will be directed at the facilitator of the activity, and can contain graphics, links to video, or audio instructions as well as the text. There is one Art Interaction Activity assigned during the course.

Final Assignment

Students are encouraged to present the final assignment in a manner reflective of their practicum experience, such as the creative expression(s) utilized during their work. Regardless, students must include a written synopsis of the practicum process and outcome(s), including:

- Theoretical/conceptual background
- Aims and goals
- Existing evidence of practice (if applicable)
- Methodology
- Field observations
- Strengths and limitations
- Future direction
- Personal and professional reflections

Students should consider their interaction reports as the foundation of their final assignment and are welcome to draw from course materials if complementary. Instructor meetings are opportunities to present questions and discuss approaches to the final assignment.

Class Expectations As this is an asynchronous course, faculty recommend logging in to the course, and checking the inbox, announcements, and course materials at least three times per week. Participating less than this than this may cause students to fall behind in work or miss important announcements. Other class expectations are consistent with university policies that can be found at <https://catalog.ufl.edu/graduate/regulations/>.

If an extenuating circumstance or emergency arises that prohibits a student from completing coursework, students should reach out to course instructors as soon as possible. Instructors may ask the student to obtain documentation through the Dean of Students Office Instructor Notification Form in order to extend deadlines. The form can be found at <https://care.dso.ufl.edu/instructor-notifications/>

Late assignments will receive a 5 percent late deduction per day for each of the first 5 days. If the assignment is turned more than five days after the due date, the assignment will receive an overall 25% deduction.

Grades (% of grade from each category)

25% Discussion Boards

25% Interaction Reports and Practicum Hours Logs

20% Evaluations

- Student Self-Evaluations
- Site Supervisor Evaluations
- Site Supervisor Meeting Notes

10% Final Assignment

10% Creative Practice Blog Posts

5% Instructor Calls

5% Practicum Prep (Logic Model, Practicum Site Form, MOAs)

Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	93-100%	4.0
A-	87-92.9%	3.67
B+	84-86.9%	3.33
B	81-83.9%	3.00
B-	78-80.9%	2.67
C+	75-77.9%	2.33
C	72-74.9%	2.00
C- *	69-71.9%	1.67
D+	66-68.9%	1.33
D	63-65.9%	1.00
D-	60-62.9%	.67
E, I, NG, S-U, WF		0.00

UF grading policy website:

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

More information on UF grading policy may be found at:

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

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

UF Policies & Guidelines (2020-2021)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting

<https://disability.ufl.edu/students/get-started/>. It is important for students to share their

accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.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://gatorevals.aa.ufl.edu/>.

University Honesty Policy

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 (<https://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.

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.

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:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Campus Resources

Health and Wellness

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.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 352-392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 352-392-1161.

University Police Department at 352-392-1111 (or 9-1-1 for emergencies), or
<http://www.police.ufl.edu/>.

Academic Resources

e-Learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 352-392-1601. Career assistance and counseling.
<https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 352-392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Student Complaints Campus:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.