

ARTS IN MEDICINE SUMMER INTENSIVE 2022

Course Prefix and Sections: HUM 6355

Credit Hours: 3

INSTRUCTOR

Alyson Maier Lokuta, MA

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

As a back-up, email: alysonpm@ufl.edu

OFFICE HOURS

Tuesdays 12-1 pm ET and by appointment.

Office Location: Online, Zoom meetings Schedule a meeting: calendly.com/amlokuta

Join Zoom meeting: <https://ufl.zoom.us/j/5944373265>

COURSE MEETING TIMES

- **Course opens on May 16**
- Introduction Discussion Board + Assignments for Weeks 1 -3 due June 5 at 11:59 pm ET
- Synchronous Zoom participation required weeks of June 6-10 and June 13-17, 11:00am-1:00pm ET, 2:00pm-5:30pm ET
- During the Summer Intensive, the schedule will be as follows on this link: Summer Intensive Schedule
- For deadlines outside of the Summer Intensive, the course will run Monday 12:00 AM ET through Sunday at 11:59 pm ET.

COURSE LOCATION

Zoom for synchronous Summer Intensive programming, June 6-10 and June 13-17 and online Canvas course website at: <https://ufl.instructure.com/courses/454336>

COURSE DESCRIPTION

The Arts in Medicine Summer Intensive will provide an overview of the field of arts in health through online workshops, practice observation, lectures, panel presentations, 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 meet collaboratively in a live online course environment. Students will gain exposure to the UF Health Shands Arts in Medicine programs.

COURSE LEARNING OBJECTIVES

Students will:

- identify the links between the arts and health
- evaluate and articulate skills and practices in arts in health

- identify and analyze approaches to facilitating the arts in health including anti-racist and equitable practices
- identify skills and strategies necessary for implementing, managing and funding arts in medicine programming
- observe artists at work in range of environments, and
- observe and articulate impacts of the arts in clinical and community environments.

COURSE PRE-REQUISITES

Students will begin by familiarizing themselves with 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>

RECOMMENDED TEXTS AND MATERIALS

1. American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington: DC: American Psychological Association.
2. Additional required readings and online resources posted in the course materials on the course website in Canvas. ****Please note that there is material that you will be asked to read and watch before the Summer Intensive begins***

COURSE EXPECTATIONS

Prior to attending the Summer Intensive, students will have a total of three weeks from the time the Canvas course site opens to the start of the Summer Intensive to complete the following:

1. Take the HIPAA General Awareness Training and submit the completion certificate
2. Read the Security-Confidentiality Agreement
3. 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 guidelines for submission details.
4. Introduce yourself on the Discussion Board.

During the Summer Intensive:

1. Students will attend all sessions of the Summer Intensive which meets 5 days per week, Monday - Friday from June 6-17, 11 am – 5 pm daily
2. Students will meet via Zoom with the instructor for four total Zoom Check ins – students will schedule the Check ins via [Calendly link](#).
3. Assignment submissions will take place on the course’s Canvas website. See assignments in Canvas.

For full attendance and participation points, it is expected that students will:

- Attend all sessions of the Summer Intensive with no absences (see attendance policy)
- Arrive to all sessions on time and stay 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, and
- Engage respectfully in interactions with presenters and participants

Following the Summer Intensive, students will complete **ONE** of the following course assignments as your final assignment submission:

1. **Logic Model:** Present your logic model during the Summer Intensive. Then, upload your revised one-slide Logic Model accompanied by a a one-paragraph to one-page narrative reflection synthesizing two meaningful aspects of the Summer Intensive experience.
2. **Podcast:** Partner with at least one fellow attendee to create a voice- or video-recorded interview that will be shaped into a podcast that is no more than 8 minutes in length.

The Summer Intensive course is a hybrid course that requires live attendance via Zoom for the UF Center for Arts in Medicine Summer Intensive and online work before and after the live Summer Intensive. Time management and attention to course details and 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 a full course agenda. For a graduate-level three-credit, 8- week course students should expect an average of 16-18 hours of work per week. In the case of this specific course, the time commitment will be concentrated during the Summer Intensive weeks, although there is work required outside of the Summer Intensive.

Week/s	Topic	Readings/Media	Assignments	Due Dates
Weeks 1 – 3: Preparation for the Summer Intensive				
<ul style="list-style-type: none"> - Familiarize yourself with the course structure and materials - Read and review materials in the online modules - Introduce yourself to the class and instructor in the Discussion Board - Prepare to attend the online Summer Intensive 				
1 - 3	Introduction to the Summer Intensive	Read all materials in Canvas prior to the start of the Summer Intensive	<ul style="list-style-type: none"> • Intro Discussion • Submit HIPAA Certificate • Complete Security and Confidentiality Quiz • Complete BAM Training 	Submit all assignments by 11:59 pm ET, 6/5
Week 4: 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 for Zoom Check ins 				
4	Arts in Health Practice	All course materials during virtual	<ul style="list-style-type: none"> • Zoom Check in #1 • Zoom Check in #2 	Schedule Check ins via Calendly

		Summer Intensive programming		
Week 5: 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 for Zoom Check ins 				
5	Arts in Health Administration	All course materials during virtual Summer Intensive programming	<ul style="list-style-type: none"> • Zoom Check in #3 • Zoom Check in #4 	Schedule Check ins via Calendly
Week 6: Creative Synthesis of Summer Intensive Experience				
<ul style="list-style-type: none"> - Connect with people who attended the Summer Intensive to build arts in health network - Creatively synthesize key takeaways from Summer Intensive - Discern key takeaways from the Summer Intensive as applied to contemporary practice 				
6	Synthesis and reflections the Intensive		<ul style="list-style-type: none"> • Logic Model or Podcast • Instructor Evaluation 	Submit all assignments by 11:59 pm ET, 6/29

**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.

***Live discussion times are subject to change based on conversation and mutual agreement between students and faculty.

ASSIGNMENT DESCRIPTIONS

- 1. Participation in the Summer Intensive** (10 days, 20 points each, 200 total points; 50% of grade, graded as complete/incomplete). Students will receive attendance and participation points for each day of attendance at the Summer Intensive. See Canvas assignment for guidelines and rubric.
- 2. Zoom Check ins** (4 meetings, 25 points each, 100 total points; 20% of grade, graded as complete/incomplete): Students will attend and participate in five live Zoom 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 guidelines and rubric.
- 3. Training Verifications** (1 HIPAA Training Certificate, 1 Security and Confidentiality Quiz, and 4 Cultural Quizzes, 10 points each, 50 total points; 10% of grade, graded as complete/incomplete):
 - 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. **Select ONE** of the following assignments to creatively synthesize key learning from the Summer Intensive (100 total points, 20% of grade)
- a. **Logic Model:** During Week 2 of the Summer Intensive, participants will be introduced to 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 1- slide Logic Model will be submitted to Canvas. See Canvas assignment for guidelines and rubric.
- OR**
- b. **Podcast:** Students will pair up to complete a final project that investigates a topic of choice through audio or video interview. Students will create a one-episode “podcast” or video interview, 5-10 minutes in length. During the podcast, students will agree to discuss or reflect on a focused arts in health topic with at least one fellow attendee/participant from the Summer Intensive. The podcast topic should be related to a contemporary and compelling topic within arts in health that was inspired by the Summer Intensive. Students may conduct research in advance of the interview that will inform an interview question and discussion with interviewees. A reference list will be submitted with the Podcast. See Canvas for guidelines and rubric.

EVALUATION OF GRADES

Assignment	Total Points	Percentage of Final Grade
Daily Participation in the Summer Intensive (10) x 20 points	200	50%
Zoom Check ins (4) x 25 points	100	20%
Trainings (5) x 10 points	50	10%
Logic Model or Podcast	100	20%
TOTAL	450	100%

GRADING SCALE

Letter Grade	Percentage	GPA
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A	94-100%	4.0
A-	90-93%	3.67
B+	87-89%	3.33
B	84-86%	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	74-76%	2.00
C- *	70-73%	1.67
D+	67-69%	1.33
D	64-66%	1.00
D-	60-63%	.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 at:

[UF Graduate Catalog](#)

[Grades and Grading Policies](#)

COURSE PROCEDURES

1. **Course Engagement:** Students must log-in to Canvas and engage online at least once during the first three weeks of class, prior to the Summer Intensive. Students are expected to attend the entire two-week Summer Intensive Monday-Friday June 6-17. Following the Summer Intensive, students will be expected to engage in final assignments. For more information visit the [University Graduate Academic Regulations](#).
2. **Class Participation/Demeanor:** Enthusiastic participation will lead to course success. Consistent and respectful 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 full effort as 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 in full. 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. Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation. Additional information can be found in [Attendance Policies](#).

- b. If students miss sessions 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 8:59 pm ET on the due date. All due dates and communications for this course assume Eastern Time.
 - b. **Naming Your Documents:** When naming your assignment documents please use the following format: AssignmentName_YourlastnameFirstinitial. For example, if I was submitting my Research Paper, I would name the assignment: ResearchPaper_LeeJ.
 - c. **Formatting Style for Documents:** Please format all work submitted and utilize grammar and punctuation customary for professional communication. APA style is recommended for 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 \(OWL\)](#).
 - 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 for up to four days, starting at the posted deadline on the day of the due date. After four days, anything turned in will receive an automatic 20% off of the grade as graded by the rubric.

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 Canvas email 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, be sure to check the syllabus, the Canvas website, and Graduate Central, as your instructor may 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

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). 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 professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on providing constructive feedback](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. [Summaries of course evaluation results are available to students here](#).

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](#) 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 the [Notification to Students of FERPA Rights](#).

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: counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

[Student Complaints Campus](#)

[On-Line Students Complaints](#)

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, program announcements and many other helpful Resources. Access through Canvas at <https://ufl.instructure.com/courses/357343>
2. UF Center for Arts in Medicine Graduate Advisor: Phillip J. Herr-Klepacki, pklepacki@arts.ufl.edu, 352-846-3426
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/>