

## CAPSTONE PROPOSAL

### **HUM 6358**

Spring 2023

Credit Hours: 2

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

**INSTRUCTOR:** Jenny Baxley Lee

**OFFICE LOCATION:** UF Health Shands Arts in Medicine

1600 SW Archer Road, Gainesville, FL

Meeting via Zoom, email, or phone

Zoom Meeting ID: 852 160 9613

Email: [jlee@arts.ufl.edu](mailto:jlee@arts.ufl.edu)\*

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

**\*COURSE COMMUNICATIONS:** Please use Canvas email to schedule a meeting anytime as well as for all course-related communication. Canvas email is preferred as I use the email function in Canvas to track and prioritize student communications. Thanks!

### **COURSE PRE-REQUISITE:**

HUM 6597: *Research and Evaluation in Arts in Medicine*

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

**MATERIALS AND SUPPLIES FEES:** None

### **RECOMMENDED TEXT:**

American Psychological Association. (2019). *Publication manual*. Seventh Edition. Washington DC: American Psychological Association.

Creswell, J. & Creswell, D. (2018). *Research design: Qualitative, quantitative and mixed methods approaches*. Sage.

**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 OBJECTIVES:**

1. Identify and practice advanced skills in proposal writing and literature review.

2. Articulate Capstone goals for engaging 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 Capstone project.
4. Identify and apply program planning skills including the articulation of goals, objectives, methods, timeline, and anticipated outcomes.

**PREREQUISITE KNOWLEDGE AND SKILLS:** Knowledge and skills developed in prior coursework such as literature review and program planning as well as course materials 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 3<sup>rd</sup> Student Learning Outcome (SLO) in the Capstone course at the end of the graduate program.

**SLO 3: Leadership & Professional Skills**

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 reading course materials, participating in discussion boards, writing a literature review and proposal, feedback with the instructor and revising the proposal, the student will yield a completed Capstone Proposal by the end of the course.

COURSE CONTENT		
Modules	Topics	Assignments
1	Capstone Proposal: Goals & objectives	Discussion 1 initial post
2	Capstone Proposal: Refining goals & objectives	Discussion 1 response posts Capstone Proposal Plan
3	Capstone Proposal: Background informed by literature review Capstone site pre-approval*	Discussion 2 initial post
4	Capstone Proposal: Methods and ongoing literature review	Discussion 2 response posts Capstone Site pre-approval
5	Capstone Proposal: Activities and timeline	Discussion 3 initial post Capstone Proposal Full Draft
6	Capstone Proposal: Draft revisions Capstone site approval*	Discussion 3 response posts
7	Capstone Proposal	Discussion 4 initial post

		Capstone Proposal (complete with revisions and site approval letter)
8	Capstone Proposal	Discussion 4 response posts

Disclaimer: This syllabus represents current plans and objectives. As we go through the course, plans may change to enhance learning. Changes, when communicated clearly, are expected and will be communicated via Canvas announcements and/or email in Canvas. Please **opt-in for email notifications of Announcements** to ensure you do not miss important course-related communications.

## 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 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 SUBMISSION:** 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.

**LATE ASSIGNMENT SUBMISSION:** 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

## EVALUATION OF GRADES

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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 Plan	20%
Discussion Boards	30%
Capstone Proposal Draft	20%
Capstone Proposal	30%

## GRADING SCALE:

Grade	Percent	Grade Points
A	94-100%	4.0
A-	91-93.9%	3.67
B+	88-90.9%	3.33
B	85-87.9%	3.00
B-	81-84.9%	2.67
C+	78-80.9%	2.33
C	74-77.9%	2.00
C- *	71-73.9%	1.67
D+	67-70.9%	1.33
D	63-66.9%	1.00
D-	60-62.9%	.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.

More information on UF grading policy may be found at:

[UF Graduate Catalog](#)

[Grades and Grading Policies](#)

## UF POLICIES

## 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 how to give feedback in a professional and respectful manner.](#) 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/](http://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](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

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**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](https://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](https://police.ufl.edu).

## ACADEMIC RESOURCES

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

## UF 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, and other helpful resources.
2. UF Center for Arts in Medicine Graduate Advisor: Reach out for support before there is a problem, Ellie Sommers, [esommers@arts.ufl.edu](mailto:esommers@arts.ufl.edu)
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

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- can help you with your research at [clcraig@ufl.edu](mailto:clcraig@ufl.edu)
4. [UF Center for Arts in Medicine Research Database](#): (Please note, this database doesn't have direct links, so you have to use the UF Library or Google Scholar to retrieve articles)

## [UF Center for Arts in Medicine website](#)

Please utilize the following resources, which are available at:

<http://www.distance.ufl.edu/getting-help>. 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/>