

HUM 6942: Arts in Medicine Graduate Practicum

3 Credit Hours

*Fall A/B 2015**Contact Times and Locations: Online***Instructor:** Amy Bucciarelli, MS ATR-BC, LMHC**E-mail:** abucciarelli@ufl.edu**Phone:** 352.733.0880**Skype username:** amy.bucciarelli**Office Hours:** By appointment**Course Website:** <http://lss.at.ufl.edu>

*Please refer to the *Communication* section to see how best to communicate with the instructor for course questions.

Course Description

This course will engage the student in professional-level arts in medicine practice. Course hours will include arts practice in an approved healthcare or community program setting, with the goal of preparing the student for professional arts in medicine practice. The student will undertake 96 hours of practical work within the 16-week course. A literature review, field research, reflective writing, personal creative practice, regular meetings with an approved on-site supervisor and with the Arts in Medicine (AIM) Graduate Practicum instructor will deepen the student's understanding of professional arts in medicine practice.

Required Texts

Articles, readings, and videos provided in eLearning

Purpose of Course

The purpose of this course is to introduce students to healthcare and/or community settings with a hands-on experience. The course aims to help students continue their training toward professional practice for arts in healthcare.

Course Goals and Objectives

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

1. Recognize and identify the administrative structures that support arts in medicine programs, specifically, the supportive structures at the student's practicum site(s).

2. Demonstrate the ability to navigate a healthcare or community health environment by identifying the key collaborations, supports, challenges, and barriers within the practicum site.
3. Demonstrate an advanced level of self-directed practice evidenced by instructor, peer, and site supervisor evaluation throughout the AIM Graduate Practicum course.
4. Document practicum experiences in a clear, concise, and professional manner.
5. Engage in critical self-reflection measured by the writing and reporting assignments in the course to evaluate and develop personal approaches to facilitating the arts in a health context.
6. Execute professional-level arts practice, decision-making, and problem-solving skills to facilitate arts in medicine in healthcare and community health settings.
7. Produce a graduate-level academic Literature Review relevant to the population at the student's practicum site.

Course Outline

Week	Date	Topic	Assignments
1	8/24-8/31	Introduction to Practicum/ Goal Setting	1. Practicum Site Info Form DUE 2. Monthly Instructor Call Schedule DUE 3. Goals Table Draft DUE 4. Discussion Board #1
2	9/1-9/7	Knowing your Role as an Artist in Residence	1. Literature Review Proposal DUE 2. 2 Signed MOA's DUE 3. Discussion Board #2
3	9/8-9/14	Reading the Literature	1. Article Exercise DUE 2. Goals Table Final DUE 3. Discussion Board #3
4	9/15-9/21	Beginning practicum work!	1. Start Practicum Work 2. Interaction Report #1 DUE 3. Discussion Board #4
5	9/22-9/28	Summarizing the Literature	1. Annotated Bibliography Due 2. Interaction Report #2 DUE 3. Discussion Board #5
6	9/29-10/5	Communicating about your practicum work	1. Practicum Hours Log #1 DUE 2. Site Supervisor Meeting Notes #1 DUE 3. Interaction Report #3 DUE 4. Discussion Board #6
7	10/6-10/12	Organizing the Literature	1. Literature Review Introduction and Body Outline DUE 2. Interaction Report #4 DUE 3. Discussion Board #7
8	10/13-10/19	Caring for the Artist in Residence in	1. Creative Practice Blog #1 DUE 2. Interaction Report #5 DUE

		Practicum	3. Discussion Board #8
9	10/20-10/26	Mid-term Review	1. Practicum Hours Log #2 DUE 2. Site Supervisor Meeting Notes #2 DUE 3. Mid-Term Site Supervisor Evaluation DUE 4. Mid-Term Student Self-Evaluation DUE 5. Interaction Report #6 DUE 6. Discussion Board #9
10	10/27-11/2	Critical Analysis of the Literature	1. Literature Review Draft DUE 2. Interaction Report #7 DUE 3. Discussion Board #10
11	11/3-11/9	Practicum in Action	1. Interaction Report #8 DUE 2. Discussion Board #11
12	11/10-11/16	Group Work in Practicum	1. Practicum Hours Log #3 DUE 2. Site Supervisor Meeting Notes #3 DUE 3. Interaction Report #9 DUE 4. Discussion Board #12
13	11/17-11/23	Preparing for Endings	1. Interaction Report #10 DUE 2. Discussion Board #13
14	11/24-11/30	Wrapping-up Practicum Work	1. Literature Review Final Due 2. Interaction Report #11 DUE 3. Discussion Board #14
15	12/1-12/7	Practicum Work Concludes	1. Finish Practicum Work 2. Practicum Hours Log #4 DUE 3. Site Supervisor Meeting Notes #4 DUE 4. Interaction Report #12 DUE 5. Discussion Board #15
16	*12/8-12/11 <i>*Note that this is a shortened week! All assignments due on Friday</i>	Completing the Practicum Course	1. Creative Practice Blog #2 Due 2. Final Site Supervisor Evaluation DUE 3. Final Student Self-Evaluation DUE

****Please note that Monthly Instructor Calls will be “due” per the schedule contracted at the beginning of the semester between the student and AIM Graduate Practicum instructor agreed upon in the “Monthly Instructor Call Schedule”**

*****Disclaimer:** This syllabus represents the instructor’s current plan and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Graded Assignments

See the Assignments in eLearning for full details and grading rubrics related to each assignment.

Practicum Assignments (72% of grade)

Practicum Site Info Form (5 points)

- The student should have already completed some version of this form for the AIM in Practice course, however, there may have been changes or adjustments made since it was turned into the AIM in Practice instructor or the AIM Graduate Advisor. As such, student will complete this form in it's entirety so the student and instructor will have a clear picture of the proposed practicum work. The Practicum Site Info Form can be found on eLearning.

Monthly Instructor Call Schedule (5 points)

- A schedule that is agreed upon by the student and AIM Graduate Practicum instructor for monthly voice or video* calls to discuss any challenges or issues related to the practicum site work or AIM Graduate Practicum course work. These calls are an opportunity to have individualized and personal communication between student and instructor. The Monthly Instructor Call Schedule form can be found on eLearning.
**For this semester Amy, your instructor, prefers video-calling via Skype. This will enhance the long-distance connection between student and instructor and you will be more easily able to share various media in your supervision discussion. If you do not have webcam or Skype capabilities we will make phone calls work.*

Memorandum of Agreement(s) (MOAs) (2 MOAs, 5 points each = 10 points)

- The Memorandum of Agreements (MOAs) are the signed documents that describe terms of the cooperative relationships working together during the AIM Graduate Practicum course. The student will be responsible for having two separate MOAs signed: 1) Between the Practicum Site and the student and 2) Between the student and the AIM Graduate Practicum course instructor. The MOA documents can be found on eLearning and will be turned-in for pass/fail points.

Goals Table Draft (5 points)

- A Goals Table will outline student-made goals related to the practicum site and student experience for the semester. These goals will be revisited mid-term and end of semester for reflection and revision. The Goals Table template can be found in eLearning and the detailed requirements for how to complete the table can be found in the Assignment section of eLearning.
- *The student should turn in this draft as if it the Goals Table they intend for a grade.* It is likely the instructor will offer feedback and request the student make corrections or adjustments. If the student is satisfied with their draft grade, they may not have to re-submit the assignment when the Goals Table Final is due. Please see the Assignment in eLearning for specific assignment requirements and grading rubric.

Goals Table Final (15 points)

- The student will integrate instructor feedback to create a final practicum Goals Table that will identify goals related to the practicum site and student experience for the semester. These goals will be revisited mid-term and end of semester for reflection and to mark progress. The Goals Table template can be found in eLearning and the detailed requirements for how to complete the table can be found in the Assignment section of eLearning.

Interaction Reports (12 submissions, 10 points each = 120 points)

- Interaction Reports will be submitted to eLearning each week of practicum site work. They prepare the student to engage in professional reporting that is required from artists in residence at many worksites. The Interaction Reports include a brief description of *each* participant or group encounter and conclude with a reflective summary of the students experience for that week. See eLearning for an example template of the Interaction Reports and view the Assignment section of eLearning to understand the detailed requirements for each Interaction Report.

Discussion Board (15 weeks, 10 points each = 150 points)

- Each week a prompt in the discussion board will be posted. Students will respond to the prompt using their practicum experience to write critically and thoughtfully about that week's discussion topic. Students will engage in dialogue with other students based on that topic. Students are encouraged to reference literature sources from their literature review, course resources, or other material as relevant to the discussion.
- For a full grade, students should contribute to the discussion throughout the week in an active and engaged way. *At minimum* students are required to offer an initial post due by Friday 11:59pm EST of the corresponding course week *and* offer response posts commenting to other student or instructor's posts. Response posts are due by Monday 11:59pm EST of the corresponding course week. Please see each Discussion in eLearning for additional assignment requirements.

Monthly Instructor Calls (4 calls, 10 points each = 40 points)

- To complete the Monthly Instructor Call requirement, students are responsible for initiating the monthly 15-minute call with the AIM Graduate Practicum instructor to discuss the practicum work including challenges, achievements, and personal learning. Points will be assigned on a pass/fail basis. The schedule for these calls and the contact information for the calls is turned in by the student and approved by the instructor during the first week of the practicum course (see above section Monthly Instructor Call Schedule).

Monthly Site Supervisor Meeting Notes (4 meetings, 10 points each = 40 points)

- As a part of the MOA, your site supervisor has agreed to meet with you monthly (every 3 weeks) during the practicum course to provide supervision specific to your practicum site. These meetings are not expected to be more than 15 minutes and should be a time for you and your supervisor to address challenges, logistical issues, comment on your

professional development progress, or provide support that is directly related to your arts in medicine practice at that site.

- During these meetings the student will take brief notes about topics discussed and any important outcomes of the meeting. These notes will be emailed to the practicum site supervisor as “minutes” and CC’d to the course instructor for assignment pass/fail points.

Practicum Hours Log (4 logs, 5 points each = 20 points)

- The Practicum Hours Log is a tool to help the student, practicum site supervisor, and course instructor track the number of hours a student is contributing to the on-site practicum work.
- The Practicum Hours Log should be completed every 3 weeks and signed by the practicum site supervisor. See Practicum Hours below for the specific requirements related to the practicum hours. The student should turn in the signed copy of the log to the course instructor via the indicated Assignment in eLearning.

Practicum Hours

- The Practicum course runs over a period of 16 weeks. The practicum site hours should be completed over **12 weeks**. Students should aim to begin the hands-on practicum work facilitating the arts to participants by the **fourth week** of the course.
- The practicum for the Arts in Medicine Practicum course requires a minimum of **96 hours** of on-site work, including 72 hours (75%) hands-on practice in facilitating the arts with a health focus (6 hours per week over 12 weeks), and 24 hours (25%) administration which can include, for instance, planning, maintenance of materials, event coordination, consultation with site supervisor/staff, program assessment, and documentation/reporting (2 hours per week over 12 weeks).
- Only officially recorded hours that are documented with a signature in the Practicum Hours Log will be credited toward the total required practicum hours
- 8 points, or 2.5%, will be subtracted from the final grade for every hour under 96 completed within the practicum
- All guidelines, policies, and protocols – including confidentiality and consent - of the practicum site must be adhered to in full
- Read the Graduate Practicum Guidelines for Students (and for Supervisors) document to better understand how your practicum should work

Creative Practice Blog (2 postings, 30 points each = 60 points)

- Students will continue the personal creative practice they have been developing in previous Arts in Medicine Graduate courses. The Creative Practice Blog* for this course will require two well-developed arts pieces/entries. The Creative Practice this semester will serve as an opportunity for the student to engage in personal reflection and practice self-care for well-being through the arts. See the corresponding Assignment in eLearning for detailed requirements about the Creative Practice Blog this semester.

**Note that while the requirements will be different than the instructions for previous semesters' blog you will continue to use the same blog you've created for previous courses.*

Mid-Term Site Supervisor Evaluation (10 points)

- The practicum site supervisor will complete a Mid-Term Evaluation of the student's performance in the practicum work to-date. The student is responsible for emailing this document to the site supervisor at least 1 week prior to its due date, and reminding the site supervisor it needs to be completed by the corresponding due date. The site supervisor will email the evaluation directly to the course instructor. The course instructor will then share it with the student. The Mid-Term Evaluation document can be found on eLearning.

Mid-Term Self-Evaluation (Review of Practicum Goals Table – 10 points, Video – 10 points, & Written Self-Evaluation 10 points = 30 points)

- The Mid-Term Self-Evaluation is 3 pronged:
 1. *Review of Practicum Goals* – students will review the Goals Table developed at the beginning of the semester, make adjustments and note progress.
 2. *Video of Practicum Work* - students – with proper consent - will show visual examples of at least one participant encounter/workshop (in video, photograph, or other media format as approved by the instructor and site). Video is the preferred format if permission can be granted at the site. This method of visual self-reflection allows the student to better understand how they facilitate the arts, how they engage with participants and it can help identify targeted areas of development related the goals of the practicum course. The video can also be used to assist the student to reflect on his/her practicum work for number 3 below.
 3. *Written Self-Evaluation* - students will complete a written reflection of their practicum work, professional development and progress up to the mid-term point.
- Full details about all three of these requirements can be found in the Assignment section of eLearning.

Final Site Supervisor Evaluation (15 points)

- The practicum site supervisor will complete a Final Evaluation of the student's performance in the practicum work at the practicum site. The student is responsible for emailing this document to the site supervisor at least 1 week prior to its due date and reminding the site supervisor it needs to be completed by the corresponding due date. The site supervisor will email the evaluation directly to the course instructor. The course instructor will then share it with the student. The Final Evaluation document can be found on eLearning.

Final Self-Evaluation (Review of Practicum Goals Table – 15 points, Video – 15 points, & Self-Evaluation, 15 points = 45 points)

- The Final Self-Evaluation is 3 pronged:
 1. *Review of Practicum Goals* - students will review the Goals Table developed at the beginning of the semester and revised at the semester mid-term. Students will comment about the goals and their progress.

2. *Video of Practicum Work*- students – with proper consent - will show visual examples of at least one participant encounter/workshop (in video, photograph, or other media format as approved by the instructor and site). Video is the preferred format if permission can be granted at the site. This documentation should be a *different* encounter than the one presented at mid-term and should have occurred sequentially after the mid-term point. This method of visual self-reflection allows the student to better understand how they facilitate the arts, how they engage with participants and it can help document progress in the student's development related the goals of the practicum course. The video can also be used to assist the student to reflect on his/her practicum work for number 3 below.
 3. Students will complete a written self-evaluation/ reflection of their practicum work that will help conclude the practicum experience.
- More details about all three of these requirements can be found in the Assignment section of eLearning.

Literature Review Assignments (23% of grade)

Literature Review Proposal (10 points)

- Students will be asked to write a brief, two-paragraph topic proposal for their literature review due later this semester. Guidelines for the Literature Review Proposal can be found in the Assignment section of eLearning.
- The goal of the literature review in the AIM Graduate Practicum course is to review research and theoretical publications relevant to the student's practicum site and site-population including foundational theories, best practices, and a synthesis of how these publications relate to the students practicum work and the larger arts in medicine field.

Article Exercise (10 points)

- This assignment will be an opportunity for students to refresh, or develop, their skills in reading academic articles for research and literature review. Students will be asked to read and mark-up an article with notes, then complete instructor-prompted questions related to the article. This exercise will help the student sharpen skills for the literature review assignment later in the semester. Please see the Assignment in eLearning for specific assignment requirements and grading rubric.

Annotated Bibliography (15 points)

- This assignment is the second step in preparing for the literature review due later in the semester
- An annotated bibliography is a list of citations to peer-reviewed academic documents such as books, articles, and conference proceedings, that relate to a specialized topic. The reference sources are cited reference-list style in APA format. Each citation is followed by brief summary that describes and evaluates the resource.
- Students will be required to discover at least 8 reference sources (not more than 15) relevant to the proposed literature review for the annotated bibliography. Please see the Assignment in eLearning for specific assignment requirements and grading rubric.

Literature Review Introduction and Body Outline (20 points)

- Students will begin writing their literature review. They will complete a well-planned Introduction to the paper. Then, they will outline the various sections with topic headers and bulleted descriptions of how they intend for the paper to develop. Please see the Assignment in eLearning for specific assignment requirements and grading rubric.

Literature Review Draft (50 points)

- A literature review is a critical summary of the academic, peer-reviewed publications that relate to a particular topic. The literature review for this course will review research and theoretical publications relevant to the student's practicum site and site-population including foundational theories, best practices, and a synthesis of how these publications relate to the students practicum work and the larger arts in medicine field.
- The student will use the learning modules, assignments and instructor feedback completed thus far in the semester to develop a polished draft of the literature review. *The student should turn in this draft as if it is their paper they intend for a grade.* It is likely the instructor will offer feedback and request the student make corrections or adjustments. If the student is satisfied with their draft grade, they may not have to re-submit the assignment when the Literature Review Final is due. Please see the Assignment in eLearning for specific assignment requirements and grading rubric.

Literature Review Final (75 points)

- A literature review is a critical summary of the academic, peer-reviewed publications that relate to a particular topic. The literature review for this course will review research and theoretical publications relevant to the student's practicum site and site-population including foundational theories, best practices, and a synthesis of how these publications relate to the students practicum work and the larger arts in medicine field.
- The literature review will be developed, in specified portions throughout the semester. Please see the Course Outline (above) for specific due dates and the corresponding Assignments in eLearning for the detailed requirements for each literature review deadline, including the draft and final submissions.

Participation Grade (5% of grade)

Participation (40 points)

- The AIM Graduate Practicum course is unique because it is a hands-on real-world experience course. As a result, it is important that we recognize the student's capability to develop their practice overtime, to report challenges, and demonstrate efforts to meet those challenges. This course is expected to be a learning process. Additionally, since the course is a distance-learning course it is important to overall student satisfaction that fellow student's are engaged and responsive within the discussions and course communications.
- The instructor will offer an overall participation grade to each student based on the perceived investment in the course, responsiveness to course feedback, and peer engagement. Please see the Assignment in eLearning for a rubric that outlines specific instructor expectations.

Course Policies

Evaluation and Grades

790 total course points= 100%

570 Practicum Assignment course points = 72%

180 Literature Review Assignment course points = 23%

40 Participation course points = 5%

Grades will be posted on the eLearning website. Comments about your grades will either appear in-text by clicking on the assignment listed under **Grades** and then selecting the **View Feedback** link next to the document submitted, or comments will be typed into the right-hand **Comment** section of the submission window. Please check in both places to review instructor feedback and before inquiring about a grade.

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 no longer an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major. UF grading policy website:

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

Assignments

Please thoroughly read and review the all assignment specifications in the **Assignments** section available in the **eLearning** site. This will ensure you receive the most complete grade for your efforts. Complete descriptions of requirements *are not* offered in this syllabus.

Naming Your Documents

When naming your assignment document, it is **required** that name them with your LastNameFirstInitial_AssingmentTitle. For example, BucciarelliA_PracticumGuidelines. The preferred Assignment Title is found in the header of all forms. In place of the word "Practicum"

but your LastNameFirstInitial. If you abbreviate in this manner, your course instructors will have a clear and easy time finding the assignment and accounting for it.

Formatting Documents

All work submitted, including discussion board posts and major assignments, must use APA formatting. According to the Purdue Online Writing Lab (OWL), APA Style establishes standards of written communication concerning:

- Organization of content
- Writing style
- Citing references
- How to prepare a manuscript for publication in certain disciplines. (OWL, 2010)

You must use APA formatting for document formatting, in text citations, and reference lists. Be sure to properly cite all sources that you quote or paraphrase. We recommend that you use the online APA Style Guide at the Purdue Online Writing Lab (OWL). **DO NOT** rely solely on an automatic citation formatter. They are often incorrect and you will receive deducted points for it. <http://owl.english.purdue.edu/owl/section/2/10/>

UF Guidelines for Effective Professional and Academic Writing will assist students in developing academic writing skills, identifying and evaluating scholarly literature and can be located at: <http://edis.ifas.ufl.edu/wc063>

If you have not had much experience with academic writing or would like assistance to strengthen your writing skills, the UF Writing Studio is an excellence resource: <http://writing.ufl.edu/writing-studio/for-students/>

If your writing is not to the standards we expect in the Arts in Medicine graduate program your instructor may require that you contact the UF Writing Studio for assistance.

Class Participation/Demeanor Policy

Participation in all aspects of this course is essential to your success. All 130 contracted hours must be undertaken at the approved site in the specified time frame. In the event of illness or other prohibiting circumstances, the student must communicate with the instructor and site supervisor to devise a suitable contingency plan within a timely manner for the course.

It is the student's responsibility to understand and adhere to all policies and standards for professional conduct at the practice/project site, and to interact with all program participants and site staff in a professional manner.

Written communication and electronic interaction are central to online interaction and learning. Please see the Online Etiquette section of the assignment guide for expectations for written and electronic interactions.

Communication

It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might effect his or her 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 48 hours during the weekdays. Please expect a larger delay on the weekend.

For general course questions **first** please check the **Announcements** section and your **ufl email** to make sure your answer hasn't been posted by the instructor. If your question relates to **personal issues or grades** please privately **email the instructor** through the eLearning email feature **or call the instructor**.

Submitting Late Assignments and Making up Work

Major assignments will be accepted no later than six days after the due date. Points will be reduced from late assignments at a rate of 5% per day. This policy does not apply to Discussion Board or Creative Practice Blog. Late work **will not** be accepted on the Discussion Board or Creative Practice Blog. Instructors will not accept work submitted later than six days following the deadline except in extenuating circumstances and with prior approval by the instructor.

Technical Assistance

To learn more about all technical tools & online resources used by the Center for Arts in Medicine please go to an orientation here:

<http://meet80462128.adobeconnect.com/p1eqwc8u1tr/>

If you have difficulty accessing online course reading or materials, please reference the citation or document name and author in a Google Search to locate the document before contacting the instructor or the Help Desk.

If you have computer difficulties submitting assignments or navigating eLearning, notify UF Computer Help Desk at helpdesk@ufl.edu or 352-392-4357 **as soon as possible**. *Please copy your instructor on the correspondence with the Help Desk and include the case number provided to you by the UF Help Desk documenting your request for assistance.*

UF Policies

Academic Honesty

All students sign the following statement upon registration at the University of Florida: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." As instructor for this course, I fully support the intent of the above statement and will not tolerate academic dishonesty. The university's policies regarding

academic honesty, the honor code, and student conduct related to the honor code will be strictly enforced. Full information regarding these policies is available at the following link: <https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx>.

University Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

University Policy on Netiquette and Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

Please also link here for best practice guidelines for blogging

<http://blogs.law.harvard.edu/terms-of-use/>

University Policy on Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu> Evaluations are typically open during the last two or three weeks of the semester. 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 for Getting Help

- For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk Resources at:
 1. <https://lss.at.ufl.edu/help.shtml>
 2. (352) 392-HELP - select option 2
 3. Learning-support@ufl.edu

* ***Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from Learning Support Services (IT 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
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support or CAM supportive Librarian Cindy Craig - clcraig@ufl.edu

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints>