

**Arts in Medicine Graduate Practicum
HUM 6942, Sections GRAD#18899/COMB#18904**

Credit Hours: 3

*Summer C 2021 modified semester per Arts in Medicine special calendar

April 27 through August 6

Contact Times and Locations: Online Course

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

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Office Hours: By appointment - Mondays 9-10 a.m.; Tuesdays 1:30-2:30 p.m.

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 setting.
- Demonstrate advanced levels of self-directed practice evidenced by site supervisor evaluations and reporting of patient contact and administrative activities.
- Engage in critical self-reflection measured through writing and reporting assignments (Interaction Reports) and demonstrated through the development of personal approaches to arts in health (e.g., Discussion Board posts/comments, Creative Blog).
- Produce graduate level academic paper relevant to the populations at the student's Practicum Site or on a topic that the student anticipates for Capstone (MA students).

Required Readings

- Machi, L. A., & McEvoy, B. T. (2016). *The literature review: Six steps to success*. Corwin Press. (e-version OR paperback).
- American Psychological Association. (2020). *Publication manual of the American Psychological Association, 7th ed.* Washington, DC: American Psychological Association (e-version or paperback).
- APA Style - <https://www.apastyle.org/index> (Links to an external site.) (This is a helpful adjunct to the style manual.)
- All other 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 e-Learning for the most current course schedule.

Discussion Board assignments are due on Mondays by 11:59 p.m.

Course Weeks/Dates		Due Mondays at 11:59, except*	Discussion Board Assignments
1	4/27-5/2	*5/28 (Wednesday) #1	-Practicum Discussion #1 Introductions Practicum Discussion

		5/3 (Monday) #2	-Practicum Discussion #2 Exploring Views in Arts in Health
2	5/3-5/9	5/10	Practicum Discussion #3 Understanding the Literature Review
3	5/10-5/16 BEGIN Practicum	5/17	Practicum Discussion #4 Entering Arts in Health Spaces
4	5/17-5/23	5/24	Practicum Discussion #5 Interacting with Staff
5	5/25-5/30	5/31	Practicum Discussion #6 Case Challenge: Difficult Interactions
6	5/31-6/6	6/7	Practicum Discussion #7 How Is Covid-19 Affecting Your Practice?/Guest Lecturers
7	6/7-6/13	6/14	Practicum Discussion #8 Artist Rounds: Notable Interactions
8	6/14-6/20	6/21	Practicum Discussion #9 Midterm Reflections
9	6/21-6-27	6/28	No Discussion Board
10	6/28-7/4	7/5	Practicum Discussion #10 Leading & Following: Ways to Interact
11	7/5-7/11	7/12	Practicum Discussion #11 Virtual Programming/Guest Lecturer
12	7/12-7/18	7/19	Practicum Discussion #12 Arts in Health Perspectives from Practitioners
13	7/19-7/25 END Practicum	7/26	Practicum Discussion #13 Artist Rounds: Notable Interactions
14	7/26-8/1	8/2	Practicum Discussion #14 Ending the Arts Encounter
15	8/2-8/6 Short Week!	*8/4 (Wednesday)	Practicum Discussion #15 Reflections & Tips for Each Other

The following course assignments are *due on Sundays by 11:59 p.m.*

	Course Weeks/Dates	Due Sundays at 11:59, except*	Other Assignments
1	4/27-5/2	5/2	1. Submit course call schedule 2. Submit Practicum Site Form 3. Submit MOAs
2	5/3-5/9	5/9	1. Submit Literature Review Proposal 2. Review and submit Logic Model (from HUM 5595, Arts in Medicine Practice) 3. Submit Lit Review Rubric (from HUM 5595, Arts in Medicine Practice or revised for new topic)
3	5/10-5/16 BEGIN Practicum	5/16	1. Interaction Report #1 2. Instructor Call #1 (Summary due)

4	5/17-5/23	5/23	1. Interaction Report #2 2. Site Supervisor Meeting Notes #1
5	5/25-5/30	5/24	1. Interaction Report #3
6	5/31-6/6	6/6	1. Interaction Report #4. 2. Creative Practice Blog 3. Practicum Hours Log #1 (4 weeks)
7	6/7-6/13	6/13	1. Interaction Report #5
8	6/14-6/20	6/20	1. Interaction Report #6 2. Midterm Supervisor Evaluation*** 3. Midterm Self-Evaluation & Video
9	6/21-6/27	6/27	1. Interaction Report #7 2. Literature Review Paper Draft Due**
10	6/28-7/4	7/5* (Due one day later in recognition of national holiday)	1. Interaction Report #8 2. Instructor Call #2 (Summary due) 3. Site Supervisor Meeting Notes #2 4. Practicum Hours Log #2 (4 weeks)
11	7/5-7/11	7/11	1. Interaction Report #9 2. Art Interaction Activity Instructions
12	7/12-7/18	7/18	1. Interaction Report # 10 2. Literature Review Paper Final Due**
13	7/19-7/25	7/25	1. Interaction Report #11
14	7/26-8/1 END Practicum	8/1	1. Interaction Report #12 2. Supervisor Meeting Notes #3 3. Practicum Hours Log #3 (4 weeks)
15	8/2-8/6 Short Week!	8/6	1. Final Student Self-Evaluation & Video 2. 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 e-Learning and an updated syllabus will be posted on the e-Learning site.

** Please note: If you are satisfied with your grade for your Literature Review Draft (due 6/27), you may upload the same paper for the Final (due 7/18) with a note in the comment box "No revisions."

***Your instructor understands that you do not have control over your Site Supervisor evaluation submission, but please check in to remind your Site Supervisor when the final evaluation is due, so mp points will be deducted for late submission. (Evaluation forms are sent directly to Site Supervisors. They may share with you if they wish.)

Assignments

Please thoroughly read and review the all assignments specifications in the **Assignments** section available in the **e-Learning** site for this course. This will ensure you receive the most complete grade for your efforts.

Attendance, Participation Expectations, and Make-Up Requirements

Attendance/Class Participation

HUM6942 is an asynchronous, online course. Because we do not meet in person or synchronously, your class participation grade is based on the Discussion Board participation. The goal is for students to participate in a lively discussion with respect and courtesy. As such, the instructor's expectations for class participation include but are not limited to the following:

- Students are expected to participate in Discussion Boards with an initial post (80 points) and at least two comments (10 points each). Points are deducted if two comments are not included. You may make as many comments as you wish. Discussion Boards are assigned each week of the course, except for one near the midterm..
- Please read the detailed Discussion Board [Guidelines](#) to better understand the expectations, requirements, and appropriate conduct for participating in Discussion Boards during this course (HUM6942).
- Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation. Additional information can be found in [Attendance Policies](#).

Understanding Assignments

As a graduate student in an asynchronous online course, you are expected to do the following:

- Prepare for and read all assignments before completing the work.
- If you require more explanation regarding an assignment, likely so do your classmates. Unless your question is of personal nature, post it on the General Discussion Board (and send a copy to the instructor). In an asynchronous online class this General Discussion Board is similar to discussing assignments with your classmates in the hallways, walking on campus, or meeting at a café.
- Ask questions about the assignments *more than a week before they are due** if you require more explanation. Submitting late because you did not understand something will result in late point deductions unless you have *inquired in writing at least a week before the assignment is due*. (*The exception is for the Literature Review assignment in which inquire early enough so that you can submit the assignment on time.)

Late & Make-up Options

- If you turn in assignments late, points will be deducted on the following schedule, 5 points per day for the first 3 days. (Note that assignments are due at 11:59 p.m. EST/EDT, but late points begin the following morning at 8 a.m. to accommodate various time zones.)
- After three days, a cap of 20 points will be deducted from the assignment *plus* any points deducted based on the rubric for the assignment.
- If you know you will not be able to complete an assignment on time, you have the option of turning it in early.
- If you have an emergency that prohibits you from turning in an assignment on time, tell the instructor immediately and submit documentation (e.g., doctor's note, police report, job related paperwork, practicum site problem.)
- If you miss a **Discussion Board**, you can go back and create an initial post and two comments (although you will miss the class interaction), but after the three-day limit for assignments due, 20 points will be deducted, but this is preferable to 0 for the assignment.
- Interaction Reports may be turned in late without penalty only *if the fault is with the practicum site or due to a situation such as illness or weather. You must inform the instructor in writing and upload a note to the assignment with an estimated time you will turn in the assignment.*

Practicum Hours

- You must complete the required practicum hours: 72 contact hours (24 hands-on hours, 48 experiential hours) and 24 administrative hours for a total of 96 hours for the course.

- Note that hands-on hours may be substituted for experiential hours, but you must reach a minimum of 24 hands-on hours. (Please see the [Practicum Guide for definitions of hands on and experiential hours.](#))
- If you do not reach a total of 72 contact hours (24 hands-on and 48 experiential), your Practicum Hours Met grade for that assignment will be reduced by 2 points for each hour missed.
- If you do not reach 24 administrative hours, the grade will be reduced by 1 point for each hour missed.
- If you have extenuating circumstances that prohibit you from reaching the required hours, please discuss this with your instructor/s as soon as you recognize an issue, or at least three weeks prior to the end of the semester in order negotiate an alternative. Note that if more than 5 hands on or 5 experiential hours are missed, you may be required to make up those hours before receiving a final grade for the course.

Evaluations and Grades (% of grade from each category)

25% Discussion Boards

20% Evaluations

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

15% Literature Review

20% Interaction Reports and Practicum Hours Logs

10% Creative Practice Blog and Craetive Activity Instructions Assignments

5% Instructor Calls

5% Practicum Prep (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/](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>.