

Arts in Medicine Capstone Proposal-HUM 6358

Spring A 2026: January 5-February 27

Meeting Times and Location: Online

Weeks run Monday 8am to Monday 7:59am the following week

Credit Hours: 2

Course Pre-Requisite: HUM 6597: Research and Evaluation in Arts in Medicine

Instructor: Dr. Kelley Sams

Instructor Office Location: 720 SW 2nd avenue Gainesville, FL 32601

Instructor Office Phone: (352) 273-1488

Office Hours: by appointment only

Email: kcs@ufl.edu

I will do my best to respond to all emails within 24 hours, not including weekends.

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 Learning Objectives

- Identify and practice advanced skills in proposal writing and literature review.
- Articulate Capstone goals for engaging the arts to address health in a healthcare or community setting.
- Investigate and identify the range of considerations necessary for planning an effective Arts in Medicine Capstone project.
- Identify and apply program planning skills including the articulation of goals, objectives, methods, timeline, and anticipated outcomes.

Required Text

O'Neal-McElrath, T., Kanter, L., Jenkins English, L. (2019). *Winning Grants Step by Step: The Complete Workbook for Planning, Developing and Writing Successful Proposals* (5th ed. preferred) Hoboken: John Wiley & Sons.

Additional required learning materials will be available on e-learning. You are expected to actively engage with all these materials.

Student Expectations

The course is an asynchronous course that requires personal time-management and attention to deadlines. The course is only two credits, but only 8-weeks long, so it is intense and fast-paced. **As a student you should expect approximately 10 hours of work per week for this course.**

Course Schedule

Week Start	Topic	Assignments	Due Dates
Week 1 Jan 5	Goals and objectives	Week 1 Discussion	Jan 13, 7:59am
Week 2 Jan 12	Refining goals and objectives	Week 2 Discussion, Capstone Proposal Plan	Jan 20, 7:59am
Week 3 Jan 19	Background informed by literature review	Week 3 Discussion	Jan 27, 7:59am
Week 4 Jan 26	Methods and ongoing literature review	Week 4 Discussion, Literature Review	Feb 3, 7:59am
Week 5 Feb 2	Capstone site approval	Week 5 Discussion, Capstone Site pre-approval	Feb 10, 7:59am
Week 6 Feb 9	Timeline and IRB	Week 6 Discussion	Feb 17, 7:59am
Week 7 Feb 16	Capstone Proposal	Week 7-8 Discussion, Full Capstone Proposal due	Feb 24, 7:59am
Week 8 Feb 23 (Short week)	Moving forward	Week 7-8 Discussion	Friday Feb 27, 11:59pm

Table 1: Course Schedule: Eight-week intensive course with weekly topics, assignments, and due dates

Evaluations and Grades

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.

Assignment Points and Percentages

Assignments	Points and percentage
Discussions Weekly discussions: 25 points times 7 equals 150 points	175 points (35% of final grade)
Proposal Proposal plan: 25 points Literature review: 75 points Capstone site pre-approval: 25 points Final proposal: 200 points	325 points (65% of final grade)
Total	500 total points possible

Table 2: Assignment breakdown showing point values and percentage weights

Grading Scale

Letter Grade	Percent Equivalency	GPA Equivalency
A	94-100	4.00
A-	90-93.9	3.67
B+	87-89.9	3.33
B	84-86.9	3.00
B-	80-83.9	2.67
C+	77-79.9	2.33
C	74-76.9	2.00
C-	70-73.9	1.67
D+	67-70.9	1.33
D	64-66.9	1.0
D-	61-63.9	0.67

Letter Grade	Percent Equivalency	GPA Equivalency
E	60 or below	0.00

Table 3: Grading scale with letter grades, percentage ranges, and GPA equivalents

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 on the website:

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

Course Procedures and Policies

Course Engagement

Students must log-in and engage online during the first week of class. It is expected that students will interact with the course materials at least three times during each week of the eight-week course. The class is fast-paced. Missing a week makes it nearly impossible to catch up. Students must not assume that they will be dropped from the class if they fail to participate in the first week or if they stop participating mid-course. For more information link here:

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

Class Participation and Demeanor

It is expected that students will complete all course learning materials and all course assignments. Enthusiastic participation will lead to course success. Consistent interactions with the instructor and other students within the course are integral to learning. It is expected all interactions are undertaken with a level of professionalism that demonstrates competencies for a University of Florida graduate student.

Formatting Style for Documents

All work submitted, including discussion board posts and major assignments, must use APA formatting, including document formatting, in-text citations, and reference lists. Be sure to properly cite all sources that are paraphrased or quoted. Students should use direct quotations very sparingly, if at all.

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>.

Assignments will be accepted no later than one week after the due date except in extenuating circumstances with prior approval by the instructor. It is particularly important that students post Discussions on-time so that they benefit from the community of their cohort and vice versa.

No discussion posts will be accepted after the learning week that they are due. Other assignments will be accepted up to 7 days late with a penalty of 10%. After 7 days late, if you have not obtained prior approval from your instructor, late assignments will receive a 0.

If you fall behind in work, it's always a good idea to email your instructor as soon as possible to see how you can work together to get on track.

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: Rubrics, 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.*

Course Communications

It is the student's responsibility to communicate with the instructor promptly concerning any circumstances that might affect participation in the course. Please do not let any questions or concerns go unattended. In these short 8-week semesters, delaying important communications by even a week can be detrimental to successful completion in the course. It is the instructor's intention to respond to all e-mail communication within 48 hours, not including weekends. It is important to email the instructor through the Canvas feature as the instructor prioritizes these emails.

Netiquette and 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.

General Course Questions

Before asking general questions of the instructors, be sure to check the syllabus, the course Canvas website, and Graduate Central, as your instructor will 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 email function in Canvas.

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.

Online 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. Guidance on how to give feedback in a professional and respectful manner is available at <http://gatorevals.ua.ufl.edu/students/>. 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 <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

UF Policies and Procedures

Full university policies and procedures can be found at: <https://go.ufl.edu/syllabuspolicies>

CAM Resources

1. Graduate Central

Includes guide for new students, tips on navigating Canvas, Registration and Course Requirements, Practicum and Capstone Guides, and many other helpful Resources. Access through Canvas at <https://ufl.instructure.com/courses/357343>

2. UF Arts in Medicine Library Guide and Research Resources

A first stop for Arts in Medicine research and access to our dedicated librarian who can help you with your research: <http://guides.uflib.ufl.edu/aim>

Accessibility Note

This syllabus has been formatted to meet University of Florida accessibility standards for screen readers. All tables include descriptive captions. If you require additional accommodations, please contact the instructor and the UF Disability Resource Center.