Arts in Medicine Graduate Practicum  
HUM 6930  
Credit Hours: 3  

Spring A 2014  
Contact Times and Locations: Online

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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.

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Course Description

This course will engage the student in professional-level practice in an established arts in medicine or community-based arts for health program. The student will undertake **130 hours of practical work within the 16-week course**. Course hours will include arts practice and administration, in an approved healthcare or community program setting, with the goal of preparing for professional arts in medicine practice. A Literature review, field research, reflective writing, regular meetings with an approved on-site supervisor and with the course instructor will deepen the student’s understanding of professional arts in medicine practice.

Required Texts

*Artists-In-Residence: The Creative Center’s Approach to Arts in Healthcare.* (2006). The Creative Center. This book can be ordered through the Creative Center website.

Purpose of Course

The purpose of this course is to introduce students to healthcare 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. Demonstrate the ability to apply professional-level arts practice, decision-making, and problem-solving skills to address health in medical and community settings.
2. Articulate the administrative structures that support arts in healthcare programs, specifically, the supportive structures at the student’s and the other student’s practicum sites.
3. Effectively navigate a healthcare or community health environment by identifying the key collaborations, supports, challenges, and barriers within in practicum site.
4. Demonstrate an advanced level of self-directed practice evidenced by instructor, peer, and site supervisor evaluation throughout the practicum course.
5. Complete Interaction Report Packets that clearly, concisely, and professional describe the student’s practicum experiences.
6. Critically analyze and articulate the student’s approach to facilitating the arts in a health context measured by the writing and reporting assignments completed during the practicum course.

Course Format and Content

The course uses a highly individualized format, based on approved Memorandums of Agreement (MOA’s), for specific practice and academic requirements. The general course format includes:

- Selection of a practicum site
- Completion of practicum MOA’s, signed by the instructor and site supervisor
- Literature review to investigate best and similar practices and theoretical foundations of the proposed practice
- Orientation and training as required by the practicum site
- Completion of a minimum of 130 hours of work supervised at an approved site
- Bi-weekly 15-30 minute calls with the course instructor
- Bi-weekly meetings with the site supervisor
- Completion of Interaction Records for all practicum experiences, and bi-weekly submission of Interaction Reports
- Reflection on the practicum work through discussion board postings and dialogue
- Creative practice and blogging that facilitates reflection on the practicum work and discussion topics

Critical Dates

- January 13: Bi-weekly call schedule due
- January 20: Approval of practicum Memos of Agreement & Goals Table
- January 27: Finish reading AIR Handbook
- January 27: Submit Literature Review
• January 28: Start practicum hours
• March 3: Creative Practice Blog
• April 21: Finish Practicum Hours
• April 25: Site supervisor evaluations
• April 25: Creative Practice Blog

**Course Outline**

<table>
<thead>
<tr>
<th>Component</th>
<th>Activities/Assignments Due</th>
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</table>
| Practicum Planning and Preparation: weeks one, two, and three | • Completion of two practicum Memos of Agreement (one between the student and instructor, and between student and practicum site)  
• Approval of the MOA’s by the instructor  
• Complete Practicum Site Info Form  
• Complete Goals Table for Practicum Site  
• Scheduling, orientation and training as required by the healthcare or community site  
• Literature review |
| Practicum Work: beginning week four | • 130 hours, 10 hours per week over 12 weeks, of work at practicum site including:  
  o 75% practice (work with a particular health-related population at a clinical or community site, could include individual or group facilitation/activities); and  
  o 25% administration (program planning, consultation with site staff, documentation/reporting, etc.) |
| Reading | • Reading: Artists-in-Residence Handbook and other resources as selected by the student or recommended by the instructor |
| Writing and Reflection | • Engagement in an ongoing creative practice that facilitates reflection on the practicum work and discussion topics  
• Active participation in discussions on the course discussion board |

**Assignment Schedule**

**Please note that bi-weekly calls will be “due” per the schedule developed between the student and instructor.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| 1    | 1/7-13| Practicum Planning | 1. Bi-weekly call schedule  
2. Intros on Discussion Board | 1. 1/13  
2. 1/13 |
| 2    | 1/14-20| Practicum Planning | 1. MOA’s  
2. Goals Table  
3. Discussion Board | 1. 1/20  
2. 1/20  
3. 1/20 |
| 3    | 1/21-27| Practicum Planning | 1. Reading: AIR Handbook  
2. Literature Review | 1. 1/27  
2. 1/27 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Practicum Work</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28-2/3</td>
<td>Practicum Work</td>
<td>1. Start Practicum Work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Interaction Report Packet</td>
</tr>
<tr>
<td>1/28-2/3</td>
<td>Practicum Work</td>
<td>1. Discussion Board</td>
</tr>
<tr>
<td>2/4-2/10</td>
<td>Practicum Work</td>
<td>1. Interaction Report Packet</td>
</tr>
<tr>
<td>2/11-2/17</td>
<td>Practicum Work</td>
<td>1. Interaction Report Packet</td>
</tr>
<tr>
<td>2/18-2/24</td>
<td>Practicum Work</td>
<td>1. Discussion Board</td>
</tr>
<tr>
<td>3/4-3/10</td>
<td>Practicum Work</td>
<td>1. Discussion Board</td>
</tr>
<tr>
<td>3/18-3/24</td>
<td>Practicum Work</td>
<td>1. Discussion Board</td>
</tr>
<tr>
<td>4/1-4/7</td>
<td>Practicum Work</td>
<td>1. Discussion Board</td>
</tr>
<tr>
<td>4/8-4/14</td>
<td>Practicum Work</td>
<td>1. Interaction Report Packet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Creative Practice Blog</td>
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<tr>
<td></td>
<td></td>
<td>3. Site Supervisor Evaluation</td>
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</tbody>
</table>

**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.

Assignments

See the course assignment guide for additional details.

**Literature Review (25 points)**
- A formal written literature review will help validate the student’s practicum plan. The paper will review literature relevant to the practicum plan including best practices and foundational theories. The paper should be 1,000-1,500 words in length.

**Interaction Report Packet (7 submissions, 20 points each = 140 points)**
- Students will submit the following documents to the instructor on a bi-weekly basis:
  1. Interaction Report (10 points)
  2. Practicum Log signed by your site supervisor (5 points)
  3. Interaction Records (5 points)

**Bi-weekly Calls (8 weeks, 5 points each = 40 points)**
- A Bi-weekly call schedule is due during the first week of the practicum course. This is a schedule proposed by the student, but approved by your instructor. If possible, the regularly scheduled bi-weekly call meeting should be on Tuesday or Friday between 8-11am EST or Monday-Wednesday 8pm-10pm EST. These are the best times for the course instructor. If the student cannot accommodate these times, the student and instructor will work together to find another time that fits. With the proposed call
schedule, the student should also indicate if the calls will be video-calls or phone calls*, and confirm the appropriate communication number and/or username.

• Students are responsible for scheduling bi-weekly 15-30 minute calls with the instructor to discuss the practicum work, including challenges, achievements, and personal learning. Points will be assigned on a pass/fail basis.

*For this semester Amy, your instructor, prefers video-calling. This will enhance the long-distance connection between student and supervisor and you will be more easily able to share various media in your supervision discussion. You can do video-calling with Apple FaceTime or Skype. You can FaceTime if you have a mac computer or iPhone. Skype is available for any computer and is free to use. For Skype you need a web camera (many computers today come with them built in, many tablets and phones also have this capability) and you need to download the Sykpe software application from https://login.skype.com/account/signup Amy’s Skype username is amy.bucciarelli. If you do not have webcam or FaceTime capabilities we will make phone calls work.

Creative Practice Blog (2 postings, 15 points each = 30 points)
• Students will continue the creative practice developed previously, and also reflect on the practicum experience. The creative practice blogs will serve as a place for personal reflection on practice and individual well-being.

Discussion Board (7 weeks, 10 points each = 70 points)
• Students will post their Interaction Record and write about one practicum experience that responds to the week’s discussion topic. Students will engage in dialogue with other students based on that topic and reference literature from their literature review as relevant to the discussion. Initial posts (not including the Interaction Report, which will be attached) should be 200-400 words in length, and responses should be 100-200 words in length.

Final Evaluation from the Site Supervisor (20 points)
• The student will obtain a final written evaluation from the site supervisor. The evaluation will be graded on a pass/fail basis.

Course Policies

Practicum hours
• Only officially recorded hours will be credited - use the approved manner or recording hours of the institution or a method developed in collaboration with the supervisor and instructor
• 8 points, or 2.5%, will be subtracted from the final grade for every hour under 130 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 – Student Version document to better understand how your practicum should work

Assignments
Please thoroughly read and review the Practicum Policies available on Course Materials page of the eLearning/Sakai site. This will review guidelines for naming documents, submitting papers, resources for APA formatting, and other resources for getting the technical help you may need to complete an assignment. You are responsible for knowing and following the guidelines listed there.

Evaluation and Grades
325 points = 100%
8% of the final grade comes from the Literature Review paper (25 points)
43% of the final grade comes from the Interaction Report Packet (140 points)
12% of the final grade comes from the Bi-weekly calls (40 points)
9% of the final grade comes from the Creative Practice Blog (30 points)
22% of the grade comes from the Discussion Board (70 points)
6% of the final grade will be based on site supervisor evaluation (20 points pass/fail)

Grades will be posted on the eLearning/Sakai website. Comments about your grades will either appear by re-opening the specific assignment in Assignments that you wish to see the grade for, or in the Gradebook feature under comments. Please check in both places before inquiring about a grade.

Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>% Equivalency</th>
<th>GPA Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-94%</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>89-91%</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>85-88%</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>82-84%</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>79-81%</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>75-78%</td>
<td>2.00</td>
</tr>
<tr>
<td>C- *</td>
<td>72-74%</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>69-71%</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>65-68%</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>62-64%</td>
<td>0.67</td>
</tr>
<tr>
<td>E, I, NG, S-U, WF</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

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](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#calculatinggpa)
Late Assignments/ Make-up Policy
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. Work submitted later than six days will be accepted only in extenuating circumstances and with approval by the instructor.

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. 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 manor.

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, excluding weekends.

For general course questions first please check the Announcements section and your ufl email to make sure your answer hadn’t been posted by the professor. If it has not been answered and it is a general course question that other people could also want to know. Check the Discussion called Course Questions. If your question hasn’t been answered here please post it so the instructor can answer it for everyone. If your question relates to personal issues or grades please email or call the instructor privately.

UF Policies

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 Sakai, please contact the UF Help Desk at:
- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml
* ***Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS 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

Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.