ARTS IN PUBLIC HEALTH PROFESSIONAL SEMINAR
Independent Study
Spring A 2023: January 8-March 1

Course: HUM 6947
Meeting Times and Location: Online
Credit Hours: 3

Instructor: Dr. Kelley Sams
Instructor Office Location: Virtual
Office Hours: by appointment on Zoom
Email: Email instructor **through Canvas** for prompt response to course issues or to schedule a meeting.
I will do my best to respond to all emails within 48 hours, not including weekends.
Only as a *back-up*, email: kcs@ufl.edu

COURSE DESCRIPTION

This independent study prepares students for professional-level practice at the intersection of the arts and public health. The seminar will orient students to the professional competencies, trends in practice, and ethical frameworks that are part of the professional toolkit of arts and public health practitioners who use the arts for health promotion and/or health communication. The seminar introduces students to the core issues, trends, and critical debates that have emerged at the intersections of the arts and public health.

COURSE LEARNING OBJECTIVES

1. Students will analyze core issues, practices, and research related to arts in public health practices;

2. Students will evaluate and develop core competencies for professional-level arts in public health practice; and

3. Students will explore and articulate professional identity through group process, creative practice, and self-assessment.

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 have read and be able to actively engage with all these materials.

STUDENT EXPECTATIONS

This course is being offered as an Independent Study, which means there are no class meetings or discussions. Students are responsible for keeping up with course learning resources, planning their final project, and ensuring they are able to complete it with thoroughness and rigor. Students are also expected to connect with the independent study instructor as needed to ensure completion of the study.

Any independent study requires *excellent* personal time-management. The course is three credits and is only eight (8) weeks long, so it is an intensive, fast-paced investment. **Students should expect to apply approximately 16 hours of work per week to this course**. This will include perusing readings and videos and generating your culminating assignment.

Attainment of course objectives will be evaluated through a single culminating final project.

(See next page for Course Schedule)

* Important: The weekly order and allocation of readings/activities is suggested based on previous versions of this course. It is designed to support your time management; however, you may need to adjust it to align with your own plans for tackling your final project, and with any additional readings you add.

Module	Topic	Learning Materials	Assignments	Due Dates
1	Communities and Health			
2	Proposal Writing			
3	Communities and the Arts			
4	Arts-Based Research and Health Communication			
5	Program Planning			
6	Monitoring and Evaluation of Arts Programs			
7	Community Engagement			
8 **Short week!**	Funding your Idea		**Final Projects Due!**	March 1, 2023

HUM6947 Arts in Public Health Professional Seminar

==**Your only course deadline is for your culminating project: Friday March 1st.**==

The course schedule is subject to change at the discretion of the instructor. Changes will be communicated as quickly and clearly as possible via Announcements. Please opt in to receive email notifications for Announcements.

ASSIGNMENT DESCRIPTION

You will choose one of two options for the final project. You are only required to submit ONE of these options. All students who have not completed a proposal during a previous CAM course (AIM ProSem, Capstone Proposal, etc.) are required to submit Option A: Arts in Public Health Proposal. If you have already written and submitted a proposal for another course, you may choose to submit Option A *or* Option B:

A) Arts in Public Health Proposal (Total of 100 points possible)

Students will identify (or imagine) an arts in public health program or project that they will develop to create a funding proposal over the course of the semester. If students have found an alternate proposal format that they would like to use to submit to a particular funder, they

may do this with prior instructor approval (2000-2500 words, minimum 10 references cited using APA formatting).

This should include:

- o Problem statement
- o Short literature review that shows the need for your project
- o Strategies, goals, and objectives
- o Monitoring & evaluation plan
- o Conclusion

B) Arts in Public Health Case Study (Total of 100 points possible)

Students will identify and describe **three** current or recent arts + public health projects and analyze the challenges and impacts of these projects. Ideally these three projects will have something in common- either addressing a similar health issue, a similar population, or a similar arts modality used in their implementation (2000-2500 words, minimum 10 references cited using APA formatting).

- o Problem statement
- o Short literature review that shows the need for these projects
- o Outcomes and impacts of the projects
- o Recommendations for future work
- o Conclusion

EVALUATIONS AND GRADES

Students will be evaluated, and their grade determined in the following manner. 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 and percentage
Arts in Public Health Proposal *OR* Case Study	100 points *(100% of final grade)*

GRADING SCALE

Letter Grade	% 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	.67
E	60 or below	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.

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

1. **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:
http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance

2. **Class Participation/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.

3. **Assignment Submission**:
   a. Assignment Due Dates and Times: All assignments, unless otherwise noted, are due at 7:59AM EST on the due date. All due dates and communications for this course assume Eastern Standard Time. *If you are in a different time zone and would like to discuss adjusted deadline times, please email the instructor on the first day of class to arrange. Exceptions will be made at the discretion of the instructor.*
   b. Naming Your Documents: When naming your assignment documents, the following format *must always be used*: AssignmentName_YourlastnameFirstinitial. For example, if I was submitting my Research Paper, I would name the assignment: ResearchPaper_SamsK.
   c. Titling Your Documents: It is expected that all Word or PDF documents submitted as assignments will have a title, the students name, page numbers, and the date at minimum.
   d. 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.

      i. See the *Publication Manual of the American Psychological Association, 7th edition* or review the online APA Style Guide at the Purdue Online Writing Lab (OWL) https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

      ii. **Formatting from other sources, especially automatic formatting software or Google Scholar, may not be reliable and students will be held accountable as reflected in their grade for assignments.**

e. <u>Late Assignment Submission Policy</u>: 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.

      i. 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.

      ii. **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.**

      iii. 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.

      iv. As stated below under "Technical assistance", any requests for late assignment submission due to technical issues MUST be accompanied by ticket number and record received from the UF Helpdesk when the problem was reported to them (http://helpdesk.ufl.edu). The ticket number will document the time and date of the problem. You are required to e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

      v. If your late assignment is due to a personal crisis you should immediately contact the Dean of Students Office (https://dso.ufl.edu/about/contact/) who can offer you support and work with your instructor to potentially excuse late assignments. For more information link here: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#illnesspolicytext

f. <u>Grading Feedback from Instructor</u>: Assignments will have a rubric that the instructor will use to evaluate students' grades.

      i. 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".

      ii. **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*.

4. **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.***

    a. <u>Netiquette/Communication Courtesy</u>: 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.

    b. <u>Canvas Notifications</u>: It is **strongly recommended** that students set their Canvas notifications to alert them by email to the following course communications from the Instructor: Announcements, Submission Comments, and Conversations (emails). Students can do this by clicking on their Avatar on the left navigation bar > Click Notifications > and make sure that the checkmark icon is toggled green under "Email Address" for Announcements, Submission Comments, and Conversations. *Students will be responsible for timely responses (within 24 hours) to these Instructor communications even if they don't set their notifications.*

5. **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.

6. **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 effects 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.

7. **Online course evaluation**: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semesters, but 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.

8. **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 https://gatorevals.aa.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.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

UF POLICIES AND PROCEDURES

1. **Academic Honesty**: 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 (http://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.

2. **Students requiring accommodations**: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://disability.ufl.edu/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. *Students requiring accommodations should follow this procedure as early as possible in the semester as it can sometimes take up to 3 weeks or more to be seen by the DRC*. Accommodations are *not* retro-active and begin once the letter of accommodation has been submitted to the course instructor.

3. **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.

4. **Course Evaluation**: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. 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.

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

6. **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: https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html

UF RESOURCES

1. **Distance Learning Support:** http://www.distance.ufl.edu/getting-help
2. **Health and Wellness Resources**:
   a. 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. http://www.umatter.ufl.edu
   b. Counseling and Wellness Center: https://counseling.ufl.edu, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
   c. Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

d. University Police Department, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/

3. **Academic Resources**:
   a. E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu; http://helpdesk.ufl.edu.
   b. Career Connection Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu.
   c. Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.
   d. Teaching Center, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu
   e. Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio
   f. Online student complaints, https://distance.ufl.edu/student-complaint-process.

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 many other helpful Resources. Access through Canvas at https://ufl.instructure.com/courses/357343
2. **UF Center for Arts in Medicine Graduate Advisor:** Reach out for support *before* there is a problem. The graduate advisor is a second resource for course-related issues beyond your instructor. Also, the graduate advisor is able to help with course sequencing, enrollment, and other logistics related to the graduate program as a whole. Sometimes advising is only the first stop as a resource. UF Center Graduate Advisor: Ellie Sommers, 352-273-1488 or esommer@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 can help you with your research http://guides.uflib.ufl.edu/aim
4. **UF Center for Arts in Medicine Arts in Health Database:** https://arts.ufl.edu/academics/center-for-arts-in-medicine/research-database/
5. **UF Center for Arts in Medicine website:** https://arts.ufl.edu/academics/center-for-arts-in-medicine/