

HUM6354: Advanced Professional Seminar

Spring 2024

Start Date: March 4, 2024

End Date: April 26, 2024

Meeting Times and Location: Online

Credit Hours: 3

Instructor: Lauren Arce | arce@ufl.edu

Instructor Office Location and Hours: 9am-1pm on most Fridays

Exceptions: on weeks 3 + 5 office hours will be held 9am-1pm on Thursdays

Use this Calendly link to schedule: <https://calendly.com/arcelb/hum6354-office-hours>

Course Description

This course provides a practical and applied orientation to professional competencies, practice, and ethics for the field of arts in health. The advanced professional seminar will focus on core issues, trends, and critical debates central to current practice within the discipline and its historical and contemporary applications. This course is designed to synthesize and integrate student learning in preparation for practice in the field of arts in health. Learning methods include reading, research, writing, discussion, and creative practice. This course is appropriate for graduate students and professionals of the arts, humanities, sciences, human services, and health related professions.

Course Pre-requisites

HUM6358 Capstone Proposal

Knowledge and skills developed in prior coursework, specifically literature review, program planning skills, and modules and resources from Research and Evaluation will be of use.

Course Learning Objectives

- Understand core issues, contemporary trends, and critical debates central to the field of arts in health
- Identify and develop core competencies in arts in health
- Explore professional identity with consideration for ethics and standards of practice
- Develop an understanding of research and evaluation methodologies

Required Texts

Creswell, J. Research Design. (Students may have already purchased for Research and Evaluation)

American Psychological Association. (2019). Publication manual. Seventh Edition. Washington DC: American Psychological Association.

Kettner, P.M., Moroney, R.M., Martin, L.L. (2008). Designing and managing programs: An effectiveness-based approach. Los Angeles, Sage. (Students may have already purchased for Arts in Medicine in Practice)

Additional course materials will be available in course modules.

Additional Materials Needed

Students will need access to a desktop or laptop computer for coursework (a tablet or phone will not be adequate for navigating Canvas or completing coursework).

Student Learning Outcomes

This course is a culmination of graduate training that prepares the student to fulfill the 3rd SLO in the Capstone course at the end of the graduate program.

SLO 3: Leadership (Professional Behavior)

Students will be able to identify and articulate conceptual and procedural knowledge to develop, administer, and evaluate arts in health programming.

Instructional Methods

This course builds upon efforts in Capstone Proposal and engages in furthering planning, research and writing in preparation for the culminating Capstone project. Through writing, reading course materials, participating in discussion boards, one-to-one discussion and feedback with the instructor and revising the IRB Submission or Alternate Major Assignment (AMA), the student will successfully complete Advanced Professional Seminar.

Student Expectations

This is an asynchronous course, which means there is no set meeting time each week. However, there are set deadlines each week, as well as longer-term deadlines for major assignments. As a result, this course format requires personal time-management and attention to deadlines.

*The course is three credits and is only eight (8) weeks long, so it is an intensive, fast-paced investment. **Students should expect approximately 16 hours of work per week for this course.*** This will include assigned videos, readings, online discussions, presentations, and other formal assignments. Your instructor will make every effort to respond to students' email messages within 48 hours Monday – Friday, responses to messages sent during weekends and holidays may take slightly longer.

Course Schedule

Assignments: *Students will complete assignments on an IRB submission or Alternate Major Assignment (AMA) Track. AMA must have approval from Advanced Professional Seminar and Capstone Instructors.*

Week	Topic	Assignments		Due Dates
		IRB Submission	AMA	
1	Introduction to the IRB	Week 1 Discussion Upload Capstone Proposal Checklist + Timeline	Week 1 Discussion Upload Capstone Proposal Checklist + Timeline	March 10, 2024
1 - 2		Research Training Zoom Check-In	Research Training Zoom Check-In	March 17, 2024
2	Ethics, Human Nature, and Human Subject Research	Week 2 Discussion IRB Outline	Week 2 Discussion Major Assignment Outline	March 17, 2024
3	Ethical Practice in Research + Evaluation	Week 3 Discussion IRB Draft	Week 3 Discussion Draft of Major Assignment	March 24, 2024
4	Program Planning	Week 4 Discussion Creative Practice #1 Peer Review	Week 4 Discussion Creative Practice #1 Peer Review	March 31, 2024
5	Program Implementation	Week 5 Discussion IRB Submission Due	Week 5 Discussion Major Assignment Due	April 7, 2024
6	Program Implementation	Week 6 Discussion	Week 6 Discussion	April 14, 2024
7	Advocacy + Visibility	Week 7 Discussion IRB Revisions Creative Practice #2	Week 7 Discussion Creative Practice #2	April 21, 2024
8	Synthesis	Week 8 Discussion IRB Revisions	Week 8 Discussion Major Assignment Revisions	April 26, 2024

****The above schedule is subject to change. Please confirm latest version in Canvas.***

Critical Dates: All assignment deadlines are Sunday at 11:59 pm ET with the exception of initial discussion board posts, which are due Thursdays. Please see the course calendar on the Canvas website for all critical dates.

Discussion Board: Initial post due on Thursdays by 11:59 pm ET and minimum of 2 substantive responses by Sunday at 11:59 pm EST

Assignments

1. Discussion Board (20 points each x 8 weeks = 160 points total)

Students will substantively participate in all online discussions (one week in duration each) using the Discussion Board on the course website. Topics and discussion questions, often relating directly to required reading, observation or creative process, are posted weekly, and all students will post an initial response by Thursday at 11:59 pm EST, and respond substantively to a minimum of 2 other posts by Sunday at 11:59 pm EST.

Please note, one week of discussion will include review of Capstone Qualifier presentations of past MA students. This discussion may be particularly meaningful given the task of moving toward Capstone preparation in this course.

Discussion Board Rubric		Points: 20
Content	Content is relevant to discussion board prompt	5
Communication	Clear and cohesive written communication Views are clearly articulated and substantiated by citations when appropriate	5
Critical Analysis	Evidence of rigorous investigation and critical thinking	5
Follows Guidelines	2 – 3 substantive posts (300 – 600 words) 1 – 2 citations, APA style Meets deadline	5

2. Creative Practice (20 points each; 40 points total)

Students will engage in a creative practice in direct response to the course themes and will document the creative practice. Posts may utilize narrative text, photographs, video, or another approved format.

Creative Practice Rubric		Points: 20
Content + Creativity	Creative and novel engagement with creative practice Evidence of current practice	5
Communication	Clear and cohesive communication	5
Critical Analysis	Evidence of rigorous investigation and critical thinking Depth of insight and self-reflection	5
Follows Guidelines	300 – 600 words, or 4 min recording Ties in course/prompt themes Meets deadline	5

3. IRB Submission or Alternate Major Assignment* (*with instructor approval) (200 points; see breakdown below)

Students will complete assignments on an IRB submission or Alternate Major Assignment Track. Alternate Major Assignments must have approval from Advanced Professional Seminar and Capstone Instructors.

- a. Research Design/Plan + IRB Submission for Capstone Preparation
- b. Evaluation Design/Plan + IRB Submission for Capstone Preparation
- c. Major Grant Proposal toward submission*
- d. Systematic Approach to Literature Review and/or Case Study toward publication*
- e. Needs Assessment toward publication*

*(Instructor approval required)

The following assignments are graded on a complete/incomplete basis

- IRB Training: 5 points
- Zoom Check-in: 5 points
- Checklist: 10 points
- Outline: 10 points
- IRB Revisions/Final Revisions: 15 points

IRB/Alternate Major Assignment (AMA) Draft Rubric		Points: 50
Content	IRB: IRB Smart forms are completed in full; any necessary attachments are included (surveys, informed consent, etc.) AMA: Includes working title, thesis statement, literature review, aims/goals, and conclusion and/or any other major criteria as discussed with instructor	20
Communication	Clear, cohesive, and effective written communication. Attention to spelling, grammar, APA formatting and writing mechanics.	10
Critical Analysis	Evidence of engagement of appropriate research, methodologies, and critical thinking	15
Follows Guidelines	Timely and complete submission	5

Peer Review Rubric		Points: 30
Content	The review is complete, thorough, and substantive.	10
Communication	Feedback is given on spelling, grammar, APA formatting and writing mechanics.	10

Critical Analysis	Feedback is given on methodologies, engages critically and offers additional resources when appropriate	5
Follows Guidelines	Timely and complete submission	5

IRB Submission /Final Alternate Major Assignment (AMA) Rubric		Points: 75
Content	<p>IRB: IRB Smart forms are completed in full; any necessary attachments are included (surveys, informed consent, etc.) All feedback from instructor and peer review incorporated when appropriate. IRB Submitted in myIRB</p> <p>AMA: Includes working title, thesis statement, literature review, aims/goals, and conclusion and/or any other major criteria as discussed with instructor All feedback from instructor and peer review incorporated when appropriate.</p>	25
Communication	Clear, cohesive, and effective written communication. Attention to spelling, grammar, APA formatting and writing mechanics.	20
Critical Analysis	Evidence of engagement of appropriate research, methodologies, and critical thinking	20
Follows Guidelines	Timely and complete submission	10

Class Participation/Demeanor Policy

All members of the class are expected to follow rules of common courtesy in all course correspondence such as email messages, threaded discussions, and chats. See the course website for “Netiquette” guidelines.

Discussions board and creative practice assignments are opportunities for each student to contribute their knowledge and insight to the class. We believe that your lived experience, unique viewpoints, and dialogue are critical components to the course. Students are expected not only to take their contributions seriously, but to take care in responding to fellow students’ posts as critical learning and engagement opportunities.

Evaluation of Grades

Assignments	Total Points	Grade Percentage
Discussion Board: 8 x 20 points	160	40%
Creative Practice: 2 x 25 points	40	10%

Zoom Check-in (Graded Complete/Incomplete)	5	50%
IRB Training (Graded Complete/Incomplete)	5	
Checklist (Graded Complete/Incomplete)	10	
Outline (Graded Complete Incomplete)	10	
IRB Draft / Major Assignment Draft	50	
Peer Review	30	
IRB Submission / Final Major Assignment	75	
IRB Revisions / Major Assignment Revisions (Graded Complete/Incomplete)	15	
Total	410	100%

Submitting Late Assignments and Making Up Work

Work missed due to illness, religious holidays, or other pre-approved circumstance(s) may be made up per agreement with the instructor. Work missed without adequate communication with the instructor may not be made up.

Assignments that are submitted via posts on the Discussion Board will not be accepted late. It is critical that others in the course be able to read/view and respond to your contributions in a timely manner as the course progresses.

Feedback

The instructor has designated grading time based on assignment deadlines. Assignments completed on-time should receive grades and feedback within 72 hours of submission. Feedback on late assignments may be subject to delay.

Grading Policies

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. 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>

Grading Scale

Letter Scale	% 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 – 69.9%	1.33
D	64 – 66.9%	1.00
D-	60 – 63.9%	0.67
E, I, NG, S-U, WF		0.00

*Please note that a C- is not an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major.

Students with disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

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 your instructor.

Course Evaluations

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.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.bluera.com/ufl/>.

Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Campus Resources for 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: <https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.

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

Campus Resources for Academic Support

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.

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. <https://lss.at.ufl.edu/help.shtml>

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling.
<https://career.ufl.edu/>

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources. <http://cms.uflib.ufl.edu/ask>.

Teaching Center, General study skills and tutoring. Broward Hall, 392-2010 or 392-6420.
<http://teachingcenter.ufl.edu/>

Writing Studio, Help brainstorming, formatting, and writing papers. 302 Tigert Hall, 846-1138.
<http://writing.ufl.edu/writing-studio/>

Student Complaints On-Campus, <https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/>

On-Line Students Complaints, <http://distance.ufl.edu/student-complaint-process/>

UF Computer Help Desk can be reached at helpdesk@ufl.edu and/or <https://helpdesk.ufl.edu>