PH8096/8097 Capstone

Course Instructions

Credits: 6 credit hours total

Course Objective: This course is designed for MPH students to complete their Culminating Experience for integrative learning. The goal of the Capstone is to demonstrate your ability to synthesize and integrate your knowledge of the MPH foundational core and concentration competencies. Students in consultation with faculty will select foundational core and concentration-specific competencies appropriate to your educational and professional goals. The Capstone integrative learning experience may take many forms, such as a practice-based or research-based project.

Final Product: Regardless of form, students are required to produce a high-quality written product that is appropriate for your educational and professional objectives. Written products may include the following: research paper/manuscript, program evaluation report, grant proposal, training manual, policy statement, legislative testimony with accompanying supporting research, etc. Ideally, the written product is developed and delivered in a manner that is useful to external stakeholders.

Course Registration: Students are eligible to register for the Capstone Culminating Experience course after completing the MPH core courses and meeting with the Culminating Experience Director.

Students completing a Capstone will demonstrate their ability to understand a problem, articulate solutions, think critically about public health issues, and demonstrate learning in both written form and oral presentation.

Key steps to complete your Capstone:

1. **Capstone Project** – Meet with MPH faculty or other researchers/practitioners to discuss your plans and identify a Capstone project;

2. **Capstone Committee** – Identify and contact faculty to serve on your Capstone Committee as a chair or a member(s);

3. **Capstone Course Meeting** – Meet with Dr. Murrison (or Dr. Ying) to discuss your Capstone plans, including your supervisor, committee and project details;

4. **Capstone Registration** – Email Dr. Murrison after your meeting to summarize your capstone plans and request access to register for the course;

5. **Capstone Outline** – Discuss your project plans, Capstone instructions, MPH concentration competencies, and future career objectives with your supervisor/committee to develop plans for your Capstone, and submit an outline to Blackboard;

6. **Capstone Presentation** – Present on your Capstone at the end of the semester and submit your PPT slides to Blackboard;

7. **Capstone Paper** – Submit your Capstone paper to Blackboard and a hard copy to the MPH director’s office library in end of the semester. If the course will be completed over 2 semesters, then students must submit an interim report.

8. **Capstone Committee Evaluation** – Submit your Capstone Committee’s Evaluation of your Capstone paper to Blackboard at the end of the semester.
**Capstone Committee:**
Students completing a Capstone for their Culminating experience will form a committee to guide the student through the conduct of their project/research, preparation and completion of the Capstone document. The committee should consist of:
- 1 chair, must be faculty from MPH Program
- At least one member, must be faculty from MPH Program or an affiliate

**Timeline:**
Key dates for the required documents and assignments will be posted on Blackboard. These include submission of:
- Capstone project outline
- Capstone interim report if project completed over 2 semesters
- Capstone paper
- Capstone PPT slides

**REQUIRED DOCUMENTS and ASSIGNMENTS**

**Capstone Outline:**
At the beginning of the semester, students should meet with their committee to discuss and create an outline and timeline for the Capstone project and final document. The approved outline will be submitted to Blackboard (committee signatures are not required).

**Capstone Interim Report:**
If the student plans to complete the Capstone over 2 semesters, an interim report needs to be submitted. This report should be reviewed and approved by the committee at the end of the first semester. Students will submit the report to Blackboard (committee signatures are not required).

**Capstone Paper:**
The final product of the Capstone is the final a high-quality written document that is appropriate for your educational and professional objectives. *The final product must contain a Conclusion that includes an assessment of how the student integrated at least 3 MPH core competencies and 5 concentration competencies through their Culminating Capstone Experience.*

*Written products may include the following:* research paper/manuscript, program evaluation report, grant proposal, training manual, policy statement, legislative testimony with accompanying supporting research, etc. Ideally, the written product should be developed and delivered in a manner that is useful to your Capstone Committee and external stakeholders.

A *Capstone Research Paper should contain the following:*  
(1) Title page including the project title, committee member names, student’s name, and paper submission date,  
(2) Acknowledgement section,  
(3) Table of contents,  
(4) Abstract,  
(5) Introduction with literature review and background,  
(6) Materials and methods including the analytical plan,  
(7) Results,  
(8) Discussion,  
(9) Conclusion including assessment of MPH competencies,  
(10) References.
A Capstone Non-Research Paper should contain the following:

1. Title page including the project title, committee member names, student's name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Abstract,
5. Introduction with literature review and background,
6. Other sections as determined by the Capstone Committee,
7. Discussion,
8. Conclusion including assessment of MPH competencies,
9. References.

A Capstone Grant Proposal Paper should contain the following:

The grant proposal is NOT required to be submitted to a funding agency. Students are advised to follow the PHS398 template for a grant proposal (see Blackboard). The instructions for the PHS398 template are available for students to read. In particular, students must follow Sections of 5.5.2 and 5.5.3 in preparing the grant proposal. The proposal must contain:

1. Title page including the project title, committee member names, student's name, and paper submission date,
2. Acknowledgement section,
3. Table of contents,
4. Grant application face page,
5. Abstract/project summary,
6. Key personnel page,
7. Budget page,
8. Resource page,
9. Specific aims,
10. Justification of the significance of the proposal (Introduction with literature review and background),
11. Justification of innovation of the proposal,
12. Detailed approach including plans for study design, methods and analysis,
13. References,
14. NIH biosketch of the PI (student),
15. Conclusion including assessment of MPH competencies.

The Capstone committee may suggest a modified format in order to fit the specific needs of the research project and presentation. Students are advised to review sample Capstone/Thesis papers that are available in the MPH director's office.

Submission:
The Capstone paper must be submitted after approval of the committee. Students must submit 2 copies: 1 copy as a PDF file to Blackboard and 1 copy as a bound hard copy for the MPH Library (in Dr. Ying's office suite). Traditionally, students may have multiple hard copies printed to give to the committee chair, members and family members.

Capstone Committee Evaluation:
Students are required have their Capstone Committee evaluate their final documents (Interim Report or Capstone Paper) using the Capstone Committee Evaluation Form during each semester that
they are registered for the Capstone course. Students are required to submit a PDF of their Committee's Evaluation of their final Capstone Paper or Interim Report on Blackboard.

***It is the responsibility of the student to ensure completion, return and submission of the Capstone Committee Evaluation Form. FAILURE TO SUBMIT THIS FORM WILL RESULT IN AN INCOMPLETE FINAL GRADE.

***Students are required to provide their Committee with a copy of the MPH Concentration Competencies for their selected MPH Concentration to complete the Capstone Committee Evaluation Form. A list of MPH Concentration Competencies for all concentrations can be found on Blackboard.

Powerpoint Presentation:
Students are required to summarize their Capstone experience in a powerpoint presentation at the end of the semester. If the student plans to complete the Capstone in two semesters, then they will have to present in each semester. The powerpoint slides must be submitted to Blackboard after the presentation.

Students should send their slides to their committee at least one week before the presentation to review and approve. Students should invite their committee members to attend the presentation seminar and inform them of the date, time, and location of the seminar. It is up to the committee chair and member(s) to decide if they will attend the presentation. The committee may make their own decision on a presentation from the student as a way to evaluate the student's performance. This will be determined between the student and the committee.

The presentation slides should contain the following key information:
- Title of the Capstone
- Projects/studies/activities that the student was involved in through the Capstone
- Student's role and contributions in Capstone projects/studies/activities
- Justification of how projects/studies/activities helped develop, integrate and synthesize at least 2 MPH core competencies and 3 concentration competencies
- 1 acknowledgement slide to thank the Capstone committee

Capstone Grade:
A letter grade (A-F) will be provided for the Capstone course. Your grade will be determined by:
(1) Recommendation of the Capstone Committee Chair.
(2) Submission of the Capstone Committee's Evaluation Form on Blackboard.
(3) Submission of all documents on Blackboard: Capstone Outline, final Capstone Paper or Interim Report.
(4) Submission of hard copy of Capstone Paper.
(5) Presentation and submission of presentation slides on Blackboard.

***It is the responsibility of the student to ensure return and submission of the Capstone Committee Evaluation via Blackboard. Students are held to the UC Code of Student Conduct in submitting the Capstone Committee Evaluation without alteration of the committee's final evaluation.