

PUBLIC HEALTH CAPSTONE PROJECT!

STEP#1 PROJECT PROPOSAL GUIDELINES

Note: Project Proposal must be in APA manuscript format.

1. Literature review (**Must include minimum of 21 peer-reviewed scientific sources**)
 - Written in past tense or present perfect tense
 - Demonstrates that project is based on a public health issue
 - Includes background/rationale for project through use of relevant literature
 - Identifies gaps in understanding in which project is situated
 - Goals/objectives of project are supported by literature (Your paper includes a point of investigation, problem statement or hypothesis- whichever is applicable)
 - Appropriate application of theoretical concepts are outlined-if relevant
 - Appropriate literature is reviewed that supports choice in methodology for particular project (making your proposed methodology evidence-based)
 - Connection is established between project objectives and methodology you will propose to accomplish them
2. Proposed Methods (Proposed methods should be supported by relevant published literature to demonstrate that methodology is informed by evidence/best practice.)
 - Each step proposed needs to be supported by relevant published literature with appropriate citations (i.e. if you propose to do an evaluation then you cite the literature that will guide you through each step; if you propose to conduct surveys then survey design literature is cited as well as literature guiding you in the appropriate analyses of open-ended and close-ended survey questions; if you propose to conduct interviews then you cite literature to guide the process from what constructs need be examined in the Interview Protocol to the literature that will guide you in conducting and analyzing interview data)
 - Did you provide enough details such that the reader could essentially replicate the project simply by reading the proposal?
 - Structured format: Participants, Procedures, Measures, Analytic Strategy/Plan, Materials/Resources are all required. Details matter!!
 - Follow APA manuscript style format.
 - If needed, make use of APA headings and subheadings to help the reader follow you.
 - Ask yourself:
 - Did I describe who needs to be involved in my project to be able to meet the objectives?
 - How I will recruit them?

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- How I will gather information from them (interviews, surveys, etc)?
What data do I need to obtain to be able to meet objectives?
 - What measures/tools will be used to help me gather information?
What constructs will be assessed with the tools? What questions about the constructs help meet project objectives? Do questions need to be structured as open-ended or can some be close-ended?
 - What literature will guide in analyzing the data? If both open-ended and close-ended questions etc. are utilized, did I describe the appropriate analyses of all types of data?
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3. How project will enhance your understanding of the MPH competencies (detailed on page 3).
Specifically, please describe which Capstone activities will address specific, relevant competencies. Note that not all projects will address all competencies, and that is OK.
4. Materials/resources
- What materials and resources will I need to complete the project? Will I need SPSS to analyze quantitative data? Will I need data from the preceptor agency? Will it be de-identified? Will I need IRB approval?
5. Outcomes / Deliverables (what is the end product that you will deliver to your host organization?)
- What is the end product/deliverable of the project?
 - There may be more than one end product, and if so, the methodology for producing each end product must be described.
6. Timeline for project progression and completion
7. Reference Section (used in this proposal)
- APA format used for Reference list and all in-text citations
 - When citing and/or referencing concepts from published literature an in-text citation is required. Note that if you are describing borrowed information from the same source within the same paragraph in your paper, you do not need to continually insert the same in-text citation. It is implied until a new source is used or a new paragraph is started.
 - Note- capitalization in titles of articles seems to be an area of concern

STEP#2 FINAL CAPSTONE REPORT GUIDELINES

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Note: Step #1 must be accepted by the capstone committee prior to moving fwd to Step #2 of the capstone.

Project Final Report. Students will develop a written APA manuscript-style paper that reflects the project undertaken from start to finish. This report will provide a review of the scientific literature, detailed methods section, results (an evaluation) of the project, and a discussion section including recommendations and limitations for the decision-makers about the project, and a references section. In addition, the report should include appendices where the student includes key artifacts related to the project, such as any IRB proposals and written approvals, emails and other written correspondence, brochures and other informative material, a personal reflection of the capstone process, including aspects of celebration and concern, and any plans for publishing an article.

It is expected that the student will conduct an extensive literature review to inform his or her efforts throughout this process, and that those references will be used throughout the document to support reasoning and decisions that the student made. The student's final grade will reflect how well the student accomplished the following:

- a. Demonstrates original thinking and the student's ability to assume a leadership role.
- b. References a variety and adequate number of credible scientific resources.
- c. Demonstrates graduate level work in regards to grammar; punctuation; use of APA style (including citation of references used); and use of tables and graphs to support data analyses (where appropriate).
- d. Professionally presented with appropriate sections outlined in the report – guidelines for this can be found in this syllabus and in the APA manual.

CAPSTONE FINAL REPORT GUIDELINES Note: Final Report must be in APA manuscript format

1. Cover page
2. Structured Table of Contents
3. Structured Abstract
 - a. Objective or Purpose
 - b. Methods
 - c. Results or outcomes
 - d. Conclusion
4. Literature review (this may overlap with proposal literature review, but will most likely be modified / expanded)
5. Methods of the project investigation and implementation
 - a. Participants
 - b. Procedures
 - c. Measures
 - d. Analysis Strategy
6. Results or Findings (with appropriate statistics/ graphs/ etc.)

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a. It is expected that if you have quantitative data, that you utilize appropriate statistical analyses. If your project includes qualitative data, then it is expected that you utilize appropriate thematic analytic procedures.

7. Discussion

- a. Summary of Findings, including how findings tie back to the literature reviewed.
- b. Evaluation of the project
- c. Limitations to the project
- d. Recommendations for future research / studies / projects / policies to improve the health of the community

8. Reference section (in proper APA format)

9. Appendices (key artifacts)

- a. IRB proposals and written approvals (if relevant)
- b. Emails and other written correspondence relevant documenting learning
- c. Brochures, websites, other health education materials created throughout experience.
- d. Personal reflection of the capstone process