MPH CULMINATING EXPERIENCE (CAPSTONE, PBHL 7800)

STUDENT MANUAL
2013-2014

Table of Contents

INTRODUCTION

All students must complete a capstone project. It must be completed in the **last semester of the MPH program**, as it is a culminating experience of their MPH program. The student should complete the capstone project in one semester (3 credit hours). Faculty and Graduate Coordinators must approve the Capstone Proposal by signing the *Capstone Project Proposal Form*. This form can be found on the CPH website by following the links, Current Student → Forms → Capstone Registration Form, or clicking HERE. See appendix 1 for example). The capstone project may take several forms, such as professional report, a publishable journal article, or other format specified by the department.

The student is responsible for completing the capstone via the instructions included in this document. The student will submit their preliminary version of their final paper no later than 3 weeks prior to the last day of class for that particular semester. Students should check the website for the Registrar's Office to determine what those dates are. From that point, the student is responsible for making any suggested changes to the document, based on their advisor's recommendations and submitting the FINAL document prior to the designated day of poster presentation to their advisor for approval. Students are then required to submit the final version of their capstone document to the MPH Program Coordinator (Mumbi Okundaye). Students cannot work in pairs in any of the options.

Students must submit copies of the final report and poster to the responsible faculty member. Also submit an electronic copy to the MPH Program Coordinator via your jump drive or email. Your jump drive will be returned to you when poster session ends. Save the files as a PDF as follows:

> LAST NAME-Year-CONCENTRATION AREA-TitleWords.pdf

> Example: SMITH-2000-HPB-SmokingCessation.pdf

PROJECT OPTIONS for Written Document

To complete the written document, students can choose one of two options: A) capstone paper or B) publishable article

Option A – Capstone Paper

Students can choose to write a professional report that integrates different aspects of the MPH core and area of specialization courses with the evaluation of a public health problem or issue. Students may also use a major project completed during

internship to serve as the basis for the capstone paper. In general, most capstone papers will follow the outline described below. **However, the final outline will be determined by the primary reader and the student, per departmental guidelines.**

Suggested outline (see appendix 2)
- Cover page
- Index
- Introduction and objectives (1 page)
- Site description and mission
- Analysis of the problem
  - ✓ Epidemiology
  - ✓ Objectives for the Nation
  - ✓ Risk and protective factors
  - ✓ Theories about the problem
  - ✓ Consequences
- Analysis of the solutions
  - ✓ Intervention strategies
  - ✓ Efficacy of intervention strategies
- Development of a public health agenda
  - ✓ Action priorities
  - ✓ Justification of actions
- Summary and conclusions
- References

General guidelines

Students who complete the capstone project as an independent study must comply with the following guidelines:

1. Proposal. The student, in collaboration with a primary faculty reader in his/her department, will write a proposal for the capstone project. The student must complete the *Capstone Project Proposal Form*. The faculty member and the MPH Graduate Coordinator must record their approval of the proposal in the *Capstone Project Proposal Form*. The primary reader must be from the students' department of concentration, and may or may not be a member of the graduate faculty.
2. Deadline for approval. The *Capstone Project Proposal Form* must be approved before the student can enroll in PBHL 7800. This will generally occur the semester BEFORE you are to enroll in PBHL 7800.
3. Deadline for submission of final report. The student will submit the final copy of the Capstone Project at least 3 weeks before the end of the last day of class to the readers. Readers will have 2 weeks to grade the proposal and provide feedback. The student should incorporate faculty members' feedback into the final poster session.
4. Rubric. A sample rubric is included in these documents. Student and faculty reader may edit the document to include specific areas pertinent to the project.

5. <u>Final document</u>. The student must submit a printed copy of the final document to the faculty reader with the grading form. Additionally, the student must provide one electronic copy of the document via jump drive or email submission to the MPH Program Coordinator. An original copy of the signature page must also be submitted. Faculty members may request additional copies.

6. <u>Grading</u>. To approve the final project, readers must grade all components on UGA's academic rubric of A-F. The student will attach a signature page to the front of the hardcopy document and solicit the signatures from the faculty reader and the Department Head/Department Graduate Coordinator (Check with your faculty reader to determine who that person is). The student will then submit the electronic report, with signature page, to the MPH Program Coordinator.

<u>Option B – Publishable Article</u>

Students can choose to write a journal article, which has been submitted or is ready to be submitted to a scholarly journal. The content of the article, whether it is research or practice, must be related to the work completed during and internship project or to their research with one of the faculty members.

General guidelines

1. The student, in collaboration with a primary faculty reader in their department, will write a proposal for the publishable journal article. The student must complete the *Capstone Project Proposal Form (appendix 1)*.

2. The faculty member and the MPH Graduate Coordinator must record their approval of the proposal in the *Capstone Project Proposal Form*.

3. The final document must comply with the following guidelines:
   - The manuscript must be prepared in the style of the scientific journal.
   - The student must be the first author of the article. The names of all authors, in the order submitted to the journal, and the name of the journal (with volume, page numbers, and date if known) must be given as a footnote to the title on the first page of the manuscript.
   - Evidence of permission to use articles (e.g., graphs, figures) that have been published or accepted for publication must be included. The student is responsible for securing copyright releases prior to submitting the article for publication.
   - The final report should be at least 15 pages long (excluding cover page, index page, graphs, figures, tables, and references). Very short journal articles (e.g., teaching techniques of the *Journal of School Health*) should be accompanied by an additional review of the literature.

4. The manuscript, whether submitted or not, must be approved as publishable quality manuscript by two faculty members (a primary and a secondary reviewer).

5. Final document. The student must submit a final manuscript to the faculty reader. Additionally, the student must provide at least one electronic copy of the document on a CD to the MPH Program Coordinator along with the grading sheet. Faculty members may request additional copies.
6. Grading. To approve the final project, readers must grade all content according to UGA's academic grading rubric of A-F. The student will attach a *Capstone Signature Page (see appendix 3 for sample form)* to the front of the hardcopy document and solicit the signatures from the faculty reader and the Department Head/Department Graduate Coordinator (Check with your faculty reader to determine who that person is). The student will then submit the electronic report, with signature page, to the MPH Program Coordinator, on the designated date of the Poster Session ONLY.

Note: Some faculty members recommend that students who write an article using data from a faculty member's research sign a contract form stating the length of time expected (generally 12 months after the manuscript is approved) for submission of the article for publication as first authors. After that time has expired, if the article as not been submitted or has been rejected, the faculty member can revise and submit that article as first author and the student will become the second author. Additionally, the faculty member who provided the data should be involved in the revision and approval of the final document.

CULMINATING EXPERIENCE POSTER REQUIREMENTS
During the semester in which the student is registered for PBHL7800, it is **mandatory** that the student present a poster of the capstone project during the designated poster presentation day towards the end of the semester. Generally, this presentation day occurs during the final week of the semester. The student is encouraged to invite his/her advisor and all readers to the presentation. It is up to the student to create, print, and present the poster on this day and any absences are considered an incomplete for the PBHL7800 course and the student will be required to fulfill the requirements in a subsequent semester. The College of Public Health is available to print posters by appointment, though the student is welcome to print in any external location. Read below for poster and printing instructions.

Poster Printing with the College of Public Health IT department
In order to print a poster with CPH IT you **MUST** have:
The Print Request Form
- The poster printing request form which can be found at *http://www.publichealth.uga.edu/student-resources/forms*.
- Please print, complete the necessary information, and bring it with you when you print.
An appointment to print with the CPH IT department
- By email at CPHOIT@UGA.EDU or

- By phone 706- 296-4576 (Ben Morrison)
- Please give notice of at least 48 hours prior to appointment.

Your poster in a digital format
- Printing takes ~20 minutes
- Microsoft PowerPoint preferred (.ppt, or .pptx)
- Adobe PDF is accepted, but original document should be available in the event of necessary changes. Also, make sure that your PDF page setup reflects the full final poster size.
- We can accept the poster on a thumb drive, a CD/DVD or emailed to us ahead of time at cphoit@uga.edu.
- Design Notes can be found on the second page of the print request form, available online.

A check or UGA account information for payment
- The request form and payment method will be given to CPHOIT at the appointment time for printing.
- The cost of each poster printed is $30.00.
- If we are given less than 48 hours notice, we may charge a rush fee of $10 in addition to the standard price of $30.00 per poster.
- We cannot accept credit/debit cards or cash.

College of Public Health
MPH Program
Capstone Proposal and Registration Form
(Fillable PDF is available on the CPH website. CLICK HERE
Please return to MPH Program Coordinator*)

Deadlines: Please follow the guidelines set forth by the Graduate School for thesis deadlines, www.uga.edu/gradschool/academics/deadlines.html.

Full Name of Student: _____

Email: _____   CAN (810): _____

Semester: _____   Number of Credits: _____   Date submitted: _____

Name of Faculty-Primary Reviewer: _____

Title of Proposal: _____

_____

Summary of proposed project (describe objectives and outline the main sections that the document will cover; approximately 250 words; may attach to form)

FACULTY APPROVAL

Primary Reviewer: _____   Date: _____

Graduate Coordinator: _____   Date: _____

*This form is to be submitted to the Graduate Program Coordinator, Mumbi Okundaye, for course clearance. Health Sciences Campus, Rhodes Hall Suite 105E, mumbi@uga.edu, 706-583-0059.

APPENDIX 2 – SAMPLE OF RUBRIC (final version determined by your primary reader)

PBHL7800

Capstone Project Rubric

Name of Student: _____

Semester: _____   Date submitted: _____

INSTRUCTIONS FOR STUDENTS:

<u>Format</u>: The capstone paper should be typed using double spacing (except references) and left margin justification. Page numbers must be added in bottom right. The final report should be approximately <mark>XX</mark> pages long (excluding cover page, index page, graphs, figures, tables, and references).

<u>References</u>. References should follow the APA style. Reference list should be typed using single spacing and in alphabetical order. Include only the references cited in your paper. Include at least <mark>XX</mark> references.

STANDARD	REVIEWER'S COMMENTS
Completeness (all components were included) ▪ Cover page ▪ Index ▪ Introduction: Described the problem and objectives of the paper (1-2 paragraphs) ▪ Site description and mission ▪ Analysis of the problem ▪ Analysis of the solutions ▪ Development of a public health agenda ▪ Summary and Conclusions ▪ References	
Correctness ▪ No errors in content	
Depth of response ▪ Presented clear, good analysis of the problem ▪ Demonstrated a good integration of learning ▪ Comprehended material ▪ Explained concepts in own words ▪ Conclusions were clearly based on the review of literature	
Writing and organization ▪ The writing is focused and well-organized, with effective use of leading sentences, transitions between sentences, and word choices. ▪ Errors in grammar, spelling, and punctuation are minimal, and they do not interfere with understanding. ▪ Paper is clearly organized using titles and subtitles that match the index.	
References ▪ Included at least <mark>XX</mark> references ▪ Included peer-reviewed, scientific references or referenced chapters from relevant books ▪ Used referencing style correctly	

Please submit the final grade by: <mark>XXX</mark>

Name of Reviewer: _____

Final Grade: _____   Date submitted: _____

Appendix 3 – SAMPLE OF SIGNATURE PAGE FOR FINAL GRADING (Type, DO NOT print)

Title of Project: _____

Name: _____

810 number: _____

Email Address: _____

Department: _____

Date (semester, year): _____

I hereby certify that student <mark>XXX</mark> has passed the capstone requirement.

_____   _____
Primary Reviewer Name   Primary Reviewer Signature

_____
Department Head or Department Graduate Coordinator (name and signature)

*This form is to be submitted, along with an electronic copy of the final document, to the Graduate Program Coordinator, Mumbi Okundaye. Health Sciences Campus, Rhodes Hall Suite 105E, mumbi@uga.edu, 706-583-0059.