

Capstone Kit

2024-2025



Capstone Project Overview

Objectives

The objectives of the *multi-semester* Capstone Project are to:

- Develop a broad understanding of content related to the chosen MPH concentration
- Develop the ability to communicate effectively with target groups and professionals
- Develop skills necessary for scholarship and scientific investigation
- Order priorities for major projects according to definable criteria
- Use information technology for applications relevant to public health
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Capstone Proposal Guidelines & Checklist

The capstone proposal is a narrative description of the proposed project the student intends to carry out. While

If your capstone also encompasses your practicum:

It is not uncommon for practicum and capstone projects to be integrated as one large project. However, the requirements for both - and their respective emphases -

Capstone Project Proposal Cover Sheet & Approval Form

Student Information:

Student Name: _____ Student Email Address: _____

Student Concentration(s):
 Population Health Research Health Policy & Management
 Global Health Health Promotion & Disease Prevention

Registration Plans:
 One Semester: 6 Capstone credits
 Two Semesters: 3 Capstone credits in first semester; 3 Capstone credits in second semester
 Other (specify): _____

Proposed Timeline: Starting Semester/Year: _____ Ending Semester/Year: _____

Capstone Information:

Capstone Title: _____

Does this practicum experience involve travel outside the United States? Yes No

If yes, please complete the following:

Destination: _____ Date of departure: _____ Date of return: _____

Has the student registered their travel with the Office of Education Abroad? Yes No
(See MPH travel abroad policy in the Culminating Experience Guide)

Capstone Site Information:

Institutional Review Board (IRB) Information

All research activities including those related to capstones, theses, dissertations, etc involving human subjects, even if involving only secondary data analysis, must have IRB approval or a documented IRB determination of exemption. Typically, the research advisor will be the PI of the IRB, but in any case the student must be involved in this process. If the work is part of a larger project that has already received clearance, the student should be added as key personnel to the IRB protocol and assurances should be made that any new research activities not previously approved are added to the IRB protocol (such as by IRB addendum) and receive IRB review and IRB approval. The IRB approval or exemption number must be provided to the MPH program before starting research activities and must be included in the Capstone document. The CWRU IRB Office can be contacted at <https://case.edu/research/faculty-staff/compliance/institutional-review-board-cwru-irb>.

All data must be securely maintained and privacy of participants protected. Students are required to adhere to the University's, School of Medicine's, and relevant IRB's data protection policies. Human subject data or study materials provided to, obtained from, or created by a student, may not be transmitted or shared with any other individuals (including another student) without explicit written permission from the study's principal investigator and/or the responsible investigator listed on the approved IRB protocol. The departmental Approval for all IRB proposals is through the Vice-Chair for Research.

Does this Capstone involve human subjects research? Yes No

If no, have you obtained IRB determination of exemption? Yes No

If yes, have you received CREC certification? Yes (Completion Date: _____)
 No

Have you submitted a protocol to IRB?

Will submit proposal before beginning research

Yes; IRB Protocol # _____

Not required (provide justification below)

If IRB submission is not required, please provide a justification below (e.g., this capstone is a policy analysis and is therefore not considered human subjects research).

I attest that I have attended a Community Health Research and Practice (CHRP) seminar session on IRB submission or have viewed the recorded presentation: Yes

Please include all IRB documentation with your Capstone Proposal document when submitting it to the MPH Director of Community Based Education.

To Be Completed by MPH Program:

Date approved: _____ Received by: _____

Capstone Foundational Competencies Form

Student Name: _____ Date: _____

Capstone Title: _____

I am completing this form as part of my:

Concentration-Specific Competencies Form:
GLOBAL HEALTH
To be completed by the student

Student

Concentration-Specific Competencies Form: HEALTH POLICY & MANAGEMENT

To be completed by the student

Student Name: _____ Date: _____

Please complete this form if you are enrolled in the Health Policy & Management. **Health Policy & Management Capstone Projects should integrate and synthesize at least some of these competencies.** Attach and submit with the Capstone Foundational Competency Form.

I am completing this form as part of my:

- Capstone Proposal
- Capstone Progress Report
- Final Capstone Requirements

My Capstone Project will address the following competencies:

- Apply the principles of program development, planning, budgeting, and resource management in organizational or community initiatives
- Describe how policy impacts healthcare delivery and outcomes
- Apply a continuous quality and performance improvement framework to address organizational coordination and performance
- Identify methods for decision making using evidence-based, systems thinking, and data-driven approaches to health policy and management
- Identify how access, quality, and cost are influenced by organizational and financial structures

(Optional) Use the space below (or attach a separate page) for any identified custom competencies.

To Be Completed by MPH Program:

Date approved: _____ Received by: _____

Concentration-

Concentration-Specific Competencies Form: POPULATION HEALTH RESEARCH

To be completed by the student

Student Name: _____ Date: _____

Please complete this form if you are enrolled in the Population Health Research concentration.

Population Health Research Capstone Projects should integrate and synthesize at least some of these competencies. Attach and submit with the Capstone Foundational Competency Form.

I am completing this form as part of my:

- Capstone Proposal
- Capstone Progress Report
- Final Capstone Requirements

My Capstone Project will address the following competencies:

- Construct a conceptual model and choose an appropriate existing data set, such as electronic health records, Medicare/Medicaid, Medical Expenditure Panel Survey, Health Care Utilization Project, and Health and Retirement Study, to address a population health research question
- Design and perform a study consisting of a retrospective analysis of an existing data set to address a population health research question of interest
- Design efficient computer programs for data management and manipulation, statistical

Foundational Competency Assessment Form

To be completed by

Communication	Approaching Sufficiency	Sufficient	Advanced	Not Applicable to this Capstone
Select communication strategies for different audiences and sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate audience-appropriate public health content, both in writing and through oral presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe the importance of cultural
h.88 11. B48 48

Concentration-Specific Competency Assessment Form: GLOBAL HEALTH

To be completed by **Capstone Advisory Committee Members** with Final Capstone Essay

Student Name: _____ Date: _____

Evaluator's Name: _____

Evaluator's Role: Capstone Committee Chair Capstone Committee Member Other

DIRECTIONS: Using your best professional judgement, please evaluate the extent to which the student's project integrates and synthesizes the following competencies. (Note: *not all competencies will necessarily be applicable to this project*)

**Concentration-Specific Competency Assessment Form:
HEALTH POLICY & MANAGEMENT**

To be completed by

Concentration-Specific Competency Assessment Form: HEALTH PROMOTION & DISEASE PREVENTION

To be completed by **Capstone Advisory Committee Members** with Final Capstone Essay

Student Name: _____ Date: _____

Evaluator's Name: _____

Evaluator's Role: Capstone Committee Chair Capstone Committee Member Other

DIRECTIONS: Using your best professional judgement, please evaluate the extent to which the student's project integrates and synthesizes the following competencies. (*Note: not all competencies will necessarily be applicable to the Capstone, and there is no prescribed list or minimum. We do expect all Capstone Projects to be substantial enough to integrate and synthesize multiple competencies, both foundational and concentration-specific.*) This form must be received before any grade can be issued. Feel free to contact the MPH Office if you need additional guidance. **Please be sure to also complete the Foundational Competency Assessment Form, provided to you by the student.**

Concentration-

Culminating Experience Funding Request Form

Student name: _____ 7-Digit ID: _____

Project title: _____

Amount requested: _____

Please briefly describe the expenses you plan to incur and attach a detailed budget:

Please note: expenses are paid on a reimbursement basis. (Exception: CWRU will not reimburse you for gift card purchases. Please see the Research Incentives Policy below for details on procurement of gift cards for research purposes.) You must save itemized receipts for all expenses and submit them to the MPH office for reimbursement-2.7 (nr (ea)13.3333