

CAPSTONE GUIDE

BACHELOR OF SCIENCE IN
PUBLIC HEALTH



UNIVERSITY OF MISSOURI - KANSAS CITY

2464 Charlotte St. Kansas City, Missouri 64108

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NOTE FROM THE DIRECTOR

To the next generation of Public Health Practitioners:

Congratulations! You have accomplished so much over the last few years and you are ready to begin moving on to the next thing after your undergraduate career. In your time at UMKC, you have gained knowledge about public health, research, working with communities, and changing health behaviors. Your prior coursework has prepared you well for the challenges of the real world. The next major hurdle that you will need to overcome is completing your capstone project.

Before we move forward and think about the next steps, it is important to remember the overarching structure of the Bachelor of Science in Public Health. The mission of the BSPH program is as follows:

The Bachelor of Science in Public Health (BSPH) program aims to support the SoNHS mission in preparing the health professional workforce in improving health outcomes. The mission is to develop public health leaders in practice and research for diverse careers and post-graduate education. Through an innovative combination of coursework, service learning, volunteerism, and a senior year evidence-based public health capstone, students will apply theoretical concepts in evidence-based programming and health policy development to attain the highest standards of health and well-being of diverse populations.

The student learning outcomes (SLO) guide the BSPH degree requirements. The capstone is an integral portion of each SLO.

1. Apply foundational knowledge of the science of public health to analyze and address public health issues in the community.
2. Transmit foundational knowledge of public health in both interpersonal and formal communication.
3. Integrate, synthesize, and apply knowledge through cumulative and experiential activities.
4. Create evidence-based public health programs relevant to the needs of the community.

FOR INQUIRIES

CONTACT 816.235.1703
EMAIL ME @ LIGHTNERJ@UMCK.EDU

NOTE FROM THE DIRECTOR

The purpose of your capstone is to:

1. Use all the information that you have gained in the past few years of coursework, and
2. Develop, manage, analyze, and present evidence-based practice by conducting a real-world project in the community.

This packet will outline the steps to completing the capstone. Please refer to it often. During your capstone you should expect to work much harder than you have before. You will be pushed by faculty members and your capstone supervisor. Make this experience meaningful for you and for the people that you are working with. Your work should be instrumental to your host site. This is an opportunity to do something meaningful for your community; develop research, practice, and communication skills; create your future working relationships; all while having fun! Enjoy your time doing your capstone! This is one of the few experiences in life that will push you but it will be fun and memorable.

I look forward to helping you throughout your capstone experience. It will be exciting to see the creativity, innovation, ingenuity, and hard work in your projects. You are the next generation of public health practitioners. The world is relying on you to make a difference and improve health outcomes for all populations. I am excited for you all to use your experience and expertise to make this world a better place.

Sincerely,

Joseph Lightner, PhD, MPH

Program Director

Bachelor of Science in Public Health

FOR INQUIRIES

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ELIGIBILITY TO BEGIN CAPSTONE PROJECT

In order to enroll in PBHL 496 you must meet the following criteria.

- Be a Bachelor of Science in Public Health student
- Have completed all required BSPH core courses
- Must be in good academic standing with the BSPH program
- Completed required capstone documents
- For international students: contact your International Student Affairs Office (IASO) advisor after submitting your CRF (Contract Request Form), and submit the Curricular Practical Training (CPT) application. This is your responsibility to complete before you start your capstone project.

**A typical Capstone is six (6) credit hours, with 150 hours of research and 150 hours at the host site (which will need to be completed by the end of week 14).

**Credit will not be awarded for previous work done in an unregistered service learning site or part-time job.

International Students:

If you are an international student, you must meet with your ISAO advisor to determine if you will need to fill out a CPT application before starting your capstone project. If it is determined that you need to fill out the CPT application, you will be responsible for making sure that all requirements are met before starting your capstone project. Meet with your ISAO advisor immediately to find out what is required before you start.

International Student Affairs Office Atterbury Student Success Center, G-04 5000 Holmes St.,
Kansas City, MO 64110 Email: isao@umkc.edu
Phone: 816-235-1113

Additional Requirements - Verified Credentials:

Some host sites (mostly hospitals and medical offices) require students to do background checks, drug screens, provide immunization records, pass orientation exams, and show proof of insurance, among other things. If your site has these requirements in the affiliation agreement with UMKC, you will be required to complete all requirements before starting your Capstone Project. Professor Danna Calvin is the Clinical Coordinator, and she is the one that will notify the BSPH program when all requirements are completed. Verified Credentials will cost the student about \$115, and this does not include other charges that could be required in order to submit everything to Verified Credentials, such as additional background check, doctors' visits, etc., all of which will also be the responsibility of the student to pay for.

Capstone Project Timeline

One Year Before Final Semester

- **Plan to keep your course load to no more than 12 hours during your final semester**
 - Six hours for PBHL 496 – Evidence Based Capstone Project
 - 2 Three-hour general electives
- **Start thinking about potential host sites**
 - Successful students start looking for sites early. Inform friends, families, colleagues, workmates, etc. that you are looking for a site to complete your Capstone Project, and welcome any input, ideas, or suggestions they may have.
 - Use UMKC Career Center Resources: <https://career.umkc.edu/students/>
- **Attend Capstone Project Meeting**
 - One year before your Capstone Project, a meeting will be scheduled on campus to go over the project, map out deadlines, and requirements. **IT IS IMPORTANT TO ATTEND THIS MEETING.** It is the students' responsibility to understand requirements and expectations of the Capstone Project and their responsibility to find their own host site.

One Semester Before Capstone Begins

- **Revise Resume**
 - Include information on education, previous work experience, and career goals. Keep length to no more than one page. Contact the UMKC Career Center for assistance: <https://career.umkc.edu/students/>
- **Consider completing an online Self-Assessment**
 - This will help you to identify competency areas you want to emphasize during your capstone. See Appendix A for a list of sample assessments.
- **Consider Potential Host Sites**
 - Develop a list of potential host sites. Considerations include geographic location, interest areas, career goals, research topics, and learning objectives.
- **Meet with the Capstone Coordinator**
 - Review potential host site opportunities, self-assessments, and interest areas as needed. Joseph Lightner / lightnerj@umkc.edu / 816-235-1703
- **Contact Sites/Supervisors**
 - Make contact with potential host sites to explore capstone duties. Set up interviews and review information about the agency/organization. Treat contacts like job interview; follow up with thank you notes and inform the site promptly if you will be accepting the internship.
- **For any site, determine HIPAA forms, immunizations, CPR documentation, etc. that you will need to complete**
 - Complete Verified Credentials if required by your site.
 - Keep track of these on your own. You are responsible for all required documentation.
- **Finalize Host Site and Supervisor**
 - Contact the Capstone Coordinator to finalize capstone plans and complete the Contract Request Form. Complete by the following dates:
Spring Capstone - November 1st **Fall Capstone - May 1st**

You may not report to your host site, and you will not be able to enroll in PBHL 496, until UMKC has a fully executed BSPH affiliation agreement in place with the site.

Two Weeks Before Capstone

- **Complete and submit Capstone Agreement**
 - Ask your Site Supervisor to sign the Capstone Agreement. This document must be signed by the student and the Site Supervisor and returned to the Capstone Coordinator BEFORE starting the capstone project.
*Preferred start date is the first day of classes. Please discuss with Dr. Lightner if an earlier start date is needed.
**Once you have a Contract Request Form, you may not change host sites without Dr. Lightner's approval. If approved, you still may not report to the new site until UMKC has a fully executed affiliation agreement in place with the new site.

One Week Before Capstone

- **Review schedule**
 - Make sure you have completed all schedule adjustments, reorganizing of appointments, and reviewed your personal obligations before starting at your site. This includes immunizations needed, CPR documentation and any other training you were required to complete before beginning your internship.
- **Review directions, contact information, parking instructions, etc. for your site**
 - Ensure that you allow enough time to arrive on time and are ready to get to work on your first day.
- **Prepare your necessary clothing ahead of time, pack a lunch, etc.**
 - Do what is necessary to appear confident, professional, and ready to start.

Day one to Final Report

- **Arrive early, prepared (all required forms), and ready to begin**
 - Wear your UMKC Name Badge to help with introductions and identification.
- **Set up regular meetings with your site supervisor to ensure you are on track and on task.**
 - Attend each meeting prepared to provide a thorough update of activities in progress, those completed and a list of questions where you need assistance.
- **Within the first two weeks, complete the Capstone Objectives.**
 - This chart is designed to map a clear path toward starting and completing specific tasks and projects. As the semester progresses, content can be modified as needed. Continue to update this document throughout your project to ensure you are on track.
- **Stay Connected to the Canvas Course Site**
 - Your Capstone Coordinator will provide regular updates, deadlines, and reminders through the course site. Follow all required deadlines and submissions, regularly review the grading rubric to be sure you are meeting the criteria.
- **Progressive Capstone Project Report – Due Week 13**
 - You will draft a report that details your capstone project. The basic structure will have background on the topic, the methods that you used to do your project, the results, and the public health implications. Each report will be slightly different.
- **Complete Evidence-Based Public Health Paper Assignments**
 - While at your capstone, we will reinforce concepts that you have had throughout your curriculum in the BSPH program. You will be required to draft small papers based on case studies that we provide you.

Final Report

- **Final Review by Site Supervisor**
 - Students will be evaluated by their Site Supervisor. The student is responsible for giving the Final Review Form to their site supervisor by week 12.
 - The Final Review by Site Supervisor is due by week 14.
- **Host Site Hour Log**
 - Students will track their hours. Site Supervisors will be required to sign off on this document.
- **Capstone Project Presentation**
 - Students will present the results of their capstone experience in a ten (10) minute presentation at the end of the course. The presentation should summarize the results shared in the Capstone Project Report, as well as share lessons learned, and next steps for you in your career/studies.
- **Presentations occur during week 15 and 16 of course.**

Complete the **Contract Request Form to determine if an existing contract is already in place for your capstone site.**

Capstone Project Report and Presentation

Students will complete an evidence-based service learning, research, or problem-based project under the guidance of a site supervisor within the agency or organization, and/or a BSPH faculty member.

Students are required to dedicate at least 300 hours total toward the Capstone, with a minimum of 150 of those hours at the host site under the guidance of their site supervisor. Given that the Capstone project host site hours should be completed by Week 14, this averages to ~11 hours per week of direct contact hours at the host site with their site supervisor.

The Capstone Project Report will document the work of the service learning/research/project and incorporate course materials and discussions. The Capstone Project Report will be completed progressively, with a total of 6 assignments due periodically throughout the course, and will build upon one another (progressive report). These should be in academic, professional writing using APA format. A minimum of 15 sources, with at least 10 being from recent (2013 or more recent) peer-reviewed journals. The Capstone Project Report should be a minimum of 17 full pages. Title page, references, and any appendices do NOT count toward the page limit.

Use the guidelines below for your paper with the seven categories serving as your paper's subheadings:

1. Abstract (~1 page)
2. Executive Summary (~1 page)
3. Introduction (~5 page)
 - a. Community assessment
 - i. How are you defining "community" (e.g. zip code, county, state, nation)?
 - ii. What are the needs of the community for your project?
 - iii. What policies and programs currently exist in that community?
 - iv. What are potential community partners in your project?
 - v. Which stakeholders are potentially impacted by your project?
 - vi. What is the P.I.C.O. (patient/population/problem, intervention/exposure/test, comparison of intervention/exposure/test, and outcome of importance, including time) for this issue?
 - b. Peer-review literature review
 - c. Statement of purpose and hypothesis
4. Methods (~3 pages)
 - a. Intervention details
 - b. Data collection
 - c. Measures
 - d. Analysis
5. Results (~3 pages)
 - a. Demographic characteristics of the sample
 - b. Univariate measures
 - c. Outcomes of your intervention
 - d. Multivariate measures

6. Discussion (~5 pages)
 - a. Restate purpose and hypothesis
 - b. Relate back to previous literature or other interventions
 - c. State strengths and limitations
 - d. Provide recommendations to your host site
7. Conclusion (~1 page)
 - a. State the implications of your work
 - b. Provide future direction

The Capstone Project Report is worth 120 points. Due in week 13.

The Capstone Project Presentation will assess your ability to communicate your findings to a larger audience. You will present your report in a 10-minute oral presentation and answer questions from faculty, public health practitioners, and other students. Your host supervisors will be invited. You will be graded on your ability to effectively communicate the state of the field, the purpose of your project, the outcomes of your project, and the public health implications of your work.

The Capstone Project Presentation is worth 100 points. You will present in week 15.

Evidence-Based Public Health Paper Assignment

Eight (8) times in this course, which is roughly every other week, students will write an evidence-based public health (EBPH) reaction paper to the questions/topics, as outlined in the course syllabus, and posted on Canvas. Your reaction papers should be written in academic, professional writing using APA format for any citations. Title pages, references, and any appendices pages do NOT count toward your three-pages. They are due periodically throughout the course and are to be submitted on the Canvas course site.

EXPECTATIONS OF BSPH STUDENT

During this course, you will be gaining experience working with an organization on a specific project. The agency and the Site Supervisor are volunteering to assist you in meeting your educational goals.

General student expectations for this experience are listed below:

- Think critically about a topic, conduct research to answer an original question, and present that information in a meaningful way.
- Attend class and turn in quality assignments according to the syllabus.
- Update your Site Supervisor regularly to discuss progress on your project.
- Participate in activities offered by the Site Supervisor in addition to the work on your projects.
- Inform the Site Supervisor and Capstone Coordinator about problems/issues related to projects, assignments, or tasks. Any unresolved issues may be brought to the Capstone Coordinator.
- Be responsive to Site Supervisor and colleagues about specific requests.
- Demonstrate professional behaviors, including appropriate dress, language, punctuality, call- in procedure, and discussion with clients and health professionals. Follow all agency computer usage policies/protocols.

Your Site Supervisor and Course Coordinator will evaluate your performance based on these expectations. The capstone is a graded course. Please review the grading rubric to understand how you will be evaluated.

Appendix A

STUDENT SELF-ASSESSMENT TOOLS

Self-assessment tools for career planning are designed to link your natural talents and abilities to possible career paths. By completing available on-line forms and tools, students can receive an inventory of skills and strengths, match internship sites with interests and passions, and highlight these findings on resumes and in interview situations. There are many tools available through the UMKC Career Center, and free on various web-based resources. The following list provides a few examples to consider completing before starting the placement process.

Journey – Free tool available through the UMKC Career Center. This is a self-guided career assessment with follow-up from a career counselor.

<http://www.career.umkc.edu/>

Skills Profiler – Free tool available from Career One Stop. Skills Profiler creates a list of your skills and matches them to job types that use those skills. When your skills profile is complete, you can print it or save it. Plan to spend about 20 minutes completing your skills profile.

<https://www.careeronestop.org/ExploreCareers/Assessments/skills.aspx>

MAPP Assessment - MAPP is a motivation-based assessment that helps you identify your strengths. There is a free online 70-question assessment that will give you basic information. There is an option of paying additional fees to receive a more detailed report. This is completely optional.

<http://www.assessment.com/>

These are not required. They are available to help better prepare you for a positive Capstone experience. Consider searching for additional tools that might be more applicable to your individual needs.

Appendix B

List of Possible Capstone Projects:

- The role of social networks in the building of physical activity trails in the state of Kansas
- Active Transportation at Fort Riley Army Installation
- Evaluation of UMKC Women's Center
- Redesigning and updating the KCMO Health Department website
- Condom distribution study: Jackson County Health Department
- Adolescent substance use prevention in Kansas City, Kansas
- LGBT HIV prevention and treatment for youth in rural Missouri
- Eating disorders prevention among people of color in Kansas City, Missouri
- Social integration and suicide risk in older adults who age in place

Appendix C

10 Essential Services of Public Health

All projects must fulfill each 10 essential service of public health.

1. MONITOR HEALTH STATUS TO IDENTIFY COMMUNITY HEALTH PROBLEMS
 - a. Data Collection and Analysis
 - b. Health status data
 - c. Disease surveillance
 - d. Analyze trends, patterns, and cycles of disease
2. DIAGNOSE AND INVESTIGATE HEALTH PROBLEMS AND HEALTH HAZARDS IN THE COMMUNITY
 - a. Investigate and control diseases and injury
 - b. Communicable disease
 - c. Immunizations
 - d. Sexually transmitted diseases
 - e. Foodborne disease outbreaks
 - f. Environmental problems
 - g. Disease detection and monitoring
3. INFORM, EDUCATE, AND EMPOWER PEOPLE ABOUT HEALTH ISSUES
 - a. Public information and education
 - b. Health education
 - c. Culturally-sensitive health materials
 - d. Community development
 - e. Technical assistance
4. MOBILIZE COMMUNITY PARTNERSHIPS TO IDENTIFY AND SOLVE HEALTH PROBLEMS
 - a. Leader in coordinating partnerships
 - b. Coalition building
 - c. Volunteerism
5. DEVELOP POLICIES AND RULES THAT SUPPORT INDIVIDUAL AND COMMUNITY HEALTH EFFORTS
 - a. Leadership, Policy Development, and Administration
 - b. Advocacy
 - c. Political action
 - d. Setting health priorities
6. ENFORCE LAWS AND REGULATIONS THAT PROTECT HEALTH AND THE ENVIRONMENT, AND ENSURE SAFETY
 - a. Inspections
 - b. Restaurants and food operations
 - c. Solid waste and sanitary facilities
 - d. Clean air, land, and water
7. LINK PEOPLE TO NEEDED MEDICAL AND MENTAL HEALTH SERVICES AND ASSURE THE PROVISION OF HEALTH CARE WHEN OTHERWISE UNAVAILABLE

- a. Targeted Outreach and Linkages
 - b. Elimination of cultural barriers
 - c. Language-specific services
 - d. Case management
 - e. Elimination of missed opportunities
8. ASSURE A COMPETENT PUBLIC HEALTH AND PERSONAL HEALTH CARE WORKFORCE
- a. Licensure and standards
 - b. Quality assurance
 - c. Training
 - d. Certifications
9. EVALUATE EFFECTIVENESS, ACCESSIBILITY, AND QUALITY OF PERSONAL AND POPULATION-BASED HEALTH SERVICES
- a. Assessment
 - b. Surveys
 - c. Statistical information
10. RESEARCH FOR NEW INSIGHTS AND INNOVATIVE SOLUTIONS TO HEALTH PROBLEMS
- a. Research and innovation for the future
 - b. Outcome-oriented research
 - c. “Forward-thinking” initiatives
 - d. Opportunities for project duplication

Appendix D

CONTRACT REQUEST FORM

Course Name/Number: _____ Date: _____

Semester: _____

Student's Name:

E-mail Address:

Phone #:

Are you an International Student? Yes _____ No _____

Name of Site: Site Address:

Site City, State, Zip:

Site Contact Name (office manager, contract administrator, etc.):

Site Contact Title:

Site Contact Phone:

Site Contact E-Mail:

Site Contact Fax:

Appendix E

Submit 2 week prior to starting your Capstone Project

Preferred start date is the first day of class. Please discuss with Dr. Lightner if an earlier start date is needed.

CAPSTONE AGREEMENT
UNIVERSITY OF MISSOURI – KANSAS CITY
BACHELOR OF SCIENCE IN PUBLIC HEALTH PROGRAM

STUDENT STATEMENT: I, _____ agree to perform my capstone project at the agency and with the Site Supervisor named below. I agree to complete all pre-internship requirements (readings, physical exams, background checks, etc.) as requested by the sponsoring agency.

I understand that I must complete approximately 11 hours per week during the semester (fall or spring). I understand I will not receive compensation, unless otherwise indicated from the internship site.

I understand that the Site Supervisor and Capstone Coordinator will evaluate my progress jointly. I will present all report materials in the format requested by the Site Supervisor and Capstone Coordinator. I understand that if my performance is not satisfactory, I may be re-assigned by Capstone Coordinator / BSPH Program Director. I will complete all required evaluations and documentation as specified in the BSPH Capstone Project Packet and as required. I understand that final grade will not be issued until all paperwork is received in Canvas.

With respect to the agency, I agree to maintain privacy regarding any information with special confidentiality requirements (patient information, financial information, etc.)

SITE SUPERVISOR FERPA POLICY: For those not employed by UMKC but serving in a school official role with a legitimate educational interest are still bound by FERPA and expected to operate within those parameters. Information on FERPA for faculty and staff can be found at <https://www.umkc.edu/registrar/student-records/ferpa/faculty-staff.html>

START DATE: _____

Student Signature: _____ Date: _____

Student Name (please print): _____

Site Supervisor Signature: _____

Site Supervisor Name (please print): _____

Agency/Organization: _____ Date: _____

Phone Number: _____

Email Address _____

Appendix G
CAPSTONE DAILY ACTIVITIES LOG

Student: _____ Semester: _____

Site Supervisor: _____ Log sheet #: _____

Organization: _____

Please make sufficient copies before completing. This is meant to be a BRIEF list of tasks/activities completed during each day spent at internship site. Compile sheets throughout and submit at the end of the semester.

DATE	ACTIVITIES	TOTAL DURATION	COMMENT

Total Hours: _____

 (Signature of student)

 (Date)

 (Signature of Site Supervisor)

 (Date)

Appendix H

Bachelor of Science in Public Health Program Capstone Student Objectives

Student Name: _____ Student Email: _____

Agency/Organization: _____

Agency/Organization Address: _____

Site Supervisor: _____ Site Supervisor Email: _____

Briefly describe your Capstone project below, and what you anticipate doing/experiencing during the project. Include details about the project(s) you expect to complete during your Capstone.

Scope of Work or Primary Focus:

Sample

Along with your Site Supervisor, determine the **learning objectives** for your Capstone, the **activities to be performed** to accomplish these objectives, and the **anticipated products** (surveys, reports, training modules, brochures, etc.) that will be reported to the agency/organization and included in the final Capstone Project Report.

Learning Objectives: (Knowledge and skills you want to acquire by the end of the Capstone Project)



Activities to be Performed:



Anticipated Products: (i.e. brochures, flyers, training modules, surveys, oral presentation with PowerPoint or other media, posters, websites, spreadsheets, etc.)

Site Supervisor: _____ Date: _____
(Signature)

Student: _____ Date: _____
(Signature)

Capstone Coordinator: _____ Date: _____
(Signature)

Appendix I

Grading Considerations for BSPH Internship PBHL 496

Grading Summary & Scale:

Capstone Project Report	120 points
Capstone Project Presentation	100 points
Evidence-Based Public Health (EBPH) Papers	40 points
Final Review by Site Supervisor	40 points
Total points	300 points

Grade assignment is based on the following scale:

94-100%	A	(278-300)	77-79%	C+	(230-238)	60-62%	D-	(179-187)
90- 93%	A-	(269-277)	73-76%	C	(218-229)	</= 59%	F	(178 or less)
87- 89%	B+	(260-268)	70-72%	C-	(209-217)			
83- 86%	B	(248-259)	67-69%	D+	(200-208)			