Wright State University
Master of Public Health

Capstone Guidelines

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Capstone Guidelines

The Capstone is an integrative learning experience (ILE) required to complete a master of public health (MPH) degree at Wright State University. The Capstone requires the student to integrate knowledge gained and demonstrate the skills acquired through their course work and applied practice experience into a project related to the student’s academic goals and professional/career interests. Ideally the Capstone will benefit the community or a particular target population.

Capstone Options

I. Research Capstone (see Page 4)
   1. For students who would like to publish their project, attend a PhD program, or have a more in-depth research experience.
   2. Complete in two semesters by registering for PPH 8210 (ILE I) and PPH 8220 (ILE II), 3 credit hours each in consecutive semesters.

II. Course Capstone (see Page 9)
   1. For students who would like more electives/certificates.
   2. Complete in one semester by registering for an approved Capstone course.
   3. Capstone courses include: PPH 7710 Global Health (Fall), PPH 7150 Applied Epidemiology (Chronic Diseases) (Spring), and Health Promotion (TBD).

III. Independent Project Capstone (See Page 9)
   1. For students who would like to complete an advanced public health project in a topic area not included in an approved Capstone course, or for students who would like to enhance a project from a previous course or the applied practice experience.
   2. Complete in one semester by registering for PPH 8210 (ILE I).

Comparison of WSU MPH Capstones (ILE)

<table>
<thead>
<tr>
<th>Courses needed</th>
<th>Research</th>
<th>Course</th>
<th>Independent Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPH 8210 ILE I and PPH 8220 ILE II</td>
<td></td>
<td>PPH 7150, HPE course or PPH 7710</td>
<td>PPH 8210 ILE I</td>
</tr>
<tr>
<td>Credit hours</td>
<td>6</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Why choose this?</td>
<td>Increased research experience/publications; plan to get a PhD</td>
<td>Opportunity to take more electives and/or earn certificates</td>
<td>Advanced knowledge in a specific area</td>
</tr>
<tr>
<td>Committee</td>
<td>Chair and reader(s)</td>
<td>Faculty Instructor</td>
<td>Chair</td>
</tr>
<tr>
<td>Minimum # of competencies attained</td>
<td>At least 3 foundational and 2 concentration</td>
<td>At least 3 foundational and 2 concentration</td>
<td>At least 3 foundational and 2 concentration</td>
</tr>
<tr>
<td>End Project</td>
<td>Research paper</td>
<td>Course project</td>
<td>Applied project</td>
</tr>
<tr>
<td>Poster</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>When do you register</td>
<td>ILE I in fall of Year 2 &amp; ILE II in spring of Year 2</td>
<td>Fall or spring depending on course selected</td>
<td>Fall or spring of Year 2</td>
</tr>
</tbody>
</table>
Objectives
At the conclusion of the Capstone, the student should be able to:

1. Demonstrate a synthesis of public health foundational (at least 3) and concentration (at least 2) competencies (see Appendix A). Students, in consultation with faculty, will select foundational and concentration competencies appropriate to his/her educational and professional/career goals.

2. Produce a high-quality written product that is appropriate for the student’s educational and professional/career goals.

3. Communicate the findings of the Capstone through a poster presentation.

Requirements before Capstone Registration

1. Students must complete the six (6) foundational MPH courses and the applied practice experience should be started prior to registering for their Capstone project. Exceptions can be made for students completing the MPH in < 2 years with approval from a Capstone faculty director.

2. Prior to registration, students must meet with a Capstone faculty director to discuss Capstone options and how those can meet professional/career goals. The Capstone faculty director will help the student identify a Capstone faculty Chair, if applicable.

3. CITI Training. All students are required to have successfully completed CITI Training before registering for Capstone. Register at: https://about.citiprogram.org/en/homepage/, enter Wright State as organization and complete registration (select Student Researcher option). Take the Basic Human Subjects Social/Behavioral Focus module (listed in Step 6) and also the optional Conflicts of Interest plus Responsible Conduct of Research for Social & Behavioral Investigators modules (listed in Step 7). On completion of CITI Training a certificate is provided as proof of completion. Upload the certificate to Dropbox in Pilot for the MPH Program.

4. A concept paper/proposal (Appendix B) must be submitted to and approved by a Capstone faculty director prior to registration of PPH 8210 (ILE I) or a Capstone course. If applicable, students will be added to Pilot for PPH 8210 once they have met with Capstone faculty; this does not indicate that the student is registered for the credit hours.

Deliverables

1. Synthesis of Competencies. Capstone projects require a synthesis of Competencies Grid to be completed. This grid will vary depending on the type of Capstone. See Appendix C.

2. IRB Decision Chart. All students will use IRB decision charts to determine if the project requires an IRB: https://www.hhs.gov/ohrp/sites/default/files/full-2016-decision-charts.pdf

3. High Quality Written Product. Capstone projects require a high-quality written product that is appropriate for the student’s educational and professional/career objectives. This product must be assessed by a MPH program faculty. American Psychological Association (APA) formatting should be the default formatting method used (see Appendix G). See Capstone Options section for details.

4. Poster. Completed Capstone projects will be presented at a poster session during the semester that the student completes the Capstone. Alternatives to the poster presentation may be made with approval from a Capstone faculty director.
Student Obligations

1. Complete the requirements to register for Capstone. Registration will not be available until the requirements have been completed and documentation submitted to Capstone faculty.

2. Maintain appropriate contact with the project chair (if applicable) and factor in reasonable timeframes for review of submitted drafts. “Appropriate contact” is to be defined by mutual agreement between the student and his/her faculty chair. Students should factor approximately 7 to 10 calendar days turn around for review.

3. Submit all deliverables of the Capstone in a timely fashion. Deadlines for deliverables will be communicated to students enrolled in appropriate ILE section or Capstone course. Work submitted late can result in a delay of graduation.

4. Complete the requirements for Capstone in the term in which he/she is registered for the credit hours. If the requirements are not completed, the student must meet with a Capstone faculty director to create a plan detailing how the project will be completed the following term. The student will be required to register for PPH 8230 (one credit hour) in each subsequent term until the Capstone requirements are met.

Capstone Faculty Director Obligations

1. Meet with the student prior to registration of Capstone to discuss options, help the student identify a faculty Chair (if applicable), and mentor the student on the Capstone process.

2. Provide Capstone guidelines, deadlines for deliverables, and content to help the student complete his/her project.

3. Assist the faculty Chair and student on the Capstone process when requested.

4. Collect Capstone deliverables, coordinate the poster session, and enter grades for ILE credit hours, when applicable.

Capstone Option Details

I. Research Capstone: Two semesters (PPH 8210 & PPH 8220)

Students selecting the Research Project option are required to complete six (6) credit hours of integrative learning experience. Students selecting this option should start working on their Capstone when they are at least two semesters from completing their MPH program of study. This is an applied research project that is completed by registering for both PPH 8210 (ILE I) and PPH 8220 (ILE II), taken consecutively at three (3) credit hours each.

Research Project Option Objectives (In addition to the overall Capstone objectives provided on page 1)

1. Demonstrate detailed knowledge of a public health issue.

2. Apply learned knowledge, skills, and abilities to pose a research question regarding a public health issue.

3. Select, prepare, and use appropriate methods to answer a public health question.

4. Demonstrate the ability to interpret and present results of the research question effectively.
5. Discuss your results in the context of the literature in a standard research paper format.

Research Capstone as Applied Research
Applied research involves the investigation of a research question that is based on the synthesis of the current peer-reviewed literature. Answering the research question includes analysis of data using appropriate quantitative or qualitative methods and provides adequate interpretation of results. Applied research involves formulation and testing of a hypothesis, collection and analysis of data, study design of test and control groups with strictly controlled parameters, and well-defined variables. The student must propose a methodology that is capable of answering the research question. Data for the research may come from secondary sources or be collected by the student using a survey or other discipline-based methodology. Students are responsible for the data analysis for their research.

Guidance Committee
Each student’s Capstone will be supervised by a two- or three-member faculty guidance committee. The chair of the student’s guidance committee must be a Wright State University graduate faculty member* with knowledge and expertise regarding the student’s proposed research topic and shall have primary responsibility for guiding the student’s research. The second member of the guidance committee will serve as a consultant and reader. The reader may be a faculty member or another person named by the chair of the guidance committee who has special knowledge of the proposed research topic. The role of the second member will be as a critical reader and content reviewer. At least one member of the guidance committee needs to be an MPH faculty member. If the chair and second member are not MPH faculty members, then the Capstone faculty may act as a third reader. Guidance committees are constructed so that students have appropriate support for their specific planned project. This also negates the need for outside statistical consulting.

*Note: The Capstone Chair must be a Graduate School faculty member. Contact the MPH program coordinator to confirm membership as soon as Chair is selected.

ILE I (PPH 8210)

ILE I Deliverables, Part 1, First Month
1. Competencies
   - Students should familiarize themselves with the foundational and concentration competencies (see Appendix A) as they plan their Capstone project.
   - Students must work with their guidance committee during the first month of ILE I to choose at least 3 foundational and 2 concentration competencies to achieve as part their Capstone experience.
   - The Capstone Competency Synthesis Form will be due in Dropbox in Pilot for PPH 8210 ILE I within one month of the beginning of the semester (Appendix C).

2. Project Timeline
   - Students should work with their guidance committee to draft a project timeline that identifies significant milestones for the research project and estimated dates for completion of each (i.e. lit review completion; IRB application submission).
   - The project timeline will be due in Dropbox in Pilot for PPH 8210 ILE I within one month of the beginning of the semester.
3. Statement of Purpose
   • The statement of purpose or research question(s) is intended to clearly and succinctly state the purpose of the research project.
   • Each purpose or research question to be examined should be limited to one brief paragraph.
   • The statement of purpose will be due in Dropbox in Pilot for PPH 8210 ILE I within one month of the beginning of the semester.

4. Institutional Review Board (IRB)
   • All students will use IRB decision charts to determine if the project requires an IRB: https://www.hhs.gov/ohrp/sites/default/files/full-2016-decision-charts.pdf
   • The decision chart for the Capstone project will be due in Dropbox in Pilot for PPH 8210 ILE I within one month of the beginning of the semester (see example in Appendix D).
   • If the proposed research involves testing of human or animal subjects, or involves an interview, survey, questionnaire or medical records review of human subjects, specific approval must be granted by the IRB prior to the initiation of the research.

ILE I Deliverables Part 2, due near the end of the semester. Dates will be provided to students enrolled in ILE I.
1. Preliminary Manuscript
   This is the first half of the final Capstone research project manuscript. Length of the preliminary manuscript will depend on topic and typically ranges from 15 to 30 pages in length. The student must prepare and submit a written preliminary manuscript to the chair of his/her approved guidance committee during ILE I (PPH 8210). The committee may require several drafts of the preliminary manuscript prior to approval. The preliminary manuscript must be in APA format and include the following sections:
   • Title Page (include the names of your committee members and his/her role)
   • Acknowledgements Page (optional; placeholder until final manuscript completed)
   • Table of Contents (placeholder until final manuscript is completed)
   • Abstract (placeholder until final manuscript completed)
   • Introduction (one to three pages) – A brief overview of the project including a summary of the background leading to the research question or purpose for the research.
   • Statement of Purpose or Research Question(s) – Each purpose or question to be examined should be limited to one brief paragraph.
   • Review of Literature (five to fifteen pages) – Identifies and reviews literature and previous research which defines the scope of the proposed research and directly impacts the purpose or question proposed by the research. This section should include a synthesis and discussion of the reviewed literature to identify strengths, weaknesses, trends, opportunities, etc., which affects the research purpose or methodology.
• **Methods** – Describes the methodology utilized for sampling, measurement, data collection and analysis. The methodology must be appropriate for either quantitative or qualitative data analysis. IRB approval, confirmation of exempt status of the project, or non-human subjects content should be described.

• **References** – The preliminary manuscript should provide complete references for all cited work in APA format.

• **Appendices** – Support materials should be included as appropriately identified appendices.

The preliminary manuscript must be submitted in Dropbox in Pilot for PPH 8210 ILE I for an originality check before permission will be provided to register for ILE II (PPH 8220).

2. **PPH 8210 (ILE I) Checklist**
   - The guidance committee will review the preliminary manuscript and complete the ILE I Research Project checklist (see Appendix E) demonstrating that all required sections of the preliminary manuscript are satisfactory.
   - The signed ILE I checklist should be scanned and uploaded by the student to Dropbox in Pilot for PPH 8210 ILE I for review by Capstone faculty.
   - The student will be provided permission to register for PPH 8220 ILE II only after providing a copy of the ILE I checklist.

3. **Competencies**
   An updated/revised Capstone Competency Synthesis Form (if changes were made) will be due in Dropbox in Pilot for PPH 8210 ILE I (Appendix C) before the student is given permission to register for PPH 8220 ILE II.

After a student receives permission from the Capstone faculty to register for ILE II (PPH 8220), the student should begin the procedures outlined in the methods section of the preliminary manuscript. It is the student’s responsibility to maintain sufficient interaction with his/her guidance committee to assure a successful and timely conclusion of the project.

**ILE II Deliverables**

1. **Final Manuscript**
   The final manuscript includes the preliminary manuscript with added results, discussion, conclusions and recommendations, and any needed updates to the literature review. Several revised drafts may be required by your committee for final approval. The approval of the manuscript by the guidance committee will be documented by a score of “1” in each of the categories on the Capstone Research Paper Option Score Sheet (see Appendix F).

   The final manuscript should include the following sections:

   • **Title Page** (include the names of your committee members and his/her role)

   • **Acknowledgements Page** – This is not a required section, but can be included if you choose to acknowledge your guidance committee members, family or any other individuals who significantly supported you in your research efforts.
• **Table of Contents** – Formatted using guidelines provided in the APA formatting checklist (Appendix G).

• **Abstract** – An overview of the manuscript. The abstract should be no more than 250 words and includes five to seven keywords not part of the title.

• **Introduction, Purpose Statement, Literature Review, and Methods** – These sections are carried forward from the preliminary manuscript written during PPH 8210 into the final manuscript with appropriate modifications. However, occasionally, implementation of the project yields unanticipated results and necessitates a refocus and re-statement of portions of these sections.

• **Results** – This section presents the descriptive and/or inferential data included in the research. The results and correct statistical analyses are displayed using tables and figures.

• **Discussion** – This section interprets the results and provides an analysis of the data. It discusses the main findings of the research project and relates the findings to the purpose of the research and literature review. It discusses the public health implications of the findings and conclusions and makes relevant recommendations. This section also discusses any limitations in the study and makes recommendations regarding the limitations.

• **References** – All references cited in the manuscript must be properly referenced in APA format.

• **Appendices** – Support materials such as IRB letters, survey/interview instruments, letters of support etc., should be included.

2. PPH 8220 (ILE II) Checklist
   - The guidance committee will review the final manuscript and fill-out the ILE II checklist (see Appendix H) demonstrating that all required sections of the final manuscript are satisfactory.

   - The signed ILE II checklist should be scanned and uploaded by the student to Dropbox in Pilot for PPH 8220 (ILE II) for review by Capstone faculty.

   - Capstone faculty will provide the student with the poster template once the signed ILE II checklist has been received.

3. Competencies
   An updated/revised Capstone Competency Synthesis Form (if changes were made) will be due in Dropbox in Pilot for PPH 8220 ILE II (Appendix C) before the poster template is given.

4. Poster Presentation
   - The student is required to prepare an academic poster and present his/her research during the poster session. Alternatives to the poster presentation may be made with approval from a Capstone faculty director.

   - Poster sessions will be scheduled during regular business hours on the Friday afternoon (e.g. 3-5pm) following the last day of each term.
• Final manuscripts with all requested corrections are due 14 days after the student’s poster presentation.

II. Course Capstone: One semester
Students selecting this option will complete an applied project as part of an advanced second year course that has been designated for the Course Capstone. Students selecting the Course Capstone option are required to register for two (2) additional electives (6 credit hours) to achieve the 42 credit hour requirement for an MPH. Students selecting this option will elect to take their Capstone when they are in one of the last two semesters of their MPH program.

In order to meet the overall objectives of the Capstone (see Page 2) students completing the Course Capstone will be required to 1) demonstrate a synthesis of competencies and 2) prepare an academic poster and present his/her research during the poster session.

After notification the student will have access to the PPH 8210 (ILE I) online course. PPH 8210 will provide information and deadlines for synthesis of competencies and posters. The following courses are approved as a Capstone course: Global Health (PPH 7710 - Fall), Applied Epidemiology (Chronic Diseases) (PPH 7150 - Spring), or Health Promotion (TBD).

Capstone Course Project Option Objectives
In addition to the overall Capstone objectives provided on Page 1, additional objectives for the Capstone project will be determined by the Capstone Course instructor.

Guidance Committee
The student’s guidance committee will include the course instructor for the second year class project and an additional faculty as needed.

Deliverables
1. The student must receive a passing grade for both the course and the project to use it for the Capstone.

2. Synthesis of Competencies
   • The Capstone Competency Synthesis Form will be due in Dropbox in Pilot for the Capstone course within two weeks of the beginning of the semester (Appendix C). An updated/revised form will be due near the end of the semester before the poster template is given.

3. Poster Presentation
   • The student is required to prepare an academic poster and present his/her Capstone project during the poster session. Alternatives to the poster presentation may be made with approval from a Capstone faculty director.
   • Poster sessions will be scheduled during regular business hours on the Friday afternoon (e.g. 3-5pm) following the last day of each term.
   • Final Capstone projects with all requested corrections are due 14 days after the student’s poster presentation.

III. Independent Project: One semester (PPH 8210)
Students selecting the Independent Project option are required to complete three (3) credit hours of integrative learning experience (PPH 8210 ILE I). Students selecting the Independent Project option will
be required to register for one (1) additional elective (3 credit hours) to achieve the 42 credit hour requirement for an MPH. Students should start working on their Capstone when they are in one of the last two semesters of their MPH program. Most independent projects should not require an IRB. If an IRB is required then the student should either switch to the Research Project Capstone or have their IRB approved before starting PPH 8210.

**Independent Project Option Objectives**

In addition to the overall Capstone objectives provided on Page 1, additional objectives include:

1. Demonstrate detailed knowledge of a public health issue.
2. Integrate and apply learned knowledge, skills, and abilities to complete a public health project.
3. Includes at least one project objective that meets the academic goal or professional/career interest of the student. This objective should be determined with guidance from the Chair of the project.

**Examples of Independent Projects**

1. **Enhancing a project from an MPH course**
   - To enhance a project, the student must add and integrate a minimum of two additional competencies to the current project, with a minimum of 5 competencies (3 foundational and 2 concentration-related).

2. **Enhancing or building upon an APE project**
   - To enhance or build upon an APE project, the student must add and integrate a minimum of two additional competencies to the current project (the additional competencies can be either foundational or concentration-related).

3. **Developing a project in a specific content area that meets the academic goals or professional/career needs of the student.** Examples of this include but are not limited to: an emergency preparedness document/plan, an evaluation plan, a grant proposal, a policy statement, or a communications project (i.e., video, guide, etc.). The project must synthesize a minimum of five (5) competencies (3 foundational and 2 concentration-related) and must have a high-quality written product associated with it.

Note: The required final presentation for the Capstone cannot count as one of the two additional competencies needed for enhancement.

**Guidance Committee**

Guidance committees are constructed so that students have appropriate support for their specific planned project. Each student’s Independent Project will have a faculty chair. The chair of the student’s Independent Project must be a Wright State University graduate faculty member* with knowledge and expertise regarding the student’s proposed project topic, and shall have primary responsibility for guiding the student’s project. If needed, an additional faculty reader may be added as a member of the guidance committee. The reader may be a faculty member or another person named by the chair of the guidance committee who has special knowledge of the proposed project. The role of the second member will be as a critical reader and content reviewer. At least one member of the guidance committee needs to be an MPH faculty member. Independent projects that are enhancements of previous projects should include the faculty of the previous project as either the chair or reader.

*Note: The Capstone Chair must be a Graduate School faculty member. Contact the MPH program coordinator to confirm membership as soon as Chair is selected.
First Two Weeks

1. Competencies
   - Students should familiarize themselves with the foundational and concentration competencies (see Appendix A) as they plan their Capstone project.
   - Students must work with their chair during the first two weeks and complete one of the following options:
     A. For enhancing a course or APE project: choose at least two (2) additional competencies to an existing course project or APE and decide how those competencies will be achieved. A minimum of at least three (3) foundational and two (2) concentration competencies are required if enhancing a course project and a minimum of seven (7) if enhancing or building upon an APE project.
     Or
     B. For students developing a project: students must work with their guidance committee during the first two weeks of ILE I to choose at least three (3) foundational and two (2) concentration competencies to achieve as part their Capstone experience.
   - The Capstone Competency Synthesis Form will be due in Dropbox in Pilot for PPH 8210 ILE I within two weeks of the beginning of the semester (Appendix C).

2. Project Timeline
   - Students should work with their guidance committee to draft a project timeline that identifies significant milestones for the independent project and estimated dates for completion.
   - The project timeline will be due in Dropbox in Pilot for PPH 8210 ILE I within two weeks of the beginning of the semester.

3. Statement of Purpose
   - The statement of purpose is intended to clearly and succinctly state the purpose of the independent project.
   - Each purpose or question to be examined should be limited to one brief paragraph.
   - The statement of purpose will be due in Dropbox in Pilot for PPH 8210 ILE I within one month of the beginning of the semester.

4. Institutional Review Board (IRB)
   - Most Independent Project Capstones will not need an IRB. All students will use IRB decision charts to verify that their project does not require an IRB using the decision charts or must submit their IRB approval letter https://www.hhs.gov/ohrp/sites/default/files/full-2016-decision-charts.pdf
   - The decision chart or IRB approval letter for the Independent Project will be due in Dropbox in Pilot for PPH 8210 ILE I within two weeks of the beginning of the semester (Appendix D).

ILE I Deliverables

1. High Quality Written Product
   The student must prepare and submit a high quality written product to the chair of his/her approved guidance committee during ILE I (PPH 8210). Length of the written product will
depend on the topic and typically ranges from 15 to 30 pages in length. The committee may require several drafts of the preliminary written product prior to approval. APA formatting should be used in most manuscripts (see Appendix G). Exceptions to APA formatting can be made for projects that require a different type of formatting with approval of Capstone faculty. Sections of the manuscript will vary according to project but should all include:

- **Title Page** (include the names of your committee members and his/her role)
- **Acknowledgements Page** (optional)
- **Table of Contents**
- **Abstract** (summary of your project, not more than 250 words)
- **Statement of Purpose**— Each purpose or question to be examined should be limited to one brief paragraph.
- **Body**—The main content of the Independent Project
- **References** – The written product should provide complete references for all cited work in APA format.
- **Appendices** – Support materials should be included as appropriately identified appendices.

The manuscript must be submitted in Dropbox in Pilot for PPH 8210 ILE I for an originality check that must be satisfactory before passing ILE I (PPH 8210).

2. **PPH 8210 (ILE I) Checklist/Assessment**
   - The guidance committee will review the manuscript and complete the Independent Project ILE I checklist (see Appendix I) demonstrating that all required sections of the manuscript are satisfactory.
   - The signed ILE I checklist should be scanned and uploaded by the student to Dropbox in Pilot for PPH 8210 ILE I for review by Capstone faculty.
   - Capstone faculty will provide the student with the poster template once the signed ILE I checklist has been received.

3. **Competencies**
   - The Capstone Competency Synthesis Form will be due in Dropbox in Pilot for PPH 8210 ILE I within two weeks of the beginning of the semester (Appendix C). An updated/revised form will be due near the end of the semester before the poster template is given.

4. **Poster Presentation**
   - The student is required to prepare an academic poster and present his/her Independent Capstone during the poster session. Alternatives to the poster presentation may be made with approval from a Capstone faculty director.
   - Poster sessions will be scheduled during regular business hours on the Friday afternoon (e.g. 3-5pm) following the last day of each term.
   - Final manuscripts with all requested corrections are due 14 days after the student’s poster presentation.
## WSU MPH Program Foundational and Concentration Competencies Checklist

### Foundational Competencies

#### Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

#### Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

#### Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities’ health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

#### Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

#### Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

#### Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

#### Interprofessional Practice

21. Perform effectively on interprofessional teams

#### Systems Thinking

22. Apply systems thinking tools to a public health issue
### Concentration Competencies

**Health Promotion and Education**

<table>
<thead>
<tr>
<th>Competency</th>
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<tbody>
<tr>
<td>1. Create social and behavioral change interventions based on theories.</td>
</tr>
<tr>
<td>2. Demonstrate program implementation skills that include communication, teaching, collaboration, advocacy, and engaging the media.</td>
</tr>
<tr>
<td>3. Create a health communications campaign.</td>
</tr>
<tr>
<td>4. Monitor the implementation of health promotion programs and policies.</td>
</tr>
<tr>
<td>5. Demonstrate the ability to conduct process, impact, and outcome evaluations of health promotion programs and policies.</td>
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<tr>
<td>6. Critique basic behavioral and evaluation research.</td>
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</tbody>
</table>

**Population Health**

<table>
<thead>
<tr>
<th>Competency</th>
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<tbody>
<tr>
<td>1. Use evidence based problem solving in the context of a particular population health challenge.</td>
</tr>
<tr>
<td>2. Demonstrate application of an advanced quantitative or qualitative research methodology.</td>
</tr>
<tr>
<td>3. Demonstrate the ability to contextualize and integrate knowledge of specific population health issues.</td>
</tr>
<tr>
<td>4. Address diversity when evaluating population health issues related to improving population health, reducing disparities, or increasing equity.</td>
</tr>
<tr>
<td>5. Analyze public health as part of larger inter-related systems of organizations that influences population health at the local, regional, national, and global levels.</td>
</tr>
</tbody>
</table>
Capstone Concept Form

Complete before ILE I (PPH 8210) or Capstone course registration

Student Name: ________________________________________________

Concentration (circle one): Health Promotion & Education; Population Health

Date of meeting with Dr. Kinzeler or Dr. Paton (circle one): ________________ (Date)

Type of Capstone (circle one): Research; Course; Independent Project

For Research Capstone (Two semesters)

1. Type of Project (check one option below): (Refer to ILE Guidelines)
   - Data analysis
   - Systematic review
   - Best practices
   - Other Specify: ______________________________________________

2. Chair: ________________________________________________

3. Description of Proposed Project:

For Course Capstone (One semester)

1. Class for Project: ________________________________________________

For Independent Capstone (One semester)

1. Type of Project (check one option below):
   - Enhanced Class Project Specify course number _________________
   - Enhanced Applied Practice Experience
   - Other Specify: ______________________________________________

2. Chair: ________________________________________________

3. Description of Proposed Project:
### Capstone Competency Synthesis Form

*Complete before beginning ILE I (PPH 8210) semester for Research or Independent Capstones*

*OR Complete during the first two weeks of the Course Capstone*

*Update/revise at the end of the Capstone semester*

Students, in consultation with faculty, will select foundational (at least 3) and concentration (at least 2) competencies appropriate for his/her educational and professional/career goals to demonstrate a synthesis of competencies aligned with project.

Student Name: ___________________________________________________________

Concentration: ___________________________________________________________

Project Title: ____________________________________________________________

<table>
<thead>
<tr>
<th>Selected Competencies</th>
<th>Description of how the competencies will be synthesized</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Note: The Independent Option will require two additional competencies (either foundational or concentration-related) if enhancing or building upon a project. A minimum of five (5) must be selected if enhancing a project from a previous course or a minimum of seven (7) if enhancing or building upon an APE project.

Complete and sign at beginning of Capstone:

We agree that the indicated competencies will be achieved during the Capstone.

_____________________________  _____________  
MPH Student Signature        Date

_____________________________  _____________  
Capstone Faculty Chair/ Course Director Signature        Date
Appendix A: Human Subject Regulations Decision Chart

February 16, 2016

Activity is not research, so 45 CFR part 46 does not apply.

Is the information individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information)? [45 CFR 46.102(f)(2)]

The research is not research involving human subjects, and 45 CFR part 46 does not apply.

Is it private? (About behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, or provided for specific purposes by an individual and which the individual can reasonably expect will not be made public.) [45 CFR 46.101(f)(2)]

Unless exempt under 45 CFR 46.101(b), 45 CFR part 46, subpart A applies to the research, and as appropriate subparts B, C, and D also apply.

Other Federal, State and local laws and/or regulations may apply to the activity. [45 CFR 46.101(f)]

Go to Chart 2 AND

Does the institution hold an FWA under which it applies 45 CFR 46 to all of its human subjects research regardless of the source of support?

The research involving human subjects is covered by the regulations.

The research involving human subjects is NOT covered by the regulations.

Does the research involve obtaining information about living individuals? [45 CFR 46.102(f)(1), (2)]

NO

Yes

Activity is research involving human subjects. Is it covered by the regulations?

Does the research involve intervention or interaction with the individuals? [45 CFR 46.102(f)(1), (2)]

NO

Yes

Is it conducted or supported by HHS? [45 CFR 46.101(a)(1)]

NO

Yes

Is it research?

NO

Start here.

Is the activity a systematic investigation designed to develop or contribute to generalizable knowledge? [45 CFR 46.102(d)]

YES

Activity is research. Does the research involve human subjects?
Research Capstone - PPH 8210 Checklist for ILE 1 Completion & Enrollment in PPH 8220 (ILE II)

Chairs: Please indicate the completion of each Required and Recommended ILE item in the table below. All required items must be received in APA format to be considered as complete.

If any Required item is not completed by the official end of the term, the student will not be permitted to register for PPH 8220 in the subsequent semester**. All parties should note that further revision of these items may be required for the ILE to be accepted as ready for presentation in ILE II.

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Notes</th>
<th>Complete</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU APA Style and Formatting Guide</td>
<td>Consult this resource for document formatting on the MPH website under Student Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core and Concentration Competencies</td>
<td>Speak with your chair and concentration director about these competencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>The sections below each get their own titled section in the document.</em></td>
<td><em>Indicates page break needed.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Page*</td>
<td>Include Running head: ABREV TITLE and page number (starting with 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledgements Page*</td>
<td>Optional.</td>
<td>Make a placeholder: written at conclusion of manuscript</td>
<td></td>
</tr>
<tr>
<td>Table of Contents*</td>
<td>Limited to 250 words (counted by MS Word under Review tab). <strong>Keywords</strong> (five to seven) not part of word count.</td>
<td>Make a placeholder: written at conclusion of manuscript</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>One to three pages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>One paragraph.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of Literature</td>
<td>Synthesis of peer reviewed literature with discussion of findings using analysis, comparison, and contrasts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods</td>
<td>Methodology, research question(s), variables of interest defined, IRB application must be drafted by end of term (if needed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References*</td>
<td>Must be in APA format; Use of Refworks or similar program (Mendeley, EndNote) is recommended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendices*</td>
<td>IRB approval must be included or proof of exempt status or non-human-subject status. Core and concentration competency checklists to be included.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and invite ILE Reader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project timeline for ILE II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format check w/ ILE Faculty</td>
<td>ILE I document must be turned into ILE Faculty for format check at end of ILE I.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recommended Items

**Refworks** training

---

Student Name: _________________________________________________

Chair Name & Signature: _________________________________________________ Date: __________

**Students are required to register for one credit hour (PPH 8230) each term until approved to register for ILE II.**
APPENDIX F – CAPSTONE SCORE SHEET

CAPSTONE SCORE SHEET/ FINAL GRADE FORM

Student Name: ____________________________________________

Project Title: _____________________________________________

<table>
<thead>
<tr>
<th>Project Manuscript</th>
<th>Scoring*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Acknowledgement(s) - Optional</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Introduction</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Purpose Statement (or Research Questions)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Review of Literature</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Methods Appropriate to quantitative or qualitative data as applicable</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Results</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Discussion</td>
<td>1 2 3</td>
</tr>
<tr>
<td>References</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Appendices</td>
<td>1 2 3</td>
</tr>
</tbody>
</table>

| Poster Presentation                                      | 1 2 3    |
| Prepare Poster and Present                               | 1 2 3    |

*Scoring: 1 = Does not meet the standard; 2 = Meets the standard; 3 = Exceeds the standard

Students must receive a “2” in all categories to pass; “N/A” can be used for “optional” or “if required” categories.

Faculty can provide additional comments on second page of Final Grade Form, if desired.
CAPSTONE SCORE SHEET/ FINAL GRADE FORM

Student Name: ____________________________________________________________

Concentration: ____________________________________________________________

Project Title: _____________________________________________________________

Completion of this form attests that the student has satisfactorily completed the Capstone:

Final Grade:   Pass ______          Fail: ______  (check one)

Required Signatures:

_______________________________________________        ________________
Guidance Committee Chair                                                          Date

_______________________________________________        ________________
Guidance Committee Co-Chair (if applicable)                       Date

_______________________________________________        ________________
Guidance Consultant / Reader                                                     Date

_______________________________________________        ________________
Guidance Consultant/ Second Reader (if applicable)                Date

_______________________________________________        ________________
Director, Capstone                                                                 Date

Faculty Comments:

Please return completed Score Sheet/ Final Grade Form to MPH Program Coordinator.
# APA Formatting Report

Student: ____________________________ Date: __________

Chair: ______________________________

<table>
<thead>
<tr>
<th>Issue</th>
<th>Needs Attention</th>
<th>Directions</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Originality Check      |                 | • Conducted by _______  
                      |                 | • Results: ____  
                      |                 | • Action: _____  |       |
| Margins                |                 | • 1 inch top, bottom, left, right  |       |
| Font Style and Size    |                 | • Times New Roman, 12-point for Running Head, Page Numbers, and Text Body |       |
| Running Head           |                 | • Page 1: Running head: SHORT TITLE ALL CAPS  
                      |                 | • Page 2+: SHORT TITLE ALL CAPS  
                      |                 | • No more than 50 characters  
                      |                 | • Top left of paper  |       |
| Page Numbers           |                 | • Top right, start with title page  |       |
| Line Spacing           |                 | • Double spacing throughout  
                      |                 | (Tables, table titles, figures, figure captions, and references can be single-spaced, as this often makes them easier to read)  
                      |                 | • No additional line spacing before or after paragraphs  |       |
| Paragraph Indention    |                 | • Half-inch  |       |
| Title Page             |                 | • Title is centered  
                      |                 | • First Name, Middle Initial, Last Name, centered  
                      |                 | • Capitalization: first letter of each word capitalized (except the words “the, of, and,” etc.)  |       |
| Acknowledgements       |                 | • This section is optional  
                      |                 | • No bold text  
                      |                 | • Don’t forget to thank study participants if applicable.  |       |
| Table of Contents      |                 | • No bold text  
                      |                 | • Dots (not periods) between words and page numbers (use the tab key; see Table of Contents information below)  
                      |                 | • Include all Level I headings and appendices  |       |
### Abstract
- No bold text or indenting
- 250 words (not counting keywords)
- Keywords (5 to 7, in italics)

### Introduction
- Heading is title of manuscript (centered, not bolded), first letter of each word capitalized (except the words “the, of, and,” etc.)

### Tables
- Table must be referenced in the text prior to the table’s appearance in the manuscript
- Table must be placed in the text immediately after the paragraph in which it is introduced
- Table titles go above each table (see formatted Table 1 in the Basic APA Formatting and Style Guide).
- Table number not bold, normal font
- Table title italics, not bold (first letter capitalization)
- Abbreviations must be explained in text (*Notes:*) underneath the table itself, even if they are explained in the text.
- No vertical lines

### Figures
- Figure must be referenced in the text prior to the table’s appearance in the manuscript
- Figure must be placed in the text immediately after the paragraph in which it is introduced
- Figure captions go below each figure (see formatted Sample Graph in the Basic APA Formatting and Style Guide).
- Figure number italicized, not bold
- Figure title normal font, not bold (sentence case ending with period)
- Abbreviations must be explained in text (*Notes:*) underneath the figure itself, even if they are explained in the text.
- When possible, font should be Times New Roman 12 point. Can be smaller if necessary, but must be readable. Can be of a different font if from another source and not changeable.
| References | • No bold text  
• All references listed in the text must appear in the reference list  
• At first appearance, citations must list all authors unless there are 6 or more authors.  
• At second and subsequent appearances, these citations use the “et al.” form.  
• Citations with 6 or more are listed using the “et al.’ form at first and all subsequent uses.  
• To cite agencies that usually appear as acronyms: Write out the full agency name at first appearance, followed by the acronym in square brackets and the appropriate year (and page number, if a quote). Thereafter you can cite it using only the acronym (see example in following pages).  
• References cited following APA style (see Table 6.1 on page 5 of the Basic APA Formatting and Style Guide). |
| Direct Quotations | • Page numbers given for all text in quotations  
• Less than 40 words: In text with quotation marks  
• More than 40 words: Block quotation used (see page 6 of WSU Basic APA Formatting and Style Guide). |
| Appendices | • IRB approval attached as Appendix or Completed decision tree  
• All appendices introduced in text |
| Page Order | Final manuscript order is as follows: Title page, Acknowledgements, Table of Contents, Abstract, Introduction, Statement of Purpose, Literature Review, Methods, Results, Discussion, Conclusion/Recommendations, References, Appendices. (Page break between each section except between Introduction and Conclusion) |
| Headings | • Heading levels formatted appropriately and in bold (except introduction title) |
The following sections include helpful information concerning common formatting errors. Also refer to the Basic APA Formatting and Style Guide offered on the MPH web page under Student Resources. Please note that some of our specific guidelines differ from typical APA style because of the Integrative Learning Experience (ILE) format. For example, abstracts and keywords are not a typical part of an APA document but are required in an ILE.

**Table of Contents**


- Type in the name of your first chapter. Then space once and type the page number for that chapter. Don't type any dots!
- Repeat this for each chapter. Just type the name--space once--then type the number.
- Next, you will highlight a line.
- Right click on the highlighted area and a menu list will pop up.
- Select "Paragraph" from the list that pops up.
- A box will appear. Select the "Tabs" button at the bottom.
  - At this point you should be looking at a box entitled **Tabs**.
  - In the box for "Tab stop position" type 5 as indicated by the blue arrow.
  - In the "alignment" area, select **right** as indicated by the yellow arrow.
  - In the "leader" area, select the choice for dots.
  - You are almost done. Select OK.

You have just set up the page so that pressing the tab on your computer will insert a segment of uniform dots. Place your cursor between a chapter name and the page number in your table of contents. Press the "tab" button, and the dots will appear! Do this with each chapter on your TOC.

**References**

How to cite agencies usually cited as acronyms:
- First in-text citation (World Health Organization [WHO], 1978). Subsequent in-text citation of the same source/article (WHO, 1978)
- Reference:
PPH 8220 Checklist to Support Participating in End of Term Poster Session

This checklist is the student’s responsibility: each student must meet with her/his chair to discuss this timeline and completion of all items.

If any **Required** item is not completed, the student will not be permitted to present**.

**Poster sessions are held the last Friday afternoon of each term during regular business hours.**

All parties should note that minor revision of these items may be required. Final manuscripts are due no later than 14 days after poster session. A final grade will be assigned when the final manuscript is approved.

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Notes</th>
<th>Target Completion</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Required Item column shows the order of the sections in the project, each</td>
<td>titled and separate from the next (*indicates page breaks needed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Page*</td>
<td>Include Running head: ABREV TITLE and page number (starting with 1)</td>
<td>ILE I</td>
<td>ILE I</td>
</tr>
<tr>
<td>Acknowledgements Page*</td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of Contents*</td>
<td>Use Tabs function with dots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract*</td>
<td>Limited to 250 words (counted by MS Word under Review tab) no indents or bold; include Keywords (not part of 250 words).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Use full title of manuscript; one to three pages</td>
<td>ILE I</td>
<td>ILE I</td>
</tr>
<tr>
<td>Statement of Purpose</td>
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<td>ILE I</td>
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<td>ILE I</td>
</tr>
<tr>
<td>Methods</td>
<td>Methodology, research question(s), variables of interest defined, sampling clearly described, IRB approval.</td>
<td>ILE I</td>
<td>ILE I</td>
</tr>
<tr>
<td>Data Analysis and Results</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion (with Limitations) and Conclusion or Recommendations</td>
<td>Must include limitations of study, public health implications of the findings, and conclusion or recommendations based on the findings (conclusion or recommendations one to two page maximum).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References*</td>
<td>Must be in APA format; use of <em>Refworks</em> is recommended. Students and Chairs should confirm that all references cited in text appear in the Reference list and vice versa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendices*</td>
<td>IRB approval must be included or proof of exempt status or non-human-subject status. Core and concentration competency checklists reviewed with Chair.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete manuscript review with <em>Turnitin</em> software, no issues with plagiarism or patch writing</td>
<td>Poster template provided once a complete manuscript has been uploaded and reviewed via <em>Turnitin</em> in Pilot. Final poster due to ILE Faculty two weeks prior to poster session.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Students are required to register for one credit hour (PPH 8230) each term until Capstone is presented.**

Chair Signature and Date: ________________________________
Independent Project Capstone - PPH 8210 Checklist for ILE 1 Completion

Chairs: Please indicate the completion of each **Required** and **Recommended** ILE item in the table below. All required items must be received in APA format to be considered as complete.

If any **Required** item is not completed by the official end of the term, the student will need to register for PPH 8230 in the subsequent semester**. All parties should note that further revision of these items may be required for the ILE to be accepted as ready for presentation.

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Notes</th>
<th>Complete</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI Training</td>
<td>Take the Social/Behavioral Investigator &amp; Conflicts of Interest &amp; Commitment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WSU APA Style and Formatting Guide</td>
<td>Consult this resource for document formatting on the MPH website under Student Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core and Concentration Competencies</td>
<td>Speak with your chair and concentration director about these competencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The sections below each get their own titled section in the document.</td>
<td>*Indicates page break needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Page*</td>
<td>Include Running head: ABREV TITLE and page number (starting with 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledgements Page*</td>
<td>Optional.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table of Contents*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract*</td>
<td>Limited to 250 words (counted by MS Word under Review tab). <strong>Keywords</strong> (five to seven) not part of word count.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>One paragraph.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body</td>
<td>Main content of project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>References*</td>
<td>Must be in APA format; Use of Refworks or similar program (Mendeley, EndNote) is recommended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendices*</td>
<td>Core and concentration competency checklists to be included.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and invite ILE Reader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format check w/ ILE Faculty</td>
<td>ILE I document must be turned into ILE Faculty for format check at end of ILE I.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Items**

- Refworks training

Student Name: _________________________________________________

Chair Name & Signature: __________________________________________________________  Date: __________

**Students are required to register for one credit hour (PPH 8230) each term until approved to register for ILE II.**