



DEPARTMENT OF GLOBAL HEALTH

UNIVERSITY *of* WASHINGTON

Graduate Certificate Program in HIV and STI

Capstone Project Guidelines and Mentor Expectations/Evaluation

Description:

The Capstone project is meant to be a culminating experience and provides students with the opportunity to further explore concepts learned in Certificate program as well as to develop skills necessary for working in HIV/STI related fields. The Capstone also offers students the opportunity to work with a University of Washington mentor with specific HIV/STI expertise. Students are encouraged to utilize the Capstone as a way to make new contacts for future projects and/or work opportunities. The Capstone is a separate project from a master's thesis or doctoral dissertation and students may not use any portion of their thesis or dissertation as a Capstone project. However, data that has already been collected but NOT used in a thesis or dissertation, may be utilized for further, distinct analysis for a Capstone project

Instructions:

I. All Certificate students will meet with the Program Coordinator soon after admission to the Certificate Program for **an advising session** and will begin to discuss/brainstorm Capstone project plans at this time.

II. By the end of the first quarter in the Certificate program, students must identify a potential Capstone topic, project and/or practice site and submit **a brief proposal** for approval to the Certificate Program Coordinator, Noura Youssefa (dghcerts@uw.edu). The Academic Director, Dr. Nina Kim will review and approve all proposals. A brief email describing the project in 1-2 paragraphs is sufficient. If students have not identified a Capstone project or mentor by this time, an additional advising session will be held with the Program Coordinator and/or Program Director.

Students must work with a **UW mentor** even if working with an organization not affiliated with the UW. This requirement is to provide students with important academic guidance. In addition, the mentor will evaluate the Capstone project before it is presented at the designated Capstone presentation seminar. . Mentor guidelines and expectations are described in this document on pages 5-6. Typically, students sign up for the required independent study credits under their UW mentor's faculty code using the independent study course codes from their mentor's home department (e.g. GH 600, EPI 600).

CAPSTONE PROJECT GUIDELINES –

Project Ideas:

- Potential ideas for non 'study' projects include:
 - Write a clinical case study (specific to medicine, nursing, pharmacy, public health or social work). The case study is most useful if developed as a teaching tool with a particular audience in mind (e.g. pharmacy case study for first year pharmacy students or nursing case study for undergraduate nursing students).



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- Author a clinical case study from the perspective of treatment in a resource constrained setting (potentially to be used as a teaching tool in the GH573 Clinical Management of HIV course).
 - Create a plan for a program evaluation for a particular agency (or conduct a portion of an existing program evaluation).
 - Develop health education materials for an agency.
 - Write a mock grant application or assist in writing a portion of an actual grant application (for example, you may write the literature review for a grant application). Mock grant applications should be done in the format of a well known granting agency such as the NIH. Examples can be found on the Graduate Certificate Program website.
 - Write a policy memo analyzing a particular program or intervention (e.g. for an NGO to use in advocacy efforts or to inform a representative from a ministry of health). In the past students have written memos on issues such as male circumcision.
 - Complete an internship at an HIV/STI clinical site. There are very limited internship opportunities. If you are interested in spending time at Madison Clinic or a community based agency, please meet with the Certificate Program Manager as early as possible to allow for ample planning time.
 - Write a paper exploring contextual aspects of HIV/STI (intersections between gender and HIV, analysis of international AIDS policy).
- Potential ideas for research-based projects:

Please note that ANY original research projects MAY require Human Subjects approval which can take several months to receive. If you are planning to conduct any original research you must meet early with the Program Coordinator, Program Director and your UW mentor to plan accordingly.

- Provide technical assistance to ongoing HIV/STI research studies (development of study instruments, interview tools, data analysis, field implementation, laboratory testing).
- Submit data at a conference or write a paper to submit to an academic journal.

UW mentor and/or Director of Certificate Program will provide you with more specific expectations for the project you decide to undertake.

CAPSTONE PRESENTATIONS:

Students will present their Capstone during an informal seminar, generally held in spring quarter. Presentations are meant to develop presentation skills to a group of colleagues. Presentations should be



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done using Power Point slides and should last approximately 10 minutes (with a few additional minutes for questions). The Capstone mentor will evaluate the Capstone presentation prior to the presentation and is encouraged to attend the presentation.

The following should be included in the Capstone presentation:

Project Descriptions and Aim(s)

- **Significance of the Problem (Study):** Clearly state why the problem or issue is important. It's crucial that you incorporate aspects of HIV & STIs. Purpose: Stemming from the significance of the problem as you have stated it, articulate the reason why/how your project addresses this issue and why it is particularly relevant to the organization with which you're working. Articulate why you wish to study this problem/issue. You should state your hypothesis (or hypotheses) if you have one.
- **Non-Study:** this can be somewhat flexible. For example, if you are developing case scenarios for an organization, the "problem" might then be a "lack of case studies relevant to low-resource settings (or some such thing) even though "best practices" in clinical training involves using case studies. Study project: Briefly state as specifically as possible the objectives of your project, including how your host institution will use it.

Proposed Implementation Plan

- **Methods ('study'):** State your procedures. Describe whether your approach was qualitative or quantitative or a combination of both. Please be specific. If you are doing a 'study', you should mention the time, place, target population, name the on-site faculty person or staff person, and the UW mentor you worked with.
- **Methods (non-'study'):** State your procedures. Describe who you worked with, how you collected the data you used, how you solicited buy-in, the review process for the project, etc.

Expected Project Outcomes or Work Products

- **Outcomes:** Will look different depending on your project. Important to highlight the skills you've obtained through your Capstone experience.

Relationship of Project to Your Current Academic Program

- Simply state what relevance the on-site project/program has to your current academic studies. If you didn't participate with an on-site project, simply state how your project relates to your



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- current academic studies. You may have already covered this in discussing your issue, hypothesis and/or analysis.

Human Subjects

- **Human Subjects:** With regards to Human Subjects procedures or IRB (Institutional Review Boards). All students are required to complete an IRB or Human Subjects Application when indicated after discussion with your mentor, particularly if publication of findings are anticipated.

USE OF PHOTOS in your Capstone presentation

- **Please be sure to have full explicit written permission for use of personal photos used in your Capstone.**

Please keep in mind that these outlines are meant to be broad. We expect that you will tailor your project according to your own needs, the needs of a program you're working with, and/or according to the resources you have available to you.

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Graduate Certificate in HIV & STIs/ Mentor Expectations and Evaluation

Thank you for serving as a UW mentor! The feedback you provide will assist the Program in assessing the impact of our students, and in identifying outstanding students for special recognition. In addition, your feedback is essential for the Program to grant the Graduate Certificate in HIV & STIs to your student advisee.

Please email this completed form near the completion of the student's Capstone experience to Katie Wakefield , Program Coordinator, Graduate Certificate in HIV & STIs: katiw74@uw.edu

Responsibilities include:

- i. Provide feedback on proposed project.
- ii. Be available via email or phone for problem solving if needed.
- iii. Review/co-grading (with internship mentor if applicable). See form below.

(To be completed by UW mentor/organization mentor)

Mentor:

Student:

Quarter/Year:

UW Program/Organization you're affiliated with:

How many hours did the student contribute to this experience, including orientation, training, and meetings?

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How would you describe the tasks, projects, and work completed by the Capstone student? What were the primary responsibilities of this student? Did the student meet the goals and objectives of their original Capstone contract? If not, how were learning goals adapted to meet changing responsibilities? (Use space below and attach additional paper as necessary).

Evaluation Factor	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Professionalism Respectful, maintained confidentiality where appropriate, demonstrated knowledge of boundaries between professional and personal life.			



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Performance Met the goals and objectives of the Capstone project, made sound decisions and demonstrated professional judgment, demonstrated problem solving abilities, responded to feedback productively, efficient in completing tasks.			
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