

University of Florida
College of Public Health & Health Professions Syllabus
PHC 6940: Master of Public Health Capstone (2 credit hours)
Semester: Fall 2024
Delivery Format: Online Asynchronous

Primary Instructor: Your MPH Faculty Advisor

Course Coordinator: Mrs. Telisha Martin, MA, MHSE

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Email Address: martints@php.ufl.edu

Virtual Office Hours: by appointment - <http://go.oncehub.com/TelishaMartin>

Preferred Course Communications (e.g. email, office phone): UF email

Prerequisites

PHC 6050 Statistical Methods for Health Sciences **or** PHC 6052 Introduction to Biostatistical Methods; PHC 6001 Principles of Epidemiology in Public Health; PHC 6313 Environmental Health Concepts in Public Health or PHC 6326 Environmental and One Health; HSA 6114 U.S. Health Care System; PHC 6410 Psychological, Behavioral, and Social Issues in Public Health; and all concentration core classes.

PURPOSE AND OUTCOME

Course Overview

This course serves as the culminating integrative learning experience (ILE) for MPH students. In this course, through completion of ILE (i.e., Capstone Project), students demonstrate a synthesis of foundational and concentration competencies. The project serves as the basis of a formally written report and an oral or poster presentation.

Relation to Program Outcomes

CEPH Criterion D7. MPH Integrative Learning Experience

“MPH students complete an integrative learning experience (ILE) that demonstrates a synthesis of foundational and concentration competencies. Students, in consultation with [their] faculty [advisor], select foundational and concentration-specific competencies appropriate to the student’s educational and professional goals.”

Course Objectives and/or Goals

- Design and carry out an individual capstone project.
- Write a professional and formal paper describing the completed capstone project.
- Successfully present a complete project through oral or poster format.

Instructional Methods

This course will use the Canvas CMS. If you experience technical difficulties, please contact the UF Help Desk (learning-support@ufl.edu; 352-392-HELP – select option 2).

UF Internet (eduroam) is available at thousands of locations worldwide!

UF students can access eduroam (highspeed Wi-Fi) for free with their GatorLink log-in credentials. The eduroam network is fast and secure and has more than 10,000 wi-fi hotspots in 106 countries and territories worldwide. Many of these locations are in open spaces and/or large communal rooms, so you can get online while physically distancing and following CDC guidelines in an air-conditioned space. Access is available in rural areas, too! [Here’s a link to all the eduroam sites.](#)

There are no required textbooks for your Capstone Project.

DESCRIPTION OF COURSE CONTENT

Grading

The assignments in this course are graded as Complete/Incomplete or Pass/Fail. If an assignment is graded as incomplete, the faculty advisor will provide the student with feedback and suggested changes. Students are required to review the feedback and make revisions based on suggested changes and resubmit that portion of the paper. Students must submit and receive a “Complete” on all assignments to earn a grade of Satisfactory in the course.

The Final Exam Milestone (Public Health Day/PHP Days Practice Presentation) is graded as Pass/Fail. Students must receive a grade of “Pass” to graduate – this is a UF Graduate School requirement. Assignment-specific rubrics are provided in Canvas with each assignment.

Grading: S/U (Satisfactory or Unsatisfactory Grade)

Letter Grade	I	NG	S-U
Grade Points	0.0	0.0	0.0

More information on UF grading policy may be found at: <https://gradcatalog.ufl.edu/graduate/regulations/>.

Topical Outline/Course Schedule

Due Date	Requirements & Deliverables	Criteria for Satisfactory Grade
August 23, 2024	Syllabus Quiz	Must get all questions correct to move on to other course modules
August 30, 2024	Student Capstone Proposal & Faculty Advisor Contract: Signed by Faculty Advisor	Complete/Incomplete marked by Coordinator Signed contract is uploaded to Canvas. Coordinator reviews the submission for appropriate competencies.
September 13, 2024	Capstone Paper Draft Section 1: Introduction & Background	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
September 27, 2024	Capstone Paper Draft Section 2: Methods	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
October 11, 2024	Capstone Paper Draft Section 3: Results	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
October 25, 2024	Capstone Paper Draft Section 4: Discussion & Implications	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
October 25, 2024	Public Health Day/PHP Days: Presentation Title	Complete/Incomplete marked by Coordinator

November 4 – 8, 2024	FINAL EXAM MILESTONE PRESENTATIONS! Public Health Day/PHP Days: Practice Presentation Meeting Recording	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student. Students must upload recording to assignment in Canvas no later than Friday, November 8th
November 15, 2024	Public Health Day/PHP Days: Presentation Abstract	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
November 15, 2024	Capstone Paper Near Final Draft	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
November 22, 2024	FALL PUBLIC HEALTH DAY! Public Health Day/PHP Days: Final PowerPoint or Poster File	Complete/Incomplete marked by Coordinator (based on rubric grading of faculty advisor and one other faculty member) Students must upload final Public Health Day presentation to assignment in Canvas
December 4, 2024	Capstone Paper Final Draft	Complete/Incomplete marked by Faculty Advisor Faculty Advisor gives feedback to the student.
December 4, 2024	MPH Exit Survey	Complete/Incomplete marked by Coordinator
December 4, 2024	Permission Form for Use of Student Materials	Complete/Incomplete marked by Coordinator

Course Materials and Technology

For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

ACADEMIC REQUIREMENTS AND GRADING

Overview of the Capstone Project

Important Note: Students are strongly advised to begin conceptualizing and working on their project (at least the proposal) the semester prior to taking Capstone.

Each student identifies a project that has a scope of work that can be completed in one semester. The project is allowed (but not required) to be associated the student's internship; HOWEVER, the Capstone Project is assessed separately from internship. Additionally, the Capstone Paper and Presentation are NOT allowed to be used as APE portfolio work products.

Capstone Projects should be specific to the student's MPH concentration but may take on different structures and formats based on the specific experience. Completed projects must demonstrate synthesis of at least two MPH core competencies and at least two of the student's concentration competencies. There are several project drafts and deliverables required throughout the semester (see specifics below). Examples of projects include but are not limited to:

- **Literature, Scoping, or Other Review** that surveys scholarly sources on a specific public health issue.
- **Grant Proposal** for a public health program, such as a disease prevention or health promotion intervention.
- **Empirical manuscript** using primary or secondary data. If you intend to use primary data, the project must have been submitted for IRB approval prior to the start of the semester (and absolutely no later than the first week of classes). Delays in receiving IRB approval could delay completion of your project, and therefore delay your graduation semester.
- **Community (needs, context, or situation) assessment** describing the social, economic, and environmental status of a community. Please note that Needs Assessments often require IRB approval. If you intend to collect human subject data as part of your needs assessment, the project must have been submitted for IRB approval prior to the start of the semester (and absolutely no later than the first week of classes). Delays in receiving IRB approval could delay completion of your project, and therefore delay your graduation semester.
- **Program evaluation** of an existing health program. Students would identify the primary evaluation questions and evaluation methods, collect the data, analyze the data and justify conclusions, and write a final evaluation report. Program evaluations intended for internal use and program improvement may not need IRB approval. Be sure to discuss considerations of IRB with your faculty advisor. If you and your faculty advisor determine that you need IRB approval, the project must have been submitted for IRB approval prior to the start of the semester (and absolutely no later than the first week of classes). Delays in receiving IRB approval could delay completion of your project, and therefore delay your graduation semester.
- **Program Intervention** (e.g., health communication campaign, health promotion intervention, training curriculum etc.).
- **Health policy analysis or assessment.** This project could involve analysis of the public health implications of a current or proposed health policy or advocacy plan. The project could include perspectives on economics and financing, need and demand, politics/ethics/law, or quality/effectiveness.

***For projects requiring IRB approval,** you must have submitted for IRB approval prior to the start of the semester (and absolutely no later than the first week of classes). Delays in receiving IRB approval could delay completion of your project, and therefore delay your graduation semester.

Assignments & Capstone Project Deliverables

Capstone Proposal & Student-Faculty Advisor Contract

This is a contract between the student and faculty advisor that describes the proposed capstone project outlining the purpose, basic background and methods information, a timeline, and expectations for communication with one another. Students are expected to consult with their faculty advisors a minimum of once every other week throughout the completion of the project and development of the paper. The Proposal will include scheduled meeting times. Check the Canvas assignment for details.

Capstone Project Paper Components

The Capstone Paper includes an in-depth, scholarly discussion such that at least two (2) core MPH competencies and two (2) concentration-specific competencies are involved in the project. Written reports should be 15-20* double-spaced pages (APA style writing and formatting), exclusive of title page, graphics, and references.

Students must submit their drafts and final paper using the Assignment link on the eLearning “Capstone Project” Canvas assignments. This submission process uses TurnItIn which will validate the originality of the paper. Please review your TurnItIn score and consider if you should make revisions and then resubmit the assignment. When resubmitting, use the same assignment link.

A variety of outlines are provided in another document. In general, most* papers will include:

Introduction & Background (Draft Section 1)

- Summary of critical literature
- Rationale/need for the project
- Objectives, specific aims, or research questions

Methods (Draft Section 2)

- Hypotheses (if necessary)
- Specific identification of methods used in the project (needs assessment, policy analysis, epidemiological analysis, financial management, program planning, evaluation, etc.)
- Justification of methods
- Stakeholder involvement, as appropriate

Results (Draft Section 3)

- Description of findings/outcomes
- Relationship of findings to the objectives, aims, or hypotheses
- Appropriate use of tables, charts, or other graphics
- Interpretation of findings

Discussion (Draft Section 4)

- Relationship of findings to literature cited in the summary of critical literature
- Strengths and limitations
- Generalizability

Implications (Also Draft Section 4)

- Implications for research/practice
- Lessons learned from this project/recommendations for future projects.

**The faculty advisor can provide permission for papers to be outside this range. In providing this allowance, consideration should be given to the type of project the student is completing.*

Final Exam Milestone & Public Health Day Presentation

Final Exam Milestone: The UF Graduate School requires all master-level degree programs to include degree requirements that reflect mastery of a field of study. “The achievement of a successful final examination is a required degree milestone that must be formally recorded with the Graduate School.” The Graduate School specifies the deadline for departments to submit the outcome of the Final Exam Milestone (FEM) each semester.

The FEM for the MPH Program is comprised of an initial practice presentation of the project which **the student** is responsible for scheduling with their Faculty Advisor during the designated dates listed in the topical outline/course schedule above. In order for the program to record a result of “Satisfactory” for the FEM, the MPH student must 1) submit and be marked as complete for all course-required draft sections up to the FEM deadline; 2) successfully pass the Public Health Day Practice presentation; 3) submit a link to the recording of the practice presentation in the FEM canvas assignment.

FEM practice presentations should aim to be similar in time to the public health day presentation time (10 minutes); however, students will not be penalized for longer presentation times during the practice presentation.

Public Health Day Details (PHHP Days in Spring): Students will provide an audio-visual oral presentation of their Capstone project during the planned Public Health Day which will be open to all faculty and students.

Spring presentations occur both in-person and virtually (as determined by the student's program modality). All virtual presentations (Online MPH Students only) are required to be oral presentations. In-person presentations (Campus MPH Students only) may choose either the in-person oral presentation format or in-person poster presentation format. Spring Public Health Day is also held alongside the College's PHHP Days Research event.

Fall and Summer presentations occur virtually only (no matter the student's program modality). These virtual presentations (via Zoom) are required to be oral presentations.

The date for the Fall 2024 Public Health Day is November 22, 2024. Students will receive their scheduled time at least one week before Public Health Day, however you are encouraged to set aside the entire day since specific presentation times cannot be guaranteed.

All students and faculty are invited to attend Public Health Day. Two faculty members will serve as evaluators/graders for each student's presentation. Grades and written feedback will be input into Canvas soon after the program has received grading rubrics from both faculty reviewers. Students should use feedback received during and after the presentation to improve the final draft of the written paper.

Oral Presentations

Each student should plan to present for 10 minutes, with an additional 5-minute question and answer session to follow. Short time limits such as these are typical for professional presentations, and students should practice and ensure their presentation falls within the time limit. The time limit will be adhered to strictly.

The background portion of the presentation should be very brief (although more detail may be discussed in the paper). The presentation should focus primarily on the Methods, Results, Discussion, and Implications.

For remote presenters:

You will receive a calendar invite from the Capstone Coordinator with a Zoom link for your presentation.

In preparation:

- Your calendar invite will include a Zoom guide for presenters.
- Create your presentation as you would if giving it in person (preferably PowerPoint).
- Identify a quiet place to present. Look around the room to see what might be in the background that you don't want people to see. Try not to have a window or bright light behind you because it will create a silhouette effect.

The day of:

- Dress professionally, as you would if you were presenting in person.
- Silence your phones and computer notifications.
- Log in at least 5 minutes early for your presentation. An MPH staff member will be present as facilitator, timekeeper, and to help with any technical issues.
- During the Zoom meeting, you can share your screen and present your slides.
- Please note that presentations will be recorded for documentation by the MPH program.
- You will have up to 10 minutes to present, followed by up to 5 minutes of questions from your faculty reviewers.

Poster Presentations

Campus students who conduct poster presentations will be assigned a specific period of time during which they will need to be available to discuss the poster and the larger project in detail with faculty and fellow students. Each poster presenter should be prepared to provide a brief 5-minute presentation for faculty reviewers and fellow students. All portions of the paper should be represented on the poster.

MPH Exit Survey

Completion of the MPH Exit Survey is a graduation requirement. Students will be provided with a link in Canvas so to complete the MPH Exit Survey. The survey will be available starting on the day of Public Health Day, and must be completed by the last day of classes for that semester.

Permission Form

Please complete the permission form for us to use your paper and/or presentation as an excellent example to other students and faculty.

CLASS POLICIES

Assignment Policy

Be sure to review assignment descriptions carefully, and take note of any additional guidance that is given for each assignment. Students are expected to do their best work and to turn in work on time. Some “deadlines” are self-imposed and will be determined by the specific assignment.

- Unless otherwise noted, assignments are due at 11:59pm on the date indicated.
- If you anticipate submitting an assignment late, please inform your faculty advisor and the course coordinator as quickly as possible.
- Although assignments can be accepted late, delaying completion of an assignment could delay graduation if the delay is such that the student will not be prepared to present for their Final Exam Milestone or that the student does not pass the Final Exam Milestone, both of which are required for graduation. Such situations will be handled on a case-by-case basis. (For example, depending on the student’s progress, this could possibly include taking an incomplete or dropping the course.)

Faculty Advisor Evaluation Process

Students are expected to provide feedback on the quality of advising during their time in the MPH program. The evaluation is completed via Qualtrics as part of the MPH Exit Survey. The data collected is used to improve programmatic processes; it will only be shared using aggregate data. Individual data and identifiers are not shared.

Concerns with Faculty Advisor Communication & Responsiveness

If you experience difficulty in receiving feedback or response from your faculty advisor, please reach out to the Course Coordinator to let them know.

If your Faculty Advisor is temporarily unavailable and you require faculty support, please first reach out to your Concentration Coordinator. If you are unsure who your Concentration Coordinator is, please check the current [MPH Student Handbook](#).

Policy Related to Make up Exams or Other Work

Please review the Assignment Policy for information about make-up work.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Cheating and plagiarism will not be tolerated and will result in consequences up to and including failure of the course per the UF Honor Code. See the Academic Integrity section of this syllabus and the UF Student Conduct & Honor Codes for details:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

Communication Guidelines

The best way to communicate with your course coordinator is email through the UF email system. Please allow up to 48 hours during the work week to respond to your email. I sometimes check email on the weekend but I do not guarantee that I'll respond during that time.

Email correspondence should follow the etiquette of business emails (see UF's Netiquette Guide for Online Courses for guidance at <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>). If you would like to meet in person outside of office hours then please make an appointment to see me; this ensures that we will have an uninterrupted time to meet.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Online Faculty Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester.

The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center:
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu
