<table>
<thead>
<tr>
<th>MD/MPH Timeline</th>
<th>Capstone Practicum/Project Deliverables and Due Dates</th>
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</thead>
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| **Phase 1:** 1st year medical school-<br>**Fall Semester** | **Friday, September 29, 2023: Check-in with Advisor #1**<br>You must have checked in with your capstone faculty advisor by this date to brainstorm research interests and potential community partners for your Capstone Program. Fill out the *Capstone Advising Form* and submit it through Blackboard.  
**September 2023 - December 2023: Capstone Info Sessions**<br>Attend community partner events and capstone information sessions hosted by the Capstone Coordinator and the Department of Public Health Sciences.  
**Friday, December 8, 2023: Check-in with Advisor #2**<br>You must have checked in with your advisor by this date and have identified a potential community partner for your Capstone Program. Brainstorm project ideas, and fill out the *Capstone Advising Form*, and submit it through Blackboard. |
| **Phase 1:** 1st year medical school-<br>**Spring Semester** | **January 2024: Institutional Review Board (IRB) Session**<br>Attend the Institutional Review Board info session to learn about the process, when you should seek IRB approval, and how to submit to the IRB to conduct your capstone project.  
**Thursday, January 18, 2024 - Thursday, April 4, 2024**<br>During your Research Method course (EPH 651), secure a community partner. Begin to bring your project ideas together to draft a Practicum Proposal and apply for award funding.  
**Friday, April 12, 2024: Check-in with advisor #3**<br>You must have checked in with your advisor by this date to share a draft of your Practicum Proposal. Fill out the *Capstone Advising Form* and submit it through Blackboard by April 12. Begin implementing suggestions from the Capstone Faculty Advisor and community partner to submit the proposal by the June 3 deadline.  
**Monday, June 3, 2024**<br>Signed Community Partner Agreement & Competency Form, Practicum Proposal, and CITI certifications due to Capstone Coordinator through Blackboard. |
| Phase 1:  
*Summer of 2024* | Monday, June 10, 2024 - Friday, August 5, 2024  
Obtain practical field experience in a public health setting related to the capstone project area of interest. Develop a Capstone Project Proposal using evidence-based methodology to address public health issues. |
| --- | --- |
|  | **Friday, August 5, 2024**  
Practicum Write-up, Written products (2), Log of hours, Student Evaluation, and Community Partner Evaluation due to Capstone Coordinator through Blackboard. |
| Phase 2:  
*2nd year medical school-Fall Semester* | **Friday, August 9, 2024**  
Capstone Project Proposal DRAFTS due to advisor. |
|  | **Friday, September 20, 2024**  
Final Capstone Project Proposal approved and signed by Capstone advisor, Student Evaluation, and Community Partner Evaluation due to Capstone Coordinator through Blackboard. |
| Phase 2:  
*2nd year medical school-Spring & Summer Semester* | Continue working on the Capstone Project and communicate with the Capstone Coordinator and Capstone Advisor if any issues arise. |
| Phase 2:  
*3rd Year Medical School-Fall Semester* | **MONTHLY**  
Provide monthly capstone updates using the template provided. |
| Phase 3:  
*3rd Year Medical School-Spring and Summer Semester* | **MONTHLY:**  
Provide monthly capstone updates using the template provided. |
| Phase 3:  
*4th year Medical School-Fall Semester* | **Friday, August 7, 2026:**  
Capstone Final Report DRAFT due to advisor. |
|  | **Friday, September 11, 2026**  
Final approved Capstone Project Report, Capstone Project Report Rubric, Student Evaluation, and Community Partner Evaluation submitted to Capstone Coordinator. *If this deadline is not met, the student will have a comment about the missed deadline included in the professionalism section of the MSPE that is released on October 1.* |
| Phase 3:  
*4th year Medical School-Spring Semester* | **Course Complete** |

**NOTE:** If Capstone deliverables are not submitted by the appropriate deadlines, MD/MPH program leadership including Dr. Shirin Shafazand and/or Dr. Alberto Caban-Martinez, will contact the student. If documents continue to be delinquent, a Professionalism Incident Report (P.I.R.) will be issued.

Last Updated: 09/01/23