



Guidelines for Capstone Practicum Proposal

The Capstone Practicum Proposal is a 1- to 2-page editable document written after an initial conversation with the Community Partner and a meeting with the Faculty Advisor. The student and the Community Partner ascertain the type of activities the agency will be able to provide for the student to meet his or her objectives. The student and the Faculty Advisor ascertain the proposed competencies, objectives, and activities to meet the academic requirements for the MPH program. This proposal serves as an overview of how the student will meet MPH competencies and gain an understanding of a public health agency, its programs, the population it serves, and potential Capstone Projects. A final version of this proposal, approved and signed by the Capstone Faculty Advisor and Community Partner, along with the signed Community Partner Agreement, must be submitted to the Capstone Coordinator prior to logging hours. You will find online examples of Practicum opportunities in Blackboard or the Graduate Programs website.

Below is a **SAMPLE** format for the Capstone Practicum Proposal.

Introductory Paragraph:

Brief description of Practicum site/organization, WHY you chose this site; WHAT population it serves; the public health significance of their work and a general overview of WHAT activities you will be doing.

Objectives:

1. *Objective 1. (Example: By completion of the Practicum the student will be able to describe the organization and operations of the agency; describe the services provided, population served, and the public health significance of the work).*
2. *Objective 2. (Example: An example of what the student should be able to accomplish in planning, implementing and evaluating a smoking cessation program for Hispanic employees).*

Competencies:

1. *Select at least five (5) foundational and concentration competencies you will attain through your Capstone Practicum (at least 3 competencies must be from the foundational list) (see list provided in PRACTICUM—COMMUNITY PARTNER AGREEMENT & COMPETENCY FORM – Page 21).*

Sample Activities:

1. Review the mission and policies governing the agency and read program manuals.
2. Participate in an orientation program that includes spending time in selected departments. Attend staff meetings, conferences, etc.
3. Schedule meetings with administrators, Community Partners, and other relevant staff.
4. Gain an understanding of the population and communities served.
5. Identify areas of deficit or need in terms of programs/services provided.
6. Collect information about smoking in the general Hispanic population.
7. Conduct a survey to determine the magnitude of the problem at this site and interest in employee participation.
8. Develop a program plan, objectives, methods, and evaluation.
9. Assemble materials and equipment needed for implementation.
10. Schedule meeting and present program.
11. Implement program.
12. Assess program results.



PRACTICUM PROPOSAL (Format)

FORMAT:

- 1-2 pages, double spaced, size 12 font
- Follow the outline below. You may create your own Word document.
- Make sure you obtain name/signature/date from both your advisor and your preceptor.

INTRODUCTION:

- Brief overview of the public health topic you will be working on. Please include:
 - Public health significance: Introduction of the problem and its significance (why it is important, relevance, incidence, prevalence, consequences), proposed scope of your involvement, etc.
 - Brief summary of literature review on the issue: Include references in the proposal (see below).
 - How this issue relates to your public health interest and professional development.
- Brief description of the Community Partner organization and its specific programs or departments with whom you will be working. Rather than simply copying and pasting from organizational websites, tailor your summary to what is most relevant to your project.

OBJECTIVES & ACTIVITIES:

Consider using the SMART Goals guideline to create your objectives (see page 19).

- Objective 1: State general objective (e.g., I will understand the organization's fiscal needs).
 - List all activities that relate to objective 1. Use action verbs to list activities (e.g., I will review annual budgets and accounting reports; I will interview the CFO and others in financial roles).
- Objective 2: State general objective
 - List all activities that relate to objective 2

CAPSTONE PRACTICUM COMPETENCIES

Student Instructions: Select at least 5 foundational and concentration competencies you will attain through your capstone Practicum on the Competency Form. At least three competencies must come from the foundational list. Be sure to follow the instructions above the list of competencies.

TWO PRACTICE-BASED WORK PRODUCTS (PRACTICUM DELIVERABLES)

Identify two practice-based work products, in addition to your final Practicum Write-Up, that you will submit to your community partner and faculty advisor at the end of your Practicum to show the attainment of the chosen competencies. Examples include:

- PowerPoint presentation
- Data analysis results or output
- Multi-media presentations (e.g., videos, podcasts, website content you designed)
- Survey or data collection tool
- Fact sheet or infographic
- Brochure
- Training manuals
- Standard operating procedures document
- Literature review if requested by community partner
- Key informant interview if requested by community partner

ADDITIONAL INFORMATION

If applicable, include a brief description of ideas for your Capstone Project and how the Practicum may inform that work.

REFERENCES

Include at least 3 references that you used for your introduction using proper citation. These should be scholarly references rather than websites or blogs/posts. Search literature using PubMed and Science Citation Index.