

**FLORIDA GULF COAST UNIVERSITY  
COLLEGE OF HEALTH PROFESSIONS  
DIVISION OF HEALTH SCIENCES**



**MASTER OF SCIENCE IN HEALTH SCIENCE**

**Guidebook for  
HSC 6911 CAPSTONE PROJECT**

**Effective Spring 2012**

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## Guidebook for HSC 6911 Health Professions Capstone Project

### GRADUATE FACULTY CONTACT INFORMATION

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### COURSE DESCRIPTION

#### **HSC 6911 Health Professions Capstone Project (3 credit hours)**

An applied experience that integrates the principles, theories and concepts of the student's career concentration with problems or issues existing in the health field.  
Prerequisites: IHS 6112, IHS 6500

### PURPOSE OF A CAPSTONE PROJECT

In a capstone project, students gain experience in designing, implementing and/or evaluating a project in their area of concentration in the Health Science degree program by focusing on a specific topic of study, and demonstrating the application and integration of knowledge, skills and competencies acquired during their learning experiences.

### OUTCOMES

The following outcomes of the course are as outlined below:

1. Identify a project topic and objectives that are relevant to and have practical application to the student's career concentration.
2. Complete and submit a Project Pre-Proposal and gain approval of the Pre-Proposal. See Attachment A (Project Guidelines).
3. Complete a Literature Review.
4. Complete the Project.
5. Submit the completed Project in a 3-ring binder. This Project will be maintained by the Division of Health Sciences as a permanent record. See Attachment B (Project Format)

### PROJECT MENTOR

Students identify a full-time faculty member from the Division of Health Sciences listed above to serve as their project mentor. One to two semesters prior to the semester the student plans on registering for the Masters Project, the student first ask the faculty member of his/her interest in serving as their project mentor. The student's first choice of faculty mentor is not always feasible and hence not always approved due to faculty workload or interest.

#### **Responsibilities of the Project Mentor**

The project mentor is responsible for the following:

1. Review and Approve the Pre-Proposal.
2. Review and provide feedback on the Literature Review and Project.

3. Communicate with the student on a regular basis to monitor the student's progress.
4. Submit grades for the course.

### **Student's Responsibilities to the Project Mentor**

Students are responsible for the following:

1. Maintain ongoing communication with the project mentor (in person, or by telephone or e-mail).
2. Submit the Masters Project in a 3-ring binder.

### **Change of Project Mentor**

In the event that a faculty mentor is unable to fulfill his/her commitment due to professional conflict or other extenuating circumstances, the faculty or student may request a change of mentor to the Chair of the Division of Health Sciences.

### **INSTITUTIONAL REVIEW BOARD FOR INVOLVEMENT OF HUMAN SUBJECTS OR ANIMALS**

Information on the Institutional Review Board for Involvement of Human Subjects or Animals is available as appropriate through the project mentor.

### **MEETING SCHEDULE AND PROJECT TIMELINE**

The student and project mentor will arrange regular meeting dates, either in person, by telephone or virtually. Prior to beginning the Project, the student will formulate proposed timelines for project progression and completion, and submit this in writing to the faculty mentor for approval.

### **GRADING POLICY**

Grades are assigned as Satisfactory (S), or Unsatisfactory (U). The grade of U is assigned if the project product is unsatisfactory. A grade of U is considered failing and can result in dismissal from the program in congruence with the grading policy stated in the Division of Health Sciences Student Guidebook.

### **INCOMPLETE GRADE (I)**

The project is to be completed in the semester in which the student is registered for the course. Students unable to complete the project by the end of the semester may, with the permission of the project mentor, be assigned a grade of "I." A grade of "I" is not computed in the student's GPA.

To initiate consideration for a grade of "I," a student must contact the project mentor before grades are reported. The decision to award a grade of "I" is solely the decision of the project mentor. To be eligible for a grade of "I," the student must have completed the Literature Review and 50% of the work of the Project. Should a project mentor decide to assign the grade, both the student and the mentor must complete an Incomplete Grade Assignment Form (See Attachment C). The Incomplete Grade Assignment Form is available from the project mentor. Project mentors may restrict the amount of time given to the student to

complete the project. After one year, a grade of “I” will be changed to a “U” if the instructor has reported no grade.

### **ACADEMIC HONESTY**

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. Plagiarism whereby another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own, shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university. Any student failing to properly credit ideas or materials taken from another is plagiarizing.

The Division of Health Sciences maintains a **Zero-Tolerance Policy** for academic dishonesty. Any student found in violation of academic honesty will earn a grade of “U” for the course and may be permanently dismissed from the program. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Division of Health Sciences.

### **COPYRIGHT**

Master of Science in Health Science candidates may register the copyright on original project materials. For copyright information visit the following website: [www.copyright.gov](http://www.copyright.gov).

### **PUBLICATION AND PRESENTATION AT PROFESSIONAL MEETINGS**

Students are challenged to produce work that could result in publication and presentation. Students are encouraged to submit articles related to their project for publication in a refereed or other journal, and abstracts for presentations at a professional conference at the local, state, regional or national level. Faculty advisors, project mentors, or the Division Chair are available to provide students with guidance in this area.

## **ATTACHMENT A: PROJECT GUIDELINES**

### **PROJECT PRE-PROPOSAL**

A project summary is requested by your project mentor to be used as preliminary information and introduction to your project, and as the basis for your initial discussion with your project mentor. Typically, this summary is **presented and approved** one to two semesters prior to the semester in which you plan on registering for HSC 6911 Health Professions Capstone Project.

The Project Pre-Proposal is a narrative, which describes the project in one to two pages. It further defines the problem, purpose, and scope of your task and indicates how it applies and bears significance to your discipline. It should also include the goals and objectives to be addressed in the project as well as a succinct description of your method or process. Your Pre-Proposal should also include your timeline for completion of your Project. Specific elements of your plan to complete the project should be included.

### **PROJECT SECTIONS**

#### **Cover Page**

The cover page should include the title of the project, your name, the name of the division, college and institution (FGCU), and the date of the project. (See attachment B)

#### **Problem**

This section is the introduction to your project. State as succinctly as possible the nature of the problem as you perceive it; why you consider it important; and how you hope to contribute to its solution. Do not present the specific objectives; rather, write about your sense of the problem and where it appears in a whole view of your professional field. Anyone reading this section will understand the broad frame for your problem, why it is significant, and how your approach is new. This section should be brief, no more than a few pages.

#### **Questions to be answered in the Problem:**

1. Where does the problem identified for the project fit into the general area of your profession?
  - Why is your project important?
  - To whom is it important other than you?
  - Importance of the project as a whole, not the importance of the problem.
2. What are the boundaries of your topic?
3. Why is this problem worth scholarly attention?
  - What do you hope to accomplish regarding the problem by carrying out your project?
  - Will you change something, understand something, or interpret something differently?

## **Literature Review**

The Literature Review contains a list of the topics your in-depth review will cover. It should average approximately 40 pages and may include 60 – 80 references. It should include studies that support your view that the problem is important as well as studies using similar and dissimilar methods to the one you propose to use. This must be a selective, critical, and analytical summary of important publications, not a comprehensive review, or merely a litany of citations. The literature review should shed light on the logic and line of inquiry that supports your questions or objectives. The literature summary should clearly demonstrate: (a) integration of the appropriate theory/ies from the literature with the proposed project, and (b) relevance of the theory/ies to the proposed topic/project.

### **Questions to be answered in the Literature Review:**

1. What is the historical development of this topic?
2. What is the essential literature on this topic?
3. What modes or patterns of inquiry are present in the literature?
4. How does my inquiry and my project logically follow these?

The Literature Review is a vital part of your project. An informed approach to your task is required, and demonstrates best practice in the area of your Project. By the time you prepare your project, your familiarity with the literature should be complete. The literature review discusses and explains the pertinent documents and analyses of previous inquirers. Controversies, ambiguities, and patterns of inquiry in this area of study should be documented here.

A resource to assist you in writing your literature review is *Writing Literature Reviews (4<sup>th</sup> Edition)* by Jose L. Galvan (Pyrzczak Publishing – ISBN 1884585868).

## **Reference List**

The reference list for the proposal should be written in the style that will be required for the project (i.e., APA Format). All references cited should be included.

## **Project Presentation**

In this section, present your project in a format or medium that is best suited for the project, however, approval of the format is required by the project mentor. The project mentor can provide further guidance on the project format. Regardless of the format or medium used, a written report that includes a Cover Page, Pre-Proposal, Problem, Literature Review and references must be submitted. The Project must be submitted in a 3-ring binder.

### **Appendices (Optional)**

Include tests, measures, interviews, observation sheets, and other data-gathering instruments; forms to gather subjects' informed consent to participate in the project study if applicable; and any other forms that may be required.

References used to prepare this attachment:

Shimahara, N. & Carr, D. (1984). The Dissertation Proposal. A paper written under the auspices of the Rutgers University Graduate School of Education Senate Subcommittee on the Improvement of Dissertation Quality.

Bailey, D.M. (1997). Research for the Health Professional: A Practical Guide. Philadelphia, PA: F.A. Davis Company.

Adapted from:

Shimahara, N. & Carr, D. (1984). The Dissertation Proposal. A paper written under the auspices of the Rutgers University Graduate School of Education Senate Subcommittee on the Improvement of Dissertation Quality.



## **ATTACHMENT B: PROJECT FORMAT**

### **Content Order**

The content order of the written document is as follows:

- Title Page
- Table of Contents
- Pre-Proposal
- Problem
- Literature Review
- Reference List
- Project Presentation
- Appendices

### **Style**

APA format is required, unless permission is granted by the project mentor to use another style. Refer to the Publication Manual of the American Psychological Association (6<sup>th</sup> or most current edition) for detailed specifications. More information on the APA format may be found at the following web-site: <http://www.psywww.com/resource/apacrib.htm>

### **Font**

The use of 12-font size is required for text, tables, and figures. Times New Roman or Courier font styles are recommended; script type is not acceptable. There must be no mixing of font size or font types. The originals submitted to the Division of Health Sciences may not contain errors covered by correction tape or correction fluids.

### **Pagination**

Except for the title page, which is not to be numbered, preliminary pages are numbered with small Roman numerals (i., ii, iii, iv, etc.). Subsequent pages (beginning with the text) are numbered with Arabic numbers beginning with the number 1. Each section or chapter begins with a new page; however, page numbers are consecutive for the entire document. Page numbers should be either 3/4 or 1 inch from the bottom edge of the page. (Note: Use 8 1/2 x 11 inch paper for the written project report).

### **Margins**

Left margins must be 1.5 inches (to allow for hole punch). The other three sides of the page (top, right, and bottom) must be 1 inch margins. Do not justify margins.

## Spacing

Table titles, figure captions, table of contents, and long quotations are single-spaced. (APA requires double spacing in tables.) All other text is double-spaced. Paragraphs are indented uniformly (5 spaces are recommended) throughout the document (do not use extra spaces between paragraphs).

## Headings

Use standard headings and subheadings format consistently. Be sure that spacing above and below headings is uniform.

## Title Page

The title page for the completed project (not the proposal) must include the following (refer to the next page for an example):

- TITLE (capitalized)
- By NAME OF STUDENT (capitalized)
- B.S. or B.A. (as appropriate), name of college or university and year undergraduate degree was completed
- The following is placed at the center bottom of the cover sheet for projects:  
A project submitted to *the name of mentor*  
Division of Health Sciences of the  
College of Health Professions  
Florida Gulf Coast University in partial fulfillment of the requirements  
for the degree of  
Master of Science in Health Science  
Division of Health Sciences  
Approved by  
Signature lines (one line for projects)  
Fort Myers, Florida  
Month and year of approval

TITLE OF PROJECT (CAPITALIZED)

By JANE DOE STUDENT

B.S., American University, 20XX

A project submitted on January 4, 20XX, to (Mentor's Name)

Division of Health Sciences of the

College of Health Professions

Florida Gulf Coast University in partial fulfillment of the requirements

for the degree of

Master of Science in Health Science

Division of Health Sciences

Approved by

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Type project mentor's name here

Fort Myers, Florida

January, 20XX

**Attachment C: Incomplete Grade Agreement Form**



**College of Health Professions  
Division of Health Sciences**

**Incomplete Grade Agreement Form**

**Date:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**CRN:** \_\_\_\_\_

**Course Number & Title:** \_\_\_\_\_

**Semester/Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Course Faculty:** \_\_\_\_\_

**This document represents an agreement between the course instructor and student for successful completion of the course described above.**

**Terms for Completion:** \_\_\_\_\_

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**Date for outstanding requirements listed above to be submitted:** \_\_\_\_\_  
(Date is at the discretion of the faculty, not to exceed one year.)

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_