HB 746: Capstone I
Fall 2014 Syllabus

Class Schedule: Wednesdays
2:00-3:50 pm

Location: McGavran-Greenberg Hall, Room 2308

Instructor: Meg Landfried, MPH
MPH Program Manager
Phone: (919) 966-0057
Email: landfried@unc.edu
Office: 358 B Rosenau

Teaching Assistants: Melissa Cox, MPH
Doctoral Student
Phone: (978) 549-1588
Email: coxmj@live.unc.edu
Meetings by appointment

Jayne Jeffries, MA, MHS
Doctoral Student
Phone: (765) 376-8085
Email: jaynej@live.unc.edu
Meetings by appointment

Cara Person MPH, CPH
Doctoral Student
Phone: (703) 477-2123
Email: cjperson@live.unc.edu
Meetings by appointment
Capstone Description & Course Goals

Capstone is a group-based, mentored, service-learning experience that serves as the master’s thesis substitute for second-year MPH students in the Department of Health Behavior. We expect this critical learning experience to result in new or improved public health programs, services, and resources; build students’ and organizations’ capacity to address public health problems; strengthen University/community partnerships; and enhance student skills. Overall, Capstone is intended to improve public health practice.

Capstone Logic Model

Inputs
- Students’ knowledge & skills from HB training & past experiences
- Mentorship & expertise from preceptor, faculty adviser, and teaching team
- Expertise from Consultants on Call

Activities
- Develop work plan
- Submit IRB Application
- Engage with Capstone partner organization and key stakeholders
- Plan for sustainability
- Complete tasks and activities outlined in work plan
- Evaluate Capstone project experience

Outputs
- Work plan
- IRB determination
- Deliverables
- Capstone Summary Report
- Capstone Celebration Day presentation
- Capstone evaluations

Outcomes
- Creation of new and/or improved public health programs, services, and resources
- Increased capacity of partner organizations to address public health problems
- Strengthened University/community partnerships
- Enhanced student skills, marketability

Impact
- Improved public health practice

Capstone class sessions are opportunities for students to prepare for, reflect upon, synthesize, and generalize from their Capstone project experiences. The goals of the Capstone course are to:
1. Enhance experiential learning related to Capstone project work;
2. Provide a venue for cross-team sharing and co-learning; and
3. Critically reflect on the processes informing the products produced for Capstone.
Expectations

Ground Rules:
1. Begin and adjourn on time.
2. Take responsibility for the quality of the classroom experience.
3. Maintain active engagement without technological distractions.
4. Respectfully work toward shared understanding.
5. Share the floor.
6. Respectfully provide and receive constructive feedback.

If you need special accommodations to fully participate in this course, please see the course instructor immediately.

Honor Code
As a UNC student, you are bound by the UNC Honor Code, which states that all students shall “refrain from lying, cheating, or stealing” and defines plagiarism as "deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise.” Academic dishonesty in any form is unacceptable, and any breach in academic integrity, however small, will be investigated and accordingly addressed. If you have questions about your responsibility under the honor code, please bring them to one of the members of the teaching team or consult with the office of the Dean of Students or the Instrument of Student Judicial Governance.

Course Materials

Course Website
http://sakai.unc.edu ♫ HBHE746.001.FA14
Students should refer to the course website on Sakai throughout the semester for the latest course information and as a platform for collaboration. Please direct Sakai feedback and questions to Jayne Jeffries.

Course Evaluations

The teaching team welcomes your thoughts on how the course can be adjusted during the semester and/or improved for next year. Please feel free to contact any member of the teaching team about the course at any time. You will have an opportunity to provide feedback on the course and participate in a 360-degree feedback exchange with your Capstone project team members and mentors at the midpoint and end of the semester. Finally, you are expected to complete the Gillings School of Public Health Course Evaluation between November 28th and December 10th, 2014.
Assignments & Grading

Evaluation for grading purposes will be based on the completion of the assignments listed below.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Updates</td>
<td>Fridays, August 29-December 5, excluding holidays</td>
<td>5%</td>
</tr>
<tr>
<td>Fall Work Plan and Logic Model</td>
<td>September 17</td>
<td>10%</td>
</tr>
<tr>
<td>Summary Report Introduction</td>
<td>September 24</td>
<td>10%</td>
</tr>
<tr>
<td>Summary Report Background Section Outline</td>
<td>October 1 or 8, see course schedule for meeting date with TA</td>
<td>N/A</td>
</tr>
<tr>
<td>Mid-Semester Evaluation</td>
<td>October 15</td>
<td>N/A</td>
</tr>
<tr>
<td>Summary Report Background Section</td>
<td>October 29</td>
<td>20%</td>
</tr>
<tr>
<td>Capstone Project Update</td>
<td>December 3, due by 12:00pm</td>
<td>N/A</td>
</tr>
<tr>
<td>Fall Course Evaluation</td>
<td>December 3</td>
<td>N/A</td>
</tr>
<tr>
<td>Classroom Participation</td>
<td>N/A</td>
<td>15%</td>
</tr>
<tr>
<td>Contributions to Capstone Project Work</td>
<td>N/A</td>
<td>40%</td>
</tr>
</tbody>
</table>

The teaching team will provide more detailed information on each assignment in class and on Sakai at least two weeks before an assignment is due.

Grading

All course assignments will be graded on the following grading scale:

- **H** High Pass: Clear excellence
- **P** Pass: Entirely satisfactory graduate work
- **L** Low Pass: Inadequate graduate work
- **F** Fail

References

You are strongly encouraged to use American Psychological Association (APA) style [http://www.apastyle.org/](http://www.apastyle.org/) for all of your assignments. If you would like to use a different reference style, please seek permission from the teaching team.

Missed Assignment Deadlines

Students are expected to complete assignments on time. If there are extenuating circumstances and you anticipate not being able to meet the assignment deadline, be proactive about contacting the teaching team. There will be a deduction in scoring for late work unless approved ahead of time by the teaching team.

Questions

Please direct assignment and project questions to your TA. Email is generally the preferred mode of communication; however, you should call your TA if doing so would create efficiencies. Your TA will consult with or direct your inquiry to the course instructor as necessary. You can expect a response from the teaching team within 2 business days. If you do not receive a response within the allotted time, please send a reminder email.
**Course Schedule Overview**

The teaching team reserves the right to make changes to the syllabus, including assignment due dates, when unforeseen circumstances occur. These changes will be announced as early as possible so that students can adjust their schedules accordingly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Topic(s)</th>
<th>Assignment(s) Due in Addition to Weekly Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>1</td>
<td>Semester Overview</td>
<td></td>
</tr>
<tr>
<td>August 27</td>
<td>2</td>
<td>Capstone Orientation</td>
<td></td>
</tr>
<tr>
<td>September 3</td>
<td>3</td>
<td>Capstone Team Development</td>
<td></td>
</tr>
<tr>
<td>September 10</td>
<td>4</td>
<td>Capstone Project Logic Models</td>
<td></td>
</tr>
<tr>
<td>September 17</td>
<td>5</td>
<td>Summary Report Background Section</td>
<td>Fall Work Plan and Logic Model</td>
</tr>
<tr>
<td>September 24</td>
<td>6</td>
<td>Key Concepts of Community Engagement</td>
<td>Summary Report Introduction</td>
</tr>
<tr>
<td>October 1</td>
<td>7</td>
<td>Team Meetings/Project Updates</td>
<td></td>
</tr>
<tr>
<td>October 8</td>
<td>8</td>
<td>Team Meetings/Project Updates</td>
<td></td>
</tr>
<tr>
<td>October 15</td>
<td>9</td>
<td>Team Time</td>
<td>Mid-semester Evaluation</td>
</tr>
<tr>
<td>October 22</td>
<td>10</td>
<td>Working with Qualitative Data in Capstone</td>
<td></td>
</tr>
<tr>
<td>October 29</td>
<td>11</td>
<td>Team Meetings</td>
<td>Summary Report Background Section</td>
</tr>
<tr>
<td>November 5</td>
<td>12</td>
<td>Team Meetings</td>
<td></td>
</tr>
<tr>
<td>November 12</td>
<td>13</td>
<td>Journal Club</td>
<td></td>
</tr>
<tr>
<td>November 19</td>
<td>14</td>
<td>Planning for Spring</td>
<td></td>
</tr>
<tr>
<td>November 26</td>
<td>15</td>
<td>No Class: Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>December 3</td>
<td>16</td>
<td>Project Updates and SPH Course Evaluation</td>
<td>Fall Course Evaluation</td>
</tr>
</tbody>
</table>

**NOTE:** If a team is unable to meet with the teaching team during the scheduled time, it is the team’s responsibility to find a team that can switch meeting times. Outside of scheduled team meetings, teams have the responsibility of contacting their TA and/or the instructor to set up meetings as needed.
Detailed Course Schedule

August 20

Week 1: Semester Overview

Objectives:
- To establish expectations for the Capstone class and project work
- To identify effective strategies for collaborative project work

August 27

Week 2: Capstone Orientation

Objectives:
- To clarify Capstone teaching team, student, preceptor, and faculty adviser roles and responsibilities
- To answer student questions so that they are able to finalize their fall work plans
- To prepare preceptors and faculty advisers for their mentoring roles

Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00-2:30</td>
<td>Overview of Capstone Roles and Responsibilities</td>
<td>RO 133</td>
</tr>
<tr>
<td>2:30-3:50</td>
<td>Boys on Track Team Meeting IntraHealth Team Meeting</td>
<td>MG 2308</td>
</tr>
<tr>
<td></td>
<td>NCCADV Team Meeting</td>
<td>HSL 127</td>
</tr>
<tr>
<td></td>
<td>IVPB Team Meeting</td>
<td>MG 2308</td>
</tr>
<tr>
<td></td>
<td>TPCB Team Meeting</td>
<td>MHRC 3100</td>
</tr>
<tr>
<td></td>
<td>NCHRC Team Meeting</td>
<td>MG 2308</td>
</tr>
<tr>
<td></td>
<td>OCHD Team Meeting</td>
<td>MHRC 2005</td>
</tr>
<tr>
<td></td>
<td>PORCH Team Meeting</td>
<td>HSL 128</td>
</tr>
<tr>
<td></td>
<td>UNC Family Medicine Team Meeting</td>
<td>RO 304</td>
</tr>
<tr>
<td></td>
<td>WOW Team Meeting</td>
<td>HSL 129</td>
</tr>
<tr>
<td></td>
<td>Mentoring Best Practices Preceptors and Faculty Advisers only</td>
<td>MG 2308</td>
</tr>
</tbody>
</table>

September 3

Week 3: Capstone Team Development

Objectives:
- To identify and share individual Capstone goals
- To establish team communication and decision making procedures
- To solidify Capstone team ground rules
September 10  Week 4: Logic Models

Objectives:
- To illustrate the planned work and intended results of individual Capstone projects

Readings:
- See Logic Models folder within Project Resources on course Sakai site.

September 17  Week 5: Summary Report Background Section

Objectives:
- To describe the process for writing an effective literature review
- To critique sample summary report background sections to identify areas of strengths and weakness

Assignment Due: Fall Work Plan and Logic Model

September 24  Week 4: Key Concepts of Community Engagement

Guest speaker: Geni Eng

Objectives:
- To explore power and partnership across the continuum of community involvement in public health practice
- To examine the process of gaining, building, and maintaining trust with the community

Readings:

Assignment Due: Summary Report Introduction

October 1  Week 7: Team Meetings with TAs/Project Updates

Objectives:
- To collect TA feedback on teams’ background section outlines
- To share progress across projects
Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Meet With TA</th>
<th>Share Project Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00-2:50</td>
<td>• BOT meet with Cara in MHRC 2005</td>
<td>IVPB, NCCADV, and OCHD share updates with Meg in MG 2308</td>
</tr>
<tr>
<td></td>
<td>• IntraHealth meet with Jayne in MHRC 3005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WOW meet with Melissa in MHRC 3100</td>
<td></td>
</tr>
<tr>
<td>2:50-3:00</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>3:00-3:50</td>
<td>• IVPB meet with Melissa in MHRC 3100</td>
<td>BOT, IntraHealth, and WOW share updates with Meg in MG 2308</td>
</tr>
<tr>
<td></td>
<td>• NCCADV meet with Cara in MHRC 2005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• OCHD meet with Jayne in MHRC 3005</td>
<td></td>
</tr>
</tbody>
</table>

October 8

Week 8: Team Meetings with TAs/Project Updates

Objectives:
- To collect TA feedback on teams’ background section outlines
- To share progress across projects

Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Meet With TA</th>
<th>Share Project Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00-2:50</td>
<td>• NCHRC meet with Melissa in MHRC 2005</td>
<td>PORCH and TPCB share updates with Meg in MG 2308</td>
</tr>
<tr>
<td></td>
<td>• UNC Family Medicine meet with Jayne in MHRC 3100</td>
<td></td>
</tr>
<tr>
<td>2:50-3:00</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>3:00-3:50</td>
<td>• PORCH meet with Melissa in MHRC 2005</td>
<td>NCHRC and UNC Family Medicine share updates with Meg in MG 2308</td>
</tr>
<tr>
<td></td>
<td>• TPCB meet with Cara in MHRC 3100</td>
<td></td>
</tr>
</tbody>
</table>

October 15

Week 9: Team Time

Assignment Due: Mid-Semester Evaluation

October 22

Week 10: Working with Qualitative Data in Capstone

Objectives:
- To review additional approaches to qualitative data management
- To review additional approaches to qualitative data analysis
Readings:
- See Qualitative Data Analysis & Management folder within Project Resources on course Sakai site.

October 29

Week 11: Team Meetings with TAs

Objectives:
- To update the teaching team on Capstone project work progress

Schedule:
- 2:00-2:50 BOT meet with Cara in MG 2308
  IntraHealth meet with Jayne in MHRC 0015
  WOW meet with Melissa in MHRC 2005
- 2:50-3:00 Break
- 3:00-3:50 IVPB meet with Melissa in MHRC 2005
  NCCADV meet with Cara in MG 2308
  OCHD meet with Jayne in MHRC 0015

Assignment Due: Summary Report Background Section

November 5

Week 12: Team Meetings with TAs

Objectives:
- To update the teaching team on Capstone project work progress

Schedule:
- 2:00-2:50 PORCH meet with Melissa in MG 2308
  TPCB meet with Cara in MHRC 2005
- 2:50-3:00 Break
- 3:00-3:50 NCHRC meet with Melissa in MG 2308
  UNC Family Medicine meet with Jayne MHRC 2005

November 12

Week 13: Journal Club

Objectives:
- To reflect on the key principles guiding the field of health education and health promotion as they pertain to Capstone

Readings:
- TBD
November 19  Week 14: Planning for Spring

Objectives:
- To describe the skills that have been acquired over the past semester
- To summarize the transition from Fall to Spring semester work

November 26  Week 15: Thanksgiving Break

December 3  Week 16: Project Updates and SPH Course Evaluation

***Bring your computers to class***

Objectives:
- To provide a brief overview of each Capstone team’s progress thus far
- To provide constructive feedback on the Fall Capstone course experience

Assignment Due: Fall Course Evaluation
### 2014-2015 Capstone Teams

<table>
<thead>
<tr>
<th>Team</th>
<th>Teaching Assistant</th>
<th>Preceptor(s)</th>
<th>Faculty Adviser</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boys on Track</strong></td>
<td>Cara Person</td>
<td>Bob Pleasants</td>
<td>Wizdom Powell</td>
<td>Sarah Downs, Jed Hinkley, Jennifer Jansen, Zach Lampron</td>
</tr>
<tr>
<td><strong>Carolina Collaborative for Research on Work &amp; Health &amp; UNC Work Well, Live Well Committee (WOW)</strong></td>
<td>Melissa Cox</td>
<td>Meg Pomerantz, Lauren Mangili</td>
<td>Laura Linnan</td>
<td>Dennis Carmody, Lawrenson, Christmas, Liza Engstrom, Chaneé Lynch</td>
</tr>
<tr>
<td><strong>IntraHealth</strong></td>
<td>Jayne Jeffries</td>
<td>David Potenziani, Dyikki Settle</td>
<td>Kate Muessig</td>
<td>Anise Gold-Watts, Jennifer Lawall, Marielle, Matthews, Jewels Rhode</td>
</tr>
<tr>
<td><strong>NC Coalition Against Domestic Violence</strong></td>
<td>Cara Person</td>
<td>Rachel Dooley, Catherine Guerrero</td>
<td>Vangie Foshee</td>
<td>Courtney Heck, Jennifer Hill, Kendra Madding, Cristina Sansone, Kari Thatcher</td>
</tr>
<tr>
<td><strong>NCDPH, Injury and Violence Prevention Branch</strong></td>
<td>Melissa Cox</td>
<td>Scott Proescholdbell, Alan Dellapenna</td>
<td>Suzanne Maman</td>
<td>Amy Bryson, Joy Massey, Elizabeth Moore, Shriya Soora, Diana Zuskov</td>
</tr>
<tr>
<td><strong>NCDPH, Tobacco Prevention and Control Branch</strong></td>
<td>Cara Person</td>
<td>Anna Stein</td>
<td>Kurt Ribisl</td>
<td>Osub Ahmed, Obie McNair, Elena Pinzon, Rachel Wilbur</td>
</tr>
<tr>
<td><strong>NC Harm Reduction Coalition</strong></td>
<td>Melissa Cox</td>
<td>Katie Clark, Robert Childs</td>
<td>Chris Ringwalt</td>
<td>Kelly Knudtson, Hyun Namkoong, Adé Oni, Caitlin Snyder</td>
</tr>
<tr>
<td><strong>Orange County Health Department</strong></td>
<td>Jayne Jeffries</td>
<td>Mike Fliss, Meredith Stewart</td>
<td>Lynn Blanchard</td>
<td>Phenesse Dunlap, Jennifer Grant, Sarah Hiller, Kathryn Peebles, Elena Rivera</td>
</tr>
<tr>
<td><strong>PORCH, Inc.</strong></td>
<td>Melissa Cox</td>
<td>Debbie Horwitz, Christine Cotton, Susan Romaine</td>
<td>Leslie Lytle</td>
<td>Christina Galardi, Michelle Madeley, Anna Rose Miller, Anna Spier</td>
</tr>
<tr>
<td><strong>UNC Family Medicine Nicotine Dependence Program</strong></td>
<td>Jayne Jeffries</td>
<td>Carol Ripley-Moffitt, Christine Rini</td>
<td></td>
<td>Jaime Adler, Julia Bernstein, Kate Bloom, Christy Bridges</td>
</tr>
</tbody>
</table>

~11~