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**2020-2021 Capstone Project Proposal Form**

**Instructions**

1. Review the Capstone Overview document in full.
2. Contact [mphcapstone@unc.edu](mailto:mphcapstone@unc.edu) to schedule a meeting with a member of the Capstone teaching team to discuss your project ideas and receive tips on the Capstone project proposal process. Meetings with the teaching team should take place by January 27, 2020.
3. Fill out this form. Please save your completed proposal as a **Microsoft Word** document using the following naming convention: Organization Name\_Capstone Proposal 2020-2021.
4. Collect a letter of support from your organization’s leadership. The letter of support should explain how the Capstone project goal will enhance your organization’s mission; demonstrate commitment to the resources and support (including staff time) needed to carry out the project work; and outline a contingency plan if the preceptor is no longer able to carry out the roles and responsibilities of that position.
5. Email your completed proposal form and a letter of support to [mphcapstone@unc.edu](mailto:mphcapstone@unc.edu) by 11:59 p.m. on **February 3, 2020**.

**Partner Organization**

Organization:

Organization’s Address:

Website:

Description of Organization (e.g., mission, history, size, funding):

**Preceptor(s)**

*Who will be the preceptor (i.e., organizational contact, supervisor, and mentor) to the student team?*

Name, Degree(s):

Job Title:

Email:

Phone:

*Based on experience, we have found that it is best to have one preceptor per Capstone project. If, however, your proposed project would best be supported by more than one preceptor, please provide contact information for the other preceptor and a rationale for having more than one preceptor.*

Name, Degree(s):

Job Title:

Email:

Phone:

Rationale for having more than one preceptor:

**Capstone Project Topic**

*List 1-2 keywords that describe the topic of your Capstone project.*

**Capstone Project Goal**

*In one sentence, summarize the intended impact of the Capstone project. E.g., The goal of this Capstone project is to assist Chatham County, NC with implementing and strengthening its Aging Plan to address priority concerns about transportation, housing, health care, caregiving, and social connectedness.*

The goal of this Capstone project is to:

**Capstone Project Overview**

*Provide a ~1 page description of your project that includes:*

* *An explanation of the public health issue(s) prompting the need for the Capstone project*
* *A brief overview of the major activities a team will conduct in order to produce the deliverables*
* *The rationale for the proposed scope of work*
* *An explanation of why your organization would benefit from having a team of public health graduate students do the proposed work*
* *A list of skills you would expect students to gain by working on this Capstone project*
* *An explanation of how the project stakeholders, including the project’s priority population, will be engaged in the Capstone project*
* *A description of how the project work will be transitioned back to the organization and sustained after the academic year ends, including the organizations’ intended next steps for the deliverables produced*
* *(If applicable) How the proposed Capstone project work will build on, complement, or differ from past years’ work*

**Capstone Project Deliverables**

*We expect each Capstone team to produce 4-6 major deliverables (i.e., products) for their Capstone partner organization. For each deliverable:*

* *Provide a title that clarifies the type of product students will produce (e.g., literature review, interview guide, evaluation plan, curriculum, funding guide, etc.).* ***Deliverable titles should be nouns.***
* *Describe the purpose of the deliverable by explaining how the product will be used to inform other deliverables and/or advance the overall project goal.*
* *Describe the expected format of the deliverable. Here it is helpful to note the expected length and formality of the deliverable (e.g., a 20 page academic literature review vs. a ~5-page annotated bibliography).*
* *List the audience(s) for the deliverable (e.g., organizational leadership, community members, policy makers, funders, etc.).*
* *Provide a list of the major steps needed to produce the deliverable as well as an estimated timeline.*

***Example:***

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| **Deliverable #1: Literature Review** | |
| *Purpose:* To identify evidence-based homelessness prevention and housing-related best practices answering the question, “What is the most effective housing strategy for DV victims and for children exposed to DV to reduce homelessness and DV victimization and/or perpetration?” to provide rationale for housing strategy recommendations. | |
| *Format:* 1 page executive summary and 10 page academic-style literature review | |
| *Intended Audience:* preceptor, organizational leadership, potential funders | |
| **Steps** | **Expected Completion Date** |
| 1. Consult with preceptors to finalize priorities for literature review of evidence-based homelessness prevention housing policies/practices and housing intake processes | September |
| 1. Develop search protocol and criteria for relevant articles | September |
| 1. Collect articles, refine for relevancy, read and memo | September |
| 1. Develop detailed literature review outline, send to mentors for feedback | October |
| 1. Draft report on literature findings, send to mentors for feedback | October |
| 1. Finalize report | October |
| 1. Draft executive summary, send to mentors for feedback | October |
| 1. Finalize executive summary | October |
| 1. Present/share literature review findings with preceptor and board | November |

*Please remove the above example from your finalized Capstone project proposal form.*

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| **Deliverable #1: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #2: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #3: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #4: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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**Special Considerations**

*Please list the knowledge/skills/expertise that students should* ***have*** *prior to beginning the Capstone project work.*

*What are the major challenges that the Capstone student team will face in getting this Capstone project accomplished and how will the preceptor and Capstone partner organization support the team in navigating those challenges?*

*What are important timing considerations for the student team to be aware of when working on the proposed project?*

*What, if any, travel considerations exist for students who will work on this project?*

*What, if any, language considerations exist for students who will work on this project?*

*What other important issues, if any, should the Capstone students, faculty adviser, and/or Capstone teaching team know about your proposed project?*

**Mentoring Experience/Capacity**

*Please confirm that the preceptor listed on page one agrees to (check boxes):*

Spend approximately 2-4 hours, on average, each week supporting the Capstone project work.

Establish an appropriate and feasible scope of work that is directly aligned with the partner organization’s needs and provides a valuable learning experience for students.

Orient students to the public health issues, people, policies, procedures, and norms related to the Capstone project work. This includes providing a guided tour of community(ies) the Capstone partner organization serves/intends to serve (if applicable) and introducing students to key informants and potential stakeholders.

Maintain regular contact with the student team through meetings (typically every other week) and email.

Provide continuous direction and specific, timely feedback on the Capstone project work based on the objectives of the project and needs of the organization.

Help the team to problem-solve.

Model professional, ethical behavior.

Attend an orientation (late August), a spring check-in meeting (January), and their team’s final presentation (late April).

Identify a suitable replacement if unable to continue in the role of a preceptor.

*Please describe the preceptor’s experience with mentoring graduate students.*

**Please return completed proposal forms to** [**mphcapstone@unc.edu**](mailto:mphcapstone@unc.edu)**.**