**Learning Objectives**

1. Identify project advisor
2. Begin to…
* Articulate project purpose and rationale
* Define necessary resources and methodologies or processes
* Outline plan for collecting appropriate resources
* Describe expected outcome(s) and or product(s)

Use this worksheet and the RUBRIC below to organize the content required for the CSD FOM2 Advisor Selection & Project Proposal Submission Form (Submission Form).

Underlined headers on this worksheet correspond to content required in the Submission Form.

Email the contents of this worksheet to your Capstone Project Advisor for editing and review. After your advisor determines that your progress “meets expectations” as is defined by the RUBRIC included at the end of this worksheet, submit your work by copying from this worksheet and pasting into the online Submission Form. This Submission Form is accessed from the Capstone BBL course folder, and should submit no later than December 15.

*Of note:* If your advisor has not already completed the advisor information form located at <http://umassmed.edu/oume/capstone-course/csd-forms-and--reports/capstone-advisor-interest/>, please request that he/she do so at his/her earliest convenience.

Last Name

First Name

Degree Program

* MD student
* MD GHP student
* MD CTRP student

House | LC Mentor

Capstone Team Affiliate

* Colleen Burnham | Kelley (MS3 MS4) & Group Projects
* Rachel Gerstein | Blackstone
* Eustathia Lela Giannaris |Tatnuck
* Christina Hermos | Burncoat
* Carolina Ionete | Quinsigamond
* Yunsheng Ma | Kelley (MS1 MS2)

**Advisor Contact Information**

Advisor Name (full name and degree)

Advisor Email

Advisor Department

Anesthesiology

Biochemistry & Molecular Pharmacology

Molecular, Cell and Cancer Biology

Cell and Developmental Biology

Emergency Medicine

Family Medicine & Community Health

Medicine

Microbiology & Physiology Systems

Neurobiology

Neurology

Obstetrics & Gynecology

Ophthalmology

Orthopedics & Physical Rehabilitation

Otolaryngology

Pathology

Pediatrics

Program in Molecular Medicine

Program in Systems Biology

Psychiatry

Quantitative Health Sciences

Radiation Oncology

Radiology

RNA Therapeutics Institute

Surgery

Urology

How did you identify your advisor?

* Discussion with Mentor
* Discussion with Faculty
* Discussion with Another
* UMMS Department Websites
* Literature Search
* Capstone Resources (manual, advisor list)
* Other (please explain)
* If you checked “other” please describe your selection process.

**Project Information**

Project title (working or actual):

Group Project: [yes/no]

Group Members:

What inspired you to select this project topic? Provide a brief explanation for each choice if applicable.

* Experience Prior to UMMS | Prior Experience Type
* UMMS Volunteer Work | Volunteer Organization (or type)
* FOM Course | FOM Course Name
* UMMS Elective | UMMS Elective Name
* Interactions with LC Mentor | Mentor Interaction Type
* UMMS Interest Group or Club | UMMS Interest Group Name
* Summer Research | Summer Research Project
* Other | Other Inspiration

**Your Project Proposal**

Define Goals and Objectives | see Rubric below for expectations and examples

 Define Goals

 Define Objectives

Adequate Preparation | see Rubric below for expectations and examples

 Knowledge or resource Gap

 Project outline

 project Resources and or References (list)

Appropriate Methods or Processes | see Rubric below for expectations and examples

Methods and or Processes to achieve stated Goals

potential challenges (and plans to respond to them including modifications of the project)

Professionally Significant or Personally Meaningful Results, Product, or Output | see Rubric below for expectations and examples

 Results/Output

Effective Presentation or Dissemination (*Deliverables*) | see Rubric below for expectations and examples

All students are required to present their project to their colleagues (Exhibit, Poster or Short TAlk), and to submit the Capstone Final Project Write-up [Capstone Project Write-ups will be 5-7 pages (plus figures and appendices) in length and written in the same format as articles in the medical and scientific literature].

Product(s)/ Deliverables(s)

Anticipated format for presenting your project work.

 -Poster

 -Short Talk/Podium

 -Exhibit

**Use of Subjects**

We cannot overly stress the importance of the required institutional review of the Capstone research project that uses human or animal subjects.

Identify if project review by one or more of the following UMMS committees is necessary. Describe here your timeline for requesting a review of this project proposal, including your rationale for *not* requesting a proposal review by the IRB, IACUC, or SAS.

Institutional Review Board (IRB) Timeline

If you plan to conduct research involving human subjects, the research study must be reviewed and approved by the UMass Institutional Review Board before the study begins. Please refer to the [UMass Medical School Institutional Review Board website](http://www.umassmed.edu/ccts/irb/) for additional information.

UMMS Institutional Animal Care and Use Committee (IACUC) Timeline

If you plan to conduct research involving animal subjects, the research protocol must be reviewed and approved by the UMMS IACUC prior to receiving animals and/or conducting of any research on existing animals. Please refer to the [UMMS Institutional Animal Care and Use Committee (IACUC)](http://www.umassmed.edu/research/iacuc/) for guidance.

Students as Study Subjects in Educational Research (SAS) Timeline

All scholarly projects or surveys in medical education that will recruit SOM students as study subjects will be referred to the SAS Advisory Group for review. This review will occur in advance of IRB review for those projects that may require IRB review. Please refer to the [Lamar Soutter Library guide](http://libraryguides.umassmed.edu/SAS) for more information about the requirement.

**Capstone Project Advisor Determination Acknowledgement**

The submission form will ask you to confirm that your Advisor has determined your work is ready for submission with the following “question”.

Please confirm that this is the final version of the Capstone Project Proposal and that your Advisor has reviewed this report, provided comments and has determined that it meets expectations.

My advisor has reviewed and approved this report as “meets expectations” [yes/no]

If no, set a date with your advisor to occur at your earliest convenience.

|  |  |  |
| --- | --- | --- |
| Category | Expected | Description & Example |
| Clear Goals(Define Goals & Objectives) | The student explicitly states the basic purposes for the work which includes why the student selected this project, and defines realistic, achievable objectives | **Goals**: State the basic purpose of the project, in broad terms, including a detailed description of why it was selected (eg what you hope to discover or demonstrate)EXAMPLE: …to educate middle school students on healthier eating habits in order to potentially reduce the incidence of future health problems. I chose this project because… **Objectives**: specific, measurable, and attainable (use wording format as noted below)EXAMPLE: 1) state 3 healthy snack choices, 2) explain at least 2 reasons this is important, 3) Outline recommended future (eg, steps to make this a legacy Capstone project)  |
| Adequate Preparation(Knowledge Gap, Outline, Resources) | The student outlines how s/he will gather knowledge and skills focused on the background of his or her specific project (eg, medical or other literature review, patient history-taking, case review, skills development, legacy project history) and lists 3-5 resources or experiences that will inform the project. (This may include reference to projects similar in nature to expected project format.) Students must identify the gap that this project addresses (eg, personal, professional, academic, etc.) | **Clarify Knowledge Gap** Identify what you hope to learn from this project (eg, personal, professional, academic, etc.), and describe how this project will meet your learning interests/need.EXAMPLE: I am possibly interested in pediatrics and would like to better understand pre-teens. While this project is focused on healthy eating choices, I may gain general insight into working successfully with this age group.**Provide Outline** Outline how you will gather knowledge and skills focused on the background of your project (eg, literature review, patient history-taking, case review, skills development, legacy project history, discussion with experts).EXAMPLE: I will work with my house librarian to identify and review the professional literature on talking to pre-teens and healthy eating for this age group; I will work with Principal X at the XXX Middle School on possible opportunities for small classroom presentations on healthy eating. **List Resources** List 3-5 resources or experiences that will inform the project (this may include references to projects similar in nature to expected project format).EXAMPLE: literature resource: provide appropriately formatted citations from the literature related to your topic/project; experience resource: summer during college working in an adolescent clinic and will use some of what I learned at that time toward this project. |
| Appropriate Methods or Processes(Methods | Processes) | The student clearly describes the project approach, which aligns with goals. The student defines the components of the methodology and explains why these were chosen. Potential challenges are shared as are plans to respond to them, including modification as necessary. | **Identify Methods and or Processes** Describe the project approach and how will these methods accomplish the goals and objectives of the project) **Define the components of the methodology** and explain why these were chosen. (ie, more details of the methods)EXAMPLE: Based on my review of the literature, I will create a list of healthy meal choices for home and school, healthy snacks, and helpful hints on avoiding unhealthy foods, which are the pieces of information that I want to provide to students; develop a PowerPoint presentation for small classrooms with language geared toward middle school students, and develop a pamphlet which can be sent home with students – both are to provide the necessary education and materials which students can refer to later. I will work with the school principal to present this and use a simple pre-post knowledge and attitude test to assess. **Address potential challenges and plans** to respond to them, including modifications as necessary.EXAMPLE: It is somewhat hard to communicate effectively with students in this age group, but I will utilize known strategies to be as effective as possible. Also, I may not be allowed into the schools and or to send home a pamphlet. If so, then I will still develop the presentation and pamphlet, and discuss the barriers to presenting this information as well as possible solutions for the future. I may use audience response to make it more ‘fun’ for this age. |
| Professionally Significant or Personally Meaningful Results, Product, or Output(Results | Output) | The student outlines the expected results or output, which are clearly linked to goals and objectives | **Outline the expected results or output** with clear links to goals and objectives.EXAMPLE: high school students will be able to identify healthier snack choices and, hopefully, make those choices, moving towards the broader goal of healthier lifestyle and fewer chronic problems like obesity and diabetes. |
| Effective Presentation and Dissemination(Deliverables) | The student describes expected deliverables that align with goals and methods, and includes plans for presenting final project to meet course requirement. | **Discuss Deliverables** All students are required to present their project to their colleagues, and to submit the Capstone Final Project Report and Guided Reflection in the Advanced Studies year**Describe potential deliverables**, other than the final Capstone Project Report (which is a *required* part of your project), that align with goals and methods. EXAMPLE deliverables: research protocols, copy of presentation as learning module, pamphlets, survey tools**Describe the anticipated format** for presenting your project work.EXAMPLE format: poster, PowerPoint, podium talk, live performance (eg, dance or song), exhibit (eg, art work), video presentation (away students only and by special arrangement with CSD)* All formats must provide for interactive discussion and feedback, including performance, exhibits, and video.
* A brief introduction about your Project must be included as well as interactive discussion that allows for formative feedback are required for the following formats: live performance (eg, dance or song), exhibit (eg, art work), video presentation (away students only and by special arrangement with CSD)
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