

SHADOWING CAPSTONE INSTRUCTIONS AND DUE DATES

In filling out the forms, ensure that you (and your mentors) are complete and explicit to avoid delays. If you have any questions, contact Dr. Mallory.

It is critical that both you and your mentor(s) fully understand the guidelines and due dates of any project you wish to perform. When working on proposals, ensure that clear, written expectations are communicated on the forms. Start early enough to leave sufficient time to complete required paperwork before the due dates.

All forms can be found here: (http://www.marshall.edu/biology/capstone_is/forms.asp)

Checklist:

- 1. Identify a Clinical Mentor**

We recommend beginning this step midway through the semester before the semester during which you plan to complete your Clinical Capstone. Visit the Capstone web page to see a list of possible mentors in the area, or use your own local contacts (advisors, professors, professionals you know personally, etc) to find a clinician or other appropriate professional who may be willing to mentor you.
- 2. Work with your clinical mentor to formulate a shadowing experience.**

You must, with your mentor, write a short description of the duties, responsibilities, and opportunities of your Shadowing Capstone. This description should make it clear to a reader exactly what activities you will be involved in. Details of the activities themselves are not necessary at this time.
- 3. Complete the online project proposal form.**

Enter the project description that you developed in step 2, and all requested information about you and your Clinical Mentor.
- 4. Receive preliminary approval, and complete paperwork for final approval.**

If your project receives preliminary approval, you must follow the instructions in the email you will receive to complete the approval process. To obtain full approval, you and your Mentor will need to complete the Clinical Mentor's Agreement form, and the notice of preliminary approval, which you will receive with the preliminary approval email. Be sure that you also deliver the Mentor's Evaluation form, which is attached to the Agreement form.
- 4a. Approval withheld.**

If your project does not receive approval, you will receive an email outlining the changes required. You must address these shortcomings and resubmit your project for approval.
- 5. Return signed Mentor's Agreement and notice of preliminary approval.**

BEFORE the first day of class in the semester during which you plan to complete your Capstone, the signed forms must be returned to Dr. Mallory in the Biological Sciences office (Science room 350). At that time, you will receive final approval and permission to enroll in the course.
- 6. Complete your project.**

Complete at least 90 hours of shadowing work, keeping a log to use as the basis for your written report.
- 7. Have your mentor submit the Clinical Mentor's evaluation.**

Ensure that your Clinical Mentor has the evaluation form well before the due date. The evaluation is due in the Biological Sciences office (Science 350) BEFORE the beginning of exam week in the semester during which the Shadowing Capstone is performed.
- 8. Complete and submit your final written report.**

The final report is worth 50% of your Capstone grade. Instructions for completing it can be found on the forms web page. The final report is due in the Biological Sciences office (Science 350) BEFORE the beginning of exam week in the semester during which the Shadowing Capstone is performed.