

SHADOWING CAPSTONE REPORT FORMAT GUIDELINES

As part of the requirements for completing your clinical capstone project in the Department of Biological Sciences, you are required to prepare a written report outlining your experiences. This report should not be a simple list of what you did. Rather, the report should contain the following sections:

1. Overview of duties and/or experiences.

Briefly outline duties you had and the situations under which you worked while shadowing.

2. Description of specific clinical conditions or situations.

Here you should outline some specific aspects of the work you saw or discussed with your mentor while shadowing. In this section you must demonstrate that you understood the biological and/or clinical underpinnings and implications of the conditions or situations, and that you learned from your experience. Cover both positive and negative experiences.

3. Summary

Finally, you should summarize your overall experience, what you gained from your shadowing experience, and how you feel this will help you in the future.

Additional points:

- You should not identify any patients by name, nor should you relay any information that may allow the reader to identify patients.
- Your report should be between about 2000-2500 words in length.
- Choose specific experiences that will give you plenty of opportunity to express your knowledge and understanding. Interesting diagnoses, drug interactions, odd side effects, etc.

Your report will be assessed based on your demonstrated understanding of the experiences gained while shadowing, scope of the report (ie how well you explain and place perspective on your specific experiences), and clarity of writing.

Evaluation of this paper by the Department of Biological Sciences will form half of your grade for your Capstone Shadowing Project. The other half comes from your clinical mentor's evaluation. The final letter grade will be assigned by the Department of Biological Sciences based upon the quality of the entire package.

Final grade will be determined as follows:

Clinical Mentor's evaluation 50 points

Student's written report 50 points

A: 90-100 points; B: 80-89 points; C: 70-79 points; D: 60-69 points; F: <60 points

When completed, please return your paper to the Department of Biological Sciences (Science Building room 350), attention to Dr. David Mallory, or mail a pdf document to:

**Dr. David S. Mallory
Dept. of Biological Sciences
Marshall University
1 John Marshall Drive
Huntington, WV 25755
Email: mallory@marshall.edu**