

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP Dept/Division: Public Health Alpha Designator/Number: PH 696 Graded CR/NC

Contact Person: William F. Pewen Phone: (304)696-3743

NEW COURSE DATA:

New Course Title: Capstone

Alpha Designator/Number:

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Title Abbreviation:

C	a	p	s	t	o	n	e												
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(Limit of 25 characters and spaces)


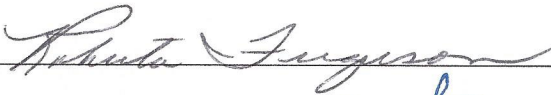

Course Catalog Description: Course provides a structured and mentored process for students to produce written and oral components of a capstone project on a selected topic or question.
(Limit of 30 words)

Co-requisite(s): Prior or current PH 694 First Term to be Offered: Spring 2016

Prerequisite(s): 30 credits completed Credit Hours: 2

Course(s) being deleted in place of this addition (*must submit course deletion form*): _____

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u></u>	Date <u>10/27/15</u>
Registrar <u> 005122</u>	Date <u>10/28/15</u>
College Curriculum Chair <u></u>	Date <u>11-4-15</u>
Graduate Council Chair _____	Date _____

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College: COHP

Department/Division: Public Health

Alpha Designator/Number: PH 696

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

Robert Touchon, M.D., MPH, future faculty, and such as the dean and program director shall designate.

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

College of Health Professions is responsible for hiring faculty. No other resources required at this time.

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See syllabus

7. COURSE OUTLINE (May be submitted as a separate document)

See Syllabus

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Not applicable

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture, Small group discussion, mentored review

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10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Comprehensive exam
Manuscript preparation
Departmental seminar or thesis defense

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Not applicable

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Guide for Preparation and Submission of Electronic These and Dissertations <http://www.marshall.edu/graduate>

Master's Degree in Public Health Core Competency Model, Version 2.3. ASPH Education Committee. August 2006

Reinhart, S. Giving Academic Presentations University of Michigan Press/ELT (2002) ISBN-13: 978-0472088843

Stojmenovic, I. The best method for presentation of research results in theses and papers http://www.swinflow.org/docs/Good_Writing_Style.pdf

Swales, J. and Freak, CB. Academic Writing for Graduate Students. University of Michigan Press. (2012) ISBN: 0472034758

Writing and Publishing Your Thesis, Dissertation, and Research : A Guide for Students in the Helping Professions. 4th edition. Brooks/Cole Publishing Co. (2002)

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Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Graduate Program in Public Health

Course Number and Title: PH 696 Capstone

Catalog Description: Course provides a structured and mentored process for students to produce written and oral components of a capstone project on a selected topic or question.

Prerequisites: Successful completion of first year MPH curriculum, a minimum of 30 credits of program complete, plus previous successful completion or co-registration in PH 694.

First Term Offered: Spring 2016

Credit Hours: 2

COURSE TITLE/NUMBER	Capstone PH 696
SEMESTER/YEAR	Spring 2016
DAYS/TIME	Monday 2:00-3:00 pm
CREDIT HOURS	2
LOCATION	TBA
INSTRUCTOR	Robert Touchon, M.D., MPH
OFFICE/PHONE	317 Prichard Hall, 696-2642
E-MAIL	touchon@marshall.edu
OFFICE HOURS	By appointment
CFE/UNIVERSITY POLICIES	By enrolling in this course, you agree to the <i>Marshall University Policies</i> , and thus it is essential that you understand them. Please review these at the Academic Affairs website: http://www.marshall.edu/academic-affairs/policies/

COURSE DESCRIPTION: FROM CATALOG

Course provides a structured and mentored process for students to produce written and oral components of a capstone project on a selected topic or question.

PREREQUISITES:

Successful completion of first year MPH curriculum, a minimum of 30 credits of program complete, plus previous completion or co-registration in PH 694.

STUDENT LEARNING OUTCOMES IDENTIFIED IN THIS COURSE:

Upon completion of the course, students will have:

1. Successfully completed the comprehensive exam.
2. Produced an appropriate practicum manuscript or thesis, sufficient to submit for publication.
3. Presented a department seminar on the practicum manuscript, or successfully defend the thesis.

COURSE STUDENT LEARNING OUTCOMES	HOW PRACTICED IN THIS COURSE	HOW ASSESSED IN THIS COURSE
Objective 1. Successfully demonstrate comprehensive general public health competencies.	Comprehensive mentored review.	Written examination.
Objective 2. Produce a publication manuscript or thesis.	Advisor and committee mentored.	Submission of publication manuscript or thesis draft. Manuscript or thesis draft is scored by the student's practicum or thesis committee, respectively.

Objective 3. Successfully present or defend product of #2.	Departmental seminar.	Present manuscript or defend thesis.
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REQUIRED TEXTS, ADDITIONAL READING, AND OTHER MATERIALS

Manuscripts, journal articles or texts as appropriate to the student’s needs.

RECOMMENDED MATERIALS

Personal computer and smartphone (iPhone or Android).
Access to internet and Blackboard.

COURSE REQUIREMENTS / DUE DATES

1. Scheduled capstone meetings are designed to provide small group mentoring and assistance in preparation for the associated examinations. Attendance is critical.
2. Note that capstone students are also expected to meet individually with the Capstone Coordinator as well as their advisor, outside of the scheduled capstone meeting time.
3. Consult the university calendar to ascertain critical dates including application for graduation, and thesis deadlines.
4. It is critical to plan sufficient time for committee meetings and reviews, and assure that a seminar time will be available. Do not expect immediate availability of faculty to review drafts or to meet...especially when your classmates may do the same. Plan ahead and “pad” your schedule a bit!

GRADING POLICY

Three components make up the Capstone grade:

Comprehensive exam	100 pts
Manuscript or thesis draft	100 pts
Presentation or thesis defense	100 pts

Graduation requires an 80 percent performance on each of these components. Note that given the nature of a thesis – including many “must do” components in the process – one should approach performance on that option a bit differently. For example, if one fails to comply with minor but critical requirement, your thesis would not be accepted. All *accepted* theses will score from 80-100 points.