

Graduate Certificate in HIV & STIs
Capstone Project Guidelines and Mentor Expectations/Evaluation
(3 credits = 30 hours total)

Students must sign up for 3 Independent Study Credits as part of the capstone project requirements.

I. Identify topic, project and/or practice site. See below Guidelines. Submit a brief proposal of your capstone project for approval to the Certificate Program Coordinator, Anneleen Severynen (odasev@u.washington.edu). A brief email describing your project is sufficient for your proposal. Include the name of your UW mentor. Your capstone project is meant to benefit you and the community you're working in. We encouraged you to use this project as a way to make new contacts for future projects and/or work opportunities. In addition, it is designed to be a pragmatic way to efficiently help a program, gain research experience, and/or develop your resume. **The capstone is a separate project from a master's thesis or doctoral dissertation and you may not use any portion of your thesis or dissertation as your capstone project.**

II. You must work with a UW mentor even if you are working with an organization not affiliated with the UW. This requirement is to provide you with any academic guidance that you might need. In addition, the mentor will evaluate your project before you present it at the designated capstone presentation seminar. When you approach a faculty member to be your mentor, please indicate what will be expected of them and provide them with the guidelines and evaluation sheet on pages 3-4. Typically, you will sign up for the required independent study credits under your UW mentor faculty code.

CAPSTONE PROJECT GUIDELINES –

Project Ideas:

- Potential ideas for non 'study' projects include:
 - Write a clinical case scenario (template) to be posted on the Graduate Certificate in HIV & STIs website
 - Develop a protocol
 - Create a program evaluation for a particular agency
 - Write a mock grant application
 - Write a policy memo analyzing a particular program (e.g. for an NGO to use in advocacy efforts)
 - Complete an internship at an HIV/STI clinical site
 - Write a paper exploring contextual aspects of HIV/STI (intersections between gender and HIV, analysis of international AIDS policy, program evaluation of a STI treatment program)
- Potential ideas for research-based projects:
 - Provide technical assistance to ongoing HIV/STI research studies (development of study instruments, data analysis, field implementation, laboratory testing)
 - Submit data at a conference
 - Write an article with data to submit to an academic journal
 - Develop study instruments

- UW mentor and/or director of Certificate Program will provide you with more specific expectations for the project you decide to undertake.

Project Descriptions and Aim(s)

Please include the following in your capstone presentation.

- **Significance of the Problem (Study):** Clearly state why the problem or issue is important. It's crucial that you incorporate aspects of HIV & STIs. Purpose: Stemming from the significance of the problem as you have stated it, articulate the reason why/how your project addresses this issue and why it is particularly relevant to the organization with which you're working. Articulate why you wish to study this problem/issue. If you are doing a 'study', you should mention the time, place, target population, name the on-site faculty person or staff person, and the UW mentor you worked with.
- **Non-Study:** this can be somewhat flexible. For example, if you are developing case scenarios for an organization, the "problem" might then be a "lack of case studies relevant to low-resource settings (or some such thing) even though "best practices" in clinical training involves using case studies. Study project: Briefly state as specifically as possible the objectives of your project, including how your host institution will use it.

Proposed Implementation Plan

- **Methods ('study'):** State your procedures. Describe whether your approach is qualitative or quantitative or a combination of both. Please be specific.
- **Methods (non-'study'):** State your procedures. Describe who you will be working with, the data you will use, the buy-in you will solicit, the review process for the project, etc.

Expected Project Outcomes or Work Products

- **Probable Outcomes:** declare the skills you've obtained from having gone through your capstone experience.

Relationship of Project to Your Current Academic Program

- Simply state what relevance the on-site project/program has to your current academic studies. If you didn't participate with an on-site project, simply state how your project relates to your current academic studies. You may have already covered this in discussing your issue, hypothesis and/or analysis.

Human Subjects

- **Human Subjects:** With regards to Human Subjects procedures or IRB (Institutional Review Boards). All students are required to fill-out an IRB or Human Subjects Application if you are planning to publish your project.

Please keep in mind that these outlines are meant to be broad. We expect that you will tailor your project according to your own needs, the needs of a program you're working with, and/or according to the resources you have available to you.

Graduate Certificate in HIV & STIs
Mentor Expectations and Evaluation

Thank you for serving as a UW mentor! The feedback you provide will assist the Program in assessing the impact of our students, and in identifying outstanding students for special recognition. In addition, your feedback is essential for the Program to grant the Graduate Certificate in HIV & STIs to your student advisee.

Please email this completed form near the completion of the student's capstone experience to Anneleen Severyn, Program Coordinator, Graduate Certificate in HIV & STIs:
odasev@u.washington.edu

Responsibilities include:

- i. Provide feedback on proposed project.
- ii. Be available via email or phone for problem solving if needed.
- iii. Review/co-grading (with internship mentor if applicable). See form below.

(To be completed by UW mentor/organization mentor)

Mentor:

Student:

Quarter:

UW Program/Organization you're affiliated with:

How many hours did the student contribute to this experience, including orientation, training, and meetings?

How would you describe the tasks, projects, and work completed by the capstone student? What were the primary responsibilities of this student? Did the student meet the goals and objectives of their original capstone contract? If not, how were learning goals adapted to meet changing responsibilities? (Use space below and attach additional paper as necessary).

Evaluation Factor	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Professionalism Respectful, maintained confidentiality where appropriate, demonstrated knowledge of boundaries between professional and personal life.			
Performance Met the goals and objectives of the capstone project, made sound decisions and demonstrated professional judgment, demonstrated problem solving abilities, responded to feedback productively, efficient in completing tasks.			