

Capstone Prep

PUBPL 6960 – 1 Credit

Fall Semester

Instructor Information

Name:

Contact Information:

Regular Meeting Time:

Course Description & Objectives

In an effort to improve the capstone process and graduation rates we have made a few changes to the previous system. September, 2014 we received approval from the College Curriculum Committee and Dean Berg to split the current 4 credit PUBPL 6950 Capstone class into a 3 credit PUBPL 6950 Capstone class (still offered in the spring) and a 1 credit Independent Study PUBPL 6960 offered in the fall.

After gathering feedback from students, alumni, employers, the course instructor and the capstone committee chairs we have decided to change the format on a trial basis in an effort to address the largest concerns: 1) not all students are able to complete their master project in one semester, 2) capstone committee chairs did not feel like they were able to hold students accountable on deadlines, 3) chairs and the instructor felt that some of their efforts were being replicated (reviewing statistical analysis, rough drafts, etc.) and their time wasn't being optimized.

Moving up deadlines will allow the course instructor to cover broader topics such as writing and presenting public policy for different audiences (a skill set employers request) and public policy ethics. Below you will find a list of assignments you will complete for a letter grade with your chair. All of these assignments grew out of discussions with faculty and former students and are designed to help you be successful and graduate on time.

Course Requirements

Students will work with their Chair to achieve the following learning outcomes:

1. **Understand Human Subjects Research.** All students should have an appreciation for the issues related to human subject research.
 - a. To achieve this learning outcome, we will have students complete both of the Institutional Review Board (IRB) training modules required by the University of Utah IRB: (1) the Collaborative IRB Training Initiative (CITI) and (2) the National Institutes of Health (NIH) Protecting Human Research Participants (PHRP) Training.
 - b. Both trainings have tests associated with them and a final report can be produced showing completion of the tests. Students will be required to submit their passing test reports to prove that they have completed the trainings successfully.

2. **Formulate a Research Puzzle and Research Questions.** Students will formulate a research puzzle and research questions for their capstone project.
3. **Complete the [Capstone Approval Form](#).** Students will provide the Graduate School (through Beth, she enters it into the Graduate Student Degree Tracking system) the name of the student's research project and two supervisory committee members (the majority of the student's committee must be tenure track).
4. **Synthesize Appropriate Literature into a Literature Review.** Students will write a draft literature review for their capstone paper.
5. **Identify Data and Research Design.** Students will identify the appropriate data – qualitative, quantitative, or both – and identify a research design that allows the research question to be answered effectively.

Students will take a 3 credit capstone seminar in the spring. During the seminar, students will address the following general course outcomes:

1. **Design various presentation types for their policy question.**
2. **Write different versions of their policy paper for different audiences.**
3. **Study the ethics of public policy.**
4. **Complete their final papers.**

Grading Scheme

Item	Description	Points	Due Date
Assn 1	IRB Training: CITI and NIH PHRP	15	Sep-19
Assn 2	Formulate a Research Question	15	Oct-3
Assn 3	Capstone Approval Form	15	Oct-17
Assn 4	Identify Data and Research Design	15	Nov-7
Assn 5	Literature Review	15	Nov-21
Final Project	Final Draft of Capstone	25	Early March
Total Points		100	

Points Earned	Grade
93.0-100	A
90.0-92.9	A-
87.0-89.9	B+
83.0-86.9	B
80.0-82.9	B-
77.0-79.9	C+
73.0-76.9	C
70.0-72.9	C-
60.0-69.9	D
<60.0	E

Academic Honesty and ADA Statement

There will be zero-tolerance for academic misconduct in this course. "Academic misconduct," according to the University of Utah Student Code, "includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information...It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct." For detailed definitions and possible academic sanctions please see: <http://regulations.utah.edu/academics/6-400.php>

Americans with Disabilities Act (ADA): The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

Students' Rights and Responsibilities: In order to maintain a positive, civil environment for learning I expect that all students will strive to meet the goals described in the University of Utah's Student Code, which states "the mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship."