NSC 597 Capstone Prep Workshop

Online course – 1 unit

Description of Course

The Capstone Workshop course is designed to help students: identify potential sites for their capstone courses, develop talking points when discussing the capstone with potential sites, obtain the required affiliation requirements with their site, build knowledge of research requirements through completion of CITI trainings and further develop presentation and writing skills.

Instructor and Contact Information

Kayle Skorupski, MS, RDN-AP, CSG, CNSC
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Email: kayleskorupski@email.arizona.edu
Virtual Office Hours in VoiceThread – also by phone/digitally by appointment/request

Course Format and Teaching Methods

This course is offered online and will consist of readings, discussions, papers, presentations and activities.

Course Goals & Objectives

The goal for this course is for students to identify sites for their capstone projects and obtain affiliation agreements with these sites.

The objectives for this course are for students to gain an understanding regarding best practices in professional communications, as well as gain an understanding regarding health privacy and human subjects research.

Expected Learning Outcomes

At the completion of this course, students will be able to:

- Communicate with prospective advisors, preceptors and employers regarding personal and professional goals in a confident and precise manner.
- Identify capstone site/facility and obtain a signed affiliation agreement to complete capstone at that site/facility
- Prepare written documents using AMA citation style to cite references.
- Create electronic presentations that are visually interesting and meet best practice recommendations.
- Describe health privacy, research best practices, and human subjects research through completion of CITI training modules.

Makeup Policy for Students Who Register Late

If you have registered for this course after the first day of the course term, please email the instructor ASAP in order to determine make-up due dates for assignments.

Absence and Class Participation Policy

The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop
The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, http://policy.arizona.edu/human-resources/religious-accommodation-policy.Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: https://deanofstudents.arizona.edu/absences

Workload Expectation

Students can expect to spend 2 hours per week on the online lecture course and 4 hours per week outside work during this 7.5-week course for a total of 45 hours.

Course Communications

Communication for this course will be done via official UA email and via D2L announcements.

Required Readings – available in D2L

- Bourne PE. Ten simple rules for making good oral presentations. PLOS Computational Biology. 2007;3(4).
- Resources – UA Grad Slam Website – University of Arizona. http://gradcenter.arizona.edu/ua-grad-slam#resources
- Resources – UA Graduate College Graduate Center – University of Arizona. http://gradcenter.arizona.edu/resources
- Presentation Tips. Do It website – University of Washington. http://www.washington.edu/doit/sites/default/files/atoms/files/Presentation%20Tips.pdf
- The 30 second elevator speech. UC Davis Website. http://sfp.ucdavis.edu/files/163926.pdf

Required or Special Materials

Computer/devices must meet the minimum technology requirements found here: http://help.d2l.arizona.edu/student/minimum-system-requirements

Required Extracurricular Activities

In this course, you will be required to meet with potential capstone sites regarding development of an affiliation agreement with the University of Arizona.

Additional Resources for Students

UA Academic policies and procedures are available at http://catalog.arizona.edu/policies

Student Assistance and Advocacy information is available at http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

Confidentiality of Student Records

http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa

Assignments and Examinations: Schedule/Due Dates

Course Assignments & Due Dates

Week	Dates	Topics	Activities
Week 1	1/9-1/14	Course Introduction & Capstone Course Requirements Review	VoiceThread Introductions (post due 1/11 – any comments/Q due 1/14) Paper – Identification of potential capstone sites (due 1/14)
Week 2	1/15-1/22	Oral Communication Best Practices	Elevator Speech in VoiceThread (due 1/18) Elevator Speech Peer Critique (due 1/22)
Week 3	1/22-1/28	HIPPA & Confidentiality	CITI Health Information Privacy & Security Training (due 1/28) LinkedIn page (due 1/28)
Week 4	1/29-2/4	Affiliation Agreement Review	Affiliation Agreement Information (due 2/4)
Week 5	2/5-2/11	Responsible Research	CITI Responsible Conduct of Research (due 2/11)
Week 6	2/12-2/18	Presentation Best Practices	Site Presentation in VoiceThread
Week 7	2/19-2/25	Human Subjects Training	CITI Human Subjects Training
Week 7.5	2/26-3/1	Professional Writing Review	Reflection Paper

Assignment Descriptions, Point Values & Due Dates

Introductory Discussion
Students will participate in an introductory discussion via VoiceThread.
(25 points) – Post due 1/11, comments due 1/14

Site Identification Paper
Students will submit a 1-page double spaced paper identifying at least one potential site for their capstone experience.
(25 points) – 1/14

Elevator Speech
Students will post their elevator speech in VoiceThread. This allows for practice prior to reaching out to potential capstone sites.
(50 points) – Due 1/19– Peer critique due 1/22

CITI Health Information Privacy & Security
Students will complete Health Information Privacy & Security training through CITI
(50 points) – Due 1/28

LinkedIn Page
Students will complete (or update) their LinkedIn profile following provided guidelines/instructions. They will submit their page weblink to be evaluated.
(50 points) –Due 1/28

Affiliation Agreement Submission
Students will submit the required information to start an affiliation agree with their capstone site.
Due 2/4

Responsible Conduct of Research Training – CITI Program
Students will complete the Responsible Conduct of Research training through CITI
(50 points) – Due 2/11

Site Presentation
Students will prepare and present in VoiceThread regarding their selected sites for their capstone coursework.
(100 points) –Due 2/16 – Peer critique due 2/18

Human Subjects Research Training – CITI Program
Students will complete the Human Subjects Research training through CITI
(50 points) – Due 2/25

Proposed Capstone Project
Students will submit information regarding proposed project(s) that they can complete with their capstone site during their capstone courses. This information will be reviewed regarding adequacy, breadth and depth and appropriateness for a capstone project experience.
(50 points) – Due 2/25

Reflection Paper
Students will submit a paper reflecting on the experiences in this course.
(50 points) – Due 3/1

Grading Scale and Policies

A = 450-500 points = 90-100%
B = 400-449 points = 80-89.9%
C = 350-399 points = 70-79.9%
D = 300-349 points = 60-69.9%
E = < 300 points   = <60%

Late work is not accepted. Assignments must be turned in by the due date/time in D2L. Any exceptions need to be discussed with the instructor BEFORE the due date. The instructor must give permission, in advance, to extend any due dates and times beyond the assigned deadlines.

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete and http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal respectively.

Dispute of Grade Policy: Any grade disputes must be brought to the attention of the instructor within 1 week of the date the assignment was graded.

Accessibility and Accommodations

Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit http://drc.arizona.edu.

If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See:
http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity.

The University Libraries have some excellent tips for avoiding plagiarism, available at http://www.library.arizona.edu/help/tutorials/plagiarism/index.html.

UA Nondiscrimination and Anti-harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Our class is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

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