Capstone Scholarship and Discovery Course

Project Proposal Reviewer's Guide
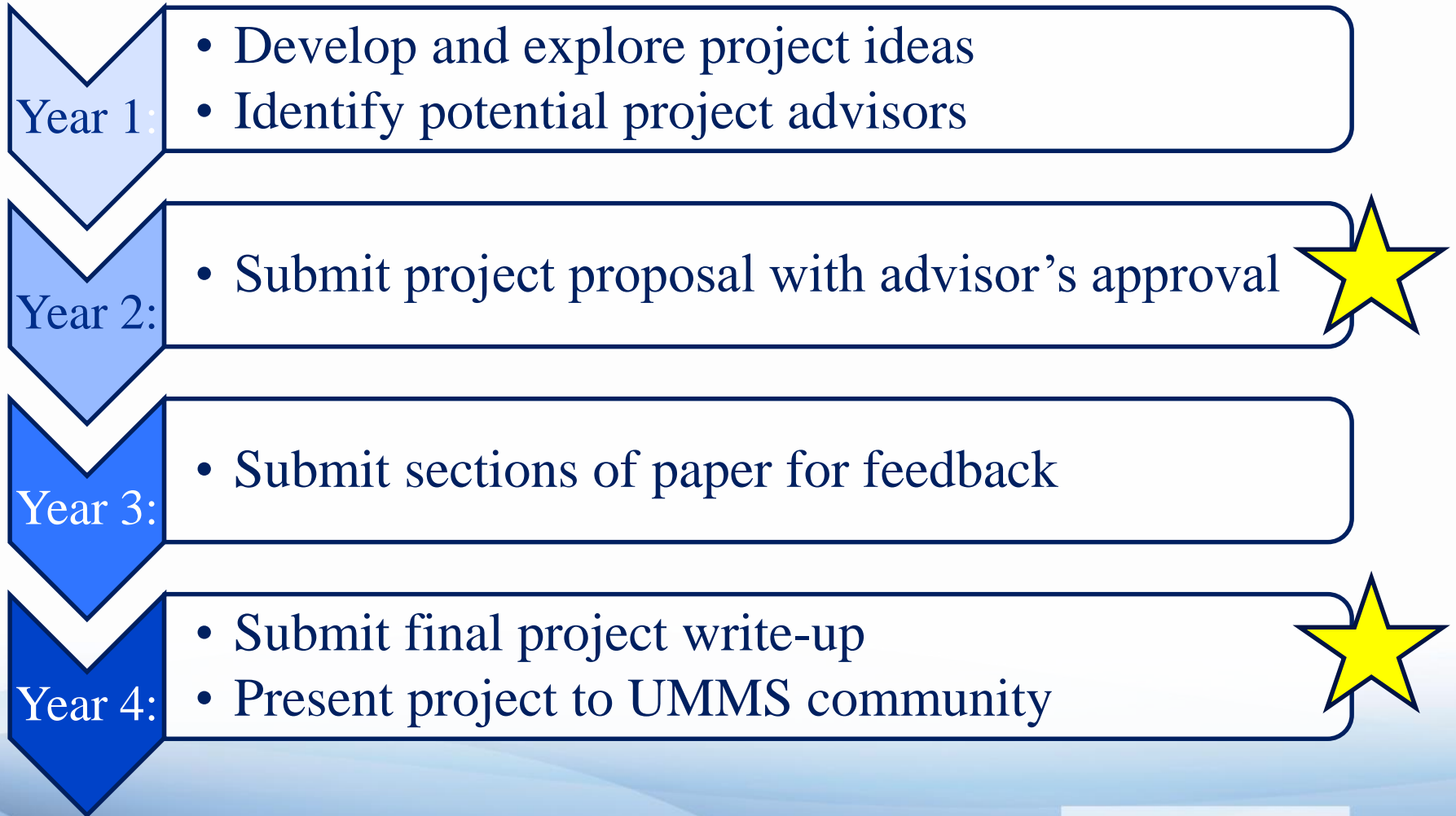
Lela Giannaris PhD

Chair, Capstone Faculty Committee

December 2018

University of
Massachusetts
Medical School

UMASS.
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The CSD course is a 4-year longitudinal course through which students use a scholarly approach to design, implement and communicate a project in an area of personal passion related to medicine.

https://umassmed.edu/oume/csd/

Timeline of the Capstone Course

Year 1:
- Develop and explore project ideas
- Identify potential project advisors

Year 2:
- Submit project proposal with advisor's approval ⭐

Year 3:
- Submit sections of paper for feedback

Year 4:
- Submit final project write-up ⭐
- Present project to UMMS community

⭐ *= CFC review*

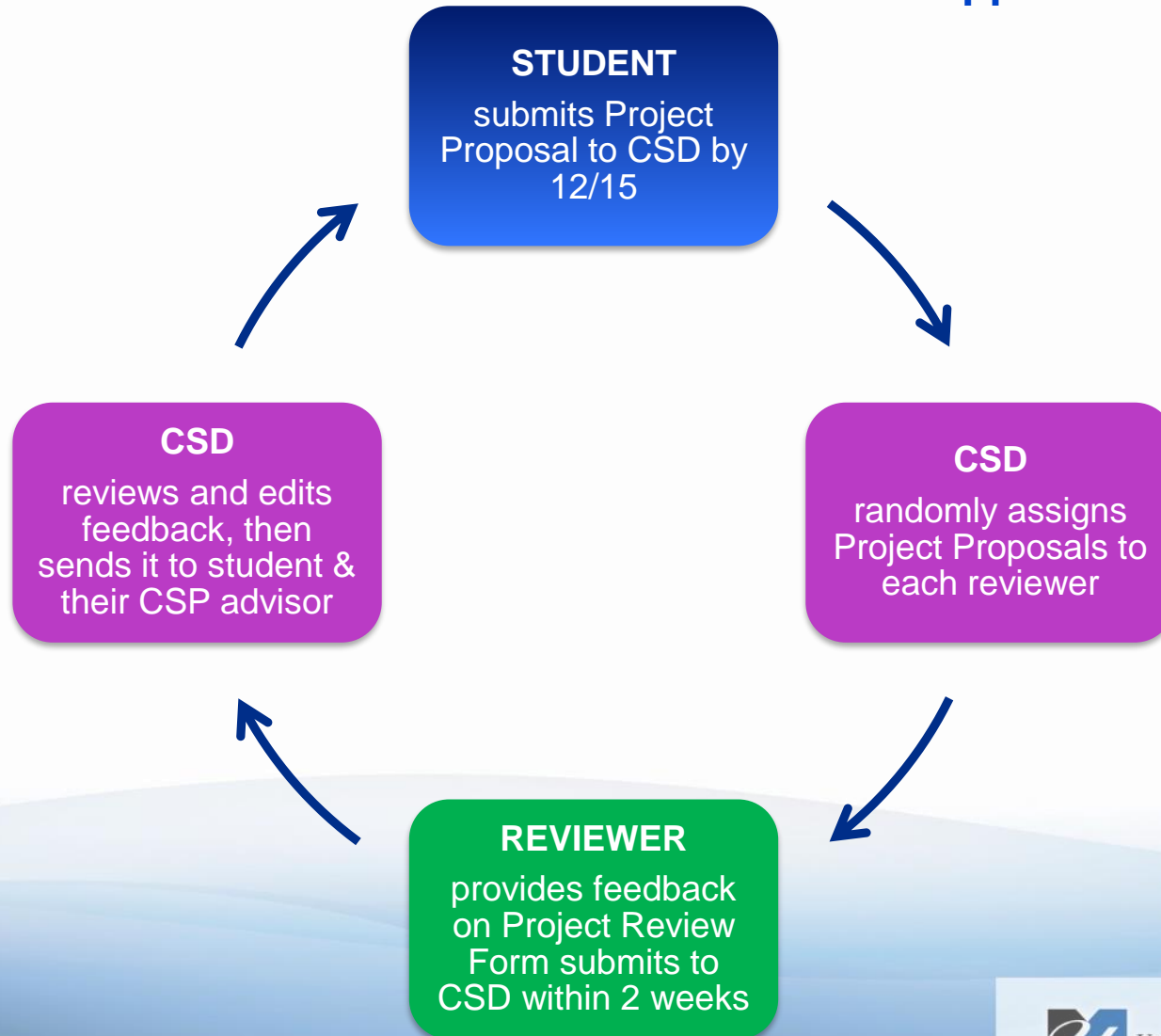University of Massachusetts Medical School
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Goals of the **review** process

- Perform a high level review to ensure the project proposal meets the rubric requirements

- Identify any unaddressed concerns (e.g. right-sizing of project; ability to articulate project goals; concerns about project overall; need for subject use approval)

- Provide narrative feedback to the student and advisor

- Provide confidential feedback to the CSD Course Leaders if necessary (e.g. significant concerns or questions)

Proposals have already been approved by an advisor, our goal is not to overturn this approval

Review process

STUDENT
submits Project Proposal to CSD by 12/15

CSD
randomly assigns Project Proposals to each reviewer

REVIEWER
provides feedback on Project Review Form submits to CSD within 2 weeks

CSD
reviews and edits feedback, then sends it to student & their CSP advisor

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Review process

Reviewers receive an email from the 'CSD' mailbox containing the following:

- List of students to evaluate

- A separate attachment for each student's project proposal submission

- Project Proposal Evaluation Rubric as an attachment

- Link to the online Project Proposal Review Form

https://umassmed.edu/oume/CSD/home/cfc-tools/cfc-proposal-review/

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Course Website | online review form

Capstone Scholarship & Discovery Course

| FOM1 (MS1) | FOM2 (MS2) | CCE (MS3) | AS (MS4) | FAQS | RESOURCES | SUBJECTS USE | ADVISORS | PRESENTATIONS | REPORT EXAMPLES |

Course Leadership

Course Summary ▸

Description and Objectives ▸

Curriculum Calendars | OSA

Course Timeline

CFC Tools ▸

Capstone | The Beginning

Course Website Map

Professionalism

AMA | Style Guide ▸

Presentation Review | 2018

Become a Report Reviewer

Submit Final Report Review

Submit PROPOSAL Review

al scholarly experience for which students will receive one month credit after
e Capstone project during their fourth year. Upon completion, learners will
sionally related learning need or interest of their own, write related learning
o address these objectives, and to demonstrate mastery of the particular
e in a manner worthy of peer review such that

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Save the Date
2019 Capstone Presentation Day

Wednesday March 13, 2019
Faculty Conference Room

2018 Abstracts

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Project Proposal Rubric

CLEAR GOALS (Define Goals & Objectives)

EXPECTED	DESCRIPTION
The student explicitly states the basic purposes for the work which includes why the student selected this project, and defines realistic, achievable objectives.	**Goals**: State the basic purpose of the project, in broad terms, including a detailed description of why it was selected (eg what you hope to discover or demonstrate) **Objectives:** specific, measurable, and attainable (use wording format as noted below)

Project Proposal Rubric

ADEQUATE PREPARATION (KNOWLEDGE GAP, OUTLINE, RESOURCES)

EXPECTED	DESCRIPTION
The student outlines how s/he will gather knowledge and skills focused on the background of his or her specific project (eg, medical or other literature review, patient history-taking, case review, skills development, legacy project history) and lists 3-5 resources or experiences that will inform the project. (This may include reference to projects similar in nature to expected project format.) Students must identify the gap that this project addresses (eg, personal, professional, academic, etc.)	**Clarify Knowledge Gap:** Identify what you hope to learn from this project (eg, personal, professional, academic, etc.), and describe how this project will meet your learning interests/need. **Provide Outline:** Outline how you will gather knowledge and skills focused on the background of your project (eg, literature review, patient history-taking, case review, skills development, legacy project history, discussion with experts). **Resources:** List Resources List 3-5 resources or experiences that will inform the project (this may include references to projects similar in nature to expected project format).

Project Proposal Rubric

APPROPRIATE METHODS OR PROCESSES (METHODS | PROCESSES)

EXPECTED	DESCRIPTION
The student clearly describes the project approach, which aligns with goals. The student defines the components of the methodology and explains why these were chosen. Potential challenges are shared as are plans to respond to them, including modification as necessary.	**Identify Methods and or Processes:** Describe the project approach and how will these methods accomplish the goals and objectives of the project). Define the components of the methodology and explain why these were chosen. (ie, more details of the methods). Address potential challenges and plans to respond to them, including modifications as necessary.

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Project Proposal Rubric

PROFESSIONALLY SIGNIFICANT OR PERSONALLY MEANINGFUL RESULTS, PRODUCT, OR OUTPUT (RESULTS | OUTPUT)

EXPECTED	DESCRIPTION
The student describes expected deliverables that align with goals and methods, and includes plans for presenting final project to meet course requirement.	Outline the expected results or output with clear links to goals and objectives.

Project Proposal Rubric

EFFECTIVE PRESENTATION AND DISSEMINATION (DELIVERABLES)

EXPECTED	DESCRIPTION
The student outlines the expected results or output, which are clearly linked to goals and objectives.	**Discuss Deliverables:** All students are required to present their project to their colleagues, and to submit the Capstone Final Project Report and Guided Reflection in the Advanced Studies year. Describe potential deliverables, other than the final Capstone Project Report (which is a required part of your project), that align with goals and methods. Describe the anticipated format for presenting your project work. ● All formats must provide for interactive discussion and feedback, including performance, exhibits, and video. ● A brief introduction about your Project must be included as well as interactive discussion that allows for formative feedback are required for the following formats: live performance (eg, dance or song), exhibit (eg, art work), video presentation (away students only and by special arrangement with CSD)

Evaluate each section of the proposal

- Goals and Objectives

- Adequate Preparation

- Methods or Processes

- Results | Output

- Effective Presentation or Dissemination

○ Meets Expectations

○ Does Not Meet Expectations | Requires Revision

Comments | Recommendations
required for "does not meet expectations" determination

3 places for additional feedback

Subjects use questions or concerns (IRB | IACUC | SAS)

Additional Feedback for the student

Confidential Comments to the CSD Team

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Review determination & submission

Select one option:

- *Report COMPLETE – NO REVISION Required*

- *REVISION REQUIRED*

Click button below to submit:

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Please submit your review within 14 days

- Successful online review submission leads to an automated *'Thank you'* message.

- If you do not get this message, **do not** close your browser window…

  – Check for and complete any missing required information

  – Click 'submit' again

    - If this is not successful, copy and paste the response to each question into an email to the CSD mailbox with a comment reporting that the online form did not submit.

  Contact CSD@umassmed.edu for help

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Thank you!

Your review of Capstone Scholarship and Discovery (CSD) projects helps students develop key professional skills.

Questions?

Please contact the CSD Leadership Team

CSD@umassmed.edu