OREGON HEALTH & SCIENCE UNIVERSITY
Department of Medical Informatics
& Clinical Epidemiology

OHSU Master's/Capstone Plan
for OHSU UBT Master's grant-funded Students

In partnership with the OHSU Department of Medical Informatics, external Sponsoring Organizations will provide structured capstone experiences for medical informatics students to help with current projects. This program will provide benefits to the Sponsoring Organization, the students, and the state's workforce in a variety of ways. The capstone will bring together theory, application, and current practice.

Guidelines for credit hours

- **Master's Capstone** (BMI 581) is required for all UBT grant-funded MBI students. MBI 581 consists of 1) an approved internship, 2) participation in an on campus course that meets three times a quarter, 3) a written paper, and 4) a final report presentation. Students will register for 3 credit hours over 2 quarters (summer and fall quarters), averaging 9-12 hours of work per week with the organization and will attend an on-campus course that will meet a minimum of three times per quarter.

Structure & Process

Securing a Capstone:

Interest Form: Interested students will fill out a Student OHSU Master's / Capstone Interest Form and include a CV/résumé to participate in the capstone. This form must be turned into the OHSU Internship Coordinator by the end of the 2nd week of the quarter before the student wants to begin their capstone (i.e. fill out Interest Form at beginning of the winter quarter to begin a spring quarter capstone).

Finding a Project: Master's students are responsible for finding their own capstone opportunities. The OHSU Internship Coordinator will maintain a database with descriptions of current project opportunities at some of the Sponsoring Organizations. The student will either come up with his/her own project idea and Sponsoring Organization or use the project database to match their interests with an appropriate project. The OHSU Internship Coordinator and the Sponsoring Organization will facilitate possible matches and development opportunities. After coming up with her/his own idea or browsing the project descriptions of examples available in the OHSU internship database, the student should discuss potential projects and opportunities with the OHSU Internship Coordinator. The project idea must be approved by the OHSU faculty advisor by the end of the 3rd week of the quarter before the student begins the capstone.

Project Development: The quarter before the capstone begins the student will work with the Sponsoring Organization to develop a detailed Project Plan that includes the project scope, milestones, deliverables, and timeline as well as the Sponsoring Organization's mentor, OHSU Faculty advisor, and a description of how the project relates to the student's UBT workforce role. The Project Plan will also include the frequency of meetings with the Sponsoring Organization as well as any additional requirements the Sponsoring Organization or OHSU faculty advisor has for the student (see Contract for a more detailed listing of all required components). The proposed Project Plan must be completed by the OHSU student and turned in to the OHSU Internship Coordinator no later than the midterm of the quarter prior to when the work will begin (For example the Project Plan for a spring capstone must be turned in no later than the midterm of winter term.

Logistics: The Sponsoring Organization will work with the student to ensure all necessary Sponsor required paperwork/screenings are completed prior to the start of the capstone. The OHSU Internship Coordinator will work with OHSU and the Sponsoring Organization to establish the necessary Affiliation Agreement. If there will be patient care as part of the internship, the Internship Coordinator will work with the student and OHSU to develop an Off Campus Authorization (OCA).

Final Approval: The Project Plan and all necessary paperwork must be approved and the Course Contract signed off on by the Faculty Advisor, Sponsor site, and the OHSU Internship Coordinator at least two weeks prior to the beginning of the quarter during which the capstone is to take place.

During the Capstone:

- Each student will be closely linked with a Sponsoring Organization staff member who will serve as his/her mentor for the duration of the capstone. The student may also be introduced to one or more content area experts or mentors for a given project or set of tasks. The student will meet regularly with Sponsoring Organization staff, including the mentor, at the frequencies determined in the Project Plan, to review progress and assign work. The Sponsoring Organization will submit a semi-monthly Sponsor Capstone Progress Report on the student's progress to the OHSU Internship Coordinator.
- The Sponsoring Organization mentor will complete a Student Evaluation prior to the end of the capstone.
- The student will submit a semi-monthly Student Capstone Progress Report to the OHSU Internship Coordinator for the duration of the program.
- The Sponsor will submit a semi-monthly Student Capstone Progress Report to the OHSU Internship Coordinator for the duration of the program.
- The student will meet or have a phone conversation at least once with the OHSU Internship Coordinator on a pre-determined date outlined in the Course Contract.
- The OHSU Internship Coordinator will schedule student and OHSU advisor appointments as needed.
- The OHSU Internship Coordinator will review semi-monthly capstone progress reports from student and sponsor and update OHSU's faculty advisor.
- The Master's student will maintain a list of hours worked and tasks completed and they will submit a 10-15 paged double spaced summary of their capstone experience to the OHSU Faculty Advisor and the OHSU Internship Coordinator no later than one week prior to the end of the quarter.
- The student will participate in an on-campus course, which will meet a minimum of three times per quarter.
- The Master's student will complete a 20 minute presentation of their internship experience at the Informatics Conference.

Capstone Role Summary

Roles	Quarter Before Capstone Begins		During the Capstone	
	Timing	Task	Timing	Task
Student	Wk 2	Submit Capstone Interest Form with CV/resume	Per Project Plan	Meet with Sponsoring Organization
	Wk 3	Project idea approved	Per Contract	Meet with OHSU Capstone Coordinator
	Mid-qtr	Submit Proposed Project Plan	Semi-monthly	Submit Student Capstone Progress Report
	2 wks prior to qtr end	Submit Final Project Plan Complete Sponsor related paperwork	1 wk prior to qtr end	Submit Capstone Summary Report
Sponsor	Mid-qtr	Identify mentor	Per Project Plan	Meet with student
	Mid-qtr	Proposed Project Plan developed with student	Semi-monthly	Submit Sponsor Capstone Progress Report
	2 wks prior to qtr end	Complete Sponsor related paperwork Sign Course Contract	Before qtr end	Submit Student Evaluation
Faculty	Wk 3	Approve project idea	On-going	Monitor student's progress
	2 wks prior to qtr end	Approve Project Plan Sign Course Contract	As needed	Advise and communicate with student Address issues with student's progress
			Before qtr end	Grade Capstone Summary Report and determine class grade
Internsihp Coordinator	On-going	Maintain database of project opportunities	Per Contract	Meet with student
	Wk 2	Receive Capstone Interest Form with CV/resume	Semi-monthly	Review Capstone Progress Reports from student and sponsor
	Mid-qtr	Receive Proposed Project Plan	Semi-monthly	Update faculty advisor on student's progress
	2 wks prior to qtr end	Receive and sign Course Contract – Receive Final Project Plan Complete Sponsor related paperwork	As needed	Schedule student and advisor appointments Visit/contact sponsors

Roles

Master's Students.

Students will fill out a Student OHSU Master's / Capstone Interest Form and include a CV/résumé to participate in the capstone. This must be turned in to the OHSU Internship Coordinator by the end of the 2nd week of the quarter before the student wants to begin their capstone. The student will investigate project options by reaching out to organizations he/she may be interested in working with, or by using the database maintained by the OHSU Internship Coordinator. After coming up with her/his own idea or browsing the project descriptions of examples available in the OHSU internship database, the student should discuss potential projects and opportunities with the OHSU Internship Coordinator. The project idea must be approved by the OHSU faculty advisor by the end of the 3rd week of the quarter before the student begins the capstone.

The quarter before the capstone begins the student will work with the Sponsoring Organization to develop a detailed Project Plan. The student must submit a proposed Project Plan and turn it in to the OHSU Internship Coordinator no later than the midterm of the quarter prior to when the work will begin. The final Project Plan and all necessary paperwork must be approved (Course Contract) at

least two weeks prior to the beginning of the quarter during which the capstone place. The student will work with the Sponsoring Organization to ensure all necessary paperwork/screenings required by the Sponsoring Organization are completed. The student will work with the OHSU Internship Coordinator to ensure all paperwork, including an Affiliation Agreement and an OCA (if required), is completed.

During the capstone, the student will meet/communicate on predetermined dates with the OHSU Internship Coordinator and on an as needed basis with their OHSU Faculty Advisor. The student will submit semi-monthly (twice a month) a Student Capstone Progress Report to the OHSU Internship Coordinator. The student will meet regularly with Sponsoring Organization staff at the frequencies determined in the Project Plan.

The Master's student will maintain a list of hours worked and tasks completed, and they will submit a 10-15 page double-spaced type summary of the capstone experience to the OHSU Faculty and the OHSU Internship Coordinator no later than one week prior to the end of the quarter. The Master's student will present a final report of their internship experience.

The student will demonstrate professionalism through punctuality, enthusiasm, and appropriate dress, as well as by maintaining confidentiality.

Sponsoring Organization.

The Sponsoring Organization will identify mentor(s) for the student(s). Each student must be assigned a mentor at the Sponsoring Organization by mid-term of the quarter prior to when the capstone will begin. The mentor will work with the student to develop the proposed Project Plan by mid-term of the quarter prior to the capstone and sign Course Contract two weeks prior to the end of the previous quarter. The mentor will help guide the student's efforts, submit semi-monthly Sponsor Capstone Progress reports on the student's progress to the OHSU Internship Coordinator throughout the capstone, meet with the student as outlined in the Project Plan, and work to ensure the experience is valuable for both the student and the Sponsoring Organization's mission. The Sponsoring Organization will complete a Student Evaluation prior to the student leaving at the end of the capstone.

A staff member from the Sponsoring Organization will serve as the program's primary Sponsoring Official, ensuring that the capstone program remains a priority and that appropriate resources are dedicated to support the student and Sponsoring Organization staff involved with the program. This staff member may be the student's primary mentor, or someone else designated by the Sponsoring Organization.

The Sponsoring Organization will work with the OHSU Internship Coordinator and the student to ensure OHSU's Affiliation Agreement and all necessary Sponsor required paperwork/screenings are completed at least two weeks prior to the end of quarter preceding the capstone.

The Sponsoring Organization will submit descriptions of possible projects to the OHSU Internship Coordinator to facilitate student matches based on interest, experience, and education requirements.

OHSU Faculty Advisor.

The Faculty Advisor will oversee the program to ensure the educational relevance and quality of the capstone content, approve project idea by the 3rd week, approve each student's Project Plan at least two weeks prior to the start of the capstone, monitor the student's progress, and communicate with each student on an as needed basis. The Faculty Advisor will consult with the Sponsoring Organization and the OHSU Internship Coordinator on suitable projects for students, facilitate the development of new opportunities, grade the student capstone summary report, determine class grade, and ensure overall adherence with program requirements. He/she will serve as the academic advisor for students in the Sponsoring Organization's capstone to receive course credit and address any issues that may arise with student progress during the capstone.

OHSU Internship Coordinator.

The OHSU Internship Coordinator will work with the Sponsoring Organization to facilitate student applications and placement, review semi-monthly capstone progress reports from student and sponsor sites, and keep the Faculty Advisor updated semi-monthly

on the students' progress. They will also meet or have a phone conversation at least once with the student on a predetermined date outlined in the Course Contract, and may make periodic Sponsoring Organization site visits. The OHSU Internship Coordinator will maintain a database with descriptions of current project opportunities at the Sponsoring Organization. This person will communicate with the Sponsoring Organization and the OHSU Faculty Advisor about student needs, progress, and project opportunities for additional students. The Internship Coordinator will schedule advisor appointments with the student as needed and work with OHSU and the Sponsoring Organization to establish the necessary Affiliation Agreement. If there will be patient care as part of the capstone, the Internship Coordinator will work with the student and OHSU to develop an Off Campus Authorization (OCA).

Additional Required Resources that may be necessary from Sponsoring Organizations

Physical workspace.

Depending on the project, the Sponsoring Organization may provide the student with a computer workstation, office supplies, or appropriate administrative support to facilitate the student's work.

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Student OHSU Master's/ Capstone Interest Form

Interest Form should be typed and turned in to the OHSU Internship Coordinator by the end of the 2nd week of the quarter before the desired capstone.

Student Name: _____ Today's Date:

Date of Matriculation: _____

Email: _____ Phone: _____

Student Location (City, State):

_____ Oregon

Organization with which you desire to work:

- ☐ Your own (Please list)
- ☐ One of our Affiliated Sites (Please list)

Quarter to begin Capstone:

- ☐ Fall
- ☐ Winter
- ☐ Spring
- ☐ Summer

ONC Job Role (select one):

- ☐ Clinician / Public Health Leader
- ☐ Health Information Management and Exchange Specialist
- ☐ Health information Privacy and Security Specialist
- ☐ Research and Development Scientist
- ☐ Health IT Sub-specialist
- ☐ Programmer and Software Engineer

Area(s) of interest for capstone:

Specific activities/tasks that interest you:

Background experience:

CV (curriculum vitae) or résumé attached:

☐

Submit

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Student OHSU Master's/Capstone Course Contract

Course Contract - should be typed, signed on page 2, and turned in to the OHSU Internship Coordinator no later than the midterm of the quarter prior to when the capstone work will begin. Attach Project Plan draft behind this contract.

Student Name: Today's Date:

Date of Matriculation:
Email: Phone:
Student Location (City, State):

Sponsoring Organization Name:

Duration of Capstone (Start & End Dates):

Name, Title, and contact information of Sponsoring Organization mentor:

OHSU Faculty Advisor

Scheduled date and time of meeting(s)/phone conversation(s) with OHSU Internship Coordinator:

Project Plan Draft attached:

- ☐ Project Plan Draft submitted 3 weeks prior to start of Capstone
- ☐ Project Plan Final Version Approved by Advisor

Project Plan: Please address the following in 2-3 double spaced pages, attached:

- Overall description of planned involvement
- Specific objectives to be accomplished
- List of activities required of student (indicate deadline after each item)
- Deliverables (a training manual, research summary, etc.) and metrics for assessment
- Description of how your education, experience, and interests align with the proposed project
- Description of how the proposed project relates to your job role
- Frequency of Meetings with Sponsoring Organization mentor
- Frequency of other meetings with other Sponsoring Organization staff (if applicable)
- Any additional requirements the Sponsoring Organization or faculty advisor may have for the student

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The **student** agrees to the following requirements for the capstone. Please check each box to acknowledge awareness of the requirements:

- ☐ I will meet with the Sponsoring Organization on the frequencies listed in the project plan, and I will meet with the OHSU Internship Coordinator on the predetermined dates listed on page 1 of this contract.
- ☐ I will submit semi-monthly reports on my capstone progress to the OHSU Internship Coordinator, with the first due on the 2nd Friday of the quarter during which the capstone begins and continuing every two weeks after that.
- ☐ I will write a 10-15 page report to be submitted to the OHSU Faculty Advisor and the Capstone Coordinator no later than one week prior to the end of the quarter of my capstone.
- ☐ I will attend three on campus classes as determined by the course instructor.
- ☐ I will complete a 20 minute presentation of my Capstone at the culmination of Capstone.

Paperwork required to initiate the Capstone:

- ☐ Affiliation Agreement
- ☐ Off Campus Authorization (if needed)
- ☐ All Sponsor required paperwork
- ☐ Other

<u>Your signature below indicates that you have read and agree to abide by all of the processes and role responsibilities as outlined in the OHSU Capstone</u>

Student Signature_____Date_____

Sponsoring Organization Signature_____Date_____

Name

Title

E-Mail Address

Faculty Advisor Signature_____Date_____

OHSU Internship Coordinator Signature_____Date_____

Print Form