

Capstone Project Proposal Form

For clinical rotations, as outlined in the course syllabi, a completed final capstone project is submitted for evaluation during week four of the 4 week block of the clinical rotation. The capstone project topic must be **approved by the Clinical Course Director**, with input of the supervising veterinarian, during the first 1 to 2 weeks of the rotation. This project will be completed by the student towards the end of the respective clinical year rotation. **A Draft of the project must be shared with the Clinical Course Director during week 2 or during week 3 of the rotation.** A rubric for evaluating the Capstone is available for students to review elsewhere.

Timeline

During the first week of a clinical rotation requiring a capstone project (see syllabus), the student will submit their completed proposal request form via their electronic portfolio as described below to the **Clinical Course Director** for review, and upon acceptance of the proposal, approve the proposal. Ideas for proposals are noted below.

The Clinical Course Director, during week 3 will review and evaluate the **Draft** capstone project and provide feedback to the student for improvement prior to final submission.

During the last week of the clinical rotation, the student will submit the completed capstone project to the clinical course director for evaluation as described below. Students will not receive a final grade until a capstone project is completed and submitted for evaluation. **Deadline** for submission is the last day of the block.

Submission of proposal

This completed form is submitted by uploading the saved proposal document to the student's portfolio, in the appropriate clinical rotation sub-folder (e.g. **Block ??** in the appropriate clinical rotation block subfolder). The student may add any comments. The submission will be automatically time stamped. Within 72 hours, the clinical course director will either approve the request, or ask for additional information and request resubmission of the proposal. Resubmission will be similar to the process as outlined above.

Submission of the draft and completed capstone project

Once the student completes the capstone project, the completed project draft and final project are submitted by uploading the capstone project document to the student's portfolio, in the appropriate clinical rotation subfolder. The student can add any images, comments and other items as noted in the block to the submission. The submission will be automatically time stamped.

Capstone Examples

Examples of capstone projects include, but are not limited to, the following:

1. Medical capstone - case write-up report, formal rounds presentation, medical record review and analysis, client education and compliance work up, Electronic Medical Record (EMR) review and analysis
2. Business capstone - practice management project, inventory analysis, scheduling system analysis, client reminder strategies, social media strategy, practice purchase case study, fee schedule review, buy ins, mergers, practice financing, equipment financing, P & L review, HR strategies, facilities analysis, service cycles, business SWOT analysis...
3. Professional development capstone – community outreach strategies – blog/events/memberships/volunteerism, professional outreach – VMA – state/local/national/world, CE, state board or regulatory activity ...
4. One Health Capstone

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5. Ideas from the supervisor at the clinical affiliate site

The capstone should relate to the rotation that the student is currently attending.

The students completed capstone project may be shared with the supervising veterinarian, clinical course director mentor and LMU-CVM faculty and will be included in the student's portfolio. Students may be asked to present a capstone during the Clinical Year review/assessment week.

Student Name: _____ Rotation CVM: ___ 770 ___ 771 ___ other _____

Block: _____ Start Date of Rotation: _____ Site of Rotation: _____

Primary Supervisor at Site: _____ Clinical Course Director - Mentor: _____

Topic of Capstone Project:

_____ Medical _____ Business _____ Professional Development _____ One Health
_____ Other (describe general topic): _____

Capstone Format: _____ PowerPoint _____ Written _____ Other (please specify: _____)

Please provide a brief **description** of your Capstone project and the intended **learning outcome / learning objectives**.

Student Signature: _____ (Print) Date: _____

Student may supply signature or type in their name above for acceptance as a signature.

Student will submit original work developed on this rotation and not the work of others.

Students will not provide previously submitted capstone projects.

Failure to abide by these stipulations is considered an Honor Code violation

When complete, save this form & then upload this form to the proper subfolder to your electronic portfolio in E*Value. Please include your name and block number in the title of your uploaded file (e.g. name your file "CapstoneProposal-Jane Doe-Block5")