

**Frank H. Netter M.D., School of Medicine at Quinnipiac University  
Concentration /Capstone Project Proposal and Progress Report Form**

This form is designed to assess scholarly capstone projects with respect to Glassicks criteria: 1) Clear Goals. 2) Adequate preparation 3) Appropriate Methods 4) Significant Results 5) Effective Presentation 6) Reflective Critique (Academic Medicine (75) 2000: 877-880). The importance of each assessment criteria will evolve with the project (e.g. significant results are not expected in Y1).

<p><b><u>General Information</u></b> (Names and <u>signatures</u> required)</p>	
<p>Student :</p>	
<p>Mentor:</p>	
<p>Area of Concentration:</p>	
<p>Concentration coordinator:</p>	
<p>Title of Project:</p>	
<p><b><u>Project Description/ Progress Report:</u></b> <i>Initial Description:</i> Please provide a brief description including the question to be addressed, the methodology, and the expected product.  <i>Progress Report:</i> Please provide an update of progress since your last submission. (This includes the results of literature searches and the continued development of what will be your final summative document)</p>	<p><b><u>Introduction (adequate preparation):</u></b></p> <p><b><u>Purpose (clear goals):</u></b></p> <p><b><u>Methodology (appropriate methods):</u></b></p> <p><b><u>Results (significant results):</u></b></p> <p><b><u>Discussion (reflective critique):</u></b></p>

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<p><b><u>Course work</u></b> <b><u>(adequate</u></b> <b><u>preparation,</u></b> <b><u>reflective critique)</u></b> <i>Initial Description:</i> Please list your three concentration electives</p> <p><i>Progress Report :</i> Please discuss your progress through the concentration course work</p>	
<p><b><u>Mentor/Mentee</u></b> <b><u>Relationship (clear</u></b> <b><u>goals, adequate</u></b> <b><u>preparation,</u></b> <b><u>reflective critique):</u></b> <i>Initial Description:</i> Please describe your expectations of the mentor/mentee interactions, the frequency and length of interactions and how you envision your capstone mentor guiding you through this project.</p> <p><i>Progress Report:</i></p>	

<p>Please describe the frequency, length, types of mentor interactions (e.g. face to face, email) and evidence for active participation</p>	
<p><b><u>Institutional Review Board (adequate preparation, appropriate methodology):</u></b>  <i>Initial Description:</i>  If this project involves the use of human subjects and/or personal health information or patient samples, please briefly describe your plan (expedited, full review, or waiver) and time-line for IRB approval.</p> <p><i>Progress Report:</i>  Please provide a copy of the approved IRB protocol. If human subjects or patient data is part of the proposal and there is no IRB approval please describe in detail the plan for project completion</p>	
<p><b><u>Self-directed Learning Objectives (clear goals, reflective critique)</u></b>  <i>Initial Description:</i>  Please list 3-4 learning objectives you would like to achieve as a result of this experience</p>	

<p><i>Progress Report :</i> Please list activities directly related to achieving the learning objectives.</p>	
<p><b><u>Required Resources (adequate preparation):</u></b> <i>Initial Description:</i> Please identify required resources</p> <p><i>Progress Report :</i> Please list any changes to resource requirements.</p>	
<p><b><u>Timeline (clear goals, adequate preparation):</u></b> <i>Initial Description:</i> Please provide a general time line as to how you expect the project to progress such as when you will begin collecting results, data analysis etc.</p> <p><i>Progress Report:</i> Detail how your project fits your original time line. If there are delays describe the plans to complete the project on time.</p>	
<p><b><u>Barriers to success (reflective critique):</u></b> (Please identify any problems that you feel might be addressed by course faculty to ensure the success of your project).</p>	
<p><b><u>Mentor comments:</u></b></p>	

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