Syllabus for HCA 789 Capstone Preparation

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

This is a PROCESS-focused and organized course designed to prepare you for your applied Capstone experience. If you are not completing your Capstone with your current healthcare employer, you will identify a Capstone site while working to assist in the coordination and approval of your placement. You will also develop a substantive project proposal to complete under the tutelage of your capstone site mentor/supervisor in HCA 790.

Prerequisite(s)

HCA 700

HCA 705

HCA 710

HCA 715
HCA 720
HCA 730
HCA 740
HCA 750
HCA 770

Purpose

The purpose of this course is to complete ***a series of processes and procedures required as part of the University of Wisconsin System (UWS) Uniform Affiliation Agreements. Many of these processes have additional associated fees***. Regardless of your intention to complete a Capstone project with a current employer, you are required to complete these processes for professional vetting and University and affiliate requirements.

****We are not able to place students without following the requirements of the Affiliation Agreements. These requirements apply to each individual **regardless** of if you are an employee of the organization you may be placed within. This is because an individual as an EMPLOYEE has different requirements, responsibilities, and protections than the same individual when they are a STUDENT. You will be in a STUDENT role during your Capstone project work and need to follow the student requirements that we (i.e., the University) are also obligated to follow.****

Course Objectives

By specified deadlines, you will:

1. Submit all required placement process paperwork documents for the Capstone experience, including placement forms, a revised updated professional resume (from HCA 770), criminal background check information, and professional liability insurance. (Site-specific additional requirements MAY include submittal of immunization records, flu and COVID vaccine records, TB test results, or toxicology screening along with paying any associated fees.)
2. Complete all required medical tests, background checks, and facility protocols necessary for placement at the affiliated site by provided deadlines.
3. Work collaboratively with the Capstone Coordinator (Mrs. Hussain) to secure and complete all the required placement paperwork including articulation and program agreements and site-specific documentation.
4. Provide your professionally revised RESUME from HCA 770. The specified and REQUIRED format from 770 MUST be used!
5. Revise, supply, and continue completing the professional development plan (PDP) for use during your Capstone placement in HCA 790 (the original document was developed during HCA 770).
6. Identify a substantive work project in collaboration with a site mentor/champion resulting in either the modification of processes and protocols or the completion of a work project with a clearly defined scope while applying the MSHCA Program Learning Outcomes.
7. Begin developing a summative portfolio addressing your learning and development regarding the five program graduate outcomes.
8. Apply reflective practice to your professional development.
9. Finalize all HCA 789 requirements prior to beginning your Capstone (HCA 790) placement.

Placement Processing Requirements/Components

ADMINISTRATIVE PROCESSING REQUIREMENTS:

- Revised resume (from HCA 770)
- Professional development plan (from HCA 770)
- Criminal/caregiver background check information (WI BID)
- Unofficial transcripts
- Program plan (last semester prior to graduation)
- Professional liability insurance policy
- Health information, including immunization records, titers, flu shots, TB testing, etc. (as required by the site)
- Toxicology results (if or as required by the affiliation site)

ACADEMIC REQUIREMENTS:

- Self-reflection discussions
- Draft and Revised: Capstone Project Proposal
- Capstone Portfolio: First Draft

Grading

Grades are assessed using a **Complete/Incomplete/Failure** basis for this course. ALL course requirements MUST be completed to successfully be able to proceed into the Capstone experience. Completion translates to an A while non completion of ANY required deliverable results in either an Incomplete or Failing grade. Incompletion of requirements will result in a delay in beginning your Capstone experience. Timeliness is paramount to the successful completion of this course. Assessment includes a variety of methods including discussion posts, completion and submission of ALL deliverables, and timeliness of interaction with the facilitators and class colleagues.