Syllabus for HIMT490 Capstone

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

Course Description

As the final offering in the program, this course provides students the opportunity to demonstrate the knowledge and skills they have developed during the program by participating in and completing an approved, on-site project in a healthcare-related organization or setting. The project itself is a final, hands-on learning experience in which students further develop useful skills relevant to professional information management in healthcare. The minimum number of hours spent on the capstone project at the assigned site is **80 hours**.

Before registering for this course, students are responsible for first working with their capstone coordinator to identify and be approved by a capstone site. Then students must propose a semester-long project and obtain approval from the course instructor and site supervisor during the semester prior to the start of the project. Guidance and supervision of the project will be provided collaboratively by the course instructor and site supervisor according to a prearranged agreement.

The procedure for setting up the project and the responsibilities of all parties involved in the project are detailed in the Capstone Process and Timeline as well as in three participant manuals.

Prerequisite(s)

HIMT 489 Pre-Capstone

Course Outcomes

At the conclusion of this course, you will able to:

- Achieve competency in applying healthcare information management or technology knowledge and skills to a real-world setting.
- Develop the ability to work on a real project with other healthcare workers using sound communication skills and work ethics.

- Apply project management skills to achieve the goals of each individual project.
- Develop the ability to complement classroom learning with field experience to advance personal knowledge of the discipline.
- Understand the needs in healthcare information management and technology, and begin to formulate a personal career plan for the future.
- Demonstrate the ability to work independently as a healthcare professional on a real-world project.

Course Requirements/Components

In HIMT 370 Healthcare Systems: Analysis and Design and HIMT 420 Healthcare Systems: Project Management, you learned the fundamental knowledge and skills that apply to the analysis of health information and technology practices and applications. In this course, you will use the knowledge and skills you learned to review, analyze, and document a real-world healthcare project. You are expected to determine which knowledge and skills are required for the specific project that you are analyzing. Use the techniques and tools learned in these courses to complete your capstone project. The course instructor and site supervisor may provide some additional resources, but you will be expected to bring your knowledge and skills to the assigned project.

Course Timetable and Activities

Typically, a project will begin and end at the same time as other regular, semester-long courses in the HIMT program; however, particular project conditions at some institutions might necessitate unique project schedules. With the approval of the course instructor and the site supervisor, a project may begin early. All projects must be completed by the end of a regular semester so that course grades can be reported by the required due date. All work is due at 11:59 pm CST unless otherwise noted.

Project activities may include up to five activities:

1. Project plan
2. Daily log and activity journal (submitted weekly each Monday)
3. Work portfolio of deliverables
4. Final project report
5. Project presentation with video/audio

While the project plan, final project report, and project presentation with video/audio are mandatory for all projects, course instructors may determine whether to require a daily log or work portfolio.

To ensure continued progress in the project, students are required to undergo periodic review conducted jointly by the course instructor and site supervisor. Depending on the length of the project, two to four reviews can be expected. A

written progress report must be submitted to the course instructor and the site supervisor two full days before each progress review (or one full day for projects shorter than four weeks). The course instructor may also contact the site supervisor from time to time for updates on a student's performance and to resolve any possible project-related issues.

Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0 - 59%

Assignment	% of Course Grade
Project Plan	10
On-Site Performance	40
Final Project Report	40
Oral Presentation	10
Total	**100%**