



# Modern Human Anatomy Program

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

## **ANAT 6950, MSMHA Capstone Project Overview of Project Process, Flow, and Timelines**

- 1) Throughout the first year of the curriculum, students are required to attend the weekly MSMHA Seminar Series, where potential capstone mentors will present their research and project ideas.
- 2) Students should identify a capstone mentor by the end of the spring semester of the 1<sup>st</sup> year to have the best opportunity to be on track to graduate in 2 years. It is strongly suggested that students select mentors that are on site and readily available.
- 3) Once a mentor and the project idea are defined, the Student-Mentor Agreement form will be signed by the student, the mentor, and the student's academic advisor.
- 4) A signed Student-Mentor Agreement is required to register for capstone credits. Additionally, students must complete the Capstone Request Form each semester for enrollment.
- 5) After the Student-Mentor Agreement is signed, students should begin to form their 3-member capstone committee.

For those enrolled in capstone for the first time in the Summer, the capstone committee needs to be formed no later than the 1<sup>st</sup> day of the fall semester. This is required to enroll in capstone in the fall semester.

For those enrolled in capstone for the first time in the Fall, the capstone committee needs to be formed no later than November 1<sup>st</sup>. This is required to enroll in capstone in the spring semester.

For those enrolled in capstone for the first time in the Spring, the capstone committee needs to be formed no later than April 1<sup>st</sup>. This is required to enroll in capstone in the summer semester.

- 6) A student may request Capstone funding once the Student-Mentor Agreement form is completed.
- 7) A Capstone Workshop will be created by Ernie Salcedo and implemented this fall semester. Participation in the workshop will be mandatory for all students in their 2<sup>nd</sup> year of studies, and 10% of their final capstone grade will be based on their workshop attendance and participation.
- 8) Students will be required to meet regularly with their mentor to discuss their progress. "Regularly" will be defined by the student's mentor, but meetings should occur monthly at a minimum. Mentors will be contacted bi-monthly, and will be asked to provide a short summary of the student's progress.

9) For students on track to graduate in May of their 2<sup>nd</sup> year, a detailed Interim Capstone Report must be provided to the 3-member capstone committee no later than December 1. This document should include several nearly completed sections of the Final Report. For example, the Personal Statement, Background and rationale, Methods and approach sections should be near completion, while Results and final conclusions can remain to be finalized. The Interim Capstone Report will be reviewed by the three members of the capstone committee and any suggestions, revisions or concerns must be communicated to the student in writing by January 4th. The student must meet the December 1st deadline in order to enroll in the final Capstone credits in the Spring Semester. If the capstone committee does not have consensus on the scope and worth of the project, the capstone committee will present the issues to the Mentoring Committee for feedback and oversight.

10) Students must submit their Final Draft of the Capstone Report (not graded) to their capstone committee no later than 2 weeks prior to their Capstone Poster Presentation.

11) Following the Capstone Poster Presentation, the student will collect feedback received during the event and from their capstone committee, and incorporate these changes and ideas in a Final Capstone Report (which will be graded) to be presented to the capstone committee no later than May 8 (date depends on the semester deadlines imposed by Grad School, but roughly this date).