# Learning Objectives

* Articulate individual components of a project methodology (methods section)
* Articulate rationale for using particular methodology
* Demonstrate understanding of the purpose of documenting methods

Worksheet Instructions

Use this worksheet to collect the information required on the CCE Spring Project Update SUBMISSION form, which you will access through the Capstone course resources webpage. The Project Update should be submitted **no later than April 1**.

We recommend you email the contents of this file, or the file itself, to your Capstone Project Advisor for editing and review. Submit your work by copying from the worksheet and pasting into the submission form after your advisor has determined that your progress ‘meets expectations’. Be sure to allocate enough time for your advisor to offer feedback before your final submission.

The Capstone Project Advisor approved CCE (MS3) Spring Project Update form should be submitted to CSD no later than April 1. *Note*: we will not accept reports that have not been approved by the project advisor. Contact your CSD House Affiliate to arrange an alternate deadline if you will be unable to submit your Project Advisor approved Project Update by April 1.

## General Information

**Last Name**

**First Name**

**Expected Year of Graduation (YOG)**

* Has YOG change since last update submission? Yes | No

**Capstone Project Advisor Name**

**Capstone Team Affiliate**

* Group Projects | Colleen Burnham
* Blackstone | Rachel Gerstein
* Brightwood | Sarah McAdoo
* Burncoat | Christina Hermos
* Kelley | Yunsheng Ma
* Quinsigamond | Carolina Ionete
* Tatnuck MS2 MS3 MS4 | Rachel Gerstein
* Tatnuck MS1 | Yunsheng Ma

**Is this a group project?** Yes | No

* If yes, provide the names of the other students in your group; include curriculum year if group spans multiple classes.

Group projects require that each group member be responsible for a significant and separate portion of work that contributes to the overall project.

* + Provide a brief description of each member’s responsibilities.
  + If separate portions have not yet been defined, what steps have been taken toward doing so?
  + Are you submitting one project update for the group?

Choose the **category** (core competency) that best describes your project.

* clinical research
* non-clinical research
* patient/community advocacy
* humanities (arts, philosophy)
* medical education
* other (please define below)

Do you have any general comments, questions, or concerns for the Capstone course team? For example, are you experiencing any particular challenges as you develop your project plans?

For an immediate response, please contact your Capstone House Affiliate via [CSD@umassmed.edu](mailto:CSD@umassmed.edu).

Project Update

**Project Title**

Did your original project proposal require [IRB](http://www.umassmed.edu/ccts/irb/?_t_id=1B2M2Y8AsgTpgAmY7PhCfg==&_t_q=irb&_t_tags=language:,siteid:b5a143c9-b51e-4bac-9eab-62560b986673&_t_ip=146.189.246.41&_t_hit.id=UMassMedicalSchool_Models_Pages_GenericPage/_16ca9cb7-40b8-4bba-8441-639ed730eb83_en&_t_hit.pos=1), [IACUC](http://www.umassmed.edu/research/compliance/iacuc/?_t_id=1B2M2Y8AsgTpgAmY7PhCfg==&_t_q=iacuc&_t_tags=language:,siteid:b5a143c9-b51e-4bac-9eab-62560b986673&_t_ip=146.189.246.41&_t_hit.id=UMassMedicalSchool_Models_Pages_GenericPage/_def33ea5-0492-4298-918f-5408e8588053_en&_t_hit.pos=2), or [SAS](http://libraryguides.umassmed.edu/SAS) submission? Yes | No

* + *If yes*, at what stage is the review currently?
    - contacted the office
    - writing proposal
    - proposal submitted
    - determination – waived
    - determination – approval obtained
    - determination pending

Has your project changed substantially since you submitted your Proposal? Yes | No

* + *If yes*, the [Change of Project Form submission](http://umassmed.edu/oume/capstone-course/csd-forms-and--reports/csd-project-change) is required
  + Have you changed your project protocol or methods in any way that the original subjects use review requirement (IRB, IACUC, SAS) has changed? Yes | No

**Describe any revisions** to your Proposal requested by the CSD that you were asked to document in this report

**Describe any progress** you have made since submitting your previous project update

**REQUIRED | Provide a 250-700 word Methods section** for your project, which is a *detailed description of the processes* for meeting the objectives of your Project (e.g. describe what steps you will take to accomplish each objective of the project). This is a *draft version* of the Methods section of your Capstone Final Project Report.

Excellent resources for writing your traditional data driven methods section are:

* Lamar Soutter Library Guide: [*Scientific and Scholarly Writing: Parts of the paper*](http://libraryguides.umassmed.edu/c.php?g=499815&p=3422086)
* University of Wisconsin-Madison: [The Writer’s Handbook: Methods Section](http://writing.wisc.edu/Handbook/SciRep_Methods.html)
* Sullivan, GM (2012). Writing Education Studies for Publication. *Journal of Graduate Medical Education Jun 4*(2): 133-137. doi: [10.4300/JGME-D-12-00044.1](https://dx.doi.org/10.4300%2FJGME-D-12-00044.1). Retrieved March 8, 2017 from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3399600/>.

If your advisor has not approved your report in time for submission, you must contact your CSD House Affiliate to arrange a meeting and or new submission date.

**OPTIONAL | Provide an updated timeline** for work you will accomplish. Describe *at least three* next steps you will take to work on your project, and by what month(s) you plan to accomplish them during your CCE year

* This may include scheduling or completing an FCE, IRB submission, updating a literature search, data collection, materials generation, etc.

**OPTIONAL | Provide an updated bibliography or annotated bibliography** | a list of sources (books, journals, Web sites, periodicals, etc.) one has used for researching a topic.

* A bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.). An annotation is a summary and/or evaluation. Therefore, an annotated bibliography includes a summary and/or evaluation of each of the sources. (Purdue Online Writing Lab, 2018. <https://owl.english.purdue.edu/owl/resource/614/01/>)

**OPTIONAL | Provide other sections or writing appropriate** to your progress on which you would like to receive feedback from your CSD House Affiliate.

**OPTIONAL** | **Potential Senior Scholars |** If you do not plan to apply to the Senior Scholars elective, skip to appropriate project updates

**If you do plan to complete the Senior Scholars elective**…

* Are you transitioning your Capstone intoa Senior Scholars project on the *same topic*? Yes | No
  + If no, explain your rationale for changing your project topic?
* Will your advisor remain the same? Yes | No
  + If no, how will you communicate this with your Capstone advisor?
* Please describe your rationale for changing from Capstone to Senior Scholars

**OPTIONAL SUBMISSIONS**

**Timeline | New, updated, or annotated | Required in FOM2 (MS2) Spring Project Update**

Outline of the work you will accomplish *at least three* next steps you will take to work on your project, and by what month(s) you plan to accomplish them during your CCE year

* This may include scheduling or completing an FCE, IRB submission, updating a literature search, data collection, materials generation, etc.

**Bibliography or Annotated Bibliography | new, updated, or annotated | required in FOM2 (MS2) Spring Project Update**

A **bibliography** is a list of sources (books, journals, Web sites, periodicals, etc.) one has used for researching a topic. Bibliographies are sometimes called "References" or "Works Cited" depending on the style format you are using. A bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.).

An **annotation**is a summary and/or evaluation. Therefore, an **annotated bibliography** includes a summary and/or evaluation of each of the sources. (Purdue Online Writing Lab, 2018. <https://owl.english.purdue.edu/owl/resource/614/01/>)

***Draft* Introduction with Reference section | new or updated | Required in CCE (MS3) Fall Project Update**

**Provide a 500-700 word** **Introduction section** of your project topic. In addition, provide appropriate in-text citations and a reference section.

The Introduction is the section for outlining the rationale for your project, including goals, and provide relevant supporting information (ie, reference information). This is a *draft* version of the first section of your Capstone Project Report. At this stage of writing we anticipate that students should be able to submit a thorough Introduction. However, it may be revised and added to, as necessary for the final Capstone Project Report submission. Additional instructions for writing the Introduction (including examples of Introduction sections) can be found on the Lamar Soutter Library Guide “Scientific Writing” and “Parts of the Paper” at <http://libraryguides.umassmed.edu/scientific-writing>.

***Draft* Methods | new or updated | Required in CCE (MS3) Spring Project Update**

**Provide a 250-700 word Methods section** for your project, which is a *detailed description of the processes* for meeting the objectives of your Project (e.g. describe what steps you will take to accomplish each objective of the project).

Excellent resources for writing your traditional data driven methods section are:

* Lamar Soutter Library Guide: [*Scientific and Scholarly Writing: Parts of the paper*](http://libraryguides.umassmed.edu/c.php?g=499815&p=3422086)
* University of Wisconsin-Madison: [The Writer’s Handbook: Methods Section](http://writing.wisc.edu/Handbook/SciRep_Methods.html)
* Sullivan, GM (2012). Writing Education Studies for Publication. *Journal of Graduate Medical Education Jun 4*(2): 133-137. doi: [10.4300/JGME-D-12-00044.1](https://dx.doi.org/10.4300%2FJGME-D-12-00044.1). Retrieved March 8, 2017 from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3399600/>.

***Draft* Results | new or updated | Required in AS (MS4) Fall Project Update**

**Provide a 250-700 word (1-4 paragraphs) Results sectionfor your project**. Additional instructions for reporting the Results (including examples of Results sections) can be found on the Lamar Soutter Library Guide “Scientific Writing” and “Parts of the Paper” at <http://libraryguides.umassmed.edu/scientific-writing>.

***Draft*  Discussion | include only if other paper sections have been previously submitted**

The Discussion section is where you answer the question(s) you posed in the Introduction section. This is where you may interpret your results and consider the future direction of the project. Often, comparisons can be made to the published work of others. There is a lot of flexibility in this section. In addition to your main findings or conclusions, include limitations of your project, and possible next steps if you or someone else were to continue the work.

Project Resources

**Lamar Soutter Library Guide: Scientific and Scholarly Writing**: Parts of the paper: <https://libraryguides.umassmed.edu/c.php?g=499815&p=3422086>

**Examples of Student Capstone Final Reports** at our course website: <https://inside.umassmed.edu/OUME/capstone-scholarship--discovery/capstone-project-reports/>

**Human Subjects**

[UMMS Students as Study Subjects in Educational Research (SAS)](http://libraryguides.umassmed.edu/SAS)

All scholarly projects or surveys in medical education that will recruit SOM students as study subjects require SAS review, in advance of and addition to IRB review.

[UMMS Institutional Review Board (IRB)](http://www.umassmed.edu/ccts/irb/)

If you plan to conduct research involving human subjects, the research study must be reviewed and approved by the UMass IRB before the study begins.

[UMMS Institutional Animal Care and Use Committee (IACUC)](http://www.umassmed.edu/research/iacuc/)

If you plan to conduct research involving animal, the research protocol must be reviewed and approved by the UMMS IACUC prior to receiving animals and or conducting of any research on existing animals.

**Project Planning**

How to Write a Work Plan (2016). In *wikiHow*. Retrieved April 12, 2017, from <http://www.wikihow.com/Write-a-Work-Plan>.

Capstone Project Advisor APPROVAL Requirement

If your advisor has not approved your report in time for submission, you must contact your CSD House Affiliate to arrange a meeting and or new submission date.