



**Chaminade**  
**University**  
OF HONOLULU

[Chaminade University Honolulu](http://www.chaminade.edu)

3140 Waiālae Avenue - Honolulu, HI 96816

**Course Number:** HC 495

**Course Title:** Capstone Applied Project

**Department Name:** School of Nursing and Health Professions

**College/School/Division Name:** School of Nursing and Health Professions

**Course Credits:** 3

**Class Meeting Days:** Online, with in-person clinical practicum

**Class Meeting Hours:** Online, with in-person clinical practicum and meetings arranged by clinical site

**Course Website Address (Canvas):** <https://chaminade.instructure.com/>

**Instructor Names:**

Taryn Lee, MSN, MPH, APRN, FNP-C

Lorin Ramocki, RN, DNP

**Email:**

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[Lorin.ramocki@chaminade.edu](mailto:Lorin.ramocki@chaminade.edu)

**Phone:** 808-225-7057 (Prof. Taryn Lee)

**Office Location:** Virtual office

**Office Hours:** By appointment

**University Course Catalog Description**

This course provides an opportunity for observation and work in a variety of community and/or acute care settings under professional supervision. Students will participate for one academic semester in health education, health coaching, and case management activities in an approved agency or organization. This course includes an applied learning component.

**Course Overview**

Student will complete 90 hours of applied practicum and a capstone project.

**Marianist Values**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education

3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### **Native Hawaiian Values**

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

### **Program Learning Outcomes (PLO)**

1. Evaluate behavioral and non-behavioral variables, through community health assessment and health coaching activities that contribute to morbidity, mortality, and their impact on the social determinants of health in priority populations.
2. Apply the core principles, measurements, and methodologies of community public health to diverse, priority populations through the application of community-based health promotion programs.
3. Analyze healthcare data using statistical, epidemiological and data visualization techniques, to generate data products that support decision-making to inform resource allocation and health promotion interventions.
4. Develop evidence-based health promotion and health education programs in collaboration with interdisciplinary community partners.
5. Utilizing the Marianist value of service, justice and peace; support community partners in addressing health, economic, and social inequities in priority populations.

### **Course Learning Outcomes (CLO)**

By the end of our course, students will be able to:

1. Capstone Applied Project must include elements related to community/priority population health assessment or research, program planning/design, and program implementation in an identified priority population.
2. Capstone Applied Project must include elements related to community health program planning, demonstrate an ability to coordinate planning efforts and successfully design their program alongside stakeholders within a priority population.

3. Capstone Applied Project must demonstrate application of public health research methodologies (research planning, data collection strategies, determine disease incidence/prevalence, etc.).
4. Capstone Applied Project must showcase a candidate's ability to plan and implement community health strategies/interventions in the development of their project. Additionally, these projects must effectively communicate their purpose and intent, upholding standards of public health ethics and professionalism.
5. Capstone Applied Project must demonstrate a candidate's ability to effectively lead and manage a community or population health program. Candidates must effectively communicate and advocate their project's purpose to professional colleagues and stakeholders of priority populations, while upholding standards of public health ethics and professionalism.

### **Course Prerequisites**

It is important to be proficient in computer skills including use of Word, PowerPoint, and Canvas.

### **Required Learning Materials**

Student should have access to books previously purchased in this program.

**Course Website:** <https://chaminade.instructure.com/>

**Hardware Requirements:** Canvas is accessible from both PC and Mac computers with a reliable internet connection. You will also need to be able to access audio and video files. Subsequently, you should have access to speakers or headphones that allow you to hear the audio.

**Software Requirements:** You will need to have some ability to listen to audio in an mp3 format, watch videos in mp4 format, stream online videos, and read .pdf files. There are a number of free software online that can be downloaded for free. If you need assistance with locating software please feel free to contact the Chaminade Help Desk at [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or (808) 735-4855.

### **Technical Assistance for Canvas Users:**

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on "Students" role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or call (808) 735-4855

### **Tutoring and Writing Services**

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website

(<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

## Assessment

### Course Grading Percentage Equivalents

Assignments	Points
Applied Practicum Hours (90 hours) – hourly logs required	P/F
Clinical Schedule Communication Tool	P/F
Site Preceptor/Supervisor Evaluation (Midterm and Final)	P/F
Capstone Paper and Project	90
Clinical Learning Plan	10
Total	100

## Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Superior work done in a consistent and intellectual manner
- C Average grade indicating a competent grasp of subject matter
- D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F Failed to grasp the minimum subject matter; no credit given

## Course Policies

### Course Approach

#### Late Assignments

All assignments are expected to be submitted as designated on this syllabus/course schedule. Students must inform the instructor via canvas email of any late assignments. Late written assignments in the didactic component of this course will receive an automatic 10% deduction per day past the due date and time. No late assignments will be accepted after the 5th calendar day. Late assignments (e.g. weekly hourly log, practicum clinical learning plan, clinical schedule communication tool etc. ) may result in an UNSATISFACTORY rating on their clinical evaluation. Any UNSATISFACTORY rating after midpoint may result in the failure of the course. ALL assignments regardless of grade must be completed and submitted in order to receive a passing grade in this class.

In the rare occurrence that submission in Canvas is not accessible, please contact Help Desk Support and report any technical issues. The student is responsible for getting a reference number from Help Desk Support as

evidence of any technical issues as requested by the faculty. In an event that Canvas cannot be accessed to submit assignments on time, the student can email the course coordinator prior to the assignment deadline and attach the word document assignment. This procedure must only be used if Help Desk informs the student that Canvas is not accessible. The student is also responsible to post the completed assignment in Canvas when the site is accessible for grading purposes. If requesting an extension on an assignment, the request must be formally submitted to the instructor prior to the due date unless there are extenuating circumstances. Extensions may be subject to the deduction of points as stipulated below in the late assignments section. The student is responsible for making sure that the document is the final version of the assignment. Any resubmissions may be subject to late penalty. Individual assignments must be done on an individual basis. When templates are used and information submitted appears to be duplicate information, suspicion of academic dishonesty may occur. Please review the policy of academic honesty in detail.

### **Clinical Practicum Attendance and Participation:**

Attendance is **mandatory**. If you must miss a clinical session due to illness, you must call your preceptor/site supervisor and notify your course coordinator one hour prior to start time and provide a physician's note in order to receive a make-up session. A make-up session will be determined by the course coordinator and an incomplete may be given until hours are completed. You are expected to be at the clinical site on time without tardiness. Students need to complete the required number of practicum hours and meet the clinical competencies to successfully pass the course. Missed clinical days may be made up at the discretion of course coordinators dependent on faculty availability, site availability, and/or appropriateness of situation for the student to attend. Progression may be delayed due to clinical absences.

### **Grades of "Incomplete"**

Follow the School of Nursing and Health Professions handbook

### **Writing Policy**

Use APA for assigned papers.

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor (contact information at top of syllabus). Online and/or phone conferences can be arranged. Response time may take place up to 24-48 hours Monday-Friday during business hours only.

### **Disability Access**

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

### **Title IX Compliance**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated

at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

### **Attendance Policy**

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

### **Academic Conduct Policy**

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in

which the actions of one students may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values. Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website under Student Life.

For further information, [please refer to the Chaminade Catalogue.](#)

### Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10 week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practicum, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies. This is a three-credit hour course requiring 90 clock hours of student engagement via clinical practicum, with an additional 45 hours of related coursework per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend a minimum of 90 hours in practicum, and an additional minimum of 45 hours throughout the course completing the capstone project, submitting hourly logs, updating their clinical communication tool, and completing the practicum learning plan.

### Suggested Course Schedule

Module #	Assignment Title	Due Date
Week 1	<ul style="list-style-type: none"> <li>Attend Synchronous Online Introduction Meeting with Clinical Site, Course Coordinator, Student to set up Plan for Clinical Hours</li> <li>Review Practicum/Project/Paper Guidelines</li> </ul>	<p>TBD by Site: Dr. Ramocki will send you meeting information via email</p> <p>Nothing to turn in this week.</p>

	<ul style="list-style-type: none"> <li>● Review Syllabus/Course Modules</li> </ul>	
Week 2	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Begin (To be scheduled with your clinical site supervisor)</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <p>Weekly Hourly Logs (Signed)</p> <ul style="list-style-type: none"> <li>● Clinical Schedule Communication Tool</li> <li>● Signed CPH Student/Preceptor Practicum Handbook Acknowledgment Form</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Practicum Learning Plan</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Part I: Practicum project/paper proposal/education</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Part I: Practicum project/paper proposal</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Part 2: Practicum project/paper proposal/education</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Part 2: Practicum project/paper proposal</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Mid Term Evaluation (In person @ clinical site)</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> </ul>



		<ul style="list-style-type: none"> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Mid Term Evaluation</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Part 3: Practicum project/paper proposal/education</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Part 3: Practicum project/paper proposal</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Part 4: Practicum project/paper proposal/education</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Part 4: Practicum project/paper proposal</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Part 5: Practicum project/paper proposal/education</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● Part 5: Practicum project/paper proposal</li> </ul>
Week 13	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Final Evaluation (In-person at clinical site)</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> </ul>

		<ul style="list-style-type: none"> <li>● Update Clinical Schedule Communication Tool (if needed)</li> </ul>
Week 14	<ul style="list-style-type: none"> <li>● Applied Practicum Hours Continue</li> <li>● Final Revised Paper Due</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Update Clinical Schedule Communication Tool (if needed)</li> <li>● FINAL REVISION: Practicum project/paper proposal/education</li> </ul>
Week 15	<ul style="list-style-type: none"> <li>● Applied Practicum Hours (if needed)-Wrap up/complete final hours if needed</li> <li>● Evaluations</li> </ul>	<p>SUBMIT by Sunday 11:59pm</p> <ul style="list-style-type: none"> <li>● Weekly Hourly Logs (Signed)</li> <li>● Final Evaluation ( of student)</li> <li>● Submit Final Evaluation ( of preceptor)</li> <li>● Submit Final Evaluation ( of clinical site)</li> </ul>