

**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**CALENDAR OF DUE DATES**

Date	Time	Event
1/25/2011	5:00 pm	First Day of Class – Transitional Report due
2/1/2011	5:00 pm	Section 1 due
2/8/2011	5:00 pm	Section 2 D1 due
2/15/2011	5:00 pm	Section 2 D1 returned
2/22/2011	5:00 pm	Section 3 D1 due
3/1/2011	5:00 pm	Section 3 D1 returned
3/8/2011	5:00 pm	Section 4 D1 & appendices due
3/15/2011	5:00 pm	Section 4 D1 & appendices returned
3/22/2011	5:00 pm	Spring break - nothing due
3/28/2011	8:00 am	Give Report Draft 2 to Agency Preceptor for Review
3/29/2011	5:00 pm	Full Report D2 due
4/4/2011	8:00 am	Get comments, corrections from Agency Preceptor for meeting
4/5/2011	5:00 pm	Full Report D2 returned
4/12/2011	5:00 pm	Full Report D3 due
4/19/2011	5:00 pm	Full Report D3 returned
<b>4/26/2011</b>	<b>5:00 pm</b>	<b>Final report due for sign off</b>
4/27/2011	8:00 am	Get final report bound so it can be submitted to the department
5/3/2011	12:00 pm	Notify me when bound copy has been submitted to the Department

**Note: Keep in mind that getting bound copies can take 1-3 weeks, and only after a bound copy of your Project Report has been submitted to the Department of Public Health would you be considered as having satisfactorily completed this course. This submission has to be done by May 17, 2011 to be considered satisfactory to receive a passing grade.**

**For drafts #2 and #3**

- Submit the immediate prior graded drafts
- Highlight the corrections and additions you've made in **yellow** in the current draft

**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**Section 1: Introduction – Draft 1 (Due 2/1/2011)**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Project Title: \_\_\_\_\_

The order of the written presentation of the components of the Special Project Report are:	
1. Title Page	9. Section One - Introduction
2. Copyright Notice (Optional)	10. Section Two – Methodology
3. Special Project Report Signature Sheet	11. Section Three – Project Results
4. Acknowledgment (Optional)	12. Section Four – Conclusion and Recommendations
5. Abstract	13. References
6. Table of Contents	14. Appendices (List individually by letter and title)
7. List of Tables	
8. List of Figures	

Section One: Introduction	Present?
<b>Project Purpose and Description:</b> An overview and description of the Project, including the purpose.	
<b>Description of the Host Agency:</b> An overview/description of the participating agency, including how this project addressed gaps in services. Includes the service agreement with the host agency. Identifies the name, credentials, title and contact information of the agency preceptor with whom you worked.	
<b>Literature Review:</b> Includes and expands upon the literature review from the Prospectus; addresses in detail the health condition, population, related studies and other relevant information.	
<b>Theoretical Background:</b> Identifies the theory (or theories) that informed the project. Description of the theory and how it is relevant to the design of the Project (health condition, population and/or strategies selected).	
<b>Significance and Relevance:</b> Justifies the importance of the service agreement. Establishes its relevance to one or more of the seven areas of responsibilities of the health educator or one or more of the ten essential services of public health. (See page 3).	
<b>Goals and Objectives:</b> The goals and objectives that guided the design of the Project. Objectives are to be SMART (specific, measurable, achievable, relevant, and time-bound).	
<b>Ethics:</b> Describes a commitment to adherence to the appropriate code of ethics (i.e., Code of Ethics for the Health Education Profession or Public Health Code of Ethics) that will govern the conduct of the proposed project. Includes date of IRB acceptance (letter goes in the Appendices).	
<b>Author's Qualifications:</b> Establishes the applicant's credentials and capacity (knowledge, skills and access to resources) to complete the service agreement.	
<b>Conclusion:</b> Presents a brief synopsis of Section One	

**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**Section 2: Methodology – Draft 1 (Due 2/8/2011)**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Project Title: \_\_\_\_\_

Section Two: Methodology	Present?
<b>Overview:</b> A brief introduction to the Project's methods	
<b>Needs Assessment Results:</b> A description of what was found during the needs assessment related to the population and need for the intended activity.	
<b>Design of Project:</b> A detailed description of the design and work plan of the project – the action steps taken to implement the tasks of the Project. Includes recruitment, sample, activities, timeline and resources needed for the Project.	
<b>Instrumentation:</b> Any instruments created for the project, including the steps taken to design the instrument and the use of the instrument. Addresses reliability and validity of the instrument(s). Address the creation and testing methods used related to instrumentation. Examples of instruments include pretest/posttests, demographic surveys, focus group guides, etc.	
<b>Pilot Study:</b> Detailed description of pilot study activities that were undertaken to test the intervention created for the Project. Do not address instruments again or the results here – keep the focus on the pilot study methodology for the Project intervention (lesson plans, website, etc).	
<b>Conclusion:</b> Summary of the methodology used for the Project.	

<b>Comments:</b>
------------------

**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**Section 3: Project Results – Draft 1 (Due 2/22/2011)**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Project Title: \_\_\_\_\_

<b>Section Three: Project Results</b>	<b>Present?</b>
<b>Overview:</b> Describes the outcomes of the project.	
<b>Development of the Intervention:</b> Corresponding to the goals and objectives of the Project, describe the development process of the original prototype/intervention. In detail, describe the material development process – including materials created and the process that led to creation of the materials. Address the medium used and messages created. Provide enough detail so that it can be replicated by another reader.	
<b>Pilot Study Results:</b> Presents the results of the pretesting of the prototype/intervention. Include a description of the procedures used to evaluate the prototype/intervention.	
<b>Refinement of the Intervention:</b> Describes the nature of the finished intervention and the processes used to achieve the refinement. Include how the results of the pilot study/activities impacted the final outcome of the materials created and how it is different from the original prototype/intervention.	
<b>Conclusion:</b> Brief synopsis of the section.	

**Comments:**



**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**Final Report – Draft 2 (Due 3/29/2011)**  
**(Give a copy to your Agency Preceptor to Review)**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Project Title: \_\_\_\_\_

The order of the written presentation of the components of the Special Project Report are:	
1. Title Page 2. Copyright Notice (Optional) 3. Special Project Report Signature Sheet 4. Acknowledgment (Optional) 5. Abstract 6. Table of Contents 7. List of Tables 8. List of Figures	9. Section One - Introduction 10. Section Two – Methodology 11. Section Three – Project Results 12. Section Four – Conclusion and Recommendations 13. References 14. Appendices (List individually by letter and title)

Section One: Introduction	Present?	Section Four: Conclusion and Recommendations	Present?
Project Purpose and Description		Interpretation of the results	
Description of the Host Agency		Significance and Implications for Practice	
Literature Review		Lessons Learned	
Theoretical Background		Conclusion	
Significance and Relevance		Additional Sections	
Goals and Objectives		References	
Ethics		Appendices	
Author’s Qualifications			
Conclusion			
Section Two: Methodology	Present?		
Overview			
Needs Assessment Results			
Design of Project			
Instrumentation			
Pilot Study			
Conclusion			
Section Three: Project Results	Present?		
Overview			
Development of the Intervention			
Pilot Study Results			
Refinement of the Intervention			
Conclusion			

**Comments**

**Include all copies of IRB correspondence, including your final report about completing your data collection activities.**

**PCH 594-08 Special Project II Grading Grid  
Professor Betty C. Jung**

**Final Report – Draft 3 (Due 4/12/2011)  
(Highlight preceptor comments)**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Special Project Title: \_\_\_\_\_

<b>The order of the written presentation of the components of the Special Project Report are:</b>	
1. Title Page	9. Section One - Introduction
2. Copyright Notice (Optional)	10. Section Two – Methodology
3. Special Project Report Signature Sheet	11. Section Three – Project Results
4. Acknowledgment (Optional)	12. Section Four – Conclusion and Recommendations
5. Abstract	13. References
6. Table of Contents	14. Appendices (List individually by letter and title)
7. List of Tables	
8. List of Figures	

<b>Section One: Introduction</b>	<b>Present?</b>	<b>Section Four: Conclusion and Recommendations</b>	<b>Present?</b>
Project Purpose and Description		Interpretation of the results	
Description of the Host Agency		Significance and Implications for Practice	
Literature Review		Lessons Learned	
Theoretical Background		Conclusion	
Significance and Relevance		Additional Sections	
Goals and Objectives		References	
Ethics		Appendices	
Author’s Qualifications			
Conclusion			
<b>Section Two: Methodology</b>	<b>Present?</b>		
Overview			
Needs Assessment Results			
Design of Project			
Instrumentation			
Pilot Study			
Conclusion			
<b>Section Three: Project Results</b>	<b>Present?</b>		
Overview			
Development of the Intervention			
Pilot Study Results			
Refinement of the Intervention			
Conclusion			

**Comments**

**CHECKLIST FOR FINAL REPORT SIGN OFF**

**PCH 594-08 Special Project II Grading Grid**  
**Professor Betty C. Jung**

**DUE 4/26/2011**

***Physical Appearance of the Special Project Report:***  
**Self-Checklist**

- \_\_\_ A. On 20 lb. bond paper that is 100% cotton.
- \_\_\_ B. Typing or printing that produces clear, distinct, images.
- \_\_\_ C. All pages meet exact margin requirements.
- \_\_\_ D. No visible corrections on any page, no smears or blurs.
- \_\_\_ E. Pages are numbered correctly and in order.
- \_\_\_ F. Charts, graphs, illustrative materials (if applicable) are clear and legible.
- \_\_\_ G. Titles and page numbers in Table of Contents are correct.
- \_\_\_ H. All sources used for the Special Project Report are cited in the References.
- \_\_\_ I. All Department and program spaces on signature page are signed.

\_\_\_ J. Title page, signature page, (copyright page), follow sample format.

\_\_\_ K. Circle is drawn around the copyright insignia.

\_\_\_ L. Abstract follows format, and body is not more than 150 words.

**Copies**

\_\_\_ A. One hard-bound copy, in navy blue to the Coordinator of Graduate Studies.

\_\_\_ B. Copy of product (or entire Report) to Agency Preceptor.

\_\_\_ C. Optional copy to your Special Project Advisor.

**Identification Concordance**

\_\_\_ A. Title is identical on Special Project title page, abstract and cover.

\_\_\_ B. Your name is identical on title page, abstract, copyright page and cover.

**SUBMISSION OF REPORT AND PRODUCT TO COORINDATOR OF GRADUATE STUDIES**

***Preparation of Copies***

One hard-bound in navy-blue, approved copy with the title on the cover and spine and CD-ROM of your Report and Product, must be filed with the Coordinator of Graduate Studies in the Department of Public Health. **A grade for PCH 594, Special Project II will not be submitted until a bound copy of your Special Project and the CD-ROM is filed with the Coordinator.** It is customary to provide your Special Project Advisor with a hardbound copy of your Special Project and your Agency Preceptor with at least a copy of the final Special Project. You are encouraged to obtain a number of estimates for binding since costs may vary considerably. Please note:

a) The signature page with the original signatures must be placed in your Special Project Report. **Use a black felt tip pen for the signatures as this reproduces well.** Do not use blue ink. A sample signature page is attached

b) Your Special Project Report must include an abstract page and a title page.

c) You may elect to have your Special Project copyrighted. A fee must be paid for this service at the time of submission. **There is no Department requirement that Special Projects be copyrighted.** It may take a year from the time the copyright request is submitted to the receipt of copyright certification. If your permanent address is uncertain when the Microfilm Agreement is completed, provide an address where you may be reached (e.g., parent, friend).

---

Note: You will be responsible for any costs associated with the reproduction and binding of your Special Project. You may want to check with your host agency to determine if any of these costs can be absorbed by the agency, organization or program that will be the beneficiary of your Special Project.