



### Capstone Research Paper and Presentation Points

We wanted to take a moment to bring to your attention some very important information with respect to your Capstone Research Paper, presentation and graduation. These elements are equal in importance and represent the culmination of many semesters of hard work! As such, each element should be considered with serious regard as they build upon each other and conclude with a Master's degree in Clinical Research!

#### Capstone Research Paper

While we understand that at this point many of you may likely feel as though you just want to “get your paper over with”, this is a very important phase of your graduate work. Your Capstone Research Paper reflects how well each of you has learned and has been able to apply the core principles and methods learned in the coursework to real-life clinical research! As such we expect that you will pursue this aspect of your education with the passion and professionalism you have throughout your academic career at BUSM.

#### Writing your Capstone Research Paper

As your Capstone Research Paper is a culmination of your graduate work in the program, we expect that you will approach writing your paper seriously. While your Readers, and Stacey and Janice are your sources of review, we are sources for content review, not format or grammar review. You are all in graduate school, and we expect that you will show professionalism in writing your paper. What this means is that when you submit your final paper to your readers, it should be of high quality and in a state of near completion. When you submit to your readers, you should be proud of the work you have done!

Here are some important point to help you achieve this level of professionalism with your Capstone:

- Formal Language – you **must use** formal language in your Capstone. This is scientific writing and should reflect as such. (example: “we couldn’t do ....” Would be better to say “xxx could not be done”)
- Redundant & Complicated Sentences – please re-read what you write! Keep your sentences short and to the point, and say it just once. Be concise! And please use transition sentences from one paragraph to another so that the information flows throughout your paper.
- Tenses – please re-read what you write! Your sentence tense should be the same throughout each section. You should not switch haphazardly from the present, to the past, to the future tense.
- First Person – **DO NOT USE** the **FIRST PERSON** when you write your Capstone.
- Grammar and Spell Check – please re-read what you write! Make sure your grammar is correct, and that you have your spell check and grammar check feature turned on when writing.
- Writing Numbers - Spell out single-digit whole numbers. Use numerals for numbers greater than nine.

❖ **Examples:**

*I want five copies.*

*I want 10 copies.*

- ◆ Write out a number if it begins a sentence.

❖ **Examples:**

*Twenty-nine people won an award for helping their communities.*

*That 29 people won an award for helping their communities was fantastic! OR*

*That twenty-nine people won an award for helping their communities was fantastic!*

**\*\*For more information, see <http://www.grammarbook.com/numbers/numbers.asp>**

- Outline – BEFORE writing your Capstone Research Paper, create an outline of the key concept, topics, points you intend to cover to keep you on track!
- Use Heading – use headings to highlight the topics within your Capstone Research Paper.
- References - please write your Capstone use AMA format for all your references. If you will be submitting your Capstone Research Paper for publication, an alternative method of referencing may be required by the journal. For more information, see <http://www4.samford.edu/schools/pharmacy/dic/amaquickref07.pdf>

### Capstone Research Seminar / Presentation

While it is perfectly acceptable to set your presentation date ahead of time, you should not go forward with your presentation **UNTIL your readers have given you approval to do so**. This means that your paper should be in a state of near completion such that the only revisions that will be needed after the presentation are those changes, questions, or points that come up during your presentation.

#### Preparing your Presentation

We are going to expect ***professionalism*** from you during your presentation, meaning that we will expect :

- your power point presentation to be no more than 20 minutes in length, so that the remaining 10 minutes are available for questions and answers.
- you have developed a thorough power point presentation, and that you are ***accountable*** for the material you are presenting.
- you have ***practiced*** your presentation so that:
  - ◆ your presentation flows smoothly,
  - ◆ you are confident in your preparations,
  - ◆ you are confident in your role as presenter (i.e. (1) you are speaking clearly and loudly enough so that those in the back row can hear you easily; (2) you are *not* monotone in your delivery; (3) you are *not* reading the slides on the screen or on the computer, rather that you are speaking to and making eye contact with your audience).

## Scheduling your Presentation Date

It is anticipated that there will be a number of students presenting their research each semester. A number of research seminar dates will be selected so that multiple students may present on the same day. These dates will be chosen based on the timing of student completion of the Capstone and availability.

Please email Stacey with a number of dates and times that you would ideally like to present your project, and with the email information for your Readers, and Research Mentor. Stacey will then create a Doodle Scheduler and send it to your readers.

Stacey will then confirm the date and time with you, after which she will schedule a room (for the defense) and send an email confirmation with the date, time and room assignment (for your defense) to your Research Mentor and Reader.

Working with others, performing presentations, and facilitating group discussion are essential attributes of a successful clinical researcher. We want you, in this final phase of your graduate work, to exhibit key qualities of a professional clinical researcher by;

1. aspiring to be **accountable** for the material you present and how you present it,
2. being committed to **excellence** which involves a conscious effort to exceed ordinary expectations, and means learning from your mistakes,
3. displaying **honor and integrity** while working with others and talking with your peers, instructors, and colleagues
4. showing **respect** for others including peers and instructors, and researchers
5. demonstrating timeliness with respect to:
  - submitting your drafts, near final copy and final copy of your Capstone Research Paper in a timely manner to your readers and allowing your readers adequate time in which to complete their review,
  - completing your presentations in a timely manner.

### Final IMPORTANT Points:

1. Please be cognizant of the due date for your Capstone project; this is the same due date as the thesis and can be found here - <http://www.bumc.bu.edu/gms/students/registration/calendars-and-important-dates/>
2. **Your Diploma Application** <http://www.bumc.bu.edu/gms/students/student-forms/>
  - i. \*Please review the Deadline dates for submission of your Diploma Application as this submission date is not flexible.
3. Your READERS must give their approval of your NEAR FINAL Capstone at least **2 WEEKS PRIOR** in order for you to move forward with your presentation.
4. You must submit your NEAR FINAL Capstone Research Paper to the Program Director and Assistant Director **2 WEEKS PRIOR TO** your presentation (via email is fine).
5. You must submit to the Program Director and Assistant Director a copy of your power point presentation (of your presentation) **2-3 days PRIOR TO** your presentation. (via email is fine)
6. The final step in the Capstone process is to submit to Stacey a copy of your final, approved abstract. Stacey will then submit the abstract along with the requisite paperwork to the GMS Registrar as confirmation that **you have met the requirements for graduation. Please be certain to adhere to the GMS formatting of the**

abstract.

*We have every confidence that you all have the ability to succeed. Prepare and practice!!*