

# MS IN ORAL HEALTH SCIENCES CAPSTONE PRESENTATION GUIDELINES

## CAPSTONE INFORMATION

The Capstone serves as the culminating academic requirement of the MS in Oral Health Sciences program. Students select a research topic relevant to the field of dentistry and, under the guidance of a faculty mentor, conduct a comprehensive review and critical synthesis of the scientific literature. Students demonstrate their mastery of the topic and their ability to communicate scientific concepts clearly and professionally through a **12-minute scholarly oral presentation**.

## OHS CAPSTONE INFORMATION & DEADLINES

Carefully review the [OHS Capstone Information](#) webpage. This page includes all required forms, documents, and important information, including guidelines, deadlines, and other resources needed to successfully complete and submit the Capstone. In addition to submission deadlines, all Capstones must adhere to the content and format guidelines outlined below.

## CAPSTONE PROPOSAL FORM

The [Capstone Proposal Form](#) is accessed online and must be completed by the designated due date, depending on the student's intended graduation term. Students must enter their intended graduation date, proposed Capstone title, and a brief description of the Capstone topic. The Proposal form does not need to be resubmitted if graduation is postponed.

## MENTOR ASSIGNMENTS

Each student will be assigned a faculty mentor for their Capstone project. Students are expected to maintain regular and professional communication with their mentor, including:

- Promptly responding to mentor communications
- Submitting drafts by agreed-upon deadlines
- Thoughtfully incorporating mentor feedback

During the capstone mentor review meeting, students will complete the [Capstone Mentor Review Form](#), discuss their capstone progress, discuss a plan for submitting remaining drafts (annotated bibliography, abstract, slides, etc.), and a timeline for a practice presentation in advance of required deadlines. Students should be respectful of their mentor's time and adhere to all agreed-upon timelines. In general, students should assume a 2-week turnaround time for submitting and receiving feedback from their mentor unless a shorter timeline was agreed upon in advance. The completed and signed Mentor Review Form must be submitted to [ohsdocs@bu.edu](mailto:ohsdocs@bu.edu) by the deadline listed on the [OHS Capstone Information webpage](#).

## **ABSTRACT**

Abstracts must be written using the [Abstract Template](#) in MS Office Word. The abstract must provide a summary of the literature review, including a brief description of key background information, the issue or problem the review will address (objective), key findings of the review, and conclusions. The maximum word count is 300 and must be single-spaced using 12 pt font (Arial, Aptos, Times New Roman, or Calibri). Do not include citations or figures in the abstract. A draft of the abstract must be submitted to your assigned mentor for review and feedback. A final mentor-approved Abstract must be submitted by the designated deadline. An additional copy of the final Abstract is also due with your final submission.

## **ANNOTATED BIBLIOGRAPHY**

An annotated bibliography is a structured list of research sources that serves to summarize, assess, and reflect on each source's relevance to a specific research topic. The document must be written in MS Office and in 12 pt font (Arial, Aptos, Times New Roman, or Calibri). References must be in APA format, in alphabetical order, and single-spaced (with a single space between each). The full DOI URL (hyperlinked) must be included for all references that have an available DOI. Each reference must include 3-5 bullet points evaluating or highlighting key information from the source. Do not copy/paste from the source! Use your own words or paraphrase to avoid plagiarism. A draft of the annotated bibliography must be submitted to your assigned mentor for review and feedback by the designated deadline. A final mentor-approved annotated bibliography will be due with your final submission.

## **CAPSTONE PRESENTATION**

### **Presentation Length**

- **12 minutes total**

### **Slides**

- Approximately **10–15 slides**, excluding title and references
- Slides must be clear, professional, and visually organized

### **Audience**

- Faculty and peers

### **Format**

- Final slides must be presented using **Microsoft Office PowerPoint** format (.pptx). If you begin creating your slides in a different program, it is strongly recommended that you convert the slides to a .pptx file well in advance of your presentation to ensure there are no formatting errors. Microsoft Office is free for all Boston University students and can be downloaded from the [BU TechWeb](#) webpage.

## **REQUIRED PRESENTATION COMPONENTS**

### **Title Slide**

- Capstone title
- Student name
- Mentor name and credentials
- MS in Oral Health Sciences Program, Boston University Chobanian & Avedisian School of Medicine
- Graduation date

### **Background and Significance**

- Overview of the literature review topic
- Relevance to oral health, dentistry, or oral-systemic health, etc.
- Explanation of the importance and clinical or scientific significance of the topic

### **Research Objective**

- Clearly stated research question or objective
- Focused scope appropriate for a Capstone project

### **Key Findings and Evidence Synthesis**

- Summary and synthesis of major findings from the literature
- Critical evaluation of the evidence, including strengths and limitations
- Use of figures, tables, or diagrams where appropriate
- Emphasis on interpretation and integration rather than listing individual studies

### **Implications for Oral Health**

- Clinical relevance, translational implications, or educational impact
- Discussion of remaining gaps, limitations, and future research directions

### **Conclusion**

- Concise summary of key findings
- Clear response to the stated research objective

### **References**

- Key peer-reviewed references cited throughout the presentation
- APA citation style
- Full reference list does not need to be exhaustive on slides

## **FIGURES AND TABLES**

Figures and tables should be used to enhance clarity and understanding of key concepts and findings. All figures and tables must include source citations and be discussed verbally during the presentation. Visuals should be legible, appropriately labeled, and relevant to the content being presented.

## REFERENCES

A **minimum of 15 peer-reviewed references** is required for the Capstone project. While not all references must appear on presentation slides, students are expected to engage with and synthesize the required body of literature in their preparation and submit a final annotated bibliography. Use a References slide to list key cited references used in the presentation. References must be in APA format, in alphabetical order, and single-spaced. The full DOI URL (hyperlinked) must be included for all references that have an available DOI.

## ARTIFICIAL INTELLIGENCE (AI)

If an AI tool is used, it must be used in a manner that supports learning and academic integrity. Students may not use AI software, tools, or add-ons to generate written content submitted for the capstone project. This includes, but is not limited to, literature summaries, synthesized text, interpretations, or conclusions. However, AI tools may be used for **limited support functions** such as brainstorming topic ideas, outlining, formatting, and organizing work. In addition, basic grammar and mechanics assistance (e.g. spelling, punctuation, and syntax checks) using tools such as Grammarly is permitted. **Students are responsible for ensuring that all submitted work reflects their own original ideas, analysis, and writing.**

## AI USE DISCLOSURE STATEMENT

If any AI tool is used at any stage of the capstone process, students must complete and submit the **AI Use Disclosure Statement** form with their final submission. The statement must clearly describe the following:

- The specific AI tool(s) used
- The purpose for which the tool was used
- The extent of its involvement in the work

Failure to disclose the use of AI tools, or the use of AI beyond what is permitted and outlined above, may be considered a violation of the [BU Academic Conduct Code](#).

## FINAL SUBMISSION REQUIREMENTS FOR PROGRAM COMPLETION

Before submitting the final Capstone, the following must be completed:

### Abstract

The final draft of the abstract (300 words maximum) must follow all guidelines and be reviewed and approved by the capstone mentor. The final abstract must not exceed one page in length. Use

the **Capstone Abstract Template** and double-check formatting. The final document must be saved in .docx (MS Office) format. Save the file as *Last name\_First name\_Abstract.docx*.

### **Slide Presentation Review**

A complete draft of the presentation slides in PowerPoint format must be reviewed and approved by the mentor prior to final submission. Save the presentation as *Last name\_First name\_Presentation.pptx*.

### **Annotated Bibliography**

The final draft of the Annotated Bibliography must include a minimum of 15 references in APA format and saved as .docx (MS Word). Each reference must include 3-5 key bullet points. A complete draft of the Annotated Bibliography must be reviewed and approved by the assigned Capstone mentor before final submission. Save the file as *Last name\_First name\_Annotated-Bibliography.docx*.

### **AI Use Disclosure Statement**

If any AI tool was used at any stage of the capstone process, an AI Use Disclosure Statement must be submitted. Please use the **AI Use Disclosure Statement** template located on the OHS Capstone Information webpage. At the top of the document, include the title of the capstone, your first and last name, and the current date. The disclosure must clearly state the specific AI tool(s) used, the purpose for which the tool was used, and the extent of its involvement in the work. The final draft must be reviewed and approved by the Capstone mentor before final submission. Save the file as *Last name\_First name\_AI-Disclosure.docx*.

### **Turnitin Report**

The **Capstone Abstract** and **Annotated Bibliography** must be submitted to Turnitin for plagiarism review. The similarity score must be **below 20%** for each document. Access is located in Blackboard. Select the GMS Plagiarism Check course. The link for Turnitin Submission will be located on the left side. Follow the directions to upload your Capstone paper.

All students should already have access to GMS Plagiarism Check in Blackboard. If it doesn't appear in your list of courses in Blackboard, do a course search for 'Plagiarism'. Sometimes it is hard to find since it is not specific to a given semester. If you are still unable to locate it, then follow the directions to request access.

To download the full Turnitin report (.pdf), locate the vertical toolbar on the right side of the report. Locate the icon that looks like an arrow pointing down with a horizontal line underneath – this is the download button. Click on it and select 'Current View'. After a few moments, the full report will begin to download as a pdf.

It is strongly recommended that students run the Turnitin Plagiarism Check well in advance of the submission deadline in case the Capstone has a similarity score at or above 20%. If the score

is above 20%, edits and resubmissions will need to be made until the similarity score is BELOW 20%.

Save the files as *Last name\_First name\_Abstract-TurnitIn.pdf* and *Last name\_First name\_Annotated-Bib-TurnitIn.pdf*

### **Capstone Checklist**

Students must complete and submit the **Capstone Submission Checklist**, verifying that all requirements have been met. Save the file as *Last name\_First name\_Capstone-Checklist.pdf*.

### **FINAL SUBMISSION**

After mentor approval, the following materials must be submitted to **ohsdocs@bu.edu** by **5:00 pm on the posted due date**:

- Final mentor-approved **Capstone Abstract** (.docx)
- Final mentor-approved **Annotated Bibliography** (.docx)
- Final mentor-approved **AI Use Disclosure Statement** (if applicable) (.docx)
- Final mentor-approved **Capstone presentation slides** (.pptx)
- Full **Turnitin similarity reports** (.pdf), each showing a similarity score below 20% for the Capstone Abstract and Annotated Bibliography
- Completed **Capstone Submission Checklist** (.pdf)

**Capstones will not be accepted if they have not been reviewed and approved by your mentor before submission!**