

# **Consortium of Eastern Ohio Master of Public Health Exit Presentation and Electronic Portfolio Guidelines**

The exit presentation is a requirement of the program. Students are expected to arrange for their presentation to be given after all courses have been satisfactorily completed, but before graduation.

## **Applying for the Exit Presentation**

Students must submit an Exit Presentation Application Form to the MPH office *six weeks* before the end of the term. Failure to apply before the deadline may mean we may not be able to schedule your exit presentation. Students must submit a written explanation (on the exit presentation application form) if they wish to do the exit presentation before all courses in the program are satisfactorily completed. The capstone project evaluation must be submitted by your preceptors to the capstone coordinator before presentation day.

The CEOMPH office will assemble a panel of at least two faculty members for the exit presentation. The student should at least invite their faculty and community preceptor to the presentation (and check their availability). Other students and program faculty will also be notified of the presentation.

## **Exit Presentation Format**

Students will be scheduled in hour slots. Each presentation will take no more than 30 minutes, with 30 additional minutes for questions. The exit presentation will, at minimum, include the following components. Generally, you should use the majority of your time talking about your capstone project (about 20 minutes) and spend the final time (about 10 minutes) on the other program components.

1. Capstone project summary
2. Summary of what public health competencies were gained from core courses
3. Summary of what public health competencies were gained from electives
4. Questions

The faculty will evaluate the exit presentation using the Exit Presentation Evaluation Form.

Your capstone project will be listed on the CEOMPH web site with your name and link to your exit presentation PowerPoint slides, unless otherwise requested. In addition, MPH program faculty, students, alumni, and committee members will have access to your capstone project through a password protected web site, unless otherwise requested.

## **Electronic Portfolio**

The portfolio is a collection of the student's accomplishments in the CEOMPH program. Prior to 2007, all portfolios were in a three-ring binder. After 2007, all

portfolios are digital. At the completion of the program, the student will have a record of papers and projects that were completed. The program office houses all of the portfolios, which are available for student viewing.

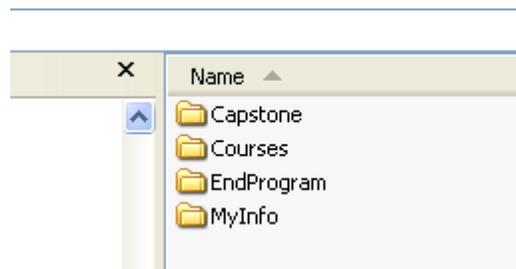
We encourage students to send in any items that will add to their portfolio even after graduation. For example, if a paper is published or a grant has been funded, we would like to add the supporting documents to your portfolios.

A completed portfolio should be submitted at least one day prior to your exit presentation through the student Dropbox ([www.Dropbox.com](http://www.Dropbox.com)). You will get a link to your folder within the first month of the program. It is advisable that you start putting in pertinent files at the start of the program. This portfolio is assessed as part of the exit presentation, so in order to get maximum number of points for the exit presentation, the portfolio must be submitted. You should also keep a copy for yourself on your own computer!

The portfolio must contain the following items:

#### 1. Folder structure

On your hard-drive, you should create the following folders. These folders will already be created for you in your dropbox.



Here is what you need to include in these folders:

#### Capstone

- C3P20 module worksheets, including capstone application, proposal, original public health competencies capstone template, IRB application and approval
- Capstone project—final written product
- Public Health Competencies Capstone Template--with both columns completed
- Supporting documentation for capstone (IRB certification surveys, etc.)
- Any other pertinent materials
- Time log—template is on your flash drive or <http://mph.neomed.edu/academics/exit-presentation-capstone>

#### Courses

- Grant(s) (if applicable)
- Core course projects (creating folders for each course is a good idea!)

- Practicum (if applicable)
- Electives papers/projects (if applicable)

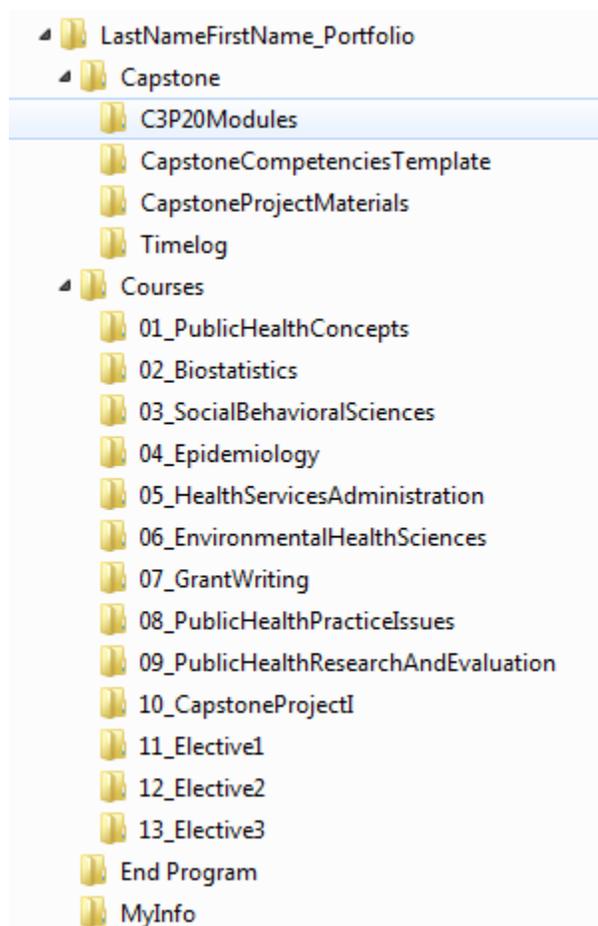
### End Program

- PowerPoint of exit presentation
- MPH end program public health competencies--competencies achieved during program, including feedback on electives. You can find the template on your flash drive or <http://mph.neomed.edu/academics/exit-presentation-capstone>

### MyInfo

- Your current CV or resume
- Additional activities (can include volunteer work, presentations at meetings, and professional memberships since becoming a MPH student, etc.
- Anything else you would like to add!

Here is an expanded view of the typical folder structure:



If there are items that you do not have in an electronic format, the MPH office can scan them as a PDF file for you, if you do not have scanning capability—make arrangements for this early!

Please ask if you have questions! The MPH program office is happy to help 330-325-6179. Examples of hard copy student portfolios are on display in the MPH office. Examples of exit presentations and student capstone projects are posted on the MPH web site.

### **Additional Items**

- Make sure you keep your own copy of your portfolio
- Send a hard or electronic copy (depending on their request) of your capstone project for your faculty and community preceptors!
- You will be asked to sign a permission form for the MPH office to allow others to see the “capstone” and “end program” portions of your electronic portfolio. The capstone will be posted as a password protected page and the exit presentation will be posted on a public web page (unless you would like to publish your paper and do not want us to do so).