

Syllabus for HIMT 490

Capstone

Course Description

As the final course in the program, this course provides the opportunity for students to demonstrate their knowledge acquired and skills developed in the entire coursework of the program through participation in and completion of an approved on-site project in a healthcare-related organization or setting. The project itself also is the final hands-on learning experience in which students further develop useful skills important to professional information management in healthcare.

Before registering for this course, the student is responsible for first working with the capstone coordinator to identify and get accepted by a capstone site. Then the student must propose a semester-long project and obtain the approval from the course instructor and the site supervisor in the semester prior to the start of the project. Guidance and supervision of the project will be provided collaboratively by the course instructor and site supervisor according to a pre-arranged agreement.

The procedure for setting up the project and the responsibilities of all parties involved in the project are detailed in the Capstone Process and Timeline and three participant manuals.

Prerequisites: Last semester of study/last course before graduation/can be concurrent; approval from academic adviser and pre-capstone coordinator

Course Learning Outcomes/Objectives

Although the detailed and specific learning objectives of each capstone project will be determined and stated in the approved capstone proposal, the general learning objectives of the course are:

1. To achieve competency in applying healthcare information management or technology knowledge and skills to a real world setting.
2. To develop the ability to work on a real project with other healthcare workers using sound communication skills and good work ethics.
3. To be able to apply project management skills to achieve the goals of each individual project.
4. To develop the ability to complement classroom learning with field experience to advance personal knowledge of the discipline.
5. To understand the needs in healthcare information management and technology and start to formulate personal career plan for the future.

6. To demonstrate your ability to work independently as a healthcare professional on a real world project.

HIM Curriculum Competencies

This course will not directly address any CAHIIM competency. Instead, it will satisfy all of the expectations of the AHIMA's Professional Practice Experience (PPE) course.

Course Materials

IN HIMT 370 Healthcare Systems: Analysis and Design and HIMT 420: Healthcare Systems: Project Management, you learned the fundamental knowledge and skills that apply to the analysis of health information and technology practices and applications. In this course, you will utilize the knowledge and skills you learned to review, analyze and document a real world healthcare project. You are expected to determine which knowledge and skills are required for the specific project that you are analyzing. Use the techniques and tools learned to these courses to complete your capstone project. The course instructor and site supervisor may provide some additional resources, but you will be expected to bring your knowledge and skills to the assigned project.

Course Timetable and Activities

Typically a project shall commence and finish at the same time as other regular semester-long courses in the HIMT program. However, peculiar project conditions at some institutions might entail different project schedules. With the approvals of the course instructor and the site supervisor, a project might start early. However, all projects must be completed by the end of a regular semester so that course grades can be reported by the due date.

The course instructor could employ up to five typical project activities:

1. Project plan
2. Daily log and activity journal (Submitted weekly on Mondays)
3. Work portfolio of deliverables
4. Final project report
5. Project presentation with video/audio

While the project plan, final project report, and project presentation with video/audio are mandatory for all projects, further requirement of the remaining two activities is at the discretion of the course instructor.

For checking project progress, the student is required to undergo periodic review conducted jointly by the course instructor and the site supervisor. Depending on the length of the project duration, 2 to 4 reviews are expected. A written progress report

must be submitted to the course instructor and the site supervisor two full days (1 full day for projects shorter than 4 weeks) before each scheduled progress review. Additionally, the course instructor could also contact the site supervisor from time to time to understand the student's performance and resolve any possible project related issues.

Grades

Your grade for the Capstone project will be based on these components and their noted percentages:

Component	Percent of Grade
Project Plan	10%
On-site performance (as evaluated by the supervisor)	40%
Final Project Report	40%
Oral Presentation	10%
Total Percentage	100%

The grading scale used for this course is:

Grade	Percentage Range
A	90% and above
B	80 - 89.9%
C	70 - 79.9%
D	60 - 69.9%
F	below 60%

Course Calendar

The Spring 2017 term runs from January 17 thru May 5, 2017. You will want to plan accordingly to complete your project and your project presentation by May 5th.