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Doctor of Nursing Practice Capstone Project: What is it?

Clinical doctoral degrees are distinguished by the completion of a capstone project that demonstrates synthesis of the student's work and lays the groundwork for future practice scholarship. The Doctor of Nursing Practice (DNP) capstone project is a scholarly experience that implements the principles of evidence-based practice and implementation science under the guidance of a faculty mentor. Unlike a dissertation, the capstone project may take a number of forms. The theme that links the varied capstone project forms is the use of evidence to improve either clinical outcomes to resolve the gap between evidence and implementation of the evidence in clinical practices and community policies.

Overview of Capstone Steps:

* Prior to beginning your capstone, your plan of study must be signed and on file with the Graduate School

** The Graduate School website has helpful information about resources for success and required forms and deadlines at http://www.unco.edu/grad/new_current/index.html

Step 1: Review capstone project process. Select committee members (You are expected to have 2 UNC SON faculty on the committee and 1 community/agency person affiliated with your capstone project. The community/agency person should be requested after your capstone project is defined. Discuss an area of interest with your committee chairperson.)

Step 2: With committee chair’s permission, contact the agency, if applicable, to discuss interest in collaborating with this site. If project is agreed upon, determine that an affiliation agreement is in place between the University and the Agency. Your chair will help you determine this and assist you in this process. Obtain a Statement of Mutual Agreement in regards to the capstone project.

Step 3: Develop your proposal for the specific capstone project (begin during N795 DNP Capstone Seminar)

Step 4: Set up a meeting to defend and obtain committee approval of the proposal prior to beginning specific capstone project.

Step 5: Obtain IRB approval from UNC and agency, if required, prior to beginning project. Once approved by the committee and IRB, no change to the methods and procedures can be done without another review.

Step 6: Begin taking Capstone coursework (N796 DNP Capstone)
Step 7: Conduct the project and write the final report with continual supervision by community/agency committee member and SON capstone committee chairperson.

Step 8: Request to schedule a doctoral oral examination (final defense and presentation of the capstone project). See website [http://www.unco.edu/grad/forms/index.html](http://www.unco.edu/grad/forms/index.html) The request must be submitted 2 weeks prior to the oral exam date. The exam date, time and place will be published by UNC in appropriate university publications. Other UNC faculty and students may attend.

Step 9: Present your project, defend and obtain approval that you have met the expectations for rigor and academic excellence commensurate with the expectations for the degree of Doctor of Nursing Practice.

Step 10: Submit the final capstone project report in the designated written format to the Graduate School. See website [http://www.unco.edu/grad/new_current/resources/index.html](http://www.unco.edu/grad/new_current/resources/index.html).

Step 11: Express appreciation to the agencies and persons with whom the student has collaborated.
DNP CAPSTONE PROJECT COMMITTEE GUIDELINES

Overview
The capstone project is an in-depth and integrative practice experience which results in a practice-related written product which is subjected to peer and/or professional scrutiny. Very rarely does competent doctoral research just evolve. For this reason, the student is required to submit a capstone project proposal for review, which should be developed under supervision of the Chairperson and members of the capstone project committee. The capstone project must be approved by the DNP Capstone Project Committee of at least three members selected by the student.

DNP Capstone Project Chair

By the end of the second semester (MSN to DNP) or eighth semester (BSN to DNP) of the DNP program, the student should identify their DNP Capstone Project Chair. The DNP Capstone Project Chair may be the student’s DNP advisor or another graduate faculty member holding graduate faculty research status with the graduate school at UNC. The selection of the Capstone chair must be communicated in writing to the DNP Program Director and Assistant Director of the SON Graduate Program and in accordance with university policy.

DNP Capstone Project Committee

After the DNP Capstone Project Chair has been identified, the student should meet with that faculty member to constitute his/her DNP Capstone Project Committee. The DNP Capstone Project Committee should be constituted no later than the beginning of the fall of the last academic year of the DNP program. The DNP Capstone Project Committee is comprised of a minimum of three (3) members. Two will be UNC faculty members with graduate faculty or doctoral research endorsement status and it is highly recommended that the third member of the committee be from the agency or clinical site where the student will conduct the project. All members should bring expertise in the clinical nursing phenomena of interest, the methodology used in the project, or other knowledge related to the student’s DNP Capstone Project. The student is free to add additional members to the DNP Capstone Project Committee. Additional members of the committee will be nonvoting members of the committee.

To obtain approval for the agency/community person as a voting member of the committee, their resume and date of birth must be submitted to the graduate school and be approved prior to the Request for Appointment of Doctoral Committee form submission. It is expected that the minimum educational background of this person will be a Master’s degree. The community/agency member may attend the varied meetings/presentations virtually or on-campus.

Role of the Capstone Project Committee

Role of Chairperson:
1. The faculty member who is invited to become chairperson of the committee may defer acceptance until the student has submitted a specific area of inquiry or a beginning capstone project problem which the student has independently identified;
2. The chairperson will assure IRB compliance (if needed), guide the preparation of the capstone project proposal, the project development, implementation, and evaluative process, and the final project write-up;
3. The chairperson is responsible for ensuring that the entire committee meets with the student at least once before the student’s capstone project proposal is submitted for review and approval. There will be at least two meetings of the entire committee, one for the project proposal presentation and one for final presentation and evaluation of the project when it is completed. It is expected that the project will be of significant rigor to lead to a publishable...
product. It is also expected that the project will be of use to the agency where the student conducted the project.

*Role of Committee Members:*
1. Critique drafts of the developing capstone project proposal.
2. Participate actively in the committee meeting(s) on the capstone project proposal.
3. Review drafts of the final capstone project, and the final capstone project product.
4. Share critique and concerns with the student and the chairperson.
DNP Written Comprehensive Examination/DNP Capstone Project Proposal Presentation

The student’s presentation of the capstone project proposal serves as the primary component of the written comprehensive examination for the DNP program. The members of the DNP Capstone Project Committee may ask additional fundamental and developmental questions, which cover the first year of DNP coursework (MSN to DNP) or the first three years of DNP coursework (BSN to DNP), at their discretion. This examination is intended to determine if a student is prepared and qualified to begin work on the capstone project. To be eligible to take the written comprehensive examination and present the capstone project proposal, a student must have a plan of study on file, a DNP Capstone Project Committee in place and have completed the first three semesters (MSN to DNP) or the first nine semesters (BSN to DNP) of doctoral coursework as specified by the DNP Plan of Study. It is expected that the student will be on-campus for this presentation.

The approval/conditional approval with changes/disapproval of the project by the student’s DNP Capstone Project Committee will serve as documentation of the student’s performance on the examination. If a student does not receive approval of the project proposal by the committee, the student must correct any deficiencies as determined by the committee. If the student receives a disapproval, they must meet again with the DNP Capstone Project Committee. Students are allowed to repeat the qualifying exam/capstone proposal presentation once. If the student fails to receive approval for the capstone project after the second attempt, the student is dismissed from the DNP program.

Once the committee has approved the capstone project proposal, that student is considered to have passed the written comprehensive examination. The process for selection of the DNP Capstone Project Chair and DNP Capstone Project Committee and for development and approval of the proposal is included in the capstone project guidelines.

Preparation of the Capstone Project Proposal:
1. The capstone project proposal should include a needs assessment, rationale, and problem statement for the project. The capstone project proposal should also include objectives, project activities, project timeline, necessary resources, and an evaluation plan. The capstone project proposal is characterized by logical progression of thought, good literary style, and acceptable practices of scholarly writing.
2. The capstone project proposal should adhere to the most recent edition of the Publication Manual of the American Psychological Association (APA) published at the time of the capstone project is begun.

Capstone Project Proposal Review Meeting:
1. The student, chairperson, and members of the student’s committee must attend the proposal defense meeting. The chairperson is responsible for recording basic points made during the meeting and the recommendations for revision, if any.
2. The student must submit a copy of the proposal to the committee at least 2 wks prior to the presentation.
3. The student should prepare a 30-45 minute overview and summary of the proposal (typically a power point talk) and be prepared to discuss the entire proposal.
4. At completion of the proposal defense meeting, the chairperson will summarize the major points raised by the reviewers and ask for their recommendations.
5. Utilizing the capstone proposal rubric, the committee may choose to:
a. Accept the proposal as is or conditionally accept with minor revisions and no re-review;
b. Require minor or major revisions and re-review;
c. Reject the proposal;
d. In the case of approval with minor revisions required, the student must submit notification of the completion of the revised proposal that has the approval of the Chairperson to the Assistant Director of the Graduate Program within one month of the proposal review. At this time the properly signed Capstone Project Proposal Approval Form must be given to the Committee Chair and to each Committee member;
e. If a student does not put forth a proposal that is considered acceptable by the committee after two tries, the student can be dismissed from the program;
f. In the case of major revisions required or approval denied, the student must develop a significantly revised or a new proposal. The Chairperson will work with the student on the revision. The Committee will review the new proposal and all prior steps will be repeated.

6. Required Procedures:
a. The student’s committee chair obtains, completes, and delivers the Capstone Project Proposal Approval Form after the committee has approved the proposal to the Assistant Director of the Graduate Program. Copies are placed in the student file, mailed to the student and delivered to the graduate school.
b. Concurrent with submission of the capstone project proposal, the student must apply for IRB approval to the Office of Research and Sponsored Programs if needed, and if appropriate, to the official IRB committee(s) at the site(s) of data collection. Approval from agency IRB must be forwarded, along with the completed application form of the cooperating agencies, to the Chairperson in a timely manner. The chair of the Capstone committee will be the Principal Investigator on the IRB application.
c. No data can be collected until IRB approval has been obtained from both the University and the involved agency.

7. Protocol for Communication between Student and Chair re: the Capstone Project: For the purpose of federal guidelines involving human subjects, the Capstone Project Chair is considered the Principal Investigator of the capstone project. In addition, any external communication or reporting about the capstone project reflects on the University and the School of Nursing. Therefore, it is important that the student keep the Chair informed as follows:
a. Communicate with Chair of Committee before submitting any research grants to fund all or part of capstone project.
b. Communicate with Chair of Committee before submitting any abstracts for conferences or publications that will report findings.
c. Communicate with Chair of Committee before submitting to the public domain any materials that are an integral component of the capstone project.
d. Determine the appropriateness of copyrighting the capstone project with the inclusion of any instruments (e.g. in Appendix) authored by another (whether copyrighted or not).
Written Project Proposal Format

1. Title Page
2. Table of Contents
3. Body of the Paper Organized by Chapters
   - Chapter 1 Statement of the Problem
     Background and Significance of Proposed Project/Intervention
     o Problem Statement or Purpose – Identification of the challenges, problems, situations, opportunities leading to the proposed project.
     Theoretical Framework
   - Chapter II Project Description
     o Literature Review and Synthesis
     o Congruence of Organizations Strategic Plan to Project
     o Project Objectives
   - Chapter III Project Design
     o Evidence Based Project /Intervention Plan – Describe in detail the project plan
     o Timeline of Project Phases
     o Resources – Personnel, Technology, Budget, etc.
     o As appropriate to the individual project and determined by the advisor and mentor, the DNP student will include a market analysis, strategic analysis and/or product/services, sales/marketing, operations and financial plan that justifies the need, feasibility and sustainability of the proposed project.
     o Statement of Mutual Agreement with the Agency
   - Chapter III Evaluation Plan
     o For each objective, include specific details as to how your project will be evaluated. What evidence-based measures will be applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis will be used for each objective?
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<tr>
<th><strong>Background &amp; Significance</strong></th>
<th>Satisfactory As presented</th>
<th>Satisfactory with Following Recommendations</th>
<th>Unsatisfactory</th>
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<td>Literature review supports significance / relevance of problem / proposed project / intervention</td>
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<td><strong>Project Description</strong></td>
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<td>Literature, benchmarks and supporting data provided and organized into integrated synthesized summary</td>
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<td>Project objectives stated in feasible and measurable terms</td>
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<td>Implementation methods/tools are feasible and clearly described</td>
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<td>Method of analysis clearly described for each measurement.</td>
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**References**

| Current and accurate reference list present |   |

**Approvals**

| Letters of support/Statement of Mutual Agreement from cooperating agencies provided. |   |
| Informed Consent, if necessary, meets human subject requirements |   |
| All approvals are in place, including: (List approvals). |   |

**Writing and organization**

| APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education. |   |

**Relevant program/clinical questions**

| Student can articulate response to program/clinical questions arising from this proposal |   |

Comments:

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Overall Evaluation of the Capstone Project Proposal Presentation

_______ Satisfactory: Summary Comments

_______ Conditional Satisfactory: Recommendations for Remediation

_______ Unsatisfactory: Summary Comments

Signature of Evaluating Faculty _______________________________ Date __________
DNP ORAL COMPREHENSIVE EXAMINATION/DNP FINAL CAPSTONE PROJECT PRESENTATION

The final oral presentation of the capstone project culminates the DNP program. Once all academic requirements have been met, the final project presentation is scheduled. The final presentation of the capstone project serves as the comprehensive oral examination for the DNP program. This examination serves to determine that the student has met all the requirements of the capstone project and has completed a project reflective of practice doctoral level academic and clinical work. It is expected that the student will be on-campus for this presentation.

Approval of the final capstone project presentation by the DNP Capstone Project Committee serves as documentation that the student has met all project expectations and is eligible for graduation, once all academic and clinical requirements have been met. If a student does not pass the exam, the student must correct any deficiencies and meet again with the DNP Capstone Project Committee. Students are allowed to repeat the final presentation once. If the student fails the project presentation a second time, the student is dismissed from the DNP program. Students who do not complete the capstone project or do not pass the final project presentation before completion of DNP program coursework are required to maintain registration in a minimum of one credit of coursework each semester until the final capstone presentation is completed and approved by the DNP Capstone Project Committee.

Preparing the Final Oral Presentation of the Capstone Project

1. The final draft of the capstone project report should be prepared in strict adherence with APA guidelines and graduate school guidelines. Please refer to the Graduate School for requirements for final manuscript formatting, editors/typists, filing your manuscript, fees, deadlines, final forms and publishing your report at http://www.unco.edu/grad/new_current/resources/index.html
2. The final project presentation shall be held under the auspices of the student’s capstone project committee. The student, chairperson, and members of the student's committee must attend the project defense meeting.
3. The student must submit a copy of the proposal to the committee at least 2 wks prior to the presentation.
4. Typically the student will prepare a 30-45 minute power point presentation that reviews the project. The student may be questioned by members of an audience if there are non-committee member attendees. Private questioning by the Capstone Project Committee members will take place after the public presentation.
5. The student must present the capstone project and otherwise satisfy the committee that he or she is qualified to receive the degree of Doctor of Nursing Practice. The Capstone Project Committee will convene in private to complete the questioning and will ask the student to leave during the voting process.
6. In the event of one or more negative votes, the student fails the capstone project. The Committee must make recommendations to the chair regarding next steps. The Committee may recommend significant revisions of the capstone project or additional study/coursework in the area of the knowledge deficiency. A timeline will be set. The student will be given a second opportunity to successfully complete the project. In the event of two failures, the student will be dismissed from the program.
7. Once the Capstone Project Committee votes to confer the degree, the proper forms must be signed and chair is responsible for returning them to the appropriate people and/or
departments. The proper forms include a signature page for the capstone project. The student is responsible for bringing correct and sufficient signature pages to the presentation. Only original signatures are acceptable and one is needed for each bound copy of the project.

8. The student is responsible for having a graduation check done and for submitting a request to graduate with the graduate school.

9. The student is responsible for knowing the dates for submission of forms and projects in order to graduate.

10. It is customary to give a copy of the capstone project write-up to each committee member.
Capstone Project Final Report Format

The report of the DNP project is to be submitted in both electronic format and a written hard copy (once revisions are complete).

1. The report is to be consistent with APA style. See Graduate School Capstone Research Project Format Manual for specific details about final formatting and other useful information about editors/typists, filing your manuscript, fees, deadlines, final forms and publishing your report at http://www.unco.edu/grad/new_current/resources/index.html

2. The report should be organized and at a minimum the report should include:

   A. Title Page. This includes the name of the project, student name and academic credentials, Name of Academic Institution, and the words, “in partial fulfillment of the requirements for the Doctor of Nursing Practice Degree”; copyright.

   B. Signature Page

   C. Executive Summary. This is no more than 1 page long and inserted as the first page behind the title page. The executive summary should contain summary elements C-G below. The executive summary provides an overview of the project. Bullet point format is acceptable and should be used to conserve space in the executive summary.

   D. Table of Contents

   E. Body of Report organized by Chapters.

Chapter 1 Statement of the Problem
This section includes: background and significance, problem statement, theoretical framework,

Chapter 2 Project Description
This chapter includes the purpose and objectives, and project design. Descriptions of technical equipment, instruments, key personnel etc should be placed in the appendix.

Chapter 3 Evaluation Plan.
For each objective, include specific details as to how your project was evaluated. What evidence-based measures were applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis was used for each objective?

Chapter 4 Results.
These should be written against each project objective. To what extent was the objective achieved? For each objective discuss the key facilitators that made the objective achievable and the key barriers. Then write a section that describes unintended consequences. Remember, unintended consequences can be positive or negative.
Chapter 5 Recommendations.
In writing this section, discuss the recommendations for the site at which the project was conducted and be specific. Should the project be continued, reduced, phased out, or expanded? Are any ongoing evaluations needed for phases outside the scope of the DNP project? Place your recommendation within the framework of the organization’s strategic plan and be sure to recommend who needs to be involved in or responsible for future phases. Next, write recommendations regarding the possible application of this project in other settings.

Chapter 6 Implications for Practice and Career Development.
Although not part of a typical report, include a section detailing the contribution of the project to the attainment of your personal leadership goals.

F. References

G. Appendices
## I. Capstone Components

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**Evaluation Plan**

- Analysis/Evaluation plan coherent / consistent with project plan.
- Evaluation measures linked to objectives.
- Outcomes / evidence-based measures appropriate for objectives.
- Tools / instruments described and linked to measures and objectives.
- Method of analysis clearly described for each measurement.

**Results**

- Results organized in appropriate format.
- Results linked to problem statement, objectives and evaluation plan.
- Describe the extent to which the objectives were achieved.
- Addressed key facilitators and barriers that impacted the project's objectives.
- Described unintended consequences (both positive & negative).

**Recommendations/Implications**

- Recommendations/Implications addressed for problem statement, supporting organization, key stakeholders, other settings, and student.
- Include recommendations related to identified facilitators / barriers and unintended consequences.
- Addressed any ongoing activities or evaluations outside the scope of the DNP capstone project.
- Recommendations are described within the framework of the organization's strategic plan.

**Contribution to Personal Goals in advance practice nursing.**

**Writing and Organization**
APA format followed appropriately; writing is scholarly and clear; appropriate for doctoral level education.

## II. Capstone Project Synthesis

### Student can articulate response to program/clinical questions arising from this project

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### Extent to which student met goals/aims of project. If not, appropriate rationale and explanation provided.

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### Extent to which student integrated scientific curiosity and inquiry in project completion.

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### Extent to which student analyzed issues and provided critique of advanced nursing practice within the project

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### Demonstrated practice inquiry skills including appraising and translating evidence.

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### Evidence of student’s ability to engage in collaborative partnership(s) in designing and implementing capstone project.

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### Ability of student to articulate state of current knowledge as it relates to advanced practice nursing in the health care system.

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**Comments:**

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### Overall Evaluation of the Capstone Project Presentation

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<td>Pass: Summary Comments</td>
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<td>Conditional Pass: Recommendations for Remediation</td>
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<td>Fail: Summary Comments</td>
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**Signature of Evaluating Faculty**

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APPENDIX 1

TYPES OF CAPSTONE PROJECTS INCLUDE BUT ARE NOT LIMITED TO:

This list reflects a range of types of scholarly projects. This is a sample list and is not exhaustive.

Translate research into practice application:

- Quality improvement (Care processes, Patient outcomes)
- Implement and evaluate evidence based practice guidelines
- Analyze policy: Develop, implement, evaluate, or revise policy
- Design and use databases to retrieve information for decision making, planning, evaluation
- Conduct financial analyses to compare care models and potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/evaluate care
- Design and evaluate new models of care
- Design and evaluate programs
- Provide leadership of inter-professional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
- Collaborate with researchers to answer clinical questions
- Collaborate on legislative healthcare related change using research evidence for support
- Work with lay and or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities). The scope of the scholarly project is designed to benefit a group, population and/or a community rather than an individual patient. Specific examples are included to illustrate how these projects might be applied in different settings, for various populations and by different nursing specialties. Some projects focus on existing programs while others address the creation of new programs.
- The scope of the project would be determined by the university’s guidelines, feasibility given time devoted to projects in the curriculum, faculty, funding, and other resources, etc. In some programs the project may evolve through courses on policy and inquiry eventually culminating in the final design of the proposed project before it is launched. By providing opportunity over a longer duration in which to explore and develop aspects of the projects, students receive feedback regarding alternatives and strategies before project implementation.

Evaluate interventions, innovations in care techniques:

- Obtain baseline data, design an evidence based intervention plan and evaluation process
- Collaborate with other NPs or other professional colleagues to compare / evaluate group visits
- Capture data on common problems and effectiveness of treatments with recommendations for change
- Evaluate management of psychiatric patients (protocols, meds, metabolic monitoring) and develop a treatment management program based on research evidence
• Evaluate peer led support groups and measure outcomes
• Evaluate pain control in palliative care and measure outcomes
• Promote patient safety by implementing a program to reduce errors in medications and measuring outcomes
• Evaluate home care comparing and contrasting satisfaction with physician and NP care management.

Health Promotion & Community Health: Epidemiology and Continuity of Care

• Compare strategies for health promotion / disease prevention (community, schools, churches, etc.) based on outcome evidence
• Evaluate trends in patient visits, and the effect of outreach programs
• Launch collaborative health promotion program in a vulnerable community population and evaluate outcomes
• Compare and contrast monitoring tools or screening programs, evaluating effectiveness, cost savings, and outcomes
• Evaluate screening protocols based on outcome data
• Evaluate programs (care, training volunteers, education) and demonstrate cost implications
• Evaluate community responses to disasters based on selected outcome criteria
• Develop and evaluate the impact of self-care models for use in chronic illness
• Develop and test transition protocols to promote continuity of care across settings
• Evaluate high risk patients and develop approaches for risk reduction (child and elder abuse) for policy change or care improvement.

Policy-Related Scholarly Projects:

• Implement new policy collaboratively by designing and evaluating HPV vaccination for 6th grade girls to prevent cancer (partnering with School / Health Dept., etc.)
• Evaluate or compare nursing home policies for treating chronic pain and compare with WHO recommendations
• Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change, or risk reduction programs
• Evaluate employer policies regarding health and potential cost savings of new policies
• Evaluate the effectiveness of evidence based policy in NICU
• Evaluate inconsistencies in scope of practice issues and use evidence based knowledge and to recommend changes

Integration of Technology in Care and Informatics Related Projects:

• Create a database for monitoring childhood injuries in urgent care and evaluate its impact
• Use technology to improve care (telehealth consultation, interactive “home” visits, etc.) and evaluate results

• Evaluate technology’s impact on care (information transfer to point of care, etc.)

• Establish protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact

The purpose of the “Statement of Mutual Agreement” is to describe the shared view between the agency and the student concerning the student’s capstone project. The contents of this statement will vary greatly from one student to another due to the diverse nature of both projects and agencies. This guide provides an overview of factors that should be considered in creating the statement as well as the format for the statement.

Begin the Statement of Mutual Agreement with the project title and a brief description of the project and resulting products.

With your faculty committee chairperson and the agency, discuss and consider each of the following in creating your Statement of Mutual Agreement.

1. On-site activities.
   a) Meetings attended as well as role and level of participation
   b) Access to agency records
   c) Non-disclosure expectations

2. Products from capstone project with potential to market (Intellectual property rights). If products will be produced as part of the student’s collaboration with the agency, the DNP student should contact the DNP chair member prior to making any agreements. The ownership or intellectual property rights need to be determined in advance of commencing the project.

3. Understanding regarding written and oral communication concerning the DNP capstone project including final report, abstract, and publication or oral presentation of any aspect of the project.

Areas for consideration.

A. Reference to agency. How should the agency be referred to within the student’s work?
   For example, by name or solely by general type of agency within a region?
   1. In the student’s final report?
   2. In the executive report?
   3. In an abstract?
   4. In professional presentations?
   5. In professional publications?

B. Any restrictions in the discussion of project details?
C. Agency approval needed prior to communicating project findings in presentations or publications.

After considering the above, write the Statement of Mutual Agreement and then obtain the signatures of the student and the agency as confirmation of the agreement. The faculty committee chairperson’s signature designates awareness of the agreement.
## Request for Appointment of Doctoral Committee

**Program Area**

**Student Name** __________________________  **Bear Number** __________________________

**Current Address** ____________________________________________________________

**City** __________________________  **State** __________  **Zip** __________

Please appoint the following faculty members to the Doctoral Committee for the above name student. Each of these faculty members has been contacted by the student and signatures indicate willingness to serve on this committee. By signing this form, the committee member verifies that **NO CONFLICT OF INTEREST EXISTS**.

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<th>Signature</th>
<th>Chair/Co-Chair/Research Advisor (Circle)** from program/discipline area</th>
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<td>Co-Chair from program/discipline area</td>
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<td>Committee Member from area of inquiry</td>
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<td>Signature</td>
<td>Faculty Representative</td>
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Indicate the student's anticipated research topic:

**At time of proposal submission, Chair, Co-Chair and Research Advisor must be Doctoral Research endorsed.**

Do Not Copy This form. Use the form on the Graduate School website.
Submit this form to the Graduate School & International Admissions

Request to Change a Doctoral Committee

Student’s Name ___________________________ Bear Number ___________________________

Current Address _______________________________________________________________________

City ___________________________ State _______ Zip ____________

Research Advisor ___________________________

Department ___________________________

Faculty Member on Committee ___________________________

(Name of faculty to be removed)

Faculty Member Requested ___________________________

(Name of faculty to be added)

Bear Number of Faculty Member ___________________________

What role is being replaced?

☐ Chair ☐ Co-Chair ☐ Research Advisor ☐ Committee Member ☐ Faculty Rep.

Reason as to why committee membership is being changed:

_____________________________________________________________________________________

Signature Research Advisor

Date

Signature of Current Member (leaving committee)

Date

Signature of New Member

Date

Do Not Copy This form. Use the form on the Graduate School website.
REQUEST TO SCHEDULE A DOCTORAL EXAMINATION

DATE: _________________________________

Student’s Name________________________________ Bear ID Number______________________

Student’s E-Mail address_______________________________ Degree Program _____________________

Student’s Current Mailing Address & Phone Number
___________________________________________________
___________________________________________________
___________________________________________________

This form must be turned in to the Graduate School at least two weeks prior to the Exam/Defense. The deadline is Thursday at noon. Exceptions to this rule must be accompanied by an explanation of the late request and will be considered on a case by case basis. No exam/defense will be allowed with less than one week prior notice.

Requirements for approval:
- Plan of Study must be on file with the Graduate School.
- Committee must match the committee on record in the Graduate School records. Any changes to the committee must be made prior to the two weeks required to schedule the exam or it must be rescheduled.
- 3.0 GPA.
- Must be enrolled in 3.0 credit hours.

TYPE OF EXAMINATION REQUESTED:

☐ ORAL COMPREHENSIVE EXAMINATION

In order to request to schedule the oral exam, the results of the written examination must have been filed with the Graduate School indicating that the student passed the written comps.

☐ DEFENSE OF DISSERTATION

Please print title of dissertation clearly. This is the title that will be used in the graduation program.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Building Room Number ___________________

Date ________________________________

Time ________________________________

List of Committee Members:

Research Advisor________________________
_______________________________________
_______________________________________
_______________________________________

Signature of Research Advisor_________________________ DATE __________________
NON-PLAGIARISM AFFIRMATION

PLEASE SIGN WHEN SUBMITTING A DOCTORAL PROPOSAL AND WHEN TURNING IN MASTERS THESIS, CAPSTONE PROJECT (AudD) OR DOCTORAL DISSERTATION TO THE GRADUATE SCHOOL OFFICE.

Each graduate student must sign the statement below affirming that he or she will NOT and has NOT been guilty of plagiarism in preparing his or her thesis or dissertation.

I, ____________________________________________, a candidate for the degree of ____________________________, affirm that I will not and have NOT engaged in plagiarism. “Plagiarism: The act of appropriating the literary composition of another, or parts or passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one’s own mind. To be liable for plagiarism, it is not necessary to exactly duplicate another’s literary work, it being sufficient if unfair use of such work is made by lifting a substantial portion thereof, but even an exact counterpart of another’s work does not constitute plagiarism if such counterpart was arrived at independently” (Black, 1979, p. 1035).

I understand that if plagiarism is subsequently discovered in the preparation of this document, the University of Northern Colorado may, after a hearing, take appropriate action against me including possible revocation of my graduate degree.

PRINT NAME ______________________________
SIGNED _____________________________________
DATED ________________________________________

Do Not Copy This form. Use the form on the Graduate School website.
EXAMPLE OF SIGNATURE PAGE FOR DNP CAPSTONE PROJECT
[fill in the bracketed information applicable to your degree, remove the brackets in final draft]

This Capstone Project by: Student’s Full Name as Recorded in URSA

Entitled: Examination of Work Satisfaction among Preschool Teachers in Public and Private Schools

has been approved as meeting the requirement for the Degree of Doctor of Nursing Practice in College of Natural and Health Sciences in School of Nursing, Program of Nursing Practice.

Accepted by the Research Committee

Professor's Name and Degree, Chair or Co-Chair

Professor's Name and Degree, Co-Chair (if applicable)

Professor's Name and Degree, Committee Member

Agency/Community Member Name and Degree, Honorary Committee Member

Professor's Name and Degree, Faculty Representative

Accepted by the Graduate School

__________________________________________
Linda L. Black, Ed.D., LPC
Acting Dean of the Graduate School and International Admissions

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Revised 9/23/2011