HUS 3321

Module 8: Final Reflection

 Textbook: Summers, N. (2015). Fundamentals of case management practice - Skills for the human services, (5th ed.). Cengage: Belmont California. ISBN: 9781305525375

1. read the "Pre-Capstone and Capstone Information" Module. (BELOW)
2. Reflect on the type of mentor you might like to have for your Capstone, and how what you learned in this class would help you in that job.

**Final Reflection**

In at least 250 words, please reflect on:

* What has been the aspect of this course that has stood out to you most or that has helped you grow personally or professionally.
* How might you apply what you have learned in this class to your Capstone and how will/did you find your Capstone mentor?

**Here is the Pre Capstone and Capstone information below but I have not looked into this because I will be transferring into the bachelors of Human Service program in the spring and do not know if this will be a requirement within that program.**

**Pre-Capstone and Capstone Information Sheet**

Note: Students need to have a Capstone mentor in place when the HSC 4931: PreCapstone begins.

**What is Pre-Capstone?**

This course focuses on preparation for the Health Services Administration Capstone course
(HSC 4910) and immediately precedes enrollment in the capstone course. Students will identify a personal career pathway, demonstrate employment preparedness, and explain the role of professional development. Emphasis will be on securing a capstone mentor and developing the capstone learning contract. An affiliation agreement for the capstone project will also be
executed, if required. This course explores the transition from student to employee.

**How does the Pre-Capstone course differ from other HSA courses?**

In the Pre-Capstone course, students can expect to spend more time planning for their transition from academics to the professional work force. The major focus of the course is the design and development of your learning contract which will provide the framework for the Capstone experience (Reminder: The Capstone must be taken in the semester immediately following the Pre-Capstone course – no hours may be accumulated in the Pre-Capstone course).

**When can I take Pre-Capstone?**

Students in Catalog year 2016/2017, or later, must successfully complete all Major Core courses and at least 2 subplan courses. Pre-Capstone must be taken the term immediately preceding the Capstone course – please see Faculty Advisor. Make sure that when you sign up for Pre-Capstone you are prepared to immediately enter into Capstone the following semester.

* Pre-Capstone is only offered in Summer and Fall 8W2 semesters.
* Students are expected to have identified a mentor prior to the start of the Pre-Capstone course.

**Can I take Pre-Capstone with other Courses?**

You may take it with other courses once the prerequisites have been met. The development of the learning contract may require more time expended than on other courses within the program. As you begin to plan for Pre-Capstone, contact your Faculty Advisor for assistance.

**Who is an Appropriate Mentor?**

Students are encouraged to choose mentors that currently work in an area in which the student has a career interest. Mentors may not be current supervisors, co-workers, family or friends.
\*Note: The mentor should expect to work with the student during the development of the learning contract in the Pre-Capstone course. However, documenting your 60 hours with your mentor will not begin until the start of the Capstone course.

**What is an Appropriate Site to complete Capstone?**

The Capstone must be completed in a health or human service area and may not be clinical. As HSA students are seeking a degree related to Administration, students are required to secure a mentor and site that will afford them the opportunity to experience management, leadership and/or administrative roles/expectations aligned with their career interests. Some sites may require an Affiliation Agreement or Contract between the organization and SPC College. These often take many months to secure (advanced planning is a must!). If one will be needed, contact Dr. Shellhorn for assistance immediately! Please note: Affiliation Agreements are not needed in all situations. You must communicate with your potential mentor and the Capstone Liaison to determine if an agreement is necessary before the course begins.

**What is an Appropriate Capstone Project?**

Capstone projects vary widely and should be based upon individual student interest and focused around a topic that is relevant and useful to both the student and the mentor. Learning Contract examples might include: development of training modules for new hires; identification of evidence-based strategies to improve patient satisfaction scores in an assisted living facility; development of presentations related to cultural competence and culturally sensitive communication strategies.

**What is Not an Appropriate Capstone Project?**

The Capstone Experience should not be confused with an internship, externship or shadowing experience. A Capstone Learning Experience requires students to take the lead in completing a specific project outlined by the student and mentor and that has been approved by the instructor prior to starting the project.

**What is a Learning Contract?**

The Learning Contract is the plan that you will develop that outlines your Capstone Experience, and is approved by your instructor. It will include your overall Capstone goal (what you want to learn/accomplish during the course), two objectives that will help you meet your goal, as well as appropriate strategies/tasks you will complete, and the “measures” that you will develop to demonstrate that you accomplished your objectives and met your goal. It is recommended that you discuss your project goals/ideas with your mentor prior to the course beginning. Note that development of an approved Learning Contract may require several drafts as it is critical that you have a clear and logical path to success with your overall Capstone Experience. Note: Students taking Pre-Capstone will develop the Learning Contract in that course – prior to starting the Capstone course.

**What is an Affiliation Agreement?**

Affiliation agreements are legal contracts between the agency and St. Petersburg College and are meant to protect the Student, the agency and the college. Most affiliation agreements require a background check, physical and proof of immunizations. Please see the HSA Student Commons for more detailed information.

**What constitutes successful completion of the Pre-Capstone?**

There are three requirements to successfully complete Pre-Capstone: 1) the successful completion and approval of the learning contract, 2) earning a C or better in the course and 3) Students who need background screens should have started/completed the screening process prior to the end of the course.

**What is Capstone?**

The Capstone is designed to be the culminating course of the BASHSA degree. It lasts one full semester (16 weeks) and is only taught in fall and spring semesters. The student will obtain hands on experience in the professional work place by completing 60 hours as they seek to complete their learning contract objectives. Remember the organization, mentor and learning contract were completed/approved in the Pre-Capstone course.

**When can I take Capstone?**

Once all core courses, at least 2 subplan courses and successful completion of the Pre-Capstone course have been achieved. **Capstone is only offered during the Fall and Spring semesters.**

**Can I take Capstone with other courses?**

You may take it with other courses once the prerequisites have been met. However, faculty strongly recommend you take the course by itself, if possible, as time requirements and assignment difficulty are greater than other HSA courses. As you begin to plan for Capstone/Pre-Capstone, contact your Faculty Advisor for assistance.