MASTERS OF HEALTHCARE ADMINISTRATION – MHA 692B CAPSTONE II

EXECUTIVE PORTFOLIO – FINAL ASSIGNMENT/PRESENTATION

Purpose:

The purpose of this assignment is to present a professional portfolio that highlights the key elements that were accomplished during the student's Capstone project.

Course Objectives:

Upon completion of this assignment the student will meet the following course objectives:

1. Utilize research skills to support the project with current evidence.
2. Demonstrate development of a project plan that outlines project goals, deadlines and stakeholders.
3. Implement a plan that puts learned strategies from previous graduate coursework into practice through an acquired community project working with a local healthcare leader.
4. Utilize written and verbal communication skills within a professional environment.
5. Utilize written and verbal communication skills to report project plan and results to key stakeholders.

Due Date: The student will submit the Executive Portfolio after presenting the final project. Dates will be agreed upon between the student and faculty/academic advisor.

Details of Completing the Executive Portfolio:

1. The portfolio should be submitted electronically with all elements labeled/identified. The portfolio should be submitted in **Word AND PDF** formats to allow for feedback.
2. The portfolio should have a title page that follows the Uniform Title Page Requirements for All Graduate Theses or Project Presented to MSUM. See example in course area.
3. The portfolio should contain a table of contents (with corresponding page numbers) that highlights all elements that will be included in the portfolio. See example in course area.
4. The elements of the portfolio should include: (see specific assignments for details that outlines requirements for each element):
   a. MSUM Graduate Approved Title Page
   b. Table of Contents
   c. Abstract
   d. Capstone Project Summary Paper
   e. Project Timeline/Plan

f. Project Weekly Progress Report
g. Weekly Student Reflection Journals
h. Final Presentation PowerPoint and any accompanying documents (e.g. project deliverables, data collected, educational materials, etc.)
    i. Include as appendices/tables
i. Annotated Bibliography (brief) of references. Must contain at least 15 scholarly references from peer reviewed journals and/or reputable websites (.gov, .edu) to support your work
j. MHA Competency Assessment Post-Exam – Comprehensive Written Exam - Completed in D2L Brightspace
k. MHA Student Competency Assessment – Completed – demonstrating competency progression throughout the MHA program
l. Graduate Dashboard elements are completed
5. The portfolio should follow APA format.
6. Students must obtain a score of 80% or higher in order to pass the executive portfolio.

Executive Portfolio Rubric

Required Element of Portfolio	Total Points Possible	Points Received/Feedback
Submitted Electronically in Word and PDF versions	5	
MSUM Graduate Approved Title Page; table of content; and abstract present	5	
Capstone Project Summary Paper Present with key elements discussed: (a) introduction, (b) background/short description of problem, (c) assessment of need at determining the problem (d) literature review, (e) gap analysis, (f) implementation plan/methods, (g) results, (h) evaluation/discussion, (i) conclusion (j) reference list	30	
Project Timeline present	10	
Weekly Progress Report Present	10	
Weekly Student Reflective Journals	10	
Final PowerPoint present –	10	

rubric from PPT utilized		
MHA Student Competency Assessment Completed/Submitted; Peregrine Comprehensive Competency Exam completed	10	
Annotated Bibliography present– at least 15 scholarly references, APA format followed.	10	
Total Points:	100	