

# Capstone-ILE Mentor-Mentee Agreement

## MPH Students

### What is the Capstone-ILE Project?

The Capstone-Integrative Learning Experience (C-ILE) Project is the final component of the Master of Public Health curriculum in the Jefferson College of Population Health (JCPH) at Thomas Jefferson University.

### What are the Outcomes of the C-ILE Project?

C-ILE project can take a variety of forms, for example, students can conduct a rapid systematic review of the literature, create an educational tool, develop a website that addresses a public health issue, support a research endeavor (by working on a research team and generating a manuscript, white paper or report to the PI) or conduct a small-scale research project. The C-ILE project form must be approved by the student's C-ILE course Instructor and a mentor from JCPH. Students can work with secondary mentors outside of the college with instructor and primary mentor approval.

There are at three tangible deliverables of the C-ILE project regardless of the form:

1. **Comprehensive Paper:** This should be a scholarly paper of publishable quality that describes the project. Like the project itself the paper can take many forms but the paper must include:
  - a. An abstract
  - b. Lay summary
  - c. Background & significance, methods or process plan, results or outcome, discussion, conclusion, references, and CEPH competencies.
2. **Capstone Presentation:** This must be a 5-minute professional podium PowerPoint presentation (flash talk). The goal of the presentation is to introduce the audience to the student's work. The student's presentation is reviewed by a committee consisting of JCPH faculty, alumni or public health professionals.
3. **Poster Presentation:** This must be a professional poster developed to expand on the podium presentation.

### C-ILE Mentor and Mentee Responsibilities

The C-ILE Mentor is expected to:

1. Assist in the development of the C-ILE Proposal and execution of the C-ILE Project. The C-ILE Mentor guides the student in the development of the project design and methodology (or process if not research), and in the preparation of the written C-ILE Paper (including illustrations, graphics, tables, etc.). Mentor are expected to have 4-10 meetings with their mentees. These meetings can occur via telephone, online, or in-person.
2. Assist the student in obtaining necessary approvals (IRB or community approvals) and connect the student to resources or experts as needed. NOTE: If IRB approval is needed the mentor must serve as the PI of record.
3. Provide feedback on C-ILE draft documents and deliverables.

4. Establish additional guidelines for the relationship as needed.
5. Engage in a conversation about what constitutes authorship with the mentee if there is a plan for publication associated with the work

The C-ILE Mentee is expected to:

1. Be responsible for keeping the project moving forward. This includes:
  - a. Generating a feasible timeline to be approved by their mentor(s).
  - b. Scheduling meetings with their mentor(s) as needed, and coming to the meetings on-time, with a prepared agenda and progress report.
  - c. Facilitating communication between their mentor(s) and C-ILE instructor as needed.
2. Develop all the deliverables according to the timeline.
3. Establish how long in advance their mentor(s) need(s) drafts of deliverables in order to provide feedback or approvals.
4. Utilize available resources (e.g. librarian, writing center staff, and peer editors).
5. Respect the mentor's time by establishing the best approach to communication, respecting deadlines, requesting meetings well in advance, and avoiding last minute requests for feedback. Additionally, finding out how the mentor prefers to receive information and field questions (e.g. weekly updates, monthly meetings).
6. Communicate effectively in compliance with the mentor's expectations.
7. Review this document with your mentor(s).
8. Identify CEPH competencies that the project addresses.
9. Engage in a conversation about what constitutes authorship with the mentor if there is a plan for publication associated with the work

I have read the C-ILE Mentor-Mentee agreement form, reviewed it with

\_\_\_\_\_ and agree to serve as their C-ILE Mentor.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor Name (print): \_\_\_\_\_

Professional Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

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