**Capstone Paper Title**

Your Name

Saint Mary's University of Minnesota

HS698: Capstone

Instructor's Name

Date of Submission (e.g., October 12, 2020)

Capstone Paper Title

**Chapter One**

**Purpose Statement**

Provide a statement that clearly states the purpose of the paper, what is to be covered, and the expected outcome of the research.

**Significance**

Explain the significance of the topic. First, explain the general significance of the topic. Use supporting data from the literature and provide a mini-literature review with references to at least two sources. What does the research say about why this topic is important: what is the size/scope of the issue and what are the impacts to the U.S. health system or society? Second, explain the professional relevance to the health and human services administration field of study. Reference which of the six program outcomes the paper addresses. Third, and optionally, explain the personal significance of the topic and why you selected it. It is acceptable to use the first-person voice in the personal significance section. Including a brief, credible, personal story/example of a time you have seen the impacts of this issue would also be compelling.

**Scope**

Describe the focus of your literature review. What will your paper cover? What will your research not include (delimitations)?

**Terms**

*Term 1*: Definitions must be in complete sentences and cite the source. It is acceptable to use the term in the definition in order to make a complete sentence. (citation)

*Term 2*: Define the terms unique to your study. (citation)

**Chapter Two**

This chapter contains the summary and synthesis of the literature that you found related to your topic. Chapter Two needs to be an objective representation of the pertinent literature. Write this chapter as an objective outside observer. Stay strictly focused on the literature and reserve and opinions for Chapter Three. Begin with an introduction that describes the topics that will be covered in the literature review and how these topics relate to the purpose statement.

**Theme 1**

The body of your literature review should be organized by themes found in the literature. Within each theme, synthesize multiple sources that relate to that theme. Include citations for any statements that are source-based. These can be formatted as parenthetical citations, formatted (Last name, year), or running-text citations within a sentence, formatted Last name (year). Cite page numbers for any direct quotes.

***Theme Subtopic***

If you wish to organize each theme by subtopics, introduce these subtopics with a Level 3 heading, which is italicized, flush-left and in bold font.

**Summary**

Summarize the results of your literature review and how the findings relate to the purpose statement. Be sure to touch briefly on all major themes covered in the chapter. You can use the headings and subheadings of your paper to guide the content and level of detail in your summary.

**Chapter Three**

This chapter includes the summary of the main findings and your analysis of the findings. In this chapter you may use first person and express opinions about the topic and about what the literature revealed about the topic. Begin with an introduction that *briefly* reviews Chapter Two and gives the reader a context for Chapter Three. Keep this review of Chapter Two at a higher level than the summary at the end of Chapter Two. Then, introduce the content to be covered in Chapter Three; again, let the headings for the chapter be your guide.

**Lessons Learned**

Explain the lessons that you learned while doing the research and writing of the literature review. If your practical experience pertained to your capstone topic, this is a good place to compare and contrast your practical experience and your own personal/professional experience with what you found in the literature review. Be sure *not* to make this section yet another summary of the literature review. Instead, focus on what were key lessons for you. What were you surprised to learn? What did you agree with or not agree with from the literature?

**Questions**

Discuss the questions still unanswered as a result of your research. If you had more time, what else would you research? What would you suggest the next person research who picks up from where you left off?

**Recommendations**

Identify no less than three of your own original recommendations, based on your research. Be a consultant. Recommendations should reflect your critical thinking and should discuss implementation considerations and barriers, at both an organizational and system level. Briefly list or introduce all the recommendations at the start of this section. Then, use a separate subheading for each recommendation and provide detailed discussion of the recommendation below.

***Recommendation 1***

Discuss the points shown below in a narrative format; do not use bullets, as shown here. The bullets are only used in these instructions to clearly delineate specific discussion points.

* What do you suggest organizations or leaders can do in regard to redesigning the current system (identify a specific organizational change)?
* How will the recommendation impact cost, quality, and access to care and services?
* What policies will be involved? Consider policies at the organizational, state and federal levels.
* What are the human resource and cultural competency considerations?
* What are the ethical concerns?
* What are the anticipated barriers? How will the change be led? Be specific.

***Recommendation 2***

Discussion of recommendation 2.

***Recommendation 3***

Discussion of recommendation 3.

**Summary**

Provide a final summary showing how the research has been achieved. Summarize the entire paper, starting with restating the purpose. End with your concluding thoughts on what the reader is expected to be able to do with this paper, perhaps a call-to-action or pose a final, thought-provoking question for further consideration.

**References**

Author, A. (2020). Title of article. *Journal Title 20*(6), 10-18. https://doi.org/xxxxx

Author, B. & Author, C. (2000). *Book title*. Publisher name.

Author, F. (2005). Title of chapter. In E. Editor (Ed.), *Book title* (pp. 1-25). Publisher name.

Organization name. (n.d.). *Title of web page*. Website Name. http://www.xxxxx

Student, S. (2010). *Title of dissertation* [Doctoral dissertation, Generic University]. Database Name.

TED. (2015, March 10). *Title of video* [Video]. YouTube. https://www.xxxxxx