MPH Project Presentation Administrative Checklist

Beginning of the term:

1. Register in HSCI 897 (G100 if you are living in Vancouver; G200 if you have changed your SIS address and are living outside of Vancouver) for the term in which you plan to complete and present your capstone.  
   Note: If you require an extension to complete your capstone and have previously enrolled in HSCI 897 G100 or G200, you may enroll in the project completion sections of HSCI 897 (G300 if you are living in Vancouver; G400 if you have changed your SIS address and are living outside of Vancouver). The cost of the completion course is assessed at half the regular tuition.

Five weeks before the planned presentation:

1. Have your senior supervisor fill out and sign the Readiness to Present form. This should include (i) the title of the capstone; (ii) date and time of the presentation and (iii) any skype requirements and the skype address. Please submit this form to the MPH graduate program assistant. The GPA will book the venue, AV equipment and any videoconferencing required.

2. Determine your second supervisor/reader with your senior supervisor. Complete a Change of Supervisory Committee form to update your supervisory committee. Submit this form to the GPA with the signature of the senior supervisor.  
   Note: If the second supervisor is not from SFU, please supply their CV with the form to be approved by the Dean of Graduate Studies.

Two weeks before the planned presentation:

1. Circulate the final draft of your capstone to your senior supervisor and second supervisor.
Day of the presentation:

1. If the presentation is booked in the clamshell (BLU 10800), see the GPA well before the presentation to obtain the fob to access the room and the key to access the AV cart.

2. Select the reserved AV cart from BLU 11507 and set up in the Clamshell.

3. After the presentation, return the AV cart to 11507 and the key/fob to the GPA.

After the presentation:

1. Once final revisions are completed and approved by your senior supervisor, submit an electronic copy of your PowerPoint presentation and capstone to the GPA.

2. Complete the required exit survey applicable to your stream. Once completed, email the GPA confirming that this survey has been completed. Please insert the following in the Subject line: Completion of Exit Survey. Please note that submission of your grade for HSCI 897 requires you to confirm that this survey has been accessed. The links to the exit surveys are:

   MPH Env&Occ Health EXIT Survey [link]
   MPH Social Health & Inequities EXIT Survey [link]
   MPH Global Health EXIT Survey [link]
   MPH Population Health EXIT Survey [link]

3. If you agree to have your capstone available online through the library repository, Summit, please fill out the copyright license (bottom of the webpage) and return to the GPA.

Thank you!

Graduate Program Team