### Existing Graduate Course Modification Form

<table>
<thead>
<tr>
<th><strong>Contact Person</strong></th>
<th>Linda Miller, Assistant Professor HDS Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone (XXX-XXXX)</strong></td>
<td>419-383-4209</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:linda.miller3@utoledo.edu">linda.miller3@utoledo.edu</a></td>
</tr>
</tbody>
</table>

### Present

<table>
<thead>
<tr>
<th><strong>College</strong></th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept/Academic Unit</strong></td>
<td>Physician Assistant Studies / HDS</td>
</tr>
<tr>
<td><strong>Course Alpha/Numeric</strong></td>
<td>HDSC 5020</td>
</tr>
<tr>
<td><strong>Course title</strong></td>
<td>Scholarly Project</td>
</tr>
<tr>
<td><strong>Credit hours:</strong></td>
<td>Fixed 6</td>
</tr>
</tbody>
</table>

### Proposed

<table>
<thead>
<tr>
<th><strong>College</strong></th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept/Academic Unit</strong></td>
<td>Physician Assistant Studies / HDS</td>
</tr>
<tr>
<td><strong>Course Alpha/Numeric</strong></td>
<td>HDSC 5020</td>
</tr>
<tr>
<td><strong>Course title</strong></td>
<td>Scholarly Project</td>
</tr>
<tr>
<td><strong>Credit hours:</strong></td>
<td>Fixed 3</td>
</tr>
</tbody>
</table>

### Cross Listings:
- None

### Prerequisites(s) (if more than 50 characters, please place it in Catalog Description)
- None

### Co-requisites(s) (if more than 50 characters, please place it in Catalog Description)
- HDSC 5310 Clinical Aspects of Human Organ and Tissue Procurement
- HDSC 5120 Clinical Practicum II
- PUBH 6000 Biostatistics

### Catalog Description (only if changed) 75 words max:
- No change
Has course content changed? No

Credit hours more appropriate to course

PUBH 6000 is no longer a required course

Electives (student to choose 3 out of 5 options - one in fall & 2 in spring semesters) This change is related to the new Professional Science Master designation (PSM)
1. PUBH 6000 Biostatistics 3 CR
2. HURM 6730 Performance Management 3 CR
3. MGMT 6160 Leading with Power and Influence 3 CR
4. MGMT6150 Leading and Developing Yourself 3 CR
5. LAWM 5000 Law and the Legal System 3 CR

Proposed Effective Term 2015 10 (Spring) List any course(s) to be deleted PUBH 6000

Date January 2015

Attach new syllabus reflecting course modifications.
Attach additional documents if necessary.

Course Approval

Department Curriculum Authority Linda Miller

Date 6-27-13

Department Chairperson

Date 11-4-2014

College Curriculum Authority or Chair

Date 11-6-2014

College Dean

Date 11-19-14

Graduate Council

Date 4-25-15

Dean of Graduate Studies

Date 4-28-2015

Office of the Provost

Date

For Administrative Use Only

Effective Date

CIP Code

Subsidy Taxonomy

Program Code

Instruction Level
University of Toledo
College of Medicine
Human Donation Science Program
Master of Science in Biomedical Science
Scholarly Project
HDSC 5020
Spring

Class Meeting:
Orientation to the Scholarly Project
Friday of week one, 9:00 am – 12:00 pm
Independent work
Weeks two - fourteen
Project Presentation
Tuesday of week 15, 9:00 am – 3:00 pm

Credit Hours: 3

Primary Instructor:
Linda Miller RN, BSN, MPH
Assistant Professor and HDS Program Director
College of Medicine
Collier 4210
419-383-4209 (office) 418-383-5880 (fax)
419-349-8701 (cell)
Linda.miller3@utoledo.edu

Required Text: None

Recommended Text: APA Documentation Guide

Prerequisites: HDSC 501, HDSC 521, HDSC 511

Co-requisite: HDSC 531, HDSC 512, PUBH 600

Format: This course is primarily an independent project undertaken by the student under the supervision of the Faculty Advisor or designee.
Course Description:
Students must develop and conduct an in-depth scholarly project that has significance for the field of organ & tissue donation and transplantation. Where appropriate, the scholarly project should be in a format acceptable for publication.

The scholarly project may assume one of the following formats:
1. Conduct and author an updated literature review of a major topic applicable to Human Donation Science and seek publication in a refereed journal.
2. Conduct and author a meta-analysis of a topic applicable to Human Donation Science, based on published data and seek publication in a refereed journal.
3. Develop and author programs and/or media (written; computer) that will facilitate educating and training selected groups about issues or topics applicable to Human Donation Science.
4. Develop a research proposal applicable to Human Donation Science for submission to an external funding agency.
5. Conduct laboratory and/or field research applicable to Human Donation Science that culminates in preparation of a report. This could be in the form of a CQI or QA project.
6. Apply research in a practical manner or test interventions or techniques developed by others, write a paper or article on the results and seek publication in a refereed journal.
7. Create and conduct a comprehensive case study or field study applicable to Human Donation Science, write a paper or article on the results and seek publication in a refereed journal.
8. Evaluate a program, technique or process related to Human Donation Science and seek publication in a refereed journal.
9. Apply concepts and theories learned in the classroom in working environments of organizations under controlled conditions, write a paper or article and seek publication in a refereed journal.
10. Meet other requirements approved by the Faculty Advisor.

The scholarly project must contribute to students' understanding of materials and methods learned during their course of study and their professional growth. The specific goals for each scholarly project should be clearly articulated, understood and consciously striven for by both students and their Faculty Advisor.
Planning for the Scholarly Project:
Effective practices must be followed to ensure sound educational experience. The following principles are starting points for planning a sound learning experience:

1. All student scholarly projects must be planned in terms of each individual's abilities and needs. The scholarly project is an integral part of the total education and training experience in which students are participating.

2. Students are active participants in planning their scholarly project. Students have the primary responsibility for designing, conducting, researching, and completing the scholarly project topic.

3. Scholarly projects should be designed so that individuals can apply concepts and skills in a way that is useful to all concerned. These should be within the realm of the students' own competencies developed during their course of study in the Human Donation Science program.

4. As one component of their scholarly project experience, students are required to produce a report that summarizes their activities or complete a project or task that results in a tangible product. This should also include a critical evaluation of the completed scholarly project.

5. Scholarly projects are conducted under the professional guidance and supervision of individuals who are able to assess their progress and assist in the implementation of their scholarly project activities.

6. Students are expected to conduct themselves in a professional manner, conforming to all agency or organization policies regarding conduct, dress, confidentiality and the like.

7. Evaluation of the scholarly project experience must be in terms of the following:
   • Each student's overall performance during the scholarly project.
   • An individual student's growth in understanding the abilities needed in situations faced by procurement and transplant professionals.
   • Each student's contributions to the agency's programs or services.
   • Making a meaningful contribution or addressing an articulated need.
   • The final product of the scholarly project experience.
   • Growth in understanding the skills, competencies and abilities needed in situations faced by procurement and transplant professionals.
   • Overall performance during the scholarly project period.
   • Final result (presentation and/or publication of the scholarly project).
Course Objectives:
The scholarly project has the following goals:
1. Applying theories, concepts and techniques learned in the courses of the Human Donation Science program.
2. Functioning as a procurement and transplant professional within the Human Donation Science domain.
3. Appreciating the linkages with content areas, the interdependence and the extent of intercommunications among different organizational entities: departments, health agencies, providers and course content areas, as appropriate.
4. Integrating classroom theory with field experiences.
5. Improving each student’s professional skills to the greatest possible extent.
6. Making a meaningful contribution.
7. Completing a summary report of the scholarly project that delineates the topic addressed, why it was worthy of study, the steps undertaken, how the scholarly project activity was evaluated and critically critiquing the scholarly project process.

Scholarly Project Eligibility and Approval:
Prior to the scholarly project, all students must:
1. Complete a minimum of 15 semester credit hours of Human Donation Science course work.
2. Complete and submit a brief description of the proposed activities for the scholarly project to their Faculty Advisor.
3. Receive approval of their Faculty Advisor.
4. Arranging for a scholarly project involves awareness of an issue or problem. Once approved, the student should discuss the feasibility and political realities of any proposed scholarly project with their Faculty Advisor. Assuming that all of these discussions have favorable resolutions, the proposed scholarly project will be discussed, checking to be sure that it is within the student’s ability to complete within the time available. The method of evaluation is important. If a student’s scholarly project is related to employment, students must not be exposed to any adverse pressures or put their jobs in jeopardy as a result of conducting their scholarly projects. Each student and Faculty Advisor must agree on a plan of activities to be completed during the scholarly project.
Time Lines:
The following time lines are established to ensure a successful scholarly project.

Semester One
- Develop awareness of the issues in the field of Human Donation Science
- Identify areas of interest to consider for the Scholarly Project topic
- Research potential topics and narrow down the possible topic choices
- Choose two or three potential Scholarly Project topics
- Identify Faculty Advisor

Semester Two
Week 1: Overview of the Scholarly Project Course in class meeting
Week 2: Submit Proposal to Faculty Advisor on HDS form
  Approval of the Scholarly Project Topic by Advisor
Weeks 3 – 8: Research topic, weekly contact with Advisor
Weeks 9 – 12: Write Project
Weeks 13 – 14: Prepare Presentation, Evaluation and Summary Report
Week 15: Present Scholarly Project

Student Responsibilities:
The HDS Student will complete the scholarly project and apply professional competencies in preparation to assume professional duties within the organ & tissue donation and transplantation industry

1. Students are expected to comply with all applicable rules, policies or procedures of the institution or participating agency, organization or scholarly project sponsor. If certain agencies or organizations or the scholarly project sponsors have special requirements, students have the responsibility to ascertain and comply with these requirements.
2. All students are expected to conduct themselves in a manner that will reflect credit to them, the Human Donation Science Program, The University of Toledo, and the agency, organization or scholarly project sponsor. This includes appropriate professional appearance and behavior.
3. Students will participate in planning their scholarly project experiences. Typically, this includes (but is not limited to) the following:
   • Draft a typed abstract describing the major goals and expectations. A copy of this document must be sent to the Faculty Advisor.
   • Become familiar with the agency or organization or project sponsor prior to the scholarly project, including any pertinent rules and regulations, mission statement, goals and objectives, organization charts and the like.
   • Discuss goals, objectives and the methods of evaluation for the scholarly project with the Faculty Advisor.
4. Students will complete the mutually agreed upon duties and assignments or tasks.
5. Students are expected to collect relevant data that they feel are necessary to assist them in evaluating their scholarly projects.
6. Students will spend a minimum of 200 hours devoted to their scholarly projects and should submit documentation to their Faculty Advisor.
7. Students are required to complete a scholarly project that demonstrates some of the competencies acquired during their Human Donation Science studies, usually in a form that is suitable for publication. A written summary of the scholarly project, including a method for evaluating success is required.
8. Any major difficulties that arise should be brought to the immediate attention of the Faculty Advisor.

Faculty Advisor Responsibilities:
1. The supervisor of a scholarly shall be a person who is professionally competent in the student’s area of preparation to supervise the scholarly project and ensure that the experience contributes to the individual’s professional growth. In most situations, this is the Faculty Advisor. The Faculty Advisor has the option of delegating supervisory responsibility for a scholarly project.
2. Faculty Advisors work with students to develop a written statement of expectations for the scholarly project that includes mutually acceptable goals, objectives and methods of evaluation. All scholarly projects and activities should be designed to allow students to apply the knowledge and professional competencies acquired during their course of study and at the same time benefit the scholarly project sponsor if appropriate. A copy of proposed activities, including the outcome and means of evaluation, should be provided to the Faculty Advisor before the start of the scholarly project.
3. The Faculty Advisor informs and ensures that the student understands all pertinent policies, rules and regulations prior to or at the beginning of the scholarly project experience.
4. The Faculty Advisor should meet with the student at least weekly in person or via telephone or email to answer all questions and discuss the scholarly project’s progress, evaluation activities or any problems encountered.
5. The Faculty Advisor assists students to complete and evaluate the scholarly project.
6. Faculty Advisors should complete the Evaluation of the Human Donation Science student’s Scholarly Project within five working days after the completion of the scholarly project and submit to the Program Director.

Human Donation Science Program Responsibilities:
1. The Human Donation Science program provides basic graduate education in organ & tissue donation and transplantation issues, specifically focusing on the role of the Procurement Transplant Coordinator.
2. The HDS Program Director assigns the final grade based on the Faculty Advisors Evaluation, the written and/or tangible product portions of the Scholarly Project, and the Oral Presentation of the Scholarly Project.
Course Requirements, Assignments, and Deliverables:
To receive a satisfactory grade for the scholarly project, students must satisfactorily complete all of the following:

1. 10% - Devote at least 200 hours of work to the scholarly project. This is to be documented and submitted to the Faculty Advisor.
   - Weekly contact with Faculty Advisor

2. 40% - Complete the required project or task that results in a tangible product during the scholarly project experience. Unless proprietary information is involved, this is certified by submitting a copy of the document, product or scholarly project. If alternative methods are to be used in satisfying this requirement, they must be submitted in writing and approved in advance by the student’s Faculty Advisor.
   - Submission of Project Proposal Abstract due week 2
   - Submission of the written paper, report, or other tangible product as agreed upon with Advisor due week 15
   - References in APA format due week 15

3. 10% - Evaluate the success of scholarly project experience
   - Submission of written evaluation due week 15

5. 40% - Complete an oral presentation of the scholarly project
   - PowerPoint presentation due week 15

HDS Scholarly Project Grade

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = < 60

In all cases attendance, attitude, participation and timeliness are elements of the grade and will especially be considered when the grade is on the cusp.

The student is responsible for becoming familiar with the published policies governing the regulations and procedures of the College of Graduate Studies. These can be found in the Bulletin and Handbook of the Graduate Student.
Human Donation Scholarly Project Proposal

Name: 

Address: 

Telephone: Work: ____________________ Home: ____________________
e-mail: ____________________ Today's date: ____________________

Goals for scholarly project: 

Nature of the problem to be addressed: 

Proposed action, activity or solution: 

Proposed method of evaluation: 

Other pertinent issues or comments: 

Approval: ____________________