

ILE CEPH Competency Tracking Protocol

Integrative Learning Experience Definition from CEPH: MPH students complete an integrative learning experience (ILE) that demonstrates synthesis of foundational and concentration competencies. The ILE represents a culminating experience where the student produces a high-quality written product that is appropriate for the student's educational and professional objectives. The ILE is completed at or near the end of the program of study (eg, in the final year or term).

Objective of Protocol: The ILE may be either a thesis or capstone project ([guidelines found here](#)), dependent on the student's program. Students are required to identify competencies they will meet and be assessed on as part of the Integrative Learning Experience (ILE). Students should work together with their committee* to identify appropriate competencies in a process similar to that of the practicum. The School of Public Health requires that students select a minimum of two foundational CEPH competencies for their thesis or capstone project, and that at least one of these competencies should be from the list of competencies that is unique to their department or program. CEPH foundational competencies can be found [here](#) on pages 17-18, unique competencies will be found in the student's program. Competencies need to be tracked for each individual student regardless of whether the capstone or thesis is a group or individual project.

Process:

Beginning of project

1. Students work with their committee* to **select a minimum of two competencies** that they will meet and be assessed on as they complete their thesis or capstone. To make up these two required competencies, students will select one from the [22 CEPH Foundational competencies](#) list and one from the list of competencies that is unique to their department or program.
2. Once competencies are chosen, students will create their capstone/thesis project and enter their competencies into an online tracking form. The ILE project tracking form is currently integrated with the practicum dropbox and management system, <https://practicum.sphcm.washington.edu>. When students access this site they are given the choice to access either the practicum or ILE project forms. The form will ask for a number of items for the student to complete: the student's name, the student's lead committee* member (MUST be an SPH based faculty), other committee members, project timeline, and a brief project description (250 words or less).
 - a. The form contains two dropdown lists of competencies to select from. One dropdown list will contain the [22 CEPH Foundational competencies](#) and the other will contain those unique to each program. Students will select their competencies and write how they plan to meet them in their project.

*Committee definition: MUST be a SPH based faculty adviser, faculty chair, committee chair, capstone instructor, etc. dependent on what is used by the department/program. If the lead committee member is not SPH based, the student should select a different committee member as the faculty chair on the form who is from SPH. In the event no one on the student's committee is from SPH, the MPH Program Director of the student's home department/program may be selected.

- b. If the project changes, students can revisit this page to change any of their responses.
 - c. If a student needs to change the project type, such as shifting a capstone to thesis, the project must be deleted and recreated.
3. Department/program staff will receive an auto generated email from mphile@uw.edu when their students create an ILE project (sent to their shared department netid). The Department/program staff ILE tracking forms are currently integrated with the practicum tracking site. When you login at <https://practicum.sphcm.washington.edu> there will be additional forms listed in the left-side menus for the ILE projects. Staff can then check to ensure all students have input their competencies and have selected a unique competency for the correct program.

End of project

4. Upon completion of the capstone/thesis project, the student will return to this form and write a short summary of how they have met each of the competencies and their project abstract.
5. Once the student has completed their summary, they will mark their ILE project as completed on the form. Then, an automatic email with a link to the evaluation will be sent to the lead committee* member. Department/program staff will be copied on this email.
6. The lead committee* member will evaluate how well the student met the competencies on a 1(did not meet) to 5 (met) scale. If the student scored between a 1-3, the committee* member will be required to write in a comment. When all competencies are met, they will sign the document electronically indicating they have completed their assessment.
 - a. When the evaluation is complete, an email will be sent to the student and the department staff that evaluation has been completed. Students can then return to the ILE form which will reveal a "Download Evaluation" to download a copy as a PDF.
7. Department/program staff can then track that each student in their program has completed the form before the student submits their final project to their program or the UW Graduate School. Staff can quickly view their students' status on the student grid page and can also view the details on individual projects.

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