



**Career Technical Education
Capstone Project Instructions and Forms
2019-2020
Mentor/Lakeland Programs**

Dates of Capstone:

- Checkout: May 1st, 2020
- Capstone: May 4th - May 22nd, 2020
- Expo: May 22, 11:30 - 1:00 Mentor Paradigm

What is the Capstone Project

The Capstone project is a culminating project after a two year career technical education program that has the following components:

1. Applying for a mentoring opportunity
2. Three week mentoring program from May 4 - May 22, 2020
3. Time requirement of 75 hours over 3 weeks.
 - a. 5 days per week
 - b. 25 hours per week

The Capstone Project Requires a Portfolio which includes

- Resume
- Cover letters
- Business responses to your letters
- Daily journal entries
- Time sheet
- Reflection paper
- Presentation at the Capstone Expo
- *Depending on the program there may be additional material and requirements. The program teacher will communicate and provide these additional materials and requirements.*

The accompanying material in this booklet will supply you with a timeline, templates for the various reports and journals that will be due, instructions on the portfolio and lastly the instructions for your final presentation at the Capstone Expo.

Capstone Timetable

- November - February
 - Search for a field placement for the Capstone experience
 - Write cover letter, resume and send to at least three businesses
 - CTE to provide roster of eligible students at end of 3rd nine weeks
- February 14, 2020 or as determined by program instructor
 - Capstone On-Site Coordinator (Mentor) form due to your program instructor
- April
 - Program instructor verifies your Capstone placement, reviews expectations and assignments associated with the Capstone Experience
 - Student will checkout with their home high school teachers and administration to verify all they are passing all classes, do not owe any fees, and all other paperwork is complete prior to beginning the Capstone experience
- May
 - Students will participate in the three week Capstone experience and the Capstone Expo on May 22

Grading

The Capstone Project will replace the Final Exam. Students that do not participate in the Capstone project will be assigned a project to replace the experience and will have a Final Exam.

Resume Guidelines**Name**

Street Address
City, State, and Zip

Email Address
Phone

Objective

The Objective is your immediate job goal. If you are applying for a specific job, then you cite that job here.

Summary of Qualifications

The Summary identifies the types of skills you possess that directly relate to your Objective. You should have 5-6 major skills.

Experience

(Experience deals with the types of jobs and experiences you have gained. This is the part where your achievements demonstrate to the employer what you have accomplished. Experience is organized by the most recent first.) See below:

Macy's Department Store,

Great Lakes Mall, Mentor, Ohio, May, 2019-August 2019

Shift Manager for Macy's

- *Supervised four employees and assigned daily tasks to complete.*
- *Trained four employees about company practice, policy and procedures.*
- *Created a flow plan that allowed the company to utilize its employees more efficiently, saving over \$1,000.00 per day.*
- *Closed and balanced out the register daily, made summary deposit statement for average daily intake of \$6,000.00.*

Education

List your most recent first—you should arrange it as follows:

Mentor High School, May, 2020

CAD Engineering Program

Volunteer Experience

list places you volunteered and under each place what you achieved there—just as in the employment section above.

Cover Letter Guidelines

A cover letter does exactly as its title states: it goes on top of your resume and seeks to highlight your skills. This is your chance to mention how you have applied your skills.

Your name

Address

City, State, Zip

Date

Name, Position

Company

Address

City, State, Zip

Dear (use a name, only as a last resort should you use anything else):

Paragraph One

State the purpose for your letter: Note that attached the reader will find your resume. You are writing in response to an ad for a job—state the job and the source of the ad. Catch the reader's attention in this paragraph. Also remember to draw a connection between yourself and the company by saying something positive you have researched about the company.

Paragraph Two

Focus on your skills: Transition from paragraph one by making a connection between what the companies does and what your interests are. Next, highlight your skills and talk about how you have developed them either through other jobs, school projects and or internships. Make reference to the resume attached.

Paragraph Three

Indicate what you want to have happen: Draw closure by transitioning from paragraph two with a statement on your skills and how they fit into the company. Next indicate where the reader can contact you and how—leave a phone number and the times you will be available. Thank the reader for his/her time and state that you look forward to meeting with them.

Sincerely,

(Sign your name)

Type your name

January 3, 2020

SAMPLE INSTRUCTOR'S LETTER

Dear (*use a name*):

This capstone activity is an opportunity for the students to demonstrate the skills they have mastered during the past two years, as well as further explore career opportunities in their field of interest. We ask that you strongly consider their request.

The goals of this senior capstone project are the following:

- To provide an alternative educational experience beyond the classroom, working collaboratively with community members.
- To enhance the personal growth through hands on experience with their life goals.
- To provide an opportunity to implement the skills learned over the years as a tech prep student.

The role of the on-site coordinator should be the following:

- To advise, guide and help the student organize his/her project.
- Act as a weekly consultant for the student and sign a weekly time sheet to indicate that he/she has completed the required hours.
- To complete an evaluation form at the close of the project.

In addition, please note the following:

- Students are not to be paid for their project work.
- No relative may be in a direct line of supervision for the student.
- The student is bound by a set of guidelines and deviation from these could result in immediate recall to the school setting.

Let us thank you in advance for choosing to host one or more of our students for their senior capstone project. If there are any questions or concerns, please contact me at (include your email) or the Career Tech Office at 440-974-5336.

Sincerely,

(Sign name)

Type Name

Final Reminders on your Capstone Project

- Represent us well! Your performance is a reflection on you, your teacher, and our CTE programs, and our school.
- Dress Professionally/Act and Perform Professionally!
- Treat this as an extended job interview as many Capstone projects have lead to future employment either immediately or after college. You will want to make an impression so you may use your mentor as a future reference. Potential employers value hands-on experience.
- Capstone requires 25 hours per work over 5 days. A total of 75 hours.
- If you are absent due to illness, or family emergency, you must notify your teacher before 8:00 am that day.

Writing and Presentation Requirements

As part of the Capstone project, you are required to keep a daily journal, daily time sheet, write a reflection paper, and make a presentation at the Capstone Expo.

some programs may require an additional presentation to the juniors in the program

Journal

- Background: Give a brief history on the company that sponsored your project. This should be part of your first journal entry.
- Job Description: Include any job objectives and give an accounting of your general responsibilities. This should be part of your first entry only.
- Daily Entries: Answer the following questions: what did I learn today, what did I do, and how did I apply what I learned?

Final Reflection Paper

- Write a reflective essay that includes an introduction, body and conclusion. In the body, include a reflection on what you accomplished, how that aligned to your assigned job objectives, how you could contribute to the growth and success to the company, and what attributes do you have that work well with this company? Consider what you accomplished and how that aligns to your assigned job objectives.

Presentation

- Where did you go with company background
- What did you do
- How did you do it
- What did you learn

Capstone Project FORMS

Capstone Project Commitment Form

My senior son/daughter and I have read through the Capstone Project material. We understand that there are multiple components of the Capstone Project:

1. Portfolio that will include the product/process project and any other materials
2. Presentation at the Mentor High School Capstone Exposition

We understand that the student must be passing all classes and has met an Ohio Department of Education graduation pathway requirement to be eligible to participate in the Capstone Project.

We understand that due dates and additional information will be distributed during the course of the second semester and that these due dates will need to be adhered to. The two part Capstone Project, when completed will represent the final exam grade for your CTE program.

If we have any questions throughout the year about the Capstone Project, we understand that we may contact the instructor at _____.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

Capstone Project Site Form

Student Information

Name:
CTE Program:
Phone:
Email:

On-Site Coordinator Information

Name of Business:	
Supervisor:	
Supervisor Position:	
Address:	
City:	Zip:
Email:	Phone:

As a parent/guardian, I approve and give permission for my son/daughter to participate in the Capstone Project at the location, and with the Supervisor/Mentor, listed above.

On-Site Coordinator Signature

Date

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date

On-site Coordinator Evaluation Form

Student Name: _____

	Excellent	Good	Fair	Poor
Dependability				
Level of Commitment				
Cooperation				
Initiative				
Contribution				
Motivation				
Punctuality				
Receptive to new ideas				
Ability to work with others				

Answer any of the questions below, which pertain to this project. Additional comments can be placed on the back of this sheet.

1. In what ways do you feel the student benefited from this experience?
2. In what ways did this project benefit the company?
3. What, in your opinion, is the most significant thing the student learned from this experience?
4. Would you be willing to sponsor another student for his/her Capstone project?

Signature of On-Site Coordinator _____

Time Sheet

Student: _____

Date	Hours

On-Site Coordinators please sign below to approve the hours above.

On-Site Coordinator Signature

Date

Student Checkout form

[Link](#)