SALISH CAPSTONE TIMELINE & OVERVIEW

September   SEM 1 Classes begin. CLC curriculum and Capstone presented, start activities/work in class. Students begin work on Capstone process

Oct- Jan   Students working in class (class activities, Capstone work, teacher-organized guest speakers) minimum 2 days/week to ensure progress. CLC teacher available in block remaining days for mentoring, assistance

October 11   Deadline for Capstone proposals – SEM 1 students

December 5   Deadline for Capstone proposals – linear students

January 16   Capstone presentations/celebration for SEM 1 students

February   SEM 2 Classes begin. CLC curriculum and Capstone presented, start activities/work in class. Students begin work on Capstone process

Students should be full-time in class (programs and single CLC classes)

IDEA – collaborative time on September Fridays with CLC students, CLC teachers, Careers staff for expanding, discussing Capstone, speakers, etc.

Students submits schedule/timeline for their work outside of class Oct-Capstone presentation before being released to do independent work 3 days/week

Mar - Jun   Students working in class (class activities, Capstone work, teacher-organized guest speakers) minimum 2 days/week to ensure progress. CLC teacher available in block remaining days for mentoring, assistance

March 9   Deadline for Capstone proposals – SEM 2 students

June 4   Capstone presentations/celebration for linear, SEM 2 students

Capstone examples & resources listed at

https://salishcareercentre.weebly.com/clc--career-life-connections--capstone.html

SALISH CAPSTONE OVERVIEW

What is a Capstone?

A culminating project that allows students the opportunity to demonstrate their learning from their school and life experience into a meaningful and relevant product. Driven by an inquiry question, a capstone demonstrates how a student has developed as a critical thinker, a problem solver, and a creative person. Students use an area/s of interest as a basis for the project. Ideally, this would be in an area that they are passionate about and anticipate they will be pursuing after graduation.

A student must complete and pass the Capstone project as part of their Career Life Connections (CLC) course in order to graduate.

Why a Capstone Project?

A capstone project is a celebration of learning and experience. It is designed to encourage students to think critically, solve challenging programs and develop skill sets. It is their venue to connect with the world outside of school and to demonstrate that they have the skills to go on to further their education, enter the workforce, and/or operate their own business.

Benefits of the Capstone:

- Help students connect to others to work together with
- Help students build their strength and fuel their passion
- Help students make connections between their learning now and their future
- Provide students with opportunities to further develop transferable skills needed for success in life and the workplace
    - focused, structured, authentic, and experiential learning
    - responsibility for meeting timelines, making decisions, and conducting research
    - preparing and making presentations
- identify a new opportunity/ies for students to research, develop, and/or launch
- ensure students meet Core Competencies

CORE COMPETENCIES:

Communication
1. Share and develop ideas
2. Obtain, interpret, and present information
3. Work together to plan, carry out, and review tasks and activities
4. Describe/recall and reflect on experiences and what one can do

Creative Thinking
1. Novelty and value
2. Generating ideas
3. Developing ideas

Critical Thinking
1. Analyze and critique
2. Question and investigate
3. Develop and design

Positive Personal & Cultural Identity
1. Relationship and cultural contexts
2. Personal values and choice
3. Personal strengths and abilities

Social Responsibility
1. Contributing to community and caring for the environment
2. Solving problems in peaceful ways
3. Valuing diversity
4. Building Relationships

Personal Awareness & Responsibility
1. Self determination
2. Self regulation
3. Well-being

CAPSTONE COMPONENTS

The Capstone Project has 5 components:

1. PROPOSAL

The student will select a project option and develop a Capstone Proposal (see Proposal Format). Students should review the proposal with parent(s)/guardian(s) and gain approval prior to the submission to the CLC teacher. The proposal will be reviewed and approved by the CLC teacher before any work may begin by the student.

As part of the Proposal, each student must identify a mentor from his/her community.

2. EXECUTION (CAPTSONE OPTIONS)

The execution component of the Capstone is where the fun begins! Through the Capstone process the student transitions from the world of subject-centric learning to real-life relevance and application. This is where the student gets to apply everything they have learned over the past 12 years, as well as when students will be stretched to learn and apply new skills and/or knowledge.

The student will conduct research and maintain a collection of work product evidence for use in the Portfolio. Students are encouraged to be creative in the work products they provide as evidence of their efforts (see your Option for details)

3. PORTFOLIO

Students will assemble a portfolio that includes a collection of research, work, and evidence. The student should select work that they believe best represents their experience. The portfolio must include the proposal plan, timeline (to be completed PRIOR to beginning your project), journal of progress, etc., and may include any other important documents, photos, or electronic evidence resulting from the student's efforts. The portfolio itself, or link to, will be on the student's MyBlueprint account.

4. PRESENTATION

The student will deliver a 20 minute presentation to a review panel (see Presentation Guidelines). The presentation should incorporate components of the portfolio and be delivered utilizing multiple mediums.

5. REFLECTION

A final reflection paper will be written by the student that describes and consolidates their experience. Please see guideline for the reflection paper.

SELECTING YOUR CAPSTONE OPTION

You may already know what Capstone you wish to pursue.
You may not know where to begin.

We have provided an approach to help you brainstorm and select a topic.

Remember that this is a project you will invest a significant amount of time and energy into.

It should be something you are **passionate** and **excited** about, so that it is **meaningful, useful,** and that you will **learn** from it.

STEP 1 – *GENERALIZE*

Determine a general area/s of personal interest

STEP 2 – *NARROW DOWN THE SUBJECT AREA*

Explore your subject area to determine a specific area of interest

⇒ Why does this subject area interest you?

⇒ Does this subject area have long-term interest? Why?

⇒ Do you have particular skills and/or knowledge already in this area that you are looking to expand?

⇒ Are there people around you / you have access to that may be interested in getting involved / assisting you?

⇒ Specifically, what parts of the subject are you curious about or are most interested in?

STEP 3 – *CHOOSE A TOPIC WITHIN YOUR SUBJECT AREA (MUST BE CAPSTONE APPROPRIATE)*

Consider your access to resources. The Capstone should stretch your abilities and create new learning opportunities, but keep in mind what you need and what is possible in terms of accessing and utilizing resources.
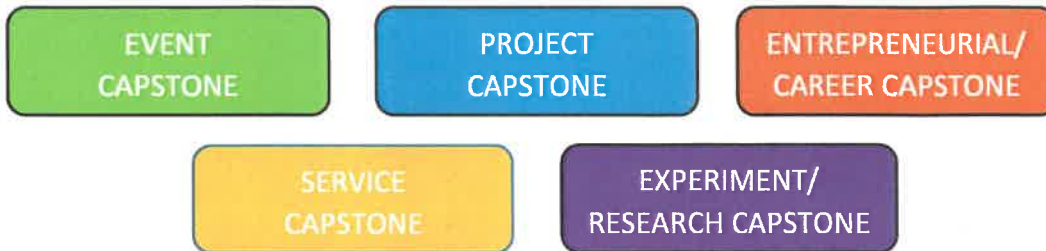
⇒ Do you have some general skills and /or knowledge in the topic?

⇒ Will the topic challenge you? Is this challenge surmountable?

⇒ If you believe your topic may include community service activities or an internship, do you have organizations/companies within your area that you can approach to work with?

⇒ Do you have access to other individuals that may have some expertise in this topic area?

SELECTING YOUR CAPSTONE OPTION *(cont'd)*

STEP 4 – *CHOOSE A PROJECT OPTION*

Determine the best method to showcase the topic of your Capstone by reviewing the description of the requirements of each project strand. Keep in mind that a Capstone could fit into any option.

The ultimate decision of how you arrive at your selection is by reflecting
on how you learn best and how you enjoy spending your time.

EVENT CAPSTONE	PROJECT CAPSTONE	ENTREPRENEURIAL/ CAREER CAPSTONE

SERVICE CAPSTONE	EXPERIMENT/ RESEARCH CAPSTONE

Example #1

STEP 1: Science

STEP 2: Robotics, computer programming

STEP 3: Student has been interested in creating software and working with Robots. She is in the Engage program at Salish

STEP 4: EXPERIMENT CAPSTONE selected and will work on a project mentored by her Engage teachers trying to create software for a robot.

Example #2

STEP 1: Business

STEP 2: Marketing

STEP 3: Student has been interested in pursuing Business after high school. His aunt works for a Marketing consulting company that is open to an internship/work experience.

STEP 4: CAREER EXPLORATION CAPSTONE selected with an internship working with the Social Branding team at the local Marketing consulting company

Example #3

STEP 1: Human Services

STEP 2: Elderly Care

STEP 3: Student currently volunteers at a local retirement centre and has observed the interaction between the residents of the center and children that have visited residents in the centre.

STEP 4: SERVICE CAPSTONE with a specific focus on the development of a new socialization program for residents at the retirement centre. Program may include a monthly event in partnership with a local elementary school where students "adopt" and visit a resident of the retirement centre.

Example #4

STEP 1: Trades, Music

STEP 2: Guitar Design

STEP 3: Student has taken Woodworking classes, and does some hobby woodworking with her Dad at home. She has a strong interest in music and plays the guitar, has an interest in how different guitars have different sounds. She has approached a local luthier to mentor her. Her father has a hobby woodwork shop at home which has some of the tools required. She has also spoken with her Woodwork teacher about time and tools she could use.

STEP 4: PRODUCT CAPSTONE selected – student has decided to design and make a guitar.

OPTIONS – EVENT CAPSTONE

The Event Capstone is a choice for students to **research, create, and host their own event**. Planned events should connect to an area of student interest and should provide opportunity for students, teachers, parents, as well as community members, to participate.

This would be an ideal Capstone choice for students who are interested in event planning and management, networking, raising awareness, and social activism.

In an Event Capstone you will begin by developing a firm understanding of your chosen area of interest. It is essential that you choose an event style that works best for you and your area of interest: entertainment event, sports event, educational event, fundraising event, awareness event, online event, etc. It is possible for students to host an event that has already been created but the student must still complete each component of the Event Capstone.

Steps of Event Capstone Option:

1. Select an area of interest
2. Research and select an appropriate event style for chosen area of interest
3. Create overall timeline/outline for event
4. Connect with mentors and/or members of the community to help/support your event
5. Research and organize/book event location option
6. Research and acquire essential technology for event
7. Research, determine, and contact guest speakers, talent, agencies, helpers, etc.
8. Research and determine material list
9. Research and create budget
10. Create and distribute event marketing
11. Prepare for MC (Master of Ceremony) role
12. Host event

Examples of Event Capstone:

- Special Awareness Day/Week
- Educational Event
- Sport Event
- Fundraising Event
- Online Event
- Entertainment Event

OPTIONS – PROJECT CAPSTONE

The Project Capstone is a choice for students to **create a tangible object**. Project development may be related to a possible career choice, an extension of prior knowledge, an opportunity to attempt new learning, or a way to help construct something that you feel will benefit your community.

Students choosing this strand will spend a minimum of 40 hours working to develop, design, and build a model of a physical product. The project will incorporate a minimum of 2 disciplines: Math, Music, Science, Social Justice, Engineering, etc.

Steps of the Project Option:

1. Select two or more disciplines of interest
2. Brainstorm ideas of a product to develop that will incorporate chosen disciplines
3. Research the product itself and answer the questions: What   Why   How   When   Who
4. Connect with mentors or members of the community to help support your learning
5. Research and plan what you will need to move ahead
6. Design your product
   a. Create a blueprint
   b. Construct an equipment or material list
   c. Develop a budget, if needed
   d. Write your proposal and get it approved by your teacher / parents / guardians
7. Create your project / product (40 hours outside of school time ?)
   a. Keep in regular contact with your mentor
   b. Keep a diary (written and visual) of your progress, struggles and successes
   c. Be mindful of your timeline and deadlines

Examples of a Project Capstone:

- Build a bike trail
- Write, act, direct, produce your own play
- Produce a school magazine or newspaper
- Create a school news website
- Design and build a guitar
- Build a piece of furniture to donate
- Develop a computer program with a practical application
- Develop an app
- Design and build a display case for a local organization or business
- Plan and create a five course meal
- Install a sound system in a car
- Write a family history and present as an art piece
- Apprentice with an elementary teacher and teach a lesson to the class

OPTIONS – CAREER / ENTREPRENEURIAL CAPSTONE

The Career / Entrepreneur Capstone is a choice to **create a cross-curricular, experiential, and community-based endeavour**. Students will experience the start of a new business intiative; the building and execution of an idea from the ground up.

Students will:

- Focus on an area of study/career field they may pursue after graduation or post-secondary
- Identify local businesses, organizations, or companies that can be a source of information and sponsor for mentorship
- Incorporate ACTIVE job shadowing/internship hours with a chosen mentor(s)
- Work with the mentor toward the common goal of creating free enterprise while meeting a community need, providing students the opportunity to engage in real life practice
- Conceptualize a business or product which is original to them
- Research a selected business and prepare a business plan

Steps of the Entrepreneurial Option:

1. **Conceptualize:** authentic or fictional business, profit or non-profit
   - ⇒ You should spend time framing and structuring the problem you are solving.
   - ⇒ You need to ask open-ended questions to yourself or a potential customer – Why, What, Who, Where, When, and How about the problem
   - ⇒ You need to think that you are the customer of your product / service and have that mindset. Remember that customers buy products / services that solve their problems
   - ⇒ Brainstorming can work well here

2. **Market Research and Analysis:** the process of gathering info which will make you more aware of how the people you hope to sell to will react to your current or potential products / services
   - ⇒ **Primary Research:** original information gathered through your own efforts to respond to a specific question or set of questions. This information is normally gathered through surveys, observation, or experimentation

3. **Design a Business Plan:** the acquisition of knowledge through researching, writing, interviewing, and application of the real-world skills
   - ⇒ **Product** – Improve your product / service based on findings about what your customers really want and need. Focus on things like function, appearance, and customer service
   - ⇒ **Price** – Price based on competitors' prices, or the price a customer is willing to pay
   - ⇒ **Placement** – decide where to set up and how to distribute a product. Compare the characteristics of different locations and the value of points of sale (retail, wholesale, online)
   - ⇒ **Promotion** – Figure out how to best reach particular demographics (teens, families, students, professionals, etc) in areas of advertising and publicity, social media, branding
   - ⇒ **Implementation of Service or Product Budget** – in the startup phase, you'll have to make reasonable assumptions about your business in establishing your budget

Examples of Entrepreneurial Capstone:

- Develop and execute a tutoring program
- Personal shopping for seniors
- Create a free coupon app for smartphones
- Have an ice cream cart at sporting event

OPTIONS – RESEARCH / EXPERIMENT CAPSTONE

The Research / Experiment Capstone is an experiment or research paper that develops new arguments or insights. For students who are curious about a specific area of study and would like to have the opportunity to further explore, research, and gain scholarly knowledge they may use the experiment or research to further engage in a cross-curricular area of study.

In a research paper, you will start by using previously published literature as a foundation and support to help you develop your own understanding of a topic and to further develop your guiding research question. Research papers should be properly sourced (APA, MLA) and should be at least 12 pages in length.

Below is a table outlining the differences between a research paper and a report. A Research Capstone would be writing a research paper not a report.

RESEARCH (POSITION) PAPER	REPORT
- Purpose – to CONVINCE - QUESTION-based - Has a clear, arguable THESIS - YOU use data and ideas as evidence to support your position - YOU analyze and interpret information - YOUR unique perspective and conclusion	- Purpose – to INFORM - TOPIC-based - General discussion - Summarizes information gathered - Presents analysis and interpretation of OTHERS - Does not result in new knowledge

Steps of Experiment Capstone

1. Select a topic of interest/develop an inquiry question
2. Identify a research problem/inquiry question
3. Conduct a literature review
4. Connect with mentors or members of the community to help/support your experiment
5. Develop a hypothesis
6. Determine variables that may impact your experiment
7. Develop experimental design
8. Conduct experiment
9. Analyze data
10. Conclusions

Steps of Research Capstone

1. Develop a guiding research question
2. Literature review of #___ academic sources
3. Create a thesis statement
4. Create an essay proposal to be reviewed
5. Connect with mentors or members of the community to help/support your research
6. Conduct research
7. Collect data
8. Write your first draft
9. Have others provide feedback/edits (mentor/s)
10. Revise and type final paper
11. Include properly sourced references

Example Topics for Experiment Capstone

- Does music tempo have an impact on work productivity?
- Do SAD (seasonal effectiveness disorder) lights have a positive impact on a person's mood?

Example Inquiry questions for Research Capstone:

- Do our grocery stores allow us to truly eat a local diet?
- Can technology in the classroom lead to higher grades for struggling learnings

OPTIONS – SERVICE CAPSTONE

The Service Capstone is for students to research an issue of interest that is affecting their community and develop and implement a solution. Students will devote a minimum of 40 out-of-school hours to a community or service project. Community service is work done by a person or group of people that benefits others. It is often done near the area where you live, so your own community reaps the benefits of your work.

Steps of Service Capstone Option:

Research a current issue and its importance to the community it services.

1. Ask specific questions about the issue you have chosen
2. Research and answer questions about the issue and identify solution/s to this problem
3. Implement the project to support the solution/s
4. Complete reflection paper on your service experience

Examples for Service Capstone:

- Develop a unique promotion for raising funds for a local food bank
- Start a non-profit organization to address an unmet community need
- Develop and implement a unique promotion for raising funds for a local charity
- Organize and run a community clean-up effort of a public area, park, school, etc.
- Organize and run a field trip, workshop, or seminar of interest for members of a care home
- Organize and run a clothing drive for a homeless shelter
- Develop and implement a community service project that addresses a specific issue