

# Senior Internship Capstone Project

RIVERSIDE HIGH SCHOOL  
HANDBOOK



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## Rams Capstone Team:

Kevin Ahearn, Thomas Sakole, Jessica Burrus, Michelle Plunkett, and Dr. Karen Swanchara are all teachers at Riverside High School and make up the Rams Capstone Team. If you have any questions about the Rams Capstone, please do not hesitate to contact us.

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## **Overview of Rams Capstone**

**Mission:** The purpose of the Rams Capstone is to provide graduates of Riverside with meaningful experiences, self-fulfillment, and opportunities for post-secondary success through civic engagement and career exploration.

**Summary:** One day in April (TBD) and May 17, 2019 to May 28, 2019, qualifying seniors are excused from classes to pursue a community service project or career development opportunity (internship). Students must complete a total of 50 hours at their host site during the Capstone timeframe. The day in April will be a training day to prepare for the internship with the Capstone Committee and will count toward the 50 hours (up to 8 hours).

Community service projects can range from hands-on experiences to administrative work. Career development opportunities can range from internships to job shadowing. Students have discretion in choosing their project, as long as the project will provide an authentic experience that positively impacts the community.

All participants are required to find a community sponsor for their project. The community sponsor should be the person who will be responsible for guiding them during their Capstone experience. The Rams Capstone Team must approve all Capstone experiences. There is a \$20 fee for participation. This fee goes toward the end of year Gala and the graduation stoles for each individual that successfully completes the program.

**Alignments:** The Rams Capstone was designed using elements from the following entities:

- [AmeriCorps National Civilian Community Corps](#)
- *Real World Projects: How do I Design relevant and engaging learning experiences?*  
By Susie Bose
- Buck Institute for Education [Project Based Learning](#)
- Loudoun County Public Schools [One to the World Initiative](#)
- [The George Washington University's Teachers in Industry Project](#)
- [Loudoun County Public Schools](#) and [Riverside High School](#) Missions and Visions



## **Requirements for Eligibility**

**Grades:** To participate, the student must be in good standing with all academic classes and all SOL tests must be completed. Additionally, students in personal finance must have passed their WISE certification.

**Attendance:** Attendance eligibility is per class. If a student has more than two absences in a class during the second semester, they will be required to return to school for that class time. Absences that will not count against a student for Rams Capstone eligibility:

- Organized school activities (i.e., field trips, athletic team participation)
- College visit if proper documentation is provided
- Observance of a recognized religious holiday

Note: A senior failing to meet the attendance requirements for eligibility may appeal to his or her classroom teacher. The teacher may determine on a case-by-case basis that special circumstances exist (such as medical absences) and grant the student eligibility to the Capstone. **No review of teacher decisions beyond the individual classroom level will be available.**

**Dual Enrollment attendance:** All students with a Dual Enrollment class will still be required to attend that class for all of the capstone internship length.

**Discipline:** Suspensions, habitual tardiness, hall pass restrictions, office referrals, cheating and other integrity violations will be reviewed on an individual basis. The Rams Capstone team reserves the right to deny any student participation based on their discipline record during their senior year.

**Administrative:** In order to participate, the student must pay all fees and fines associated with their student account. This includes fees from the library, cafeteria, textbooks and parking passes.

**SOL Classes:** If you are a senior in an SOL class, you must return from the Capstone to take your SOL. Your eligibility will be revoked if you do not take the test. It is your responsibility to find out test times and locations.



## **Roles of Students and Sponsors**

### **Students:**

- Sign up for the Capstone Remind account to receive updates and reminders
- Find a community service or career development Capstone
- Complete the LCPS Capstone Agreement packet and all required Google forms on the Capstone webpage
- Complete all **50 hours** required of the Capstone
- Attend Celebration Gala, which includes purchasing your own trifold or producing your own video
- Students may not be paid or compensated in any way for their work during the Capstone...THIS CANNOT BE AN EXTENSION OF YOUR CURRENT JOB!
- Always be professional, punctual, passionate, respectful, and honest in the field

### **Senior Teacher Sponsor:**

- Guide the student in finding a community sponsor and corresponding project
- Sign off on student's Schedule Form and monitor student progress throughout the Capstone experience
- Ensure student is prepared for our Capstone Gala, meaning the student is dressed professionally; capable of presenting his or her experience; and ready to converse with students, teachers, and community sponsors.
- Attend the Celebration Gala if desired

### **Community Sponsors:**

- Should be a professional in the field in which the student is working and should have direct interaction with the student daily
- Set high goals and expectations for students and mentor them as they attempt to achieve them
- Make students feel like part of a team and immerse them in the field
- If desired, allow for service- learning opportunities, such as a guest speaker or fieldtrips
- Monitor Capstone attendance and behavior and report any indiscretions immediately
- Sign student Schedule Form and allow student to return if teacher requests
- Complete a Mid-Point Evaluation Form and an Final Evaluation for each student and allow for reflection with the student
- Attend Celebration Gala if desired

***Community Sponsors may not sponsor more than five students total***



## **Capstone Gala Information**

### **Rams Capstone Celebration Gala:**

- The Rams Capstone Celebration Gala occurs over two periods.
- The first hour will be on May 30<sup>th</sup> from 6:30 – 7:30 pm in the Riverside Cafeteria.
- The second portion will be during RAMJAM on May 31<sup>st</sup>.
- All community and teacher sponsors, as well as parents and guardians, are invited to the business Gala on May 30<sup>st</sup>.
- Each student is expected to create a trifold presentation or create a short video to share with community members.
- Videos should be no longer than 3 minutes and include photos, live footage, and music; the video should be reflective of the student's experience.
- The trifold should include pictures and captions and be professional in nature.
- Teacher Sponsors are expected to work with students to ensure quality presentations.
- Students should be prepared to discuss what they did, what they learned, and how their experience will help their future during their presentation.



## **Timeline of Due Dates and Events**

**November:** Introduce this to the staff at the monthly faculty meeting.

**December:** Introduce project to students during a RAMJAM class meeting. Reinforce deadlines and expectations during Government classes. The Capstone team will encourage conferences during RAMJAM to guide students towards a specific project.

**January:** Students may start to submit Project Request Forms online through the RVHS website under Academics – RVH Senior Internship Capstone.

**February:** Students continue to submit forms.

**MARCH 15<sup>th</sup> – THE ONLINE APPLICATIONS MUST BE COMPLETED BY  
4:03 PM**

**March:** Rams Capstone Team will conference with students and sponsors as needed.

**April:** Accepted students will be notified by April 5<sup>th</sup>. Students will attend the Capstone Participation meeting during April – date to be determined.

**May:** Students will turn in their schedule form to their faculty sponsor no later than May 3<sup>rd</sup>. The Capstone experience will start May 17<sup>th</sup>.

**May 17<sup>th</sup>:** Start of the Senior Internship Capstone Experience.

**May 22<sup>nd</sup>:** Mid-Point Evaluation reflection with Community Sponsor.

**May 28<sup>th</sup>:** Last day to earn hours.

**May 30<sup>th</sup>:** Business Partner Celebration Gala.

**May 31<sup>st</sup>:** Rams Capstone RAM JAM Celebration Gala; End of Rams Capstone Program.



## **Frequently Asked Questions**

**1. Can I start acquiring my 50 hours before May 17th?**

Except for the designated date in April, students cannot complete hours prior to May 17th. If you would like to meet with your faculty sponsor or take time to organize your Capstone before, that is encouraged, but on your own time.

**2. What happens if I don't show up to my placement during scheduled hours?**

The Capstone Committee reserves the right to terminate any Capstone experience if a student demonstrates an obvious lack of professionalism in the field. This includes, but is not limited to, absenteeism, phone usage, poor customer service, and defiance. Final termination will be decided by the committee with the offending student present.

**3. If I participate in Rams Capstone, do I still need to take an end of course exam?**

Rams Capstone and end of course exams are separate entities. Please check with your teachers about exams.

**4. Is there a schedule I must follow to get my hours?**

There is no set schedule. You must, however, submit a work/volunteer schedule signed by your community sponsor by May 3. Once schedule is set, it is non-negotiable (except in cases of emergencies).

**5. Whom do I contact if an extenuating circumstance makes me late to or absent from my host site?**

You must contact your community sponsor immediately. Makeup hours should be arranged that day. Should tardiness or absences become chronic, the Rams Capstone has the right to revoke your eligibility.

**6. Can I be related to my community or teacher sponsor?**

No, you cannot be related to any of your sponsors.

**7. Can I be paid for volunteering or working?**

No, you cannot be compensated in any way for your work and time during the Capstone.





## **FAQ Continued:**

**8. Can a teacher require that I return to class during my Capstone experience?**

There are many reasons why a teacher might need you to return to their class at some point during your Capstone experience. If a teacher requests your return, you **must** honor that request.

**9. If I participate, will I also be excused from Monroe Tech, Academy of Science, classes at other high schools, sports, or any other extra-curricular I am in?**

No. The Rams Capstone only excuses you from academic classes at Riverside High School. Students taking classes at Monroe Tech or Academy of Science only have to complete 25 Capstone hours.

**10. What if my original Capstone request is denied?**

Do not worry. If your original idea is denied, the Rams Capstone team will work with you to formulate a new one. We also have a small list of pre-approved sponsors; if there is room, you may volunteer with them.

**11. Where should I hand in all my forms associated with the Capstone?**

Your LCPS Agreement Form should be submitted to Mr. Ahearn (Room L400), and your Sponsor Verification form is a Google form on the Riverside Capstone page.

**12. If I am a junior that is graduating, can I still do a Capstone?**

If you are considered a “double promote,” which is a junior taking senior classes and graduating early, you must inform your teachers of your status. Teachers have the right to request you remain in class if you are in a junior class.

**13. If I am in personal finance or an SOL class and the test is after the Capstone starts, do I still have to take it?**

If you are in personal finance, you must complete your WISE certification prior to completing your experience. For an SOL class, you must return from the Capstone to take your SOL. Your eligibility will be revoked if you do not take the test. It is your responsibility to find out test times and locations.



# REMINDSIGNUP

This is an essential communication tool for Rams Capstone students and teacher sponsors.

Remind will serve as the primary mass communication tool for the Rams Capstone, sending deadline reminders and updates. The Rams Capstone team will also use Remind to communicate with individual students, small groups, and teachers. You can receive messages via text, email, or through the Remind App.

## To join

- ✓ Text Message: Please text **@ramscaps to 81010**. If you have trouble, try texting **@ramscaps to (703) 687-9223**.



# MID-POINT EVALUATION FORM

To be reviewed on or before May 22<sup>nd</sup>

Use this rubric to assess your student at the mid-point of the Capstone. Please review scoring with your student to ensure that he/she understands the areas of strengths and weaknesses to allow for growth. This form does not need to be turned into the Rams Capstone Team.

Student Name: \_\_\_\_\_ Project: \_\_\_\_\_

Community Sponsor: Signature: \_\_\_\_\_

Capstone Rubric	Fails to Meet the Standard	Meets the Standard	Exceeds the Standard	Points
Effort/Time	1 – Student did not put in sufficient effort or invest time to complete Capstone or meet sponsor expectations	2 – Student put in adequate time and effort to complete the requirements of the Capstone and met the expectations of the sponsor	3– Student invested extra time and put in tremendous effort to create an exemplary experience and positively impacted the sponsor	
Problem Solving/ Critical Thinking	1 – Difficulty solving problems as they came up and may not even have asked for help	2– Willingness to learn from failure and accept help from mentor as needed to solve problems	3 – Exceptional ability to grapple with problems as they occurred and student may even have gone beyond help of mentor to other resources	
Communication/ Collaboration	1 – Student did not put in effort to work with others and did not take advice well	2 – Student articulated thoughts effectively in a diverse environment and demonstrated the ability to listen to other ideas	3– Student’s ability to discuss, compromise, and work effectively in a diverse team led to an increase in overall competence and learning	
Evidence of Learning	1 – Little evidence that the student learned much from completing the Capstone	2– Observations of change over time shows that student did learn the knowledge, skills and dispositions of their Capstone	3– Student used the knowledge, skills, and dispositions learned from their Capstone to make real and valuable contributions to the company	

Total Points \_\_\_\_\_