



Loudoun County Public Schools

Broad Run High School

21670 Ashburn Road

Ashburn, VA 20147

Telephone: 571-252-2300

CAPSTONE Senior Spartan Internship Project

The Spartan Internship/Project is aligned to that of the LCPS Capstone Experience; to provide students an opportunity to acquire and demonstrate foundational skills in critical thinking, collaboration, communication and citizenship through a short-term, externship experience.

Summary: From May 20, 2019 to May 31, 2019 approved seniors may be excused from regular class attendance in pursuit of internships, community service projects or career development opportunities. These must include no less than 50 hours 'work' time. Academy of Loudoun students must complete at least 25 hours.

Students can create/choose their own Internships/Projects; they must have an authentic and meaningful experience. Projects must be approved by a community based professional/sponsor and a faculty member as the school sponsor. The professional/sponsor will monitor the student during the experience. The faculty sponsor will monitor the student proposal and engagement during the internship/project. BRHS administration will have final approval over any/all projects/proposals.

Eligibility: Students must be in good academic and behavioral standing (including attendance).

Students:

- Complete project proposal
- Find a (community service/career development) community sponsor and teacher sponsor
- Complete all 50 hours required (Academy of Loudoun students complete 25 hours)
- May not be paid or reimbursed
- Conduct themselves professionally

Teachers Sponsors:

- Guide the student in helping find a community sponsor and corresponding project
- Sign off on student's schedule form, ensuring teacher return requests are honored
- Should not sponsor more than five students total (unless approved by BRHS admin)

Community Sponsors:

- Should be a professional in the field in which the student is working and should have direct interaction with the student daily
- 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 internship/project attendance and behavior and report any indiscretions immediately
- Sign student schedule form and allow student to return if teacher requests
- Complete an evaluation form for each student at the end of his/her internship/project and discuss scores with him/her
- Should not sponsor more than five students total

Frequently Asked Questions:

1. Can a teacher require I attend all or part of class(s) during the internship/project? Yes
2. What are the hours? You set the hours. Project approvals will consider structured time during the day.
3. Can I do this at my place of work or with family? No.
4. Academy of Loudoun and all DE classes excused? No.

Internship/Project Proposal

Directions: Fill out the [Google Survey/Application](#) for the LCPS Capstone Senior Spartan Internship experience completely. Below are the questions students will complete in the Google Doc. Each student must fill out his/her own request form. Indicate if the capstone community project is service or career development based. If applying with other students, please list their names.

- What will you do?
- Why is this of interest to you?
- How do you plan to complete this internship/project?

*Have your teachers sign off on this document their approval for you to be excused from school for a internship/project.

Final Product:

Students who participate in the internship/project must present to a class of their teacher sponsor/monitor or a panel of faculty in the department of their teacher sponsor (gathered by the teacher if the teacher teaches all seniors). Students will present a summary of their internship/project experience and what they learned/gained from the experience. In other words, they must make sense of this internship/proposal. The format and audience will be determined between the teacher sponsor/community sponsor/student.

Format can be:

1. Written summary.
2. Video.
3. Classroom Presentation.
4. Whatever format you may create with your teacher sponsor.

*Hand in your community sponsor evaluation (below) with this presentation.

Timeline(s):

Dec:	Seniors introduced to project/proposal
March 1:	Google Survey/Application project proposals due
March 1 – April 26:	Conference with faculty/community sponsor/parents after notification of approval from BRHS Administration and School Sponsor (via email)
May 20:	Begin Internship/project
May 31:	End Internship/project
June 3:	Senior Awards Breakfast (invite only)
June 4:	Community Sponsor Evaluation Due to Sponsor & Final Product/Presentation All School Awards, Senior Slide Show, Cap & Gown Distribution (mandatory) Senior Luncheon (optional)
June 5:	Graduation Rehearsal (mandatory)

Student Calendar:

First: If a teacher requests you back for class, you must return; indicate the teacher(s) and time(s) on the calendar.

Second: Create a work schedule with your community sponsor for 50 hours (Academy of Loudoun students 25 hours).

Third: Make all parties aware of this schedule.

	May 20 Intern/Project begins	21	22	23	24	25
26	27 Student Holiday	28	29	30	31 Intern/Project ends	1
2	3 Senior Awards Breakfast (Invite Only) Community Sponsor Eval Form Due to Sponsor & Final Product / Presentation	4 All School Awards (mandatory for Seniors) Senior Slide Show Cap & Gown Distribution Senior Luncheon	5 Rehearsal 8:30 am (mandatory for Seniors)	6	7	8
9 Graduation GMU 7:00 pm	10	11	12	13	14	15

LOUDOUN COUNTY PUBLIC SCHOOLS

DEPARTMENT OF INSTRUCTION

21000 Education Court

Ashburn, Virginia 20148

Phone (571) 252-1000



LCPS CAPSTONE EXPERIENCE

School Name:		Date:
Student Name:	Phone:	Email:
Parent Name:	Phone:	Email:
LCPS Staff Sponsor Contact:	Phone:	Email:
Community Sponsor Contact:	Phone:	Email:
Community Sponsor Business Name & Address:		

Mission: The LCPS Capstone Experience mission is to provide students an opportunity to acquire and demonstrate foundational skills in critical thinking, collaboration, communication and citizenship through a short-term, externship experience.

Ideally, the Capstone Experience will enable students to

- Achieve and apply appropriate academic knowledge
- Demonstrate productive workplace skills, qualities, and behaviors
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility)
- Align knowledge, skills and personal interests with career opportunities (career exploration)

For their mutual benefit, the undersigned Student, LCPS Staff Sponsor, Community Sponsor and Parent/Guardian agree as follows:

Student Responsibilities:

- ✓ Sign up for the Capstone *Remind* account (if available at your school) to receive updates and reminders
- ✓ Identify a community service or career development Capstone, a reputable Community Sponsor, and a LCPS Staff Sponsor
- ✓ Submit all required forms
- ✓ Attend all mandatory information sessions
- ✓ Complete a required minimum of 50 hours of participation in the Capstone Experience
- ✓ Academy of Loudoun students complete a minimum of 25 hours
- ✓ Always be professional

Participation in this program is contingent on student's acceptable academic, disciplinary, and attendance records. Participation may be revoked at any time. Students may not be paid or reimbursed in any way for their work during the Capstone, as this is strictly an educational experience.

LCPS Staff Sponsor Responsibilities:

- ✓ Sign up for the Capstone *Remind* account (if available at your school) to receive updates and reminders
- ✓ Assist and guide the student in securing a Community Sponsor and identifying a corresponding project
- ✓ Sign off on student's Schedule Form, ensuring teacher return requests are honored

*Teachers may not sponsor more than five students during any one Capstone period.

Community Sponsor Responsibilities:

- ✓ Have direct interaction with the student daily
- ✓ Set expectations and assist student in achieving goals
- ✓ Make students feel like part of a team and immerse them in the field
- ✓ Monitor Capstone attendance and behavior and report any indiscretions to LCPS Staff Sponsor immediately
- ✓ Sign student Schedule Form
- ✓ Complete a Mid-Point Evaluation Form for student
- ✓ Allow time to process experience with student at completion of Capstone
- ✓ Do not allow the student to engage in any of the hazardous activities or occupations listed in the attached *Index of Hazardous Occupations* or any other illegal activity

Community Sponsors may not sponsor more than five students during any one Capstone period and may not discriminate unlawfully based on race, color, national origin, sex or disability.

Parent/Guardian and Student (Age 18 or older) Responsibilities:

- ✓ Acknowledge that the student's participation in the Capstone Experience program is voluntary and not required
- ✓ Assume full responsibility for the student's unsupervised release time
- ✓ Provide or arrange for transportation to and from the Capstone program site to home
- ✓ Guarantee the student, if driving, maintains a valid driver's license and auto insurance
- ✓ *Ensure a reputable business or organization Community Sponsor is selected for the program
- ✓ Read the Capstone Handbook and seek clarification if needed
- ✓ Sign all required consent forms, releases of liability and indemnification provisions
- ✓ Contact the LCPS Staff Sponsor and Community Sponsor if the student cannot report due to illness
- ✓ Contact the LCPS Staff Sponsor with any previously unknown medical conditions that may affect participation in the Capstone Experience
- ✓ Report any known problems with the program or others to the LCPS Staff Sponsor

*LCPS is not responsible for selecting the business or organization Community Sponsor. In addition, LCPS does not require criminal or child abuse and neglect background checks for the business or organization Community Sponsor selected by the parent and student. The parent/guardian is responsible for the student during unsupervised release for participation in the Capstone Experience.



LCPS CAPSTONE EXPERIENCE
Parent/Guardian or Student (age 18 or older) Agreement

Permission to Participate—I give permission for my student to participate in the LCPS Capstone

Experience. I have obtained a commitment from a reputable professional/business organization as the Community Sponsor for my student. I will ensure that my student will be on time, and will reinforce the expectation that he/she will be courteous, use good manners, and will act and dress in a professional manner during the Capstone Experience. I understand that school personnel may not have visited the Community Sponsor business site, may not have met the host, will not be present when the student is on site, and will not supervise the visit. I further understand that LCPS does NOT perform criminal or child abuse and neglect background checks on Community Sponsor personnel. Furthermore, **I WILL PROVIDE or ARRANGE TRANSPORTATION TO AND FROM THE COMMUNITY SPONSOR SITE** for my student.

Media Release. Community Sponsors may have specific requirements including photo ID, orientation, permission to be photographed, the release of photographs, and proof of citizenship. Information to the public about LCPS programs and activities may also include publications and displays in various types of media including newspapers, other print media, television, and on the internet. I agree to release LCPS from liability associated with the use of any image or name of a student by LCPS or third parties.

Emergency Authorization. Should it be necessary for my child to have medical treatment while participating in this Capstone Program, I hereby give the Community Sponsor personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected by the Community Sponsor personnel to render whatever medical treatment or services deemed necessary and appropriate. Permission is also granted to the school system to release necessary emergency contact/medical history to the attending physician, EMT or hospital staff, if needed. I agree to be responsible for the costs of any medical treatment or services rendered and that student shall maintain health or accident insurance during participation in the Capstone Program.

Release of Liability and Indemnification. I hereby agree to waive and release any and all rights that I, my child, or our representatives may have, whether known or unknown, to make any claims against the Loudoun County Public Schools or its respective officers, board members, employees or representatives arising from injury or damages, including attorney fees, that may result from my child's participation in the Capstone Program.

I further agree to indemnify and hold harmless the Loudoun County Public Schools and its respective board members, officers, employees or representatives from any claims including attorney fees which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the Capstone Program.

I have read this Agreement, the Capstone Handbook and related documents. I agree to abide by the terms of this agreement and the Capstone Program Handbook.

READ CAREFULLY BEFORE SIGNING

Print Name: _____ Signature: _____ Date: _____

Parent/Guardian

Print Name: _____ Signature: _____ Date: _____

Student (age 18 or older)

LCPS CAPSTONE EXPERIENCE
READ CAREFULLY BEFORE SIGNING

Community Sponsor Agreement

I have read this Agreement, the Capstone Handbook and related documents. I agree to abide by the terms of this agreement and the Capstone Handbook.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Community Sponsor

Student Agreement

I have read this Agreement, the Capstone Handbook and related documents. I agree to abide by the terms of this agreement and the Capstone Program Handbook.

Print Name: _____ School: _____

Signature: _____ Date: _____

Student

LCPS Staff Sponsor Agreement

I have read this Agreement, the Capstone Handbook and related documents. I agree to abide by the terms of this agreement and the Capstone Handbook.

Print Name: _____ Title: _____

Signature: _____ Date: _____

LCPS Staff Sponsor

LCPS CAPSTONE EXPERIENCE

Confidentiality Agreement

I understand that I may have access to confidential patient/client information and confidential information about the Community Sponsor. I understand that all Confidential Information, including patient or client information and financial information of the Community Sponsor is protected in every form, such as written records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future Community Sponsor policies and procedures to protect the confidentiality of Confidential Information. I agree not to use, copy, make notes regarding, remove, release, or disclose Confidential Information, unless it is permitted by the Community Sponsor.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person to have access to the Community Sponsor's information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the Community Sponsor's information system or records.

I agree that my obligations under this Agreement continue after my Capstone Experience ends.

I agree that, in the event I breach any provision of this Agreement, the Community Sponsor has the right to reprimand me or to suspend or terminate the Capstone experience with or without notice at the discretion of the Community Sponsor, and that I may be subject to penalties or liabilities under state or federal laws. I agree that, if the Community Sponsor prevails in any action to enforce this Agreement, the Community Sponsor may be entitled to collect its expenses, including reasonable attorney's fees and court costs.

READ CAREFULLY BEFORE SIGNING

Student Signature Date

Student Name (Print)

Parent/Guardian Signature Date

Parent/Guardian Name (Print)

Prohibited Capstone Activities and Occupations

16VAC15-30-10. Hazardous occupations.

The Child Labor Laws of Title 40.1 of the Code of Virginia provide a minimum of 18 years of age for employment in any occupation determined by the Commissioner of the Virginia Department of Labor and Industry to be hazardous or detrimental to the health of minors under 18 years of age. This minimum age applies even when the minor is employed by his parents or persons standing in place of the parent.

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

16VAC15-30-20. Index of hazardous occupations.

The following occupations have been determined to be hazardous or detrimental to the health of minors under 18 years of age. Additional information on each group of occupations is provided in the referenced section.

1. Manufacturing or Storage Occupations Involving Explosives. ([16VAC25-30-30](#))
2. Motor Vehicle Occupations. ([16VAC15-30-40](#))
3. Logging and Sawmilling Occupations. ([16VAC15-30-50](#))
4. Power-Driven Woodworking Machine Occupations. ([16VAC15-30-60](#))
5. Occupations Involving Exposure to Radioactive Substances and to Ionizing Radiations. ([16VAC15-30-70](#))
6. Power-Driven Hoisting Apparatus Occupations. ([16VAC15-30-80](#))
7. Power-Driven Metal Forming, Punching, and Shearing Machine Occupations. ([16VAC15-30-90](#))
8. Occupations in Connection with Any Mining Operation. ([16VAC15-30-100](#))
9. Occupations Involving Slaughtering, Meat-Packing or Processing or Rendering. ([16VAC15-30-110](#))
10. Power-Driven Bakery Machine Occupations. ([16VAC15-30-120](#))
11. Power-Driven Paper Products Machine Occupations. ([16VAC15-30-130](#))
12. Occupations Involved in the Manufacture of Brick, Tile, and Kindred Products. ([16VAC15-30-140](#))
13. Occupations Involved in the Operation of Power-Driven Circular Saws, Band Saws, and Guillotine Shears. ([16VAC15-30-150](#))
14. Occupations Involved in Wrecking, Demolition, and Shipbreaking Operations. ([16VAC15-30-160](#))
15. Occupations in Roofing Operations. ([16VAC15-30-170](#))
16. Occupations in Excavation Operations. ([16VAC15-30-180](#))
17. Fire Fighting. ([16VAC15-30-190](#))
18. Other Prohibited Occupations. ([16VAC15-30-200](#)) (See below)

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

16VAC15-30-200. Other prohibited occupations.

In addition to the prohibited occupations listed in this chapter, the following occupations are prohibited:

1. In any capacity in the manufacturing of paints, colors, white lead.
2. In any place where goods of alcoholic content are manufactured, bottled, or sold for consumption on the premises except in places where the sale of alcoholic beverages is merely incidental to the main business actually conducted, or to deliver alcoholic goods.
3. Shall not perform in or be a subject of sexually explicit visual material which depicts nudity, sexual excitement, sexual conduct, sexual intercourse, or sadomasochistic abuse, or a book, magazine, or pamphlet which contains such a visual representation. An undeveloped photograph or similar visual material may be sexually explicit material notwithstanding that processing or other action is necessary to make its sexually explicit content apparent.
4. In a capacity in preparing any composition in which dangerous poisonous chemicals are used.

16VAC15-30-70. Occupation involving exposure to radioactive substances and to ionizing radiations.

Any activity is prohibited in any workroom in which (a) radium is stored or used in the manufacture of self-luminous compound; (b) self-luminous compound is made, processed, or packaged; (c) self-luminous compound is stored, used, or worked upon; (d) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged; (e) any activities that involve exposure to ionizing radiations including X-ray equipment; and (f) any other activities that involve exposure to radioactive substances or ionizing radiations in any capacity.

Statutory Authority

§ [40.1-100](#) of the Code of Virginia.

Federal law provides a more detailed explanation regarding exposure to radioactive material:

§570.57 Exposure to radioactive substances and to ionizing radiations (Order 6).

(a) *Finding and declaration of fact.* The following occupations involving exposure to radioactive substances and to ionizing radiations are particularly hazardous and detrimental to health for minors between 16 and 18 years of age:

(1) Any work in any workroom in which (i) radium is stored or used in the manufacture of self-luminous compound, (ii) self-luminous compound is made, processed, or packaged, (iii) self-luminous compound is stored, used, or worked upon, (iv) incandescent mantles are made from fabric and solutions containing thorium salts, or are processed or packaged, (v) other radioactive substances are present in the air in average concentrations exceeding 10 percent of the maximum permissible concentrations in the air recommended for occupational exposure by the National Committee on Radiation Protection, as set forth in the 40-hour week column of table one of the National Bureau of Standards Handbook No. 69 entitled "Maximum Permissible Body Burdens and Maximum Permissible Concentrations of Radionuclides in Air and in Water for Occupational Exposure," issued June 5, 1959.

(2) Any other work which involves exposure to ionizing radiations in excess of 0.5 rem per year.

(b) *Definitions.* As used in this section:

(1) The term *self-luminous compound* shall mean any mixture of phosphorescent material and radium, mesothorium, or other radioactive element;

(2) The term *workroom* shall include the entire area bounded by walls of solid material and extending from floor to ceiling;

(3) The term *ionizing radiations* shall mean alpha and beta particles, electrons, protons, neutrons, gamma and X-ray and all other radiations which produce ionizations directly or indirectly, but does not include electromagnetic radiations other than gamma and X-ray.

[22 FR 3657, May 24, 1957, as amended at 26 FR 8885, Sept. 21, 1961. Redesignated at 28 FR 1634, Feb. 21, 1963, and amended at 28 FR 3449, Apr. 9, 1963. Redesignated and amended at 36 FR 25156, Dec. 29, 1971]

16VAC15-30-190. Fire fighting.

The following activities involving fire fighting are prohibited:

1. Minors 16 years and 17 years of age shall not enter a burning structure.

The term "burning structure" as used in this restriction shall not include a structure which contains burning materials.

2. Minors 14 years and 15 years of age shall not participate in fire fighting or support activities at the fire scene, enter a burning structure, enter a structure which contains burning materials, or engage in any other activity prohibited in this chapter.

3. Minors under 14 years of age shall not participate in any activity related to fire fighting.

4. Exemptions. A county, city or town may authorize by ordinance that a 16 or 17 year old minor who resides in the Commonwealth, who is a member of a volunteer fire company, within that locality, with the approval of a parent or guardian, may seek certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs, and, after attaining such certification, may work with or participate fully in all activities of the volunteer fire company. A local ordinance may not require minors who achieved certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs, on or before January 1, 2006, between age 15 and 16, to repeat the certification after the sixteenth birthday.

A trainer or instructor of the aforesaid minors and any member of a paid or volunteer fire company who supervises any such minors shall be exempt from child labor law provisions in the Code of Virginia concerning cruelty and injuries to children, provided that the provisions of § [40.1-100](#) of the Code of Virginia have not been violated when the minor has been engaged in the activities of a volunteer fire company, and provided that either the volunteer fire company or the governing body of the county, city or town has purchased insurance that provides coverage for injuries to, or the death of, a minor in performing such firefighting activities.

Statutory Authority

§§ [40.1-6](#) and [40.1-100](#) of the Code of Virginia.

COMMUNITY SPONSOR PROJECT/EVALUATION FORM

Due: June 3rd

Please use this evaluation rubric to assess your student. Please review scoring with your student to ensure that he/she understands the areas of strengths and weaknesses to allow for growth.

Student Name: _____ Project: _____

Sponsor Name: _____ Title: _____

Business/Organization Name: _____

Capstone Feedback	Meet the Standard	Comments
Effort/Time	Student put in adequate time and effort to complete the requirements of the project/capstone and met the expectations of the sponsor	
Problem Solving/ Critical Thinking	Willingness to learn from failure and accept help from mentor as needed to solve problems	
Communication/ Collaboration	Student articulated thoughts effectively in a diverse environment and demonstrated the ability to listen to other ideas	
Evidence of Learning	Observations of change over time shows that student did learn the knowledge, skills and dispositions of their internship/project	

Community Sponsor Signature: _____

Date: _____