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join all!

CAPSTONE

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2019-2020

Twitter:
@HuskyCapstone

What is Capstone?

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 experience.

What does that really mean?

It is a time to work towards your career aspirations through an job shadowing, mentorship or service learning choice or community service during your final weeks as a high school senior. You'll be excused from classes to complete this experience.

It is similar to completing an internship or project in your final year of college.

*Some colleges have their own Capstone projects (certain programs at JMU)

At the end of the experience, seniors will present what they have accomplished and their findings.

Goals of Capstone

1. Complete a Capstone that is of an actual interest to you and your future
2. Start building your network of contacts for the future
3. Potentially line up a true internship* for the future
4. Find out if your Capstone is something you see yourself doing in the future (regardless of attending college or not) or you find out it's not the best path for you and save yourself time and money in the future

*Capstone is no longer considered an internship due to your time frame not allowing you to meet the required time commitment to be considered an internship

Capstone Examples of each pathway

Community Service Project

Host: Friends of Homeless Animals (FOHA)

Experience: Cleaning animal areas, walking dogs, observing health checks/medical treatments

Project: Creating a fundraiser to raffle off a newly created cat tree by them) for FOHA.

Presentation: talked about a typical day, what their expectations were vs reality of the experience, what was challenging and rewarding, and how their fundraiser went. They also discussed how this could help them in the future.

Career Development

Host: Dartmouth-Hitchcock Medical Center (Hanover, New Hampshire)

Experience: Shadowed Vascular Surgeons, watched 8 surgeries lasting 30 minutes to 4 hours.

Project/Presentation: Created a trifold with pictures from the medical center, images about vascular issues/surgeries, and a list of surgeries she observed. She presented about what she learned and her big takeaways from the experience.

Capstone Vocabulary!

Capstone Coordinator- Ms. Causin

Host- Community host responsible for you outside of school

Staff Mentor- you will be assigned after applications are due

Deadline- When everything is DUE by no exceptions. No extensions in work world

Q&A Sessions - specific A days during Lunch Ms. Causin will sit outside the cafeteria not required to attend

Preview Day- 1 Day in April to attend your Capstone w/host. Hours accepted on this day

Presentation Day- Required to attend on June 3 and present project

Senioritis- What will keep you from participating in Capstone

HOW DO I PARTICIPATE?

--Find a host on your own & EARLY!!!

*We can HELP, but we cannot set anything up

-Fill out the application in google classroom due mid-end January

-Turn in hard copies of all county specific forms (LCPS logo)

-Grades, attendance, and discipline will determine a students eligibility* to participate in the capstone.

****Eligibility will follow the same rules as the exemption policy, which will be discussed in your January senior meeting***

-Attend Q&A sessions as needed. Dates will be in Google Classroom

HOST

- All participants are required to find a community host
 - a. We can help, we cannot set anything up for you
- The community host will be responsible for guiding students during their capstone experience.
 - **It cannot not be a family member**
 - **Needs to be in the DMV area**
- The staff mentor will be assigned to you once accepted into the Capstone project. This mentor will help guide you through your experience.

TIDBITS

- Seniors in an SOL class must return from the capstone to take their SOL
- Juniors who will be graduating with the class of 2020, known as a “double promotes,” will have to stay in their junior classes
- If you are in the Academies/Monroe* you only need to do ½ the hours
 - Capstones are NOT allowed on the AOL/MATA Campus**

TIDBITS

- Everyone needs to hand in all forms, regardless if you are in a group (**no more than 3 per group**).
- You may NOT receive any compensation during this Capstone!
- You must provide your own transportation to your Capstone!
- Mom and Dad are not completing this Capstone, YOU ARE! You should be communicating in every aspect, not your parents!

Preview Day

Pick 1 Day (April 21st A Day or April 22nd B Day)

Attend your Capstone

- Set your future schedule and sign any forms necessary

Minimum 5 HOURS. Will count towards your 50 hours total

Current Calendar

Oct 16- PSAT Day- Join social media

Dec 7- Parent Consent Interest Form Due

Jan 16- Application Due in Google Classroom

Jan 22nd- SECOND SEMESTER BEGINS

Exemptions BEGIN

SAY NO TO SENIORITIS

February- You will be contacted by your new staff mentor

**** IDA LEE- You are responsible for scheduling your hours so you can attend IDA LEE with your PEERS**

April 21/22- Potential Preview Days

May 7th- Grade/Attendance Form Due

May 15th- FINAL DAY OF SCHOOL

May 16-June 2nd Capstone Experience

June 2nd- Ida Lee***

June 3rd MANDATORY Return for Presentations

Dual Enrollment Courses!

Your teachers are gracious enough to allow you out for this period.

In order to receive credit there are assignments you must complete before you leave!

Example: Your paper on Hamlet may be due, electronically, a few days after the start of Capstone but could be turned in the Friday you are dismissed.

This assignment is still due! Time management is key!

Hours BreakDown

Complete 50 hours between May 15 (after school)-June 3 (before presentation)*

-Hours Break Down

Preview Day in April = **minimum** 5 hours

-Max 3 hours for presentation prep & presentation on June 3rd

5 hours Preview Day + 3 hours presentation prep = 8hrs

50-8=42 hours left to complete during Capstone window

**You create your schedule with your host on the shadow day to determine how and when you will get your hours.*

Do NOT assume anything!

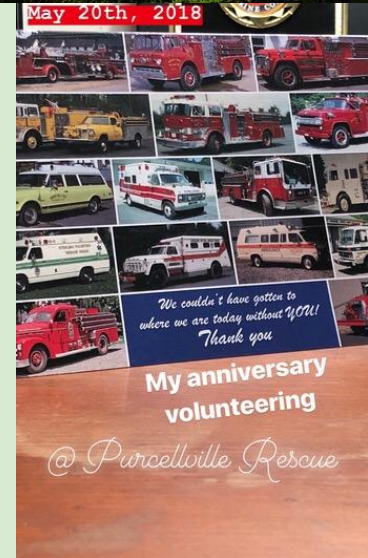
COMMUNICATE AND
THEN COMMUNICATE
MORE!

EVERYTHING YOU NEED WILL
BE ADDED TO GOOGLE
CLASSROOM

Presentation

- Create a presentation (examples but not limited to, google slides or trifold board)
- Return to school on June 3rd to present to your assigned classroom
- Presentations should be an overview of what you completed for your Capstone and what your takeaways are.
 - Presentations should be a MINIMUM 5 minutes
- *DO NOT FREAK OUT THAT A PRESENTATION IS DUE. I promise you it is not bad and having a "presentation/project" shouldn't be the reason you do not participate*

Pictures from Capstone Projects



What is your next step?

Print off the THS Capstone Interest Consent form and turn it to the main office Capstone basket by Dec 5th

You **and** a parent or guardian will need to sign this page, regardless of age. Please make sure your name is legible on the paper so we know who you are!

This will give us an idea of how many seniors want to participate.

You do **NOT** need a host by this date.

Do I have to do Capstone?

No, however you will be required to attend your
regular classes!

Alumni Tips!



Project: Promotion video for Loudoun Youth Inc.

Alumni Tips



Next Few Slides...

You will find pictures from last years Capstone projects. Each picture will give you their recommendations for future Capstone participants!

Overall Theme of Advice:

1. Find your host EARLY
 - a. Have a Plan B and Plan C
 - b. Federal Gov't shutdown for weeks causing others to have different plans or to cancel their Capstone entirely
2. **COMMUNICATE** more than you think
3. Branch out to something new
4. Find something to do that you enjoy
5. Turn in your forms on time!
6. Get EVERYTHING DONE EARLY!

1. Definitely do it. Capstone was an amazing learning experience, and you will definitely find things out about yourself that you need to find out before graduating high school. For example, in high school, you can be late and it is ok, but at Capstone, you learn about the higher standard in the workplace, and really how to behave and act. Capstone is this wonderful opportunity in which you get to learn about yourself, and how you think and react in certain environments.

2. Don't worry that much about the project, and mainly worry about the experience and the opportunity that you are getting.

2. Don't worry that much about the project, and mainly worry about the experience and the opportunity that you are getting. I had some friends this year that didn't do Capstone because they didn't want to have to worry about a project. In reality, there are more projects in class than the Capstone project, and at least with the Capstone project, you can really show what you learned, and relate to your own experiences.

3. It does help with senioritis. When I was a sophomore and a junior, I thought I had senioritis, but I had no idea until I hit this year. Once you have decided on a college or after high school plans, you want to dive into them and look forward to the next phase of your life, but you still have to remember that you need to graduate from high school. You still have to do the work that, at least for me, I didn't feel connected to anymore. With Capstone, you have a chance to get out of that environment, and go into an environment that actually interests you, and especially if you like what your internship is, you sort of feel like a freshman again, with all that energy.

CAPSTONE RECOMMENDATIONS

In order to make your Capstone experience a positive one I suggest branching out and doing something that you don't know a lot about so that there is a lot of room to learn and grow. I also recommend getting all of your application and host information sorted out early so that you don't have to worry about it and end up somewhere you are not very interested in, doing boring and unmotivating work. Capstone can be a great learning opportunity for students willing to go out and work hard within their own community. Just make sure to pick something that you know has lots of opportunities for hands on projects and learning and you will for sure have an amazing experience.

Recommendations?

- Work in a group
- Get out of your comfort zone when looking for companies/organizations to intern at
- Make sure to pick a place that you know you'll enjoy working at (scout out places early!)
- Feed Heather grapes by hand

If interested, reach out to a variety of organizations at the beginning of the year. Business do not run on a high-school student's schedule, and it may take months for organizations to respond. Additionally, one should always:

- Wear professional attire
- Arrive early
- Respond to communication the day it is received, even if it is a simple message stating confirmation of receipt
- Be intuitive of where help is needed
- Go out of your way to speak with and ask questions to individuals working for the organization
- Keep phone off and away—always
- Bring a journal to document and reflect upon the experience

Hard work does not go unnoticed. There is no replacement for time and effort spent to complete a task. Always apply yourself to your fullest when assigned a task, even if it is something trivial as taking out the garbage. It will be appreciated and noticed by the organization.

Why you should do it

Capstone is a chance for students to leave school early (I mean who wouldn't want to do that) and learn about a career field that interests them, or simply do a community project. I would encourage every rising senior to take part in capstone because it gives a person lasting connections, teaches them about the real world, and prepares them for whatever major they plan to study in. You should do capstone because it is truly a once in a lifetime experience and you can make incredible strides for your future.

We believe that this program is well established. The flexibility regarding scheduling and the liberty of choosing your placement was something we thought was extremely helpful and easy, as it allowed us to organize properly. We thought it was a great introduction to what it is like to become a teacher. Along with this is the fact that working with students is an absolute adventure, as you never know how they may act. If you plan to participate in Capstone we recommend that you begin searching for a placement at the beginning of the year. In addition it would be great to establish good attendance etiquette during the first semester seeing as to participate in Capstone you have to met the exception policy second semester. Make sure to turn in all your applications early this will dictate whether you are able to participate in Capstone. Lastly, we choose to be in a group so that we could share our experience. This worked well for us and we would recommend it, however, it can also be completed by yourself and the experience would not change. We would definitely recommend Capstone at an elementary school to those who are even vaguely interested in teaching, as it provides so many memories and insights that are absolutely unforgettable no matter what, and teaches you great life skills and lessons.

Recommendations

What will help in the future is to find a capstone host early in the process so there is time to find a project that you really like. Also, having a mind set before going into the project such a learning a few things that will help expand your knowledge will lead to a more successful experience.

Recommendations on how to make the Capstone process successful and easy for future applicants.

- ❖ Find your sponsors early on, and have a few choices in case you can not do one of them.
- ❖ Get all your paperwork turned in on time, and get it done as soon as you can so you do not forget or have any problems.
- ❖ Talk to your mentor whenever you are confused or need to know something, they are super helpful! Communication is key!
- ❖ When the senioritis starts kicking in just remember that this is your last ever project!

For future applicants, I would recommend getting a

host early. Many other students who waited to find a host ended up scrambling to find someone

because they had already been taken. I would also advise to start thinking of what you intend

your project to be early so that you can discuss all the details with your host. Lastly, I would

recommend choosing to do something that you enjoy so that the actual project won't become a

burden to you and turn into something that you dread doing for 2 weeks at the end of senior year.

RECOMMENDATIONS:

• Do not save things for the last minute.

• Pick a capstone host that you really think will help you or your community.

• Find the things you are most interested in & see where they lead you.



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future capstone

I would definitely recommend capstone to future seniors because it gives you the opportunity to see what you might or might not want to do as your future profession. This insight allows you to steer your professional path as you move into college and have to determine which major to study for the career you want to pursue. This also gives you the chance to help in your community (for those who want to do community service). Sometimes my host needed help with things around the classroom like organizing the books, running things to the printer, etc.

Advice if you want to do **CAPSTONE!**

1. Do it! There is nothing bad about it and the project is not hard at all, don't let that scare you.
2. Begin looking for your host early rather than later because...
 1. You want to give your host time to get permission from their workplace.
 2. If they end up falling through, you want to allow more time to find another host.
 3. If it is a popular host for students, all spots may be filled if they only allow a certain number.
3. Pick a host you are genuinely interested in.
4. When filling out your forms, be sure to complete them ASAP because sometimes it can be hard to find teachers last minute to sign off.
5. Communicate w/your mentor and host
 - If you do not communicate with your mentor, it will be hard to get questions answered and there is more of a risk for problems within your capstone
 - If you don't communicate with your host, they will not know what your expected to be doing and they will be blindsided.
 - Make sure to email the host with updates if they need to sign anything, etc..

Best Part of this Experience:

The best part of doing this project was that I got the full experience of what it's like to be an elementary teacher. I got to see the ups of teaching, like watching their excitement when they did well on a test or it was time for recess, but I also got to see the more frustrating part of working with 4th graders, like when they would cry after every single ultimate football game. I got to be put in real teacher situations like teaching by myself, talking with kids one on one when they were upset, and breaking up intense recess arguments. This experience

has really given me one of the best opportunities I am going to get in seeing if this is truly the field I want to work in. I highly recommend you guys taking this opportunity when you are seniors, you get to take a bigger look into the working field and narrow down what you guys want to do in the future.

1. MAKE SURE TO START
LOOKING FOR A MENTOR EARLY
IN THE YEAR

2. PLAN YOUR TIME WISELY

3. BE WILLING TO HAVE A
FLEXIBLE SCHEDULE (ESPECIALLY
IF YOU CHOOSE A NONPROFIT)

Capstone Process

- To be successful for your Capstone project I would recommend to be on top of the dates and make sure everything is turned in on time, if not early.
- Finding a host sounds easier than it seems. Asking your friends what their parents do or just finding a local place to volunteer at.
- You do get the option to work by yourself or with friends but that is up to you.

RECOMMENDATION

If you do Capstone, make sure you communicate with your host as much as possible! Especially if you do community service, make sure you are as helpful as possible and do everything you can.

Finding Your Host:

When the time comes for you to embark on a search for a host, keep in mind that there are many possibilities. Find something that interests you to pursue for your Capstone project, then find a local place that could be your project location, and find a host who is willing to let you have your experience under their guidance.

Beginning Your Capstone Application:

When the time comes for you to begin your Capstone application, get started as soon as you can! While completing the application is easy, you need to have very important pieces of the application figured out before submission, such as your **Community Host Information** and **Statement of Intent**.

Submitting Your Capstone Application:

When the time comes for you to submit your Capstone application, be sure to submit your application on time! Submitting your application on time is a crucial step to the application process.

Avoiding The Infamous Senioritis:

If you ask any senior about senioritis, they will tell you that senioritis is practically inevitable and unavoidable. After you successfully find your host, complete your application and submit your application, it will feel like the end of senior year has fallen into place. In reality, you still have months of school ahead of you. While everyone has their own methods of getting through senioritis, one key to avoiding this very unmotivated feeling is remembering that you are almost finished with high school, so regain your motivation in finishing strong!

Recommendations on how to make the Capstone process successful and easy for future applicants. Think to find host early, application early, etc.

How to avoid senioritis!

In order to make the Capstone process successful, the applicants must find opportunities that fit both their career and personal interests.

Avoiding senioritis is a grueling task, however, it can be achieved by completing work as early as possible and trying to complete tasks so the person can have time to relax.

Overall, Capstone is a great experience that everyone should do because of the career experience, fun, and learning that are inevitable.

Recommendations:

- Find your host early!
- Try to find a host/organization that can help you on your career path
- Make sure you communicate with your host what you want to get out of the experience
- Be polite and courteous with your host

◆ Make friends!

➤Connections you make in capstone are vital to the experience, these connections and friendships not only make it fun, but allow for you to have a reference or even a future employer!

◆ Do what you want, have fun!

➤Capstone is all about having a good time. Make sure to enjoy your experience and make every moment count. Choose a project that will bring you joy.

◆ Learn a lot.

➤Make sure that you are always listening in and learning new things. These skills will not only help you in the real world but also with your specific career path.

◆ Be open minded.

➤Don't let anything get you down. The world is harsh and that is just the way it is. Make sure you remain positive and stay strong through the journey.

◆ Start early.

➤Start planning early: find your prospective capstone location and ask around October/November. Always have a backup plan and DO NOT wait until the last minute. It will hurt your reputation!

Capstone process successful and easy for future applicants. Think to find host early, application early, etc. How to avoid senioritis!

Some advice I have would to be to decide if you're going to do capstone at the beginning of the year. Start thinking about what you'd want to do so that you have time to do research so you don't just throw yourself into a job that you have little to no interest in. Stay organized and get your applications done early so that you don't have to stress yourself out. If I'm being completely honest I don't know how you can avoid senioritis. I think it's all in your mindset. You'll start off strong while applying to college. They'll get your first semester grades and you'll want them to look as good as possible. When you get to the end remember

that you aren't done. You have scholarships to do and transcripts to send so I think if you allow yourself to get into the mindset that you still have a lot to prepare for before you leave.

Advice & Tips

If you are a person considering participating in Capstone next year, we highly suggest it. Some advice that we would give to you is to choose something to volunteer at that you are truly passionate about pursuing. This experience could gain connections that could be very useful later on in your life. Always make sure to have fun and enjoy this time away from school and in a real-world situation. Always show up on time and be prepared to learn.

It's very important to begin communicating with potential hosts well before the Capstone deadline. If you want to do a project that excites you, you need to be diligent in finding a host. I was lucky enough to have a connection with a local Theatre company already; it is always crucial to make positive connections in the community.

How to Make the Project Successful?

The first big thing to remember is communication. I emailed my Capstone host for weeks in advance and always reminded her when I was coming in for my hours. This gives her a heads up and allows her to plan her schedule accordingly if she has to. This was also a great idea because she would inform me of what the lessons were going to be and if there was going to be any testing that day. It is always smart to check in with your host so you are both prepared and have the same schedule in mind. It is also efficient to start your project earlier than later. I started taking observations in the classroom on my first capstone day. This helped me to add information to my poster and I would remember the key things that happened during the classroom experience. The most important thing about Capstone is to make sure you are working somewhere you enjoy or are passionate about. Capstone helped me narrow down my career choices and pick a specific grade level I wanted to start focusing on. I am passionate about teaching and have been for several years so it was easy for me to decide where I wanted to work.

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/* If you were to choose this as your Capstone, I recommend being in constant contact with the Host, planning out more than just the bare necessities. Always ask if you can help, to make their job easier and your experience better. */

PREP AND EXPECTATIONS:

We worked more than I expected and got a lot more done than previously planned. We really impressed our host with our work ethic and helped the kids (and other volunteers) get ready for the summer worship programs.

As far as preparation goes, being punctual is the key. Meet every deadline before you have to, find a host early because you never know what might slip though. To avoid senioritis, try to pretend like you're not in Capstone? Work like you are still on the same schedule as everyone else and you are sure to finish strong :).

We expected Capstone to be really easy. In hindsight, not so much. The work required some more effort than expected, but it paid off in the end. There were also a lot of rules that we didn't expect. A lot of red tape.

CAPSTONE RECOMMENDATIONS

After going through my own Capstone experience, there are a few recommendations I have for upcoming students who are planning to participate in this project. When first deciding to do Capstone, I recommend beginning to think about possible community service projects or careers you would be interested in doing. From there, find a host early on so you are not scrambling to find someone to do your project with. If you end up being with a host you originally want to be with, your Capstone experience may not be very enjoyable for you. Another important recommendation is to consider working alone or in a group. While both options are great, it is important to choose this based on what is best for you and your host and not based on what your friends are doing. Something else to keep in mind when preparing for Capstone is remembering to keep up with all the paperwork. There are many forms that need to be signed by hosts, parents, teachers, and administrators. If you get these done as soon as possible, you will have nothing to worry about when Capstone time comes around. If you follow these recommendations and keep your grades up, you will certainly create an incredible Capstone project with much ease.

Making Capstone Successful

- ALWAYS communicate with your Staff Sponsor and Community Host.
- Be respectful and professional as your Capstone Host is taking time out of their weeks to have you assist them in their daily jobs.
- Being early is on time.
- Organize your schedule to make things less complicated and confusing.
- Do not wait last minute to communicate with your sponsor or host.