INTRODUCTION

The Guilford High School Capstone Project is intended to be an enriching activity which engages each student in a personalized learning experience. The project can take many shapes and should be driven by the student’s interest and abilities. For example; one student may decide to build their own website, while another may decide to write a critical analysis of the novels of William Faulkner. In addition, a student, working with an advisor and mentor, can design an internship. A minimum of 60 hours are required for students seeking a single semester, half-credit internship and 120 hours for a full year one-credit internship. Each project will need to meet specific academic expectations and the established timeline. Final presentations of the Capstone Project will take place before semester one exams for those seeking first semester ½ credit and the in the spring for those seeking a full credit or ½ credit second semester.

GOALS

- Demonstrate skills as an independent learner
- Demonstrate the ability to present final projects
- Write a reflective piece on the project and process
- Demonstrate the ability to research and organize materials
- Demonstrate an ability to effectively use interpersonal skills and time management to solve problems.

PROCESS

Students will be introduced to the Capstone Project concept in the spring of their sophomore or junior year. Working with an advisor, they will begin to think about and research possible topics. Students will therefore have the opportunity to begin the research process in the summer before their senior year. Final approval of the topic will be due in September 2018 for those students seeking first semester ½ credit or full credit, January 2019 for those seeking ½ credit second semester (all dates may be relative to change). Approval will be granted after the student completes the Project Proposal and submits to the capstone coordinator. Students will work throughout the semester/year, researching and producing their final product. Regularly scheduled meetings will take place between the student, the advisor and mentor. Capstone Projects will be presented after the December vacation for those seeking first semester ½ credit and in May/June 2019 for those seeking a full credit or ½ credit second semester.
**MINIMUM EXPECTATIONS**

- Project Proposal submitted for approval. Proposals must include a statement of the problem to be solved, research needed, steps to be taken and a description of the final project. Part of the proposal will be a written Topic Review Outline.
- At least 10 journal entries in the notebook during the year, reflecting on the progress of the project for full credit projects, or
- At least 5 journal entries in the notebook during the year, reflecting on the progress of the project for semester ½ credit projects.
- Annotated bibliography must include at least five entries from a variety of sources one of which needs to be a person with some expertise in your area.
- Documented hours of completed work- 60 hrs for ½ credit, 120 hrs for full credit
- The presentation of the project.
- Printed copy of the presentation used during the presentation.
- A final two page reflective writing piece.
- Completed Evaluation from capstone mentor or advisor
- Self Evaluation

**ASSESSMENT**

Today, the completion of the Capstone Project is not a graduation requirement. Rubrics will be provided. Final projects will be assessed as either meeting the expectation, exceeding the expectation or not meeting the expectation. Students not meeting the expectations will be given an agreed upon period of time to remediate their project and re-present.
SAMPLE PROJECTS

While deciding your Capstone Project topic, consider how your project may be connected to and benefit from one of your courses, career interests, community service, hobbies or interests.

- Design and construct a structure or object
- Build a new engine for a car, snow mobile, etc.
- Produce a “How to” video
- Design a dream home
- Do a demonstration of something you have studied
- Train a horse for competition
- Train your dog for therapy dog work or dog agility
- Start an informative web site
- Write a cultural/family history
- Design and build a mountain bike course
- Invest a portfolio in the stock market
- Put together a portfolio of your art work
- Make a short film
- Write original music
- Write poetry, a short story, children’s book, comic book etc.
- Write a cookbook
- Create a piece of animation
- Design a line of clothing
- Write and produce a commercial
- Write a travel journal
- Analyze the work of your favorite author/artist
- Conduct an environmental study of a local waterway
- Analyze a certain period, event or historical character
- Analyze and solve a mathematic theory, equation, etc.
- Research the history of something you are interested in.
- Do a comparative analysis of the religions of the world
- Volunteer at an elementary school, nursing home, etc.
- Design and implement your own community service project
- Organize an event for a charity
**TIMELINE 2018—2019**  
Semester 1 (½ Credit)

September 6th  
Informational meeting- (after school ITC)

September 20th  
-Capstone Proposals Due to Mrs. McDonald

September 28th  
Mandatory meeting (afterschool- ITC)- All forms due- Parent, Advisor and Mentor

October 25th  
Mandatory meeting (afterschool- ITC)- Journal Entry 1 due

November 8th  
Mandatory meeting (afterschool- ITC)- Journal Entry 2, Research Source 1 due and Time log showing 30 hours due

December 6th  
-Mandatory meeting (afterschool- ITC)- Journal Entry 3 and Research Source 2 AND 3 due

January 10th- Source 4 due  
Mandatory meeting (afterschool- ITC )/ Presentation sign ups- Journal Entry 4 and Research

January 18th-  
Journal Entry 5 and Resource 5 (mentor interview) due

January 14~18th-  
Prepare and practice for presentations

January 22nd-  
Remainder of Capstone Portfolio items due (Reflection paper, advisor/mentor eval, student eval and time log)

-Presentations Dates (Subject to change)-
- January 22~ January 25 (tentative)
**TIMELINE 2018—2019**

Semester 2 (½ Credit)

**January 14th**  
*Mandatory Informational meeting (afterschool -ITC)*

**February 7th**  
Capstone Proposals Due to Mrs. McDonald

**February 7th**  
*Mandatory meeting (afterschool -ITC) - All forms due - Parent, Advisor, Mentor  
Journal Entry 1 due*

**March 7th**  
*Mandatory meeting (afterschool -ITC) Journal Entry 2, Research Source 1 due and Time log showing 30 hours due*

**April 11th**  
*Mandatory meeting (afterschool -ITC) Journal Entry 3 and Research Source 2 AND 3 due*

**May 2nd**  
*Mandatory meeting (afterschool ITC)/PRESENTATION SIGN UPS Journal Entry 4 and Research Source 4 due*

**May 9th**  
*Mandatory Meeting Journal Entry 5 and Resource 5 (mentor interview) due*

**May 6th - June 5th:**  
Organize & practice for presentation

**June 3rd**  
-Capstone Portfolios due (tentatively)

-Presentations Dates (Subject to change)
  - May 13th - June 5th (Tentatively)
TIMELINE 2018—2019
YEAR (1.0 Credit)

September 6th  Informational meeting- (after school ITC)

September 20th  Capstone Proposals Due to Mrs. McDonald

Sept 28th:  Mandatory meeting (afterschool- ITC)-All forms due- Parent, Advisor and Mentor

October 25th  Mandatory meeting (afterschool- ITC)-Journal entry 1 due (afterschool- ITC)

November 29th  Mandatory meeting (afterschool- ITC) - Journal 2 and Research Source 1 due

December 20th  Mandatory meeting-(afterschool- ITC)- Journal 3 due

January 17th  Mandatory meeting- (afterschool- ITC)-Journal 4 and Research Source 2 due

February 21st  Mandatory meeting-(afterschool- ITC) -Journal 5 Due and Timelog check showing 60 hours due

March 21st  Mandatory meeting (afterschool- ITC)- Journal 6 and Research Source 3 due

April 25th  Mandatory meeting (afterschool- ITC)- Journal 7 Due

May 2nd  Mandatory meeting (afterschool- ITC)/ PRESENTATION SIGN UPS- Journal 8 and Research source 4 due

May 9th:  Mandatory Meeting(afterschool- ITC)- Journal 9 due

May 6th- June 5th:  Organize & practice for presentation

May 31st- Journal 10 and Source 5 ( interview) due

June 3rd  -Remainder of Capstone Portfolio items due ( Reflection paper, advisor/mentor eval, student eval and time log)

-Presentations Dates (Subject to change)
  ●  May 13th- June 5th ( Tentatively)
This proposal is tentative – meaning that it is subject to approval by your advisor and then the Capstone Project Committee. This plan will set the foundation for your learning experience over the next few months of your senior year or junior year.

The purpose of this review is to ensure consistency of rigor and to help you better formulate exactly what your Capstone project will be.

Your complete and well thought out answers will help to clarify your goals and aspirations for this project. Be thorough, careful and serious about your responses here, as it will help your advisor and the committee to help you to your ultimate objective.

Student Name_____________________________________ Email Address:__________________________

Advisor___________________________________________ School Counselor:________________________

Proposed Project__________________________________________

Credit:   1.0  .5   Term:   Semester 1    Semester 2    Year
          (circle one)    (circle one)

Tell why or how you are interested in this project.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Explain in a sentence or two what you hope to accomplish with this project.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Plan
In two or three sentences, explain how you will go about doing this project.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

CAPSTONE PROJECT 2018--2019

In a sentence or two, identify how you will incorporate the Academic Expectations of all students at Guilford High School into your Capstone Project?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What research will you use to help you during this project? Include books, articles, experts in the field, materials, internet and any other sources of information you may cite.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

In addition to your advisor, what mentor will be involved in helping you achieve your goal and how will they be involved?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Estimate how much time you think you will have to put into this project for it to be a success and state why.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What problems might you anticipate?

__________________________________________________________________________________________
Your presentation will be performed in January or May depending on the timeframe (Sem. 1, YR, Sem 2) of your project. It will be presented to the Capstone Project Committee and other invited guests. Provided that you follow the presentation expectations found in your Senior Project Packet – what and how you present is largely up to you. Please respond to the following:

How do you envision your project presentation? What will your presentation look like? (Props, charts slide shows, video, photography, etc.)

Your advisor and fellow advisees will be there. Is there anyone else that should be present and why? (Think of mentors, helpers, collaborators, community members, parents, etc.)
Who can be an Advisor?
An advisor is a teacher at Guilford High School that the student feels comfortable working with on their Capstone Project.

What is the Advisor’s Role?
- Assist the student by brainstorming Capstone Project topic ideas.
- Help the student fine tune their Capstone Project Proposal.
- Will meet with the student regularly to ensure that the student is working through their academic expectations: journal entries, completing their time log, conducting their research etc.
- Analyze and evaluate a variety of research sources for reliability and credibility
- Assist in apply effective strategies for problem solving
- Assist the student with their reflection paper and PowerPoint presentation by:
  - Employ technology appropriately to facilitate learning, research, and communication.
  - Assist the student with their public speaking skills. This may entail practicing their final PowerPoint presentation.
  - The Advisor will complete the Capstone Project Evaluation Form and give to the student as part of the student’s portfolio.
GUILFORD HIGH SCHOOL  
CAPSTONE PROJECT 2018-2019 
ADVISOR AGREEMENT FORM

To be filled out by the student:

Student’s Name: ____________________________ Grade: ____________________________  

- Capstone Project 
  Topic: ________________________________________________________________  

- Capstone Advisor: ____________________________ Duration: Sem 1 Yr Sem 2 

- ADVISOR INFORMATION

  - Name: ________________________________________________________________  
  - E-mail Address: ________________________________________________________  

- TO THE ADVISOR

  I have agreed to serve as the adviser for the Capstone Student named above. 
  Advisor Signature:  
  ____________________________________________________________________________  
  Date: ____________________________
WHO CAN BE A MENTOR?
A mentor is a member of the community who has professional expertise or considerable experience and knowledge in the field of study you have selected.

WHAT IS A MENTOR’S ROLE?
The Mentor will work with the student to fine-tune their Capstone Proposal so that the project is both challenging and achievable.

The Mentor will discuss and inquire about the minimum academic expectations of the Capstone Project:
- Project Proposal submitted for approval. Proposals must include a statement of the problem to be solved, research needed, steps to be taken and a description of the final project. Part of the proposal will be a written Topic Review Outline.
- At least ten journal entries in the notebook during the year, reflecting on the progress of the project for full credit projects, or
- At least 5 journal entries in the notebook during the year, reflecting on the progress of the project for semester ½ credit projects.
- Annotated bibliography must include at least five entries from a variety of sources one of which needs to be a person with some expertise in your area.
- The presentation of the project.
- Printed copy of the PowerPoint presentation used during the presentation.
- A final two page reflective writing piece.

The Mentor will oversee the student’s project, guiding, advising, and encouraging the student throughout.

The Mentor will provide opportunities for the student to acquire knowledge and skills in relation to their project.

The Mentor will meet with the student to check on their understanding of their research, experiences etc. to ensure the student is on track with their Capstone Project.

The Mentor will, if asked, edit the student’s final presentation Power Point to help make their presentation that much better.

The Mentor will complete the Capstone Project Evaluation Form and give to the student as part of the student’s portfolio.
GUdFORD HIGH SCHOOL
CAPSTONE PROJECT 2018-2019
MENTOR AGREEMENT FORM

To be filled out by the student:

Student's Name: _______________________________ Grade: _______________________________

Capstone Project Topic: _________________________________________________________________

Capstone Advisor: ____________________________ Duration: Sem 1 Yr Sem 2

MENTOR INFORMATION

Name: ________________________________________________________________

Occupation: _______________________________________________________________

Street Address: _____________________________________________________________

City/State/Zip Code: __________________________________________________________

Day Phone: ________________________________________________________________

E-mail Address: _____________________________________________________________

TO THE MENTOR

I have agreed to serve as the mentor for the Capstone Student named above and hereby state that the information provided is correct and I am at least 21 years of age.

Mentor Signature: ___________________________________________ Date: _______________________________

Please submit a stamped, business envelope addressed to your mentor with this form
The Capstone Project Contract

2018-2019

Student Name: __________________________________________________________

Timeframe for Project: _______________________

As a student completing the capstone project, I agree to:

• Follow all project rules, requirements and objectives listed in the Capstone Handbook’s minimum responsibilities section (including, journals, research, time log, evaluations, paper, presentation).
• Fulfill my commitment to completing the project with fidelity and according to the GHS Academic Honesty policy.
• Attend monthly check-in meetings with Mrs. McDonald (as detailed on the calendar).
• Record all hours on my time log weekly.
• Notify Capstone advisor, mentor and facilitator of any changes in project proposal.
• Work with mentor and advisor by meeting meeting weekly.

__________________________________________________________________________

Student Name Printed

__________________________________________________________________________ Date:________________

Student Signature

Parent/Guardian

I have read the capstone project information and forms packet and understand the purpose of and requirements for my son/daughter to participate in the Capstone Experience. I understand the student will be working with a mentor, advisor and capstone coordinator throughout the school year. I also agree that Guilford High School is not liable for any injuries sustained as a result of the experience. With my signature I approve my son’s/daughter’s participation in the Capstone Program.

__________________________________________________________________________ Parent/Guardian Signature

Date:__________________________
GUILFORD HIGH SCHOOL
CAPSTONE PROJECT 2018-2019 EVALUATION FOR MENTORS & ADVISORS

Please take the time to complete this evaluation. You can either mail it to Guilford High School, 605 New England Road, Guilford, CT., 06437 or give it to your Capstone Student in a sealed envelope.

Name of your Capstone Student: ____________________________________________ Grade: ________________

1) What role did you play for this student: _____Mentor _____Advisor
   
   Your name: ______________________________________________________________________________

2) Was this your first experience working with a student on the Capstone Project? ___Yes___No

3) How often did you meet with your Capstone Student?

4) Do you feel that your Capstone Student was prepared for this type of individual project? _____Yes _____No
   Please comment:

5) Did your Capstone Student take initiative throughout the project by keeping up with their journal entries, attending meetings with you and seeking assistance when necessary?

6) Please explain any pleasant surprises or positives anecdotes you experienced while working with your Capstone Student.

7) What struggles or concerns did you have in your role while working with your Capstone Student?
8) Did you find the information in the Capstone Project Handbook sufficient to address any questions or concerns you had during the duration of the project?  

   ____Yes  ____No

   If you answered No, what information would have been helpful to you?

9) What did the student share regarding the informational meetings held throughout the year?

10) Would you serve as a Mentor or Advisor again for a Capstone Project?  

   ____Yes  ____No

   Please comment:

11) Please feel free to make any comments or suggestions that may be helpful as we plan for the 2019-2020 Capstone Project.

Thank you for taking the time to fill out this evaluation. Your input is essential to the growth of the program. We also thank you for the time and effort you put into working with your Capstone Student.
GUILFORD HIGH SCHOOL

CAPSTONE PROJECT 2018-2019
STUDENT EVALUATION

Please include this in your Capstone Project Portfolio

Student’s Name: ________________________________  Grade: __________________

Capstone Advisor: ______________________________________________________________________

Capstone Mentor: ______________________________________________________________________

Capstone Project Topic: ____________________  Duration: Sem 1  Yr  Sem 2

1) Please rate how helpful your mentor was throughout your Capstone Project.

Not very helpful 1  2  3  4  5  Very Helpful

Comments:

2) Please check all the activities your mentor assisted you with during your Capstone Project:

_____Proposal Development  _____Journal Reflection Ideas
_____Editing of Self Reflection Paper  _____Assisted with PowerPoint and Final Presentation
_____Suggested research topics &  _____Helped you overcome an obstacle with your project
   Sources

other: ____________________________________
other: ____________________________________

3) I met with my mentor: (check all that apply)

_____ once a month  _____ once a week
twice a month
_____ once a semester
too frequently
_____ as often as I needed
too often
_____ never	not often enough
4) Please rate how helpful your advisor was throughout your Capstone Project

Not very helpful  1  2  3  4  5  Very Helpful
Comments:

5) Please check all the activities your advisor assisted you with during your Capstone Project:

_____Proposal Development  _____Journal Reflection Ideas
_____Editing of Self Reflection Paper  _____Assisted with PowerPoint and Final Presentation
_____Suggested research topics &  _____Helped you overcome an obstacle with your project
  Sources
other: ____________________________________
other: ____________________________________

6) I met with my mentor: (check all that apply)

_____once a month  _____once a week  _____twice a month
_____once a semester  _____too frequently  _____not often enough
_____as often as I needed  _____never

7) The completion of the Journal Reflections helped me progress through my project?

Not very helpful  1  2  3  4  5  Very Helpful
Comments:

8) Which Journal Reflection question(s) were the most helpful? Least helpful?

9) What advice would you give future Capstone students that will help them successfully complete their Capstone Project?

Thank you for taking the time to fill out this evaluation. Your input is essential to the growth of the program.
GUILFORD HIGH SCHOOL
CAPSTONE PROJECT 2018-2019
RESEARCH DOCUMENTATION FORM

- A minimum of five documented research sources: one must be an interview. (books, magazines, newspapers, internet sources, professional journals, interviews).
- All discussions with mentors or experts must be documented on the Journal Entry form.
- Please complete the following form utilizing MLA work cited format.
- Please use this link if you have any questions on the appropriate format for your various sources: http://owl.english.purdue.edu/owl/resource/747/01/
- Any student surveys need to be approved by administration prior to distribution

Source#_________________ Student Name:______________________________

MLA Citation:

Annotation (How did the research help you with your project; what did you learn?)
JOURNAL ENTRY FORM

- **A MINIMUM** of 10 Journal Entry forms must be completed prior to the presentation of the final project for students seeking a full credit, or
- **A MINIMUM** of 5 Journal Entry forms must be completed prior to the presentation of the final project for students seeking ½ credit
- All sources must be documented on the Journal form using the appropriate format.
- All interviews with mentors need to be documented with time and date.
- All questions on the Journal Entry need to be written in a minimum of three complete sentences and follow the rules of grammar.

Student Name:___________________________________ Project title:__________________________________________

Journal Entry Date:_______________________________Journal Entry Number:____________________________

1. Give a brief summary of what progress you have made on your project.

2. Who did you work with since your last Journal Entry? Be sure to include the person’s name, title if appropriate, date and time. Explain how consulting with this person helped you progress with your project.

3. Explain any problems or concerns you have encountered since the last entry. How did you resolve them, or how do you anticipate resolving them?

4. If you began to conduct your research, how did it help you? (books, articles, magazines, newspapers, internet, interviews). Please remember to complete the research reporting form. (If you did not utilize research at this point, please go on to question 6)

5. How has your researched changed your mind; opinion or the direction of the project? Please refer to research reporting form.

6. Any additional comments.
CAPSTONE PROJECT 2018-2019

PRESENTATION FORMAT

FINAL PRESENTATION EXPECTATIONS

● The presentation must have some visual representation- Prezi PowerPoint, video, posterboard etc.
● The presentation must last 20 minutes.
● Be sure to give your audience a clear understanding of your topic and general scope of your project
● The presentation must be well organized and captivating to your audience
● Be sure to invite your advisor, mentor, family, friends to your presentation- all are welcome!
● You must be prepared to answer questions and comments from your audience.

SUGGESTED QUESTIONS TO ADDRESS

1. Why and how did you choose this topic for your Capstone Project?
2. What steps did you take to accomplish your project?
3. Did you change the project? If you did, why?
4. What problems did you encounter and how did you solve them?
5. What research did you conduct and how did it affect your project including discussions with experts or mentors?
6. Briefly describe what you learned about your topic from the research and the process of completing it.
7. Tell us how meaningful this project was to you and why.
8. What did you learn about yourself or your learning style from this project?
9. What would you do differently next time, if anything?
10. Additional Comments/Summary

FINAL PRESENTATION NEEDS

• If you will be using a PowerPoint or other visual formats, you must have it on a flash drive or be able to access it electronically.
• You should also email your final version of your PowerPoint to your advisor prior to your presentation.
• It is your responsibility to inform Mrs. McDonald of the audio/visual equipment needs for your Final Presentation.

• Your Capstone Portfolio is due Jan 22nd for Semester 1 Capstone projects and June 3rd for Full year and Semester 2 Capstone Projects
GUILFORD HIGH SCHOOL
CAPSTONE PROJECT 2018-2019
PORTFOLIO REQUIREMENTS

Your portfolio should include (All uploaded to google Docs)

● Project Proposal
● Research Documentation Entries - 5 total (1 interview with mentor)
  ▪ Include a copy of articles or internet sources.
  ▪ You can include notes from interviews or other sources.
● Journal Entries - 10 for Full year, 5 for Semester
● Reflection Paper - 2 pages
● Copy of your PowerPoint for the Final Presentation
● Time Logs - 120 hours for Full year and 60 for semester
● Mentor or Advisor Evaluation
● Student evaluation

You will hand in your completed Capstone Portfolio is due via google classroom ON:

● January 22nd for Semester 1 Capstone Projects
● June 3rd for Full Year and Semester 2 Capstone Projects
GUILFORD HIGH SCHOOL
CAPSTONE PROJECT 2018-2019 REFLECTION PAPER

MINIMUM EXPECTATIONS

- The paper must be at least two pages.
- The paper must be word processed using complete sentences and correct grammar.
- The paper must follow the MLA format.
- The paper must be in essay form and address each of the following questions in order.

QUESTIONS/OUTLINE

1. The first paragraph should describe your project and why/how you chose it.

2. You should outline the process/steps you used to accomplish your project. In other words what did you do? This should not be more than two paragraphs.

3. How did the knowledge and skills you acquired here at Guilford High School assist you with your project? Please relate this to the Academic Expectations you identified in your Capstone Proposal.

4. You should spend at least one paragraph describing any problems and/or obstacles you encountered in trying to complete your project and how you solved them.

5. How can you apply what you have learned to your life?

6. Write a paragraph or two telling us what this project meant to you. What did you learn about the world or your topic? How did the project open your eyes to a new perspective, career option, or life experience?

7. In the next paragraph tell us how you might have gone about doing your project differently.

8. How did the adult/mentor help you achieve your goal?

9. Finally, we want you to honestly reflect on the effort and energy you put into this project: Did you take it seriously? Was it exciting to work on something of your choosing, etc.?
# Guilford High School Capstone Project 2018-2019

## Time Log

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