



Senior Capstone Experience

ORIENTATION MEETING

Thursday April 6, 2023



Final Steps

- Final review of grades will be done today and tomorrow.
- Students going to a site: confirm location and time for arrival for Monday if you haven't already.
- If your site requests emergency contact or other information, there are forms on the Capstone site you can use.

First Day Preparations On Site

- DRESS APPROPRIATELY EVERY DAY-this could be different from site to site-the dress code at the SPCA is not the same as a school or law office. If you aren't sure-ASK!
- If you are working at a school, PLEASE remember you are not a student there. You are part of the "faculty" and should dress the part.
- TURN YOUR CELL PHONE OFF AND KEEP IT OUT OF SIGHT AT ALL TIMES.
- Bring a lunch that doesn't require a fridge the first day until you know what's available.

First Day Expectations

- You will likely be meeting people and doing some observation the first couple days.
- You may be assigned tasks you don't find necessarily fun or what you expected-please be patient. We want you to get a realistic view of all parts of the job, and if you demonstrate responsibility more opportunities can come your way!

Getting involved and acclimated

- Put yourself out there-introduce yourself; ask questions; pay attention to what's going on in the workplace; ask if you can help with something if you have “down” time.
- If your schedule will vary due to APs or sports, PLEASE communicate clearly with your site. If you have any problems: start by having a conversation with your site supervisor and/or seek feedback from your faculty advisor or counselor.

Professionalism is Important in ALL Settings!

- Confidentiality-keep work and personal separate (even if you know your supervisor personally). Your business may have specific guidelines surrounding confidentiality.
- Respect- Remember that you are there to learn about the site and help them in return. Site supervisors are volunteering their time.
- Be diplomatic- Remember to be polite and tactful in discussions with others.
 - Example: Don't trash talk a former teacher to student in the class you're helping.
 - Example: Don't give opinions about coworkers or clients to your site supervisor. Remain professional at all times.

While You are Working.....

- JOURNALS: Write down your thoughts daily; it will only take a few minutes to reflect on your day while it is fresh in your mind. You should have a 2 paragraph journal entry for each week on site or while working on your research.
- EVERYONE completes journal entries- Internship, Community Service, Research Project & Papers!!!

Written Assignments

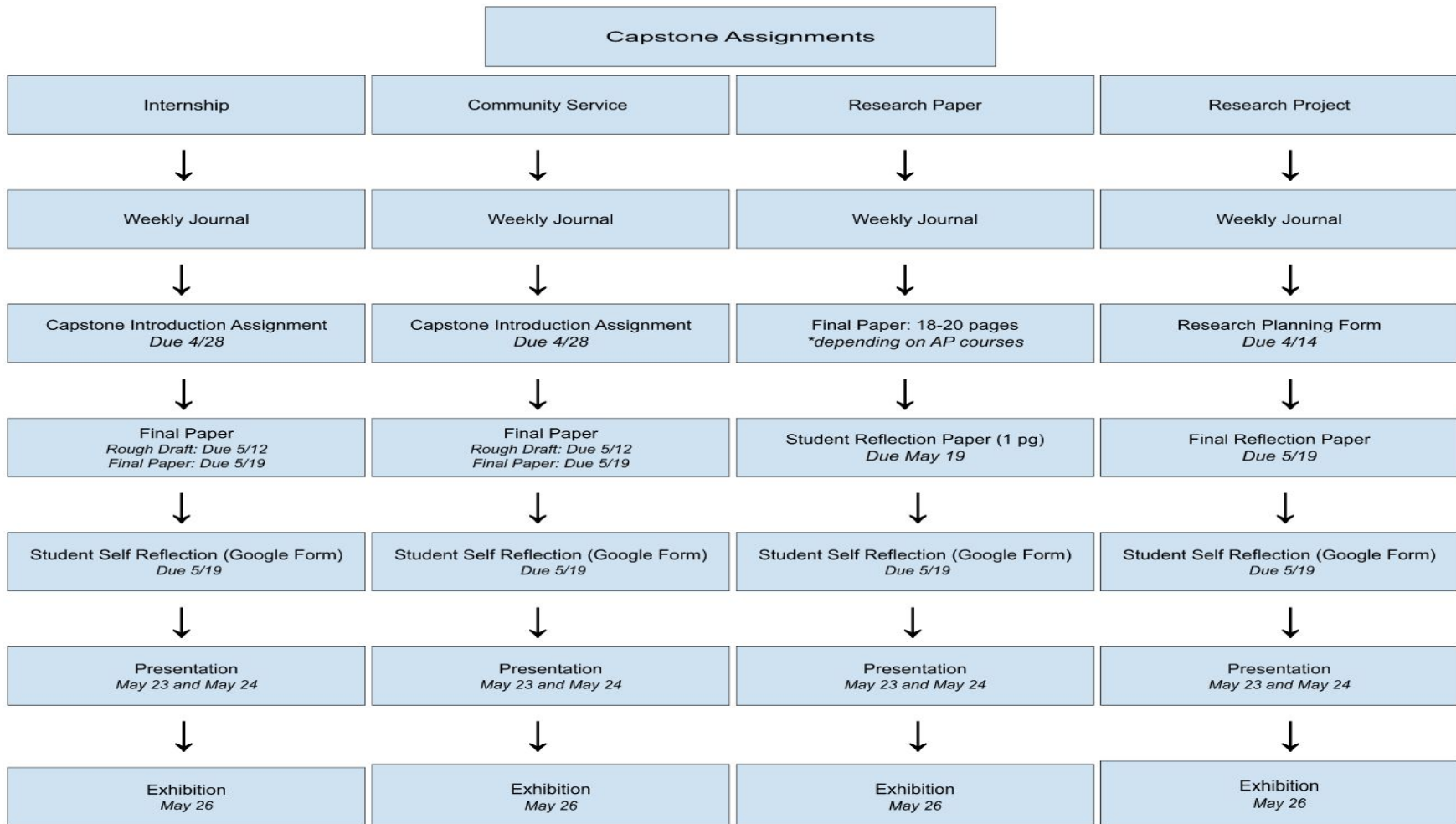
PLEASE ask your faculty advisor his/her preferred method of receiving journal entries and other assignments (faculty advisor google classroom, email etc).

Time sheets

- Internship and community service students **MUST** record daily hours on timesheet.
- Site supervisor must initial the end of each week verifying your hours.
- Students must show the time sheet to their faculty advisor during weekly check-ins.
- April break- we don't expect you to work this week, but you must communicate your plans/hours with your site. They may not know it's April break!

Time Sheet- Signed off by site supervisor at the end of every week

<u>MY SCHEDULE</u>								
	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours	Site Supervisor initials	
Week 1: April 10- April 14								
Week 2: April 24- April 28								
Week 3: May 1- May 5								
Week 4: May 8- May 12								
Week 5: May 15- May 19								



Assignments for Internship and Community Service

Weekly Journal Entries

Weekly Timesheet Completion

Due April 28: Capstone Introduction assignment

Due May 12: Rough Draft of Final Paper

Due May 19 (last day of Capstone): Final Paper

Due May 19: Student Self-reflection (Google Form)

Assignments for Research Project and Paper

- Weekly Journal Entries
- Weekly Time Sheets
- Due April 14: **Research Project ONLY** Research Planning Form
- Due May 19: Reflection Paper (1 page)
- Due May 19: Student Self-Reflection (Google Form)
- Due May 19: Research Paper- Final Paper
- Due May 19: Research Project- Final Product

Please find information below about the different types of experiences that you can pursue! If you are feeling stuck as to where you should start or what to say in an email to a potential site, please visit the "[Resources and Helpful Tips](#)" page.

Community Service

Community Service is where you work with a non-profit or volunteer organization. Community service can also be donating time to an organization not related to your future plans. You must spend at least half of your hours on site in direct contact with the organization. Past sites include Lowell Humane Society, Bridges by EPOCH, Habitat for Humanity and Westford Youth Basketball Association.



Please visit the [Community Service](#) page for assignments.



Internship

An **Internship** requires you to be on site for thirty hours a week working in your potential future field. You will work under the supervision of an employee for that business and will learn on-the-job training. Past sites include the Westford Public Schools, ProSports, Whole Foods and Frontline Productions.



Please visit the [Internship Page](#) for assignments.



Research Paper or Research Project

A **research project** involves conducting research that results in a concrete, finished product. This product is on display at the Exhibition. Past research projects include creating a kinetic sculpture, 3D golf disc map, and a portable UV hand sanitizer.

A **research paper** requires the student to research an area of academic or career interest. The final product is a 20 page research paper written in MLA or APA format with a minimum of 15 sources. The students must also produce a visual for the Exhibition.



Please visit the [Research Paper](#) or [Research Project](#) Page for assignments. If you are proposing to conduct research with students, please consult with the [Internal Review Board guidelines](#).



Internship Assignments



Internship Assignments

I have an AP class. How many hours do I need to work?

Time Sheet

Weekly Journal Entries

Capstone Introduction Assignment (due 4/28)

Capstone Final Paper Assignment (rough draft due 5/12, final paper due 5/19)

Capstone Final Paper Rubric

Student Self-reflection on Capstone

Presentation Expectations and Rubric

Exhibition Expectations and Rubric



Presentations

- Every student is scheduled to present during a two hour block (8 am – 10 am or 12 pm- 2 pm) on either Tuesday May 23 or Wednesday May 24.
- Attendance for the entire 2 hour block is required.
- Students at the same site/organization or students doing a project together will present together. Students in Westford Schools will be assigned their own presentation. Otherwise, plan to coordinate your presentation and visual if you are at the same site. Email if you have any questions.
- Plan to speak to a group of your peers and at least one faculty member for 10 minutes. Group presentations of 3+ students should not exceed 20 minutes total.

Presentation Continued...

- Bring the visual you plan to display at the Exhibition
- Presentation times are posted on the Capstone website.
- DO NOT ASK TO CHANGE YOUR TIME OR GROUP unless you weren't assigned with your site or project partner.
- Guidelines and rubrics for the presentation can also be found under the "Students" tab of the Capstone Website

	PRG	Library Tech Skills	Workshop Mgt. Lab	LEH 1424	Programs	Learning	Design	Other
esday 12/1	727 Andrew (6) C&R Interior Design (4) Good Future Home (5) International Self Care (4) Caroline MS (3) Jordan Krenn Jenna Jones	Endersby PT (3) Rappaport, Paul (3) Jacks/Seaman (8) Brendan Hughes Ashley Butler Sondra Duff Paige Buchanan	Wardlaw PT (5) Westford Ocean Conn. Co. Chasteland Simon Co (1) Mae Scheraga (1) Stephanie Chang Bernice, along Erin Stokke	James H. Brown (1) John Chasteland (1) Adam Simon (1) Adam Wells, Mark (6) Bridget by EDEK (4) Don Fisher/Myra Fisher Alison, Debra	12 Month Construction CP Pac. Microbusiness Emily Gray Diana Ling Kim Jennie Wang Mohammed, Wale Erika Mullen	Neils, David Lee Sally Spinks Michael Ross Eric Foster Eric Robbe Digi Kumar Belen Longford Walter Andor	Emma Capen Emma Cundy Tashley, Catherine Madison Chastland Liam Wilson Sam Galt Sam Hall	Sack, David B. Smith Francis Tang Mark Wilson Adam Wilson Sandra Lissner Michael Tyler
esday 12/4	Children's Horticulture (5) Fresh Start Food Bank (4) Quadri Ruffin (6) Mellor Williams (4) With Music Culture (4) Michael Loomis Jana, Editors	Cardinal Fisheries (4) A. Dixon & J. Elton Gina, Wainwright Peter Wilson Ang. Strachan Adam, Ann Marlene, Thomas	F. Zhang / A. Antebi With Art (Jim & Sam Loomis) Olivia, Hannah A. Brindley / M. Gog J. Jones S. Yu Marlene, Yaguel	Artid Engineer (4) NA Music Room (4) Celia Hale/Adam Hall Allyce Gentry/Dale St Paul Camron Silva Co. (4) D. Farnsworth, Shelly (5) Megan Treise	Michael Ingo, Michael (5) Myra (4) Lisa, Rappaport James Peterson OBBK, Earl Eric, Deborah, Wayne Stephen, Margit	Boys, Latham Nick, Anne Michael Callahan Christine, Maling Emily, Lashford Jared, Fowler Anthony, Chongden	Sally, Harding Tatum, Delaney Jade, Ashford Caitlin, McKeown Rosa, Smith Nicole, An Kettan Kunfeng, Corrigman	A. Thurston Jack, Woodbridge Angela, Simon Emma, Yagel Phoe, Paul Jana, Carter Andrew, Chang
esday 25	Real Sily Research (6) Spring Rec. Blast (4) With Art Show (4) Lowell, Graham (4) Nashville, LLC (4) Ramon, Rose Vancura Brenda, Pomer	Josiah, Simola Megan, Sawyer James, Ouellet Rishabh, Meier Riley, Tschirner Thomas, Walters Joshua, Rishard	Susan, Kollipatrick Cynthia, Logan Tanya, Vancura Raj, Taylor R. Edwards & Andrea, Parker A. Dooly & M. Loomis	S. Magland / T. Baskings Prest, Zengovic Gavin, Roberts Josh, Moore April, Raychauer Anna, Marie, Mullen Nashua Valley Nat (4)	J. Burt / A. Bernard, Peter Mikha, Shinde Robert, Yagel Anna, Kilar Chris, Carpenter Bridget, Anne Caleb, Simola	Carson, Connor Ellie, Galt Migle, Story Olivia, Davis Ben, Alomara Mario, Liguori Milly, Crawford	Emily, Walsh Magg, Mann Bhisham, Sharma Madison, Nagels Greta, Scott Ben, Jankins Shari, Challa	Olivia, Ouellet Sanya, Pomer
esday 25	Westford CRT (4) Westford Comm. (4) Wardlaw Hall, Mural (4) Tender Dock (4) F. Loford / S. Induraya Lauren, Whitham Dana, Cabell	Richard, Mulla Andrew, Smith Kyle, Denny Dorian, Alexander Kristen, George Margot, Smith Hanna, Cappadona	Timothy, Colley Hopes, Brannstrom Alec, Alexander Tanner, Alexander Leah, Brannstrom A. Chambers & C. Denny	J. Raymond & B. Morris N. Kim & J. Tschirner S. Zhu & P. Cough B. Brannstrom J. Olson J. Price Teresa, King	Steve, Simola Andrew, Brannstrom Victoria, Galt Mikha, Mullen Kaitlin, Cooper Miguel, Pomer Sara, Brannstrom	Jack, Mullen Andrew, Stewart Adam, Galt Mikha, Alagappa Greta, Smith Cory, Smith Matt, McDonald	Sam, Van Eric, Wetherill Ethan, Wetherill Sandra, Anderson Jana, Wetherill Gret, Galt	

Final Paper

- Start a draft early-use your written assignments/journals
- Review your rough draft with your faculty advisor week of May 8 (by May 12)
- Final edits week of May 15 with the final paper due to your faculty advisor by May 19
- Details required for each paper are under “Assignments;”
WORKS CITED MANDATORY for research projects and papers;
review with your advisor if necessary

EXHIBITION

- Friday, May 26
- Arrive by 9:30 AM to check in with your counselor and set up
- Begins promptly at 10
- You **MUST** remain at your table during the entire Exhibition (from 10:00-12:00)
- Research papers should be on display
- Visual products of high quality
- Charge your computer before the Exhibition

Exhibition Cont'd.

- Do not rely on WiFi at the Exhibition-save presentations to your desktop to avoid issues.
- If you need to borrow a Chromebook for the Exhibition, please contact Mrs. Gosselin by May 23.
- Business casual dress is required. It may be warm and there is NOT room for chairs; bring a water.

**EVERYTHING IS ON THE
School-to-Careers Website!**

[WA School to Careers](#)

Logistics

- If you need to come back for an AP class-plan accordingly to give yourself time to find parking, etc. Tardies and absences from class will count.
- Work spaces available are café, the lecture hall and the library study carrels

Expectations

- Be on time for work and meetings (one site and virtual); if you are sick or are going to be late for any reason, please communicate this as soon as you know. Make sure you ask your site supervisor the best means of contacting him/her outside of work hours. YOU contact the site; NOT your parent/guardian (except in an emergency).
- It is YOUR responsibility to keep in touch with your faculty advisor to hand in assignments and arrange meetings; please don't make anyone chase you!
- If you are not handing in assignments and following expectations in the workplace or making progress on your project you WILL come back.

Expectations Cont.

- Academic integrity guidelines for ALL assignments still apply (plagiarism, etc.)
- Check your school email REGULARLY! Not knowing we needed to tell you information will NOT be an allowable excuse. We need to communicate about Exhibition, etc. and these issues are time sensitive!
- Site Visits: we may contact you to set one up..or just show up!

Final Things

- You must attend any AP classes that meet tomorrow. Remember- you will receive a fourth quarter grade for your AP courses.
- EpiPen pick up at the clinic
- If you kept your lock, it is due to your homeroom teacher by May 19.