Staff Contact Information

Todd Martin- Superintendent
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Allisun Kelbley- High School Counselor
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Dan Gorbett-SPARC Director
dgorbett72@hotmail.com
Senior Project Timeline

Junior Year

Before End of Junior Year: Handbook distributed and discussed with Juniors to prepare them for the Senior Capstone Project.

Before End of Junior Year: Signature page from handbook completed and returned to Ms. Kelbley

Senior Year

Sept. 16, 2015: Proposal Due

Sept. 14-18th, 2015: Career Week

October 16, 2015: Paperwork completed and signed by mentor / internship a/or supervisor.

Dec. 17, 2015: Portfolio Check/Log Hours Check

Jan. 21, 2016: Portfolio Check/Log Hours Check

Feb 18, 2016: Portfolio Check/Log Hours Check

May 4 & 11th, 2016: Portfolio Due / Presentations
Project Focus Areas

Career Based Projects

Students who complete this project focus will be completing an career-internship in the field of study the student intends to pursue after high school, a 40-hour project within that field of study, and a showcase portfolio that will include a resume, cover letter, and reference page. This portfolio will also include written analysis and reflections by the student upon the decision-making process used to determine works included. Students choosing this project must have a local mentor in the target profession.

Enrichment Program (Once a Month, 9th Period, Third Wednesday of the month)

Once a month students will be required to attend a monthly meeting about their senior project and listen to speakers and information about careers. Students may be required dress accordingly and do additional work following the presenters and presentations.

Portfolio and Presentation

Students will assemble a portfolio that includes a collection of work product including the proposal, resume, cover letter, and references. The student should select work product that they believe best represents their experience.

-Proposal
-Cover Letter
-Resume
-Five References including name, title, address, email, and contact information
-Research three career choices and the requirements for each of them. (Minimum of three pages, Double Spaced, Times New Roman, 12 Font.)

-Goals Sheets (One Page)
-Log Hours Sheet (Signed)
-Worked during career week
-Pictures, Photo’s, etc
-Documented Events

-Documents from Enrichment Program and/or Speakers

Presentation

In the final step of the process, the student will deliver a 5-10 minute presentation/interview to a review panel comprised of their peers and possibly community members. The presentation should incorporate components of the portfolio and delivered utilizing multiple mediums. Upon completion of the student presentation/interview, the Review Panel may ask the student questions related to Capstone. Presentations are closed to the public.

Senior Capstone Process

Step 1: Explore topics
Step 2: Pick what Industry your topic involves
Step 3: Pick your Industry aspect
Step 4: Pick a trigger or focus point
Step 5: Brainstorming guiding questions
FORMS

Parent Consent Form..................Appendix A
Project Proposal Form..............Appendix B
Certificate of Originality..........Appendix C
Sample Time Log....................Appendix D
Advisor Form........................Appendix E
Transfer Form.......................Appendix F
Appendix A

Parent/Guardian Consent Form

Please review the following and sign and date below acknowledging your approval for your student’s Senior Capstone Project:

✓ I acknowledge that the intent of the Senior Capstone Project is to stretch my child to learn and demonstrate new skills and/or knowledge through career internship and exploration.
✓ I understand that some of the work required to complete the Senior Capstone Project will be completed outside of normal school hours.
✓ I understand that all transportation for work related to the Senior Capstone Project is the responsibility of the student or parent.
✓ I understand that all costs and risks associated with the Senior Capstone Project are the responsibility of the student or parent.
✓ I understand that my student will be required to keep an activity log that outlines time spent on major tasks of the Senior Capstone Project.
✓ I understand that integrity and honesty are just as important as all other aspects of the Senior Capstone Project.
✓ I understand that the school, State, and their agents are not responsible for any potential risks resulting from the Senior Capstone Project. Accordingly, I release Colonel Crawford Schools, the Ohio State Department of Education and their agents from all claims arising from any financial obligation incurred, and damage, injury, or accident suffered while my child participates in the Senior Capstone Project.

____________________________________________________________________
Parent/Guardian’s Name (Print)

____________________________________________________________________
Parent/Guardian’s Signature
Date:__________________

Adapted from Baker Charter Schools
Appendix B

Preliminary Project Proposal

Student Name____________________________________ (please print)
Incomplete proposals will be returned for revision and will delay any approval of your topic.

My top three choices, in order of preference are listed.

1. __________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. __________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. __________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Final Project Proposal for Committee

Student Name_____________________________________________(please print)

Incomplete proposals will be returned for revision and will delay any approval of
your topic.

Please state your project

idea:_____________________________________________________

_____________________________________________________

1. What resources are available for you to use to learn more about this topic (list
at least 5 varieties of resources).

2. How is the project a "stretch" for you?

3. What previous experience have you had in this area?

4. What is your estimate of total cost of this project (consider training, equipment,
materials, etc.)?

5. How many hours do you estimate this project will take?

6. How will this project impact you, your family, your school, your career and your
community?

Approval_____________

REVISIONS SUGGESTIONS:

Adapted from Hamilton Heights
Appendix C

Certificate of Originality

I certify that the attached paper and project is my original work. I affirm that any section of the paper which has been submitted previously is attributed and cited as such, and that this paper has not been submitted by anyone else. I have identified the sources of all information whether quoted verbatim or paraphrased, all images, videos, and materials have been cited according to MLA guidelines. Nothing in this paper violates copyright, trademark, or other property laws.

______________________________________________________  ____________
Student Signature                                       Date

______________________________________________________
Student Printed Name

Adapted from University of Phoenix
Appendix D

Sample Time Log

<table>
<thead>
<tr>
<th>Name:</th>
<th>Topic:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Activity/Tasks/ Location</td>
</tr>
</tbody>
</table>

Adapted from Baker Charter Schools
Appendix E

Mentor/Supervisor/Intern Site Commitment Form

Student Name: ________________________________________________

School Attending: _____________________________________________

Capstone Advisor Information

Name: ______________________________________________________

Address: __________________________________________________

Phone Number: _____________________________________________

Email: ______________________________________________________

Qualifications: ______________________________________________

Briefly describe how you discovered this Capstone Advisor and how you think he/she can best help you with your senior capstone project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CAPSTONE ADVISOR AGREEMENT
I understand and accept the responsibilities of advising this student during his/her work on the Senior Capstone Project and verify that I am over the age of 21.

____________________________________________________  __________
Capstone Advisor                                    Date

Adapted from Baker Charter Schools
SENIOR YEAR ENRICHMENT OPTION

Seniors will have the option of leaving after 9th Period and will be placed in the enrichment option program which is worth a half a credit. This option is being offered to address the needs of students who are on track to graduate with 21 credits and may not need an additional elective in their schedule. It will also offer them time to address senior project, community involvement, career decisions and employment.

The Enrichment option must be approved by the Guidance Office and is being offered in addition to the work experience programs that are available. Required core classes and teacher schedules are the first priorities when determining student schedules. Required classes will not be adjusted to arrange for this Enrichment Option.

The administration and staff would hope that students use this time to add to the learning experience in the community, senior project, employment or community involvement. Students who violate any part of the requirements below during the process will be placed in a class, intervention, or online class.

The following criteria must be met:

1. Parent’s signature
2. Daily sign out in the office
3. Must attend monthly 9th period career meeting and do any selected assignments. Meetings will be held on first Wednesday of the month during 9th period.
4. Student may stay at School but will be present in a study hall during that time.

Please fill out the necessary information below and return to the Guidance Office. This form must be returned to the Guidance Office before you will be allowed to leave.

________________________________________
Date

________________________________________
Student Name

________________________________________
Student Signature

________________________________________
Parent Name

________________________________________
Parent Signature