**Senior Capstone Deliverables**

**Spring Semester | 2014**

For the capstone, THREE deliverables will be evaluated to determine a passing grade. Each deliverable will have multiple “checkpoints,” where the counselor will check the progress of the deliverable. Students must show adequate progress for the deliverable (as determined by rubrics), or are subject to ENL.

**Checkpoints**

|  |  |
| --- | --- |
| **Date** | **Deliverable Checked** |
| Tuesday, March 4th | Website check (home page, proposal page, & fact page) |
| Friday, March 14th | Website check (2 blogs) |
| Friday, March 21st | Binder check (timesheet & budget) |
| Thursday, March 27th | Website check (2 blogs) |
| Friday, April 4th | Binder check (timesheet & budget) |
| Thursday, April 10th | Website check (2 blogs) |
| Friday, April 25th | Binder check (timesheet & budget & SPONSORSHIP) |
| Friday, May 2nd | Website check (2 blogs) |
| Friday, May 9th | Binder check (timesheet & budget) |
| Tuesday, May 20th | Presentation Student Notes |
| Friday, May 23rd | Presentation Visual Aid |
| Week of May 27th | Presentation |

**Student Deliverables**

Students may work individually if they choose to, but are encouraged to work in groups of three to evenly disburse the large amount of requirements for each project. Below are the expectations for all students.

**ALL group members are EQUALLY responsible for:**

* Creating the project proposal
* Contributing to group work time in/outside of class
* Participating in on/off campus events hosted by the group

**Website**

Students are responsible for creating and updating the group's website/blog on Weebly.com.

Key Website/Blog Features:

* + Home Page:
    - Introduce (briefly) the Senior Capstone and your group's project. This is a good place to pull in your audience.

\*Feel free to insert relevant photos, artwork done by your group (posters, etc.), or reasons why you're group felt compelled to work on this topic. This is also a great area for you to include pieces of your "Go Public" section from your project proposal.

* + Blog Page:
    - For each major event the group takes part in or hosts, there should be an entry that includes a description of the event and photos of the event in action.
    - If you don’t host an event, and “update” blog post is acceptable. Update your readers on your progress, challenges you may have encountered, or bright ideas that you have come up with along the way.
    - Still stuck? Write about what your group has learned so far. This can be anything from project-specific content, or even project management or group work lessons your team has learned.
  + Project Proposal Page:
    - This page should include your typed project proposal, as outlined and approved by your College Counselor.
  + Fact Sheet Page:
    - This page should include key facts about the issue your group chose to work with. Types of facts could include:
      * Statistics about current problems/improvements
      * Historical facts/trends that surround this issue
      * Who the major contributors to the problem are
      * Who the major victims of the problem are
      * Local organizations working to alleviate this problem

**Project Binder**

Projects will require materials and resources, and these materials and resources are not free! Students are responsible for creating, documenting, and executing plans to acquire necessary resources. Binder must include tabs for the following:

* Project Proposal
  + The final, typed proposal will need to be kept in this binder.
* Weekly Timesheet
  + A log of individual group member's contribution needs to be maintained just like this project was a real job, and this log was your "time sheet." Individual group members can record their own time contributions, but all timesheets need to kept in this section of the binder by the end of the week.
  + Sponsorships
    - Each project must have at least one sponsor from the local community. This could be a business, store, community group, church, or other organization that agrees to sponsor the project. Sponsorship can look like many different things: financial donations, publicity hosting (you hang your posters in their coffee shop), donated resources, etc. Groups need to secure this relationship and maintain a healthy relationship through timely and frequent communication.
    - For this section, you need to have evidence of all the sponsorships/outside organizations your group works with to complete your project. This could include a letter from the sponsor agreeing to work with you, photos of the sponsorship (posters hung), business cards, or any other artifact that documents your relationship.
  + Budget
    - It's especially important to document the money your group uses during this project. You will need to keep a detailed list of all financial transactions (materials purchased, money spent, descriptions of materials, descriptions of usage). Please use the designated budgeting tracker for this section, and keep all receipts as proof of purchase.

**Presentation**

All group members will be responsible for contributing to the final presentation, which will be given during the week of April 19th. Presentations need to include the following:

* Basics of your proposal:
  + Who you wanted to help
  + Why you wanted to help this cause
  + Your plan to help
* Challenges you encountered and how you overcame them
* Results you achieved
* Visual Aid
  + This could include a PowerPoint, Prezi, Tri-Fold poster board, etc.