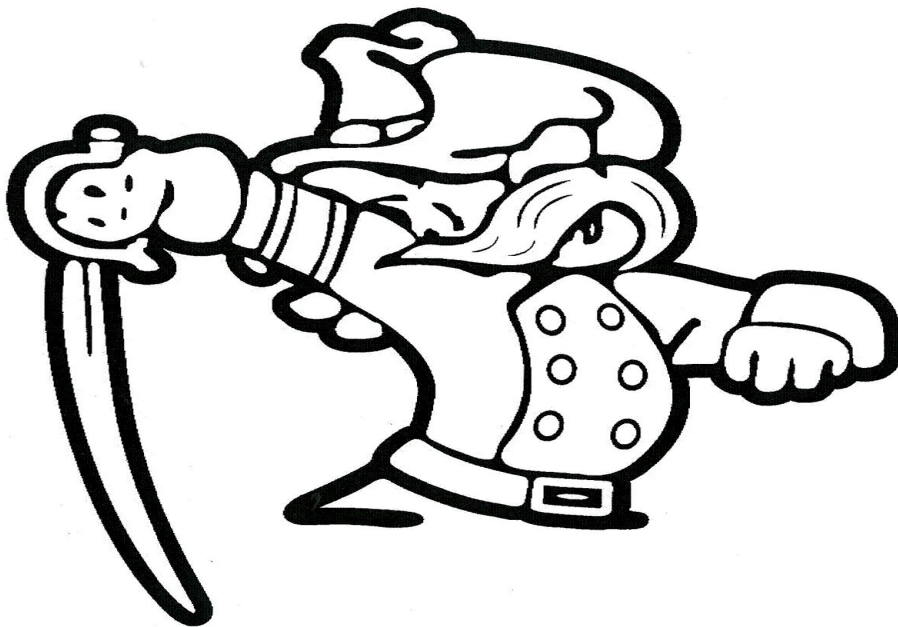


# LEE HIGH SCHOOL

## Senior Capstone Course Guide

**Mission Statement:** The Lee High School Senior Capstone is designed to prepare and educate students for paths in higher education, vocational training, and the military. The course provides seniors with several culminating experiences while preparing students for graduation.



### Teachers

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**\*This guide is subject to changes and/or acquire updates.**

## **Welcome to Lee Capstone!**

### Capstone Goals

- To provide students with the opportunity to demonstrate their ability to apply the knowledge and skills acquired in their courses
- To allow students to expand their academic experiences to personal career interests that could include working with new ideas, organizations, and community members
- To encourage students to think critically and creatively about academic, professional, and/or social issues and to further develop their leadership skills within their community
- To provide students with the opportunity to refine their research skills and to demonstrate their growth in their written and verbal communication skills

## **Class of 2019 Capstone: Required Checkpoints**

### **ALWAYS CHECK YOUR STUDENT EMAIL FOR UPDATES.**

Students must complete and pass all checkpoints to pass Senior Capstone and graduate from LHS:

March 4: Senior Capstone class begins for all seniors -

Overview of online

March 5 and 6 - Where am I going? Explore Course

Resources and Project Ideas

March 7 - Course Contract is DUE

March 8 - Discuss Mentors (Mentor 1 and Mentor 2)

March 11 and 12 - Complete Career Pathway and Essential Question

March 11 - March 22: Research for Paper/Write Paper

March 18 – Mentors acquired (All forms completed)

**March 26 - Project proposals due/Mentor Interviews**

**Due**

**April 10 – Capstone Rough Draft MLA paper DUE**

(Release for individual students begins as paper/other requirements are approved.)

**April 17 – Final Draft of paper due**

**April 19 - Name of invited junior due**

**May 3 – All fines paid (School, Junior/Senior dues, etc.)**

**May 9 - Weebly is due to panel.**

May 6-10 --> 5 minute mandatory presentations

**May 10: Volunteer Hours DUE (Cahoon)**

**May 14 - Have everything ready? YOU NEED TO!**

May 16 – Senior Exhibition 2019

May 17- Last Day for Seniors & Mandatory Online survey taken

May 19 - Baccalaureate

May 20 - Senior Awards Assembly

**May 20 – All Credit Recovery/Night School requirements, etc. DUE**

(Warmels)

May 21 – Senior Breakfast/Graduation 2019!

\*\*There may be speakers during capstone: TBA.

**You are not to be missing/skipping other courses and/or extracurricular activities for Capstone!**

## Grading

The course is graded pass/fail. Students must meet all requirements of the course to pass.

## Lee High Diploma

Students must meet all of the following requirements to receive his/her diploma:

- **NO late submissions** on any of the checkpoints
- Participation in the Senior Capstone Presentation
- An approved Capstone paper
- An exemplary project
- Academic requirements fulfilled
- 18 Volunteer Hours Completed AND Approved
- All fines/dues paid

## Absences

- Students who know in advance that they will miss class, including school-related activities, **must hand in assignments prior to the absence**, or assignments are considered late.
- Students who are ill or otherwise excused should check their capstone teachers blog and/or your email to understand any information missed (NOTE THAT MAJOR DUE DATES ARE STILL IN EFFECT WHETHER YOUR ABSENCE IS EXCUSED OR NOT.)
- If you are absent more than twice between March 13 and May 5, you may be required to attend Capstone Friday Schools.
- Capstone Friday Schools will be held for those who owe work and for those who want to complete work - **dates to come later!**

## **Academic Dishonesty**

The Academic Dishonesty Policy is as follows:

Students who cheat on any assignment will:

- 1<sup>ST</sup> Offense = receive a zero on that assignment with no opportunity to recover lost points, a detention or Friday School and the incident will be reported to your parents and to administration. A warning will be given.
- 2<sup>nd</sup> offense = receive a zero for the trimester grade, a Friday school and potentially banned from walking at graduation up to not graduating with the Class of 2019.

## Capstone Contract

Contract for the Lee High Senior Capstone 2019

This contract designates that you have a plan to complete your course work. In Senior Capstone, this means that you will complete all work towards your project and present in an exemplary fashion.

This also means that you will observe all due dates and that you understand the policies and consequences.

Complete the contract below in cooperation with your Senior Capstone teacher.

I \_\_\_\_\_ plan to work toward a successful Senior Capstone experience.

In order to meet the requirements of the LHS Senior Capstone, I will:

1. meet ALL deadlines with NO late assignments/requirements
2. participate in the Senior Capstone presentations on May 16, 2019.
3. observe all school rules while in and out of the classroom during Senior Capstone
4. create a quality paper and project that fulfills the requirements of Senior Capstone
5. Class Structure - You are required to attend ALL mandatory seminars. On the other days of the week, you are expected to be working on your required deadline assignments. Although we encourage you to leave school to work independently, you must sign out with your Capstone teacher each day. Options for places to go would include public libraries, coffee shops, job sites, job shadow placements, internships, local colleges, prospective employers, etc. (Abuse of this privilege will result in loss of off-campus opportunities and/or deadline adjustments.)

**\*\*\*First Infraction = Meeting with Capstone teacher(s) and consequence**

**\*\*\*Second Infraction = Meeting with Capstone teacher(s), principal and parent**

**\*\*\*Third Infraction = Cannot walk with class with the possibility of loss of all graduation privileges including and up to prom, senior safe night, senior breakfast, etc.**

**\*\*\*(Consequences can be adjusted by Senior Capstone teachers and/or the principal(s))**

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*If you adhere to the guidelines, meet the deadlines, and put forth your best effort, you will know that you have been successful in a life-long learning experience.*

Student signature: \_\_\_\_\_

Capstone Teacher signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

## Contrato de Capstone

Contrato para el Capstone de la Escuela Preparatoria Lee

Este contrato designa que usted tiene un plan para completar su trabajo de curso. En el Capstone de Seniors, esto significa que usted completará todo el trabajo de su proyecto y lo presentará de manera ejemplar. También significa que usted observará todas las fechas de entrega y que entiende las políticas y consecuencias. Complete el contrato a continuación junto con su maestro de Capstone Senior.

Yo \_\_\_\_\_ planeo trabajar en una experiencia exitosa de Senior Capstone. Con el fin de cumplir con los requisitos de la LHS Capstone Senior, voy a:

1. Cumplir con TODAS las asignaturas/requeridas SIN retrasos
2. Participar en las presentaciones de Senior Capstone el 16 de Mayo de 2019.
3. Observar las reglas dentro y fuera del aula durante el Senior Capstone
4. Crear un papel y un proyecto de calidad que cumpla con los requisitos de Senior Capstone
5. Estructura de clase - Se requiere que asista a TODOS los seminarios obligatorios. En los otros días de la semana, se espera que esté trabajando en las fechas requeridas. Aunque pueden dejar la escuela para trabajar solo, **debe** firmar con su profesor de Capstone diario. Las opciones para los lugares a ir incluirían la librería pública, la cafetería, los sitios del trabajo, Observar el trabajo, las prácticas, las universidades locales, los patrones prominentes, etc. (Abusar de este privilegio resultará en la pérdida de oportunidades fuera del edificio y / o ajustes en las fechas.

**\*\*\* Primera infracción = Reunión con el maestro(s) de Capstone y consecuencias**

**\*\*\*Segunda infracción = Reunión con el maestro (s) de Capstone Directo y Padres**

**\*\*\* Tercera infracción = No podrá caminar con la clase y la posibilidad de perder todos los privilegios de graduación, incluyendo el baile de graduación, noche segura de los senior, desayuno de los seniors, etc.**

**\*\*\*(Las consecuencias pueden ser ajustadas por los maestros de Capstone Senior y/o el Director.)**

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*Si usted se adhiere a las directrices, cumplir con los plazos, y poner su mejor esfuerzo, usted sabrá que ha tenido éxito en una experiencia de aprendizaje de toda la vida.*

Firma del Estudiante: \_\_\_\_\_

Firma del Maestro de Capstone: \_\_\_\_\_

Firma del Padre/Tutor: \_\_\_\_\_



**Mentor Interviews**

**Mentor Interview #1 - Senior Capstone LHS 2019**

Student Name \_\_\_\_\_

Senior Capstone Topic \_\_\_\_\_

Mentor Name: \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*Phone Number \_\_\_\_\_

Company/Business \_\_\_\_\_

Career Field \_\_\_\_\_ (ie. Business, medical, education, marketing, etc.)

**Mentor Interview #2 - Senior Capstone LHS 2019**

Student Name \_\_\_\_\_

Senior Capstone Topic \_\_\_\_\_

Mentor Name: \_\_\_\_\_

\*Email Address \_\_\_\_\_

\*Phone Number \_\_\_\_\_

Company/Business \_\_\_\_\_

Career Field \_\_\_\_\_ (ie. Business, medical, education, marketing, etc.)

## **Sample Questions to Personalize & Add to your Research Paper & Weebly**

### **Education/Preparation:**

- How much formal education is needed in your field?
- What sort of special training or advanced degree is required?
- What are the important characteristics (personal traits/qualities) for someone entering this field?
- What kinds of experience do employers want?
- What kinds of extra-curricular activities and/or volunteer experiences would be beneficial?
- Are there minors/electives/special knowledge and skills that would be helpful in this field?
- What are the most important skills someone should have to find success in this occupation?
- What types of part-time, full-time or summer jobs should I be doing right now which may prepare me for this career path?
- What personal attributes/qualities do you think are important for career success?
- What specific skills or personal qualities are important?

### **Working Conditions:**

- What is your job title?
- Would you please describe your organization (its goal, size, structure, etc.)
- What type of training did you receive when you started your first job?
- What is the typical career path in this field?
- What are the entry-level positions?
- How many hours per week are you expected to work?
- Do you put in additional hours?
- What other things are expected of you outside of working hours?
- What is a typical day on the job like for you?
- What are the most satisfying and the most frustrating parts of your work?
- In what ways can this job be stressful?
- How much variety does this job involve?
- What is the pace of work?
- What times of year are busiest/slowest?
- In what ways is travel a factor in this job?
- What are pressures that you contend with?

### **Industry/Advancement:**

- How has the field changed since you first started your career?
- What trends/challenges for this field do you see the future?
- What is a major challenge you face today?
- How is the job market for your field in this area of the country?
- Is it difficult to find an opening?
- Is there an area that's best for starting such a career?
- How long should I expect to stay in an entry-level position?
- What are the opportunities for advancement?
- What would be the next step in a career path for a job like this?

Networking:

How did you find your first job after graduation?  
What avenues did you explore to find job openings in your field?  
What role does networking play, if any, to help break into this field?  
How important is it to know someone in the industry?  
What professional associations or organizations are useful to belong to in this field?  
What magazines, journals, websites are important to read in this field?  
Are there any professionals in your network that you would suggest I talk to?

About Your Mentor:

What is your background?  
Describe your career path. How have you progressed to your present position?  
Why did you get into this field?  
Did someone/something significant impact choosing this career?  
Do you belong to any professional affiliations?  
Do you read any field-specific journals or magazines?  
What are the things you find personally rewarding in your career?  
What are the things you find frustrating or disappointing?  
If you were starting out again, would you plan your career the same way?  
What would you do differently?  
If your job were suddenly eliminated what other kinds of work could you do?

Advice/Other:

What was the most surprising part of your transition from high school/college to work?  
Do you have any additional information that might be helpful?  
What advice do you have for someone planning to start a career in this field?  
What do you see as the biggest challenges new graduates face when they enter your industry?  
What are some other jobs in your field that are similar to your own?

## Senior Project Proposal Form

LHS Project Proposal

*Senior Capstone 2019*

Career Pathway **Area of Interest:**

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Narrowed Topic:

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Essential Question

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Project/Showcase Description:

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1. What personal interest do you have in this topic? Why have you chosen this topic for your Senior Project/Showcase?
  
2. What research questions will you seek to answer? What kinds of sources might you look for?
  
3. Who is a person (specifically, or in general) with experience or expertise in this field you might interview? What understanding do you hope to gain from this person?
  
4. What situations, events, or places could you observe or experience to gain insight into your topic?
  
5. What challenges might you encounter with your research or project? What assistance or tools will you need to overcome them?
  
6. What other questions or concerns do you have about your Senior Capstone Project at this time?

## **Research Paper Overview**

### **Assignment Summary**

\*Write a 750-1250 word paper that demonstrates an informed, research-based perspective with a focus on a career pathway, career field and project you have chosen using your mentor interviews.

### **Purpose**

To show a thorough, research-based understanding of an issue based on an essential question. At the same time, you will be demonstrating a culmination of high school language arts skills.

### **Writer's Role**

Using the third person perspective, you will be writing as yourself, an informed student researcher who is sincerely curious about a particular problem or issue that needs to be addressed. Superior papers will exhibit a sensitive awareness of the mindset of an identified audience, skilled use of language, and a distinctive sense of “voice.”

### **Audience and benefit**

No matter who your audience is or what issue you choose to tackle; superior writing is often distinguished by its accessibility to all intelligent adults. Your teachers will be looking for writing that is both convincing and clear.

### **Form**

Paper should follow the conventions of Standard English; run from 3-5 pages (750-1250 words) double-spaced (12 point Times New Roman); and should employ the MLA format for all documentation.

### **Assessment**

Your paper will be assessed based on your ability to present and support your own perspective of an essential question, to write clearly and convincingly for your audience; and to maintain a voice that is individual, compelling and engaging.

**Deadlines:** April 10 (Rough draft) and April 17 (Final draft)

\*This is not a paper on the career itself.

## Lee High Senior Project Research Paper Checklist

### CONTENT

\_\_\_\_\_ My thesis statement is centered around a career pathway essential question and is viable.

\_\_\_\_\_ On every page, I have connected the content to the thesis at least once.

\_\_\_\_\_ I have justified the significance of each citation.

\_\_\_\_\_ My support is solid and credible.

\_\_\_\_\_ My paper flows.

### FORM

\_\_\_\_\_ My thesis statement (centered around an essential question) is written in the first paragraph and **BOLDED**.

\_\_\_\_\_ My entire paper is written in a 3rd person point of view (No "I" statements)

\_\_\_\_\_ My paper has at least five (5) in text citations. (No more than 40 words each.)

\_\_\_\_\_ In my paper, I have referenced at least five (5) **different** resources.

\_\_\_\_\_ The length of my paper 750-1250 words long, **DOUBLE SPACED**.

\_\_\_\_\_ My paper is typed with a font size of 12 using Times New Roman.

\_\_\_\_\_ My essay is typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides.

\_\_\_\_\_ My essay includes a Works Cited page.

\_\_\_\_\_ I followed the MLA guidelines given. Please see the following for more information: <https://owl.english.purdue.edu/owl/resource/747/01/>

## **Project Ideas**

This is not an exhaustive list, nor is it intended to be a menu of choices. Rather, it should serve to inspire your imagination about acceptable project types. You are encouraged to think for yourself and develop your own projects suited to your interests and purposes with the assistance of your Senior Capstone teacher(s).

A HANDS-ON IS REQUIRED.

**Remember** - A service project, where you give back to your community, is also an option!

### **Auto Collision Repair**

Paper: Advancements in spray gun technology and their effect on the industry

Project: Various stages of paint on a car hood.

### **Culinary Careers**

Paper: Wedding cake and its cultural significance

Project: Wedding Cake.

### **Auto Technology**

Paper: Society and the antilock brake system: An impact saving lives.

Project: Antilock brake system.

### **Veterinary Technician**

Paper: Zoonotic Diseases: Can they be prevented?

Project: Identifying animal diseases

### **Cosmetology**

Paper: Understanding nail disease and how proper nail care can prevent it

Project: Nail Design

### **Interactive Media**

Paper: Effects of the Evolution of the Horror Genre on Society

Project: Video Production (Zombie Movie)

### **Construction Technology**



Paper: Advancements in cellular communication.

Project: Cell phone tower

### **Health**

Paper: Long/short term effects of drugs on the fetus.

Project: Community Service/Pamphlet on drug abuse during pregnancy

### **Welding and Fabrication**

Paper: Robotics: The future of welding.

Project: Metal work with welding examples.

### **Public Safety Services**

Paper: Fire extinguishers: What type is best for home use?

Project: Creating advertisements for the proper usage of fire extinguishers and instructing others on fire extinguisher use

### **Education/ELL**

English Language Learners

Paper: Investigate how people acquire a second language

Project: Produce a bilingual book for young children about a cultural event (Cinco de Mayo, Chinese New Year, etc.). This product will require you to write the story, translate the story, illustrate the story, and bind the final copy.

### **Elementary Education**

Paper: Determine the effectiveness of Zoophonics in K-1 classrooms

Project: Design an alternative method of teaching Zoophonics to students such as designing a game

### **Psychology**

Paper: Social Media and Self Esteem

Project: Design a web site that is interactive and provides healthy resources for a certain age group

### **Psychology/Education**

Paper: The social struggles of high/middle school - promoting empowerment

Project: Redesign bathrooms

<https://schoolleadersnow.weareteachers.com/15-inspiring-school-bathrooms/>

### **Sex trafficking in US**

Paper: Effects on a community/society

Project: Creating an informational video/brochures

Engineering Ideas here ----> <http://www.all-science-fair-projects.com/category89.html>

### **Photography**

Paper: History of digital effects/editing

Project: Create and exhibit a variety of digital photos showcasing special effects. Judges take personal photos and utilize digital effects/editing.

### **Social Work/Psychology/Counseling**

Paper: The effects of homelessness on a community

Project: Create care packages for the homeless as well as a digital map of homeless needs in our community

### **Showcase Ideas**

Design a Fashion Line

Learn Sign Language

Jewelry Making

Study of Music Over the Years

Dance and its Various Forms

Event Planning

Senior Slideshow/Video K/12

Wishing Tree for those in need

Through the years - Interviews with every generation

[https://www.facebook.com/lovewhatreallymatters/info/?tab=page\\_info](https://www.facebook.com/lovewhatreallymatters/info/?tab=page_info) Psych/Soc

Nutrition Analysis

Sex Trafficking in Michigan

Design an App

One Man/Woman Musical

Restore an engine

Documentary

Stats and Fantasy Sports

Forensics (Inside the mind of a murderer)

Photography Portfolio

Exploring Presidential Campaigns  
 Athletic Training - Shadowing Spring Sports  
 Pay It Forward Project  
 Exploration of Politics

### **And more....**

<b>Events</b>	
Sample Product	Considerations
Benefit Dinner/Auction/Other Charity Event	Event will need to occur prior to May when Senior Projects are presented; artifacts of planning and event should be collected as part of project; these can be collected in a book so that the event could continue in future years
Youth Sports Clinic	One student is allowed for each sports clinic (ex. One person may hold a football clinic, one may hold a softball clinic, etc.)
Fashion Show	Set up a fashion show that demonstrates your talent with clothes, make-up, hair, etc.
<b>Commercial Enterprises</b>	
Sample Project	Considerations
Product (e.g. invention, think <i>As Seen On TV</i> type or infomercial type products)	Any business venture that can be sold because it meets a need for a market that is not currently being met.
Business	Start a new business. Keep artifacts of the business to show

	its development and success or failure. Business would ideally continue beyond Senior Capstone.
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Sample Project	Film		
		Considerations	
Documentary		Original, professional-quality film that addresses a specific need for a topic to reach a certain audience. Documentaries typically advocate for a specific purpose or	cause in either direct or indirect ways. Should be inspired by the study of professional documentaries.
Original Movie or Series		Original, professional-quality film that suits a specified genre (action, romance, etc.). Movies typically entertain or address specific themes, and these should be well-thought out and clear.	Should be inspired by the study of professional films within the same genre.

	<b>Music</b>	
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Sample Product		Considerations
Concert		Original professional-quality music developed, written, and rehearsed over time. Inspired and influenced by study of recording, concert presentation, and the music or artists that serve as inspiration. Final performance will be your presentation
CD / Recording		Original, professional-quality music and sound recording developed, written, rehearsed over time, and professionally recorded. Inspired and influenced by study of sound recording or the music or artists that serve as inspiration.

	Literature	
Sample Product		Considerations

Book of poems		Write a variety of poetry and design a published form to be shared at your presentation.
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Novel/Novella		Write novel or novella and design a published form to be shared at your presentation
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	Medical	
Sample Product		Considerations

Nutrition Research		Follow a variety of individuals eating and exercise practices over the
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		course of the trimester. Then, develop an eating/exercise plan based on best practices.
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### **CAPSTONE Weebly Requirements**

\_\_\_ I have created a Weebly.

\_\_\_ My Weebly is shared with my capstone teacher.

\_\_\_ I have uploaded the Capstone Course Guide for reference.

\_\_\_ I have uploaded a calendar of my due dates for the trimester.

\_\_\_ I have written a brief update of my week (due each Friday.)

\_\_\_ My Mentor Interviews have been uploaded.

\_\_\_ My Project Proposal has been uploaded.

\_\_\_ My Rough Draft has been uploaded.

\_\_\_ My Final draft has been uploaded.

\_\_\_ I have written a reflection after everything has been completed.

### ***Other Requirements/Categories to be given***

## Sample Papers

### Teaching Focus Intro

Since the beginnings of time, teaching has been a career choice many have taken. While every educator has different reasons for why they entered this profession, they all had one thing in common - the need to impact the lives of children and young adults. There are five different types of teachers as follows: practitioners, moderates, idealists, and rationalists, and these teacher types all have their own personalities, own goals and personal motivations that drive their time inside and outside the classroom. These underlying beliefs are the foundation for the success in their role, the affect they have on their students and finally, their own motivation as to why they have chosen the teaching profession

Career Tests

<http://www.whatcareerisrightforme.com/career-aptitude-test.php>

<https://sites.google.com/a/lockhart.txed.net/thes/career-cruising---college-and-career-research>

<http://www.keirsey.com/>

## **Senior Volunteer Hours (18) Log**



Please log each contact hour with your mentee and/or your service time using this form. Please fill this out completely noting the required information. You must complete 18 hours. You may share this electronically to [bcahoon@godfrey-lee.org](mailto:bcahoon@godfrey-lee.org), [pgfoote@godfrey-lee.org](mailto:pgfoote@godfrey-lee.org) and/or [jjensen@godfrey-lee.org](mailto:jjensen@godfrey-lee.org).

### **Volunteer Section**

Name: \_\_\_\_\_

Volunteer Activity:

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Times: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number/Email: \_\_\_\_\_

Description of service hours completed:

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### **Mentoring Section (Only if you are mentoring an approved student)**

Mentee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time Begin: \_\_\_\_\_ Time End: \_\_\_\_\_

Class(es) Worked On: \_\_\_\_\_ Where: \_\_\_\_\_

Teacher Name & Signature: \_\_\_\_\_

Activity/Assistance:

Comments for Mr. Cahoon, Ms. Snyder or Mr. Foote: