***Career – Life Connections 2021 – 22 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**SECS Capstone Project**

**What is a Capstone Project?**

A capstone project, also known as a culminating project or experience, is a project that will allow you to demonstrate your learning in an area of interest chosen by you. Ideally, this will be in an area that you are passionate about and anticipate you may pursue after graduation.

The Capstone project is a **requirement for both Career-Life Connections and for graduation**.

Over the next few months, you will design, assemble, and present a capstone project to an audience to demonstrate personal learning and achievement (in and out-of-school), growth in the core competencies, and a reflection on your post-graduation plan. (BC Ministry of Education)

Make this project fun, make it engaging, but make it manageable, as it will be due after **March break.**

Your Capstone Project has **five** parts:

1. Preparation: Self-assessment and critical analysis
2. Proposal (approved by your Career Life Connections teacher advisor)
3. Project and logbook
4. Presentation of your project
5. Reflection of the learning process

**Assessment and Grading**

Your Capstone Project is worth **30%** of your overall grade. The remaining **60%** will be split equally between assignments and work/volunteer experience.

Each of the five parts of your Capstone Project must be completed to a passing standard. You will be given the opportunity to redo your work until it meets that standard.

**The Five Parts** adapted from: Moscrop Secondary, Burnaby, BC

1. **Preparation: Self-assessment and critical analysis**

With this exercise, you will reflect on your Core Competency development and identify key insights about your learning journey (past, present, and possible futures) by drawing from the following:

* learning experiences and accomplishments from multiple areas of learning at school and in other contexts
* career-life development conversations with mentor(s)
* collected demonstrations of authentic career-life evidence
* reflections about Core Competency development

 ***Complete Core Competencies Reflection Sheet.***

***Due:***

**2. Proposal**

Use the attached proposal and planning form to help you generate a topic and complete your proposal. Your proposal ***must be approved and signed by your Career Life Connections teacher advisor before you begin work on your project***.

Criteria for selecting a topic:

* Your project should represent at least 30 hours of work
* Your topic must be important to you – an area of passion, something that excites you
* Your project must explore something NEW to you or dive deeper into something you may already have some knowledge in
* Cooking or Working Out are not acceptable as project goals
* You cannot “double dip” (i.e., submit an assignment used in a different course)
* Your topic (ideally) should relate to at least one of your future endeavors
* You don’t necessarily have to succeed or fully meet your goal; however, you must be able to articulate the successes, challenges, areas for further development and most important, your learning and growth along this journey
* Your project must be manageable yet challenging
*  ***Complete the Proposal and Planning Form and get Teacher Approval*** ***Due:***

**3. Project and Logbook**

Begin the research necessary for your project. Be sure to do enough research, but don’t get bogged down in this stage. Once you have enough information, begin your project.

Remember to record in your logbook the time spent doing all parts of your project as this will be essential in establishing that you have spent at least 30 hours on this project. Periodically collect evidence of your progress in the form of photos and/or videos as your mentor teacher will ask for this a couple of times during the semester.

 ***Complete your Project and Logbook****.* ***Due:***

**4. Presentation**

A presentation date will be set for all students to present their projects in the spring of 2022.

Your project may be presented in a display, a PowerPoint, a YouTube video, spoken word, demonstration, scrapbook etc. Further information and examples will be presented closer to the date of presentation.

Your presentation should touch upon the following:

* Give a thorough introduction. Who are you and how does this project represent your interests?
* How does this project relate to your post-graduation plans, future career, and options?
* Has completing this project reinforced or caused you to change your plans?

 ***Present your Project******Due:***

1. **Reflection**

Here are some questions for you to consider when writing your reflection. You do not need to answer each one of the questions, they are simply provided to help focus and guide your thinking.

Begin your reflection by describing your project and explaining why/how you chose it. Next, briefly describe what you did to complete your Capstone. The rest is up to you!

* How did the knowledge and skills you acquired at Vanier Catholic Secondary School assist you with your project?
* Now that it's over, what are your first thoughts about this overall project? Are they mostly positive or negative?
* How did you solve any problems that you encountered?
* Are you proud of your project? Why or why not?
* What did you initially set out to do? In what ways did your goals change along the way?
* What gave you the biggest sense of accomplishment?
* What were some of the most challenging moments?
* What would you have done differently?
* What did you expect this project to do for you? Did it meet your expectations?
* What were some of the most interesting discoveries you made while working on this project? About the problem? About myself? About others?
* 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?
* How did an adult/mentor help you achieve your goal?
* How could this project have future implications for you or in your choice of employment?
* How will you approach a similar assignment in the future?
* What knowledge have you gained that you feel will be the most beneficial/

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?

 ***Complete your Personal Reflection and hand in to your teacher supervisor***

***Due:***

**SECS Capstone Project Proposal**

**1. Explore Some Ideas**

You may already have an idea of what you want to do, you may have no idea at all, or you may have an idea that needs some “fine-tuning”.

To help you generate some ideas, or to narrow down others, explore these questions.

* What are you interested in?
* What would you like to improve? a skill? a talent? time organization?
* What do you need to learn before you enter post-secondary or to pursue the career of your choice?
* What are you passionate about? What are you curious about?
* What are you perplexed by? What can you do to solve or change that?
* What are you afraid of in terms of personal growth – speaking up in class? public speaking? working with others?
* What makes you angry about society or our community? What do you want to see changed?
* What is something you think would really make a difference in your life, in the lives of others, in our school, our local community or the global community?

Use to bottom of this page and the back of this page to brainstorm some ideas and responses to these questions.

**Brainstorming and question response space.**

**2. Narrow It Down**

Circle the top three ideas on your brainstorm and question list. Carefully choose the one the speaks to you most. Don’t be afraid to ask your friends and family for help in deciding!

Make sure your project:

* is manageable yet challenging
* is exciting (you will be working on this for a minimum of 30 hours) ☺
* has necessary resources available (people to talk to, time, space, physical items)

**3. Proposed Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tell why or how you are interested in this project. Explain why it is meaningful to you. How will this inform your career-life choices? Why this topic is important / special / relevant / meaningful to you!

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1. Explain what your current knowledge/skill level is with your topic. It is okay for your Capstone to ADD to something you’ve already know, but you must be able to demonstrate what NEW learning will occur in the process.

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1. Explain what you hope to accomplish with this project and what new learning will occur. What do you hope to learn/understand, or be able to do?

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1. How will go about doing this project. What will be your first step? What about the next steps? And then?

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1. What research will you do to help you during this project? Include websites, articles, experts in the field and any other sources of information.

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1. In addition to your Career Life Connections teacher advisor, what mentor(s) will be available to help you achieve your goal and how will they be involved?

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1. What problems do you anticipate?

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This Capstone Project proposal is:

🞏 approved

🞏 not approved (see notes, amend, resubmit)

CLC teacher advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECS Capstone Project

Logbook

You may use this page, or you create one of your own, as long as it contains similar information.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time Spent | Description of activities | Resources used/people consulted |
| Sept 3 | 45 minutes | Reading website; taking notes | researchcentral.com  iwantajob.com |
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**Career Life Connections 12 – Capstone Marking Sheet**

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

Capstone Topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capstone Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Criteria – does your project: | Pass | Fail – what needs to be done to pass |
| 1. Represent the completion of your proposal? |  |  |
| 2. Connect to one or more of the Core Competencies? |  |  |
| 3. Demonstrate personal growth in one or more of the Core Competencies? |  |  |
| 4. Demonstrate at least 30 hours of effort/work? |  |  |
| 5. Demonstrate reflection about what this project taught you about yourself? Submit your reflection response at the time of your presentation. |  |  |

Overall Comments: