

# **Career Capstone Ten Step Guideline**

**Step One: Formulate an inquiry-based or problem-solving core question.**

- 1. Examples: How does one become a successful \_\_\_\_\_?  
How does a career in \_\_\_\_\_ impact society?**
- 2. Obtain signatures of parent(s)/guardian(s) and Capstone teacher.**

**Step Two: Develop a proposal for the project.**

- 1. Write an overview of your vision for the project and work experience.**
- 2. Develop a detailed task list.**
- 3. Develop a comprehensive timeline.**
- 4. Identify the “Learning Stretch” to be reached.**

**Step Three: Establish an internship with a professional, business, or service organization.**

- 1. Shadow an individual in the chosen career field for a minimum of 20 hours.**
  - a. Students may not shadow family members.**
  - b. Classroom time may not be used for job shadowing.**
- 2. Document job shadowing hours using “Log of Hours” form.**
- 3. Obtain an evaluation from the mentor using an “Evaluation” form.**
  - a. Mentor evaluations must be mailed directly to the PBGR office.**

**Step Four: Research a chosen career that focuses on the following:**

- 1. Formal educational requirements.**
- 2. On-the-job training.**
- 3. Demands for the career.**
- 4. Salary requirements (local, regional, and national).**
- 5. Characteristics and skills of a successful individual in your chosen career.**
- 6. Job responsibilities associated with the career.**
- 7. The typical day.**
- 8. The advantages and challenges associated with the career.**

### **Step Five: Document all research**

1. Create an annotated bibliography (minimum 10 valid sources) using MLA format.
2. Develop a brochure (3-panel minimum)

### **Step Six: Identify Content Standards, Applied Learning Standards, and ELA Standards.**

1. Identify a minimum of five (5) Content Standards that apply to your chosen career.
2. Identify all Applied Learning Standards that apply to your project.
3. Identify at least three (3) ELA Standards that relate to the completion of your project.

### **Step Seven: Write a Career Profile to inform others about your chosen career.**

1. Write a summative report (product) which addresses all areas of research.
2. Use a section in your Capstone Portfolio (binder) to organize all collected documentation associated with the project including summative report, pictures, mentor evaluations, and log of job-shadowing hours.

### **Step Eight: Write journal entries and reflections regularly regarding your progress and overall experience.**

1. Write a *minimum* of 10 journal entries documenting your activity and progress. Identify positives and negatives.
2. Write 2-3 reflections each of which summarize four or five journal entries.
3. Write a final reflection of your overall Capstone experience.

### **Step Nine: Maintain a Capstone Portfolio (binder) which contains evidence of your work effort.**

1. Refer to “Suggested and Required Portfolio Sections” form.

### **Step Ten: Create and deliver an oral presentation.**

1. Refer to “All Presentation Components” form.
2. Implement technology (PowerPoint, video, audio, etc.).
3. Communicate your findings by delivering an oral presentation to your class and a panel of judges. Presentations should be no less than 20 minutes