

**2011-
2012**

**[CAPSTONE PROJECT &
PRESENTATION
GUIDELINES]**

NTH@C SENIOR CAPSTONE PROJECT

The senior capstone project is an opportunity for you to creatively showcase the growth that you have experienced at New Tech by assigning and completing a project of your very own. This project should be connected to an area of interest for you. This is a comprehensive project that communicates that you are ready to move on to college or a career.

You will create a project that is unique to you, your career field and your career goals. Project ideas can be found on the next page.

This project will be done outside of class. To meet all of the requirements found in this packet and to obtain a passing grade on the presentation, you will need to put a lot of time and effort into this project. Any learner who does not earn a passing grade will present a second time.

According to the CISD Board, this is a graduation requirement for all New Tech Seniors. Please be mindful as you choose your topic and begin working that this will be something that showcases your growth and your readiness to move on from high school. Therefore, professionalism and work ethic will be paramount in meeting deadlines and succeeding in this process.

The New Tech staff is here to help you! Each of you will be assigned a facilitator who will walk with you through this process. Please note that you will be given grades based on meeting the assigned deadlines. Grades will be taken in your science class.

CHOOSING YOUR TOPIC

Your capstone project topic should be something that interests or intrigues you. You are not limited to your future career field, but most learners find it helpful to focus on that area. Your project has the most potential for success if it is something that excited you. Please note that you will receive grades for the research that you do for your project, so be sure that the topic you choose is able to be researched.

You have a TON of creative freedom with this project! Have fun, think outside of the box, and be ready to show off your SKILLS!!

CAPSTONE PROJECT DEADLINES

PLEASE NOTE THAT YOU WILL RECEIVE GRADES FOR MEETING THESE DEADLINES IN YOUR SCIENCE CLASS.

- October 14 – Capstone project idea due; Facilitator Sign-Up once idea is submitted
- November 11 – Capstone research shared with assigned facilitator prior to this date; one meeting one-on-one with facilitator
- December 9 – Second meeting with facilitator completed prior to this date; All research completed
- February 3 – Rough draft of project due to facilitator
- March 2 – Second rough draft of project due to facilitator; rough draft of presentation due
- **April 6 – Projects Due;** meet with facilitator to practice presentation
- **May 4 – Capstone Presentations**

CAPSTONE PROJECT IDEAS

The following are possible ideas for projects. Some of the ideas are major-specific, and others are simply generic. You will be presenting your project to outside evaluators, so be sure they are professional in nature.

Learners should exhibit their own creativity when choosing a project. You are only limited by your willingness to dream, plan, and follow-through!

- Create a business plan for a future business, bakery, etc. (business, entrepreneurship)
- Create a website to showcase artwork or photography (art, photography)
- Research and present findings for new medical techniques (medicine)
- Create a working solar panel (engineering)
- Plan and execute an event (event planning)
- Produce a videotape of sample procedures (medicine, law)
- Design an informational packet (medicine, law, etc.)
- Write (for publication) a newspaper article on a current, relevant topic
- Design a website for a small business, organization, or professional group (animation, media tech)
- Write a student activity packet, with a teacher's guide (education)
- Design a set of architectural blueprints (architecture, engineering)
- Create a photo journal of steps in project completion (engineering)
- Design and build a model of a project (architecture, engineering)
- Plan a lesson, teach a class, and reflect on the outcome (education)
- Design a graphic (logo, advertisement, webpage) to be used by a business, organization, club, etc. (animation, graphical arts)
- Write a will in an acceptable legal format (law)
- Research and write pamphlets or booklets (graphical arts)
- Create a board game on a relevant topic or the career itself
- Create laminated charts, posters, etc. (graphical arts)
- Design and produce instructional media: video, audio, etc. (media, technology)
- Draw a cartoon book explaining a process or a procedure (education) produce a "day in the life" video of your chosen major (media tech)
- Design a marketing campaign for a business or product (graphic arts, marketing, hotel management)
- Research and design a menu for a restaurant with nutritional information (graphic arts, culinary)
- Set up an accounting system for a small business (banking and finance)

NTH@C SENIOR CAPSTONE PRESENTATION

Your capstone presentations will showcase your capstone project, work done in class, growth during your time at New Tech, and your career experiences.

You will be going through an "exit interview" where you will present what you created. Be sure to incorporate work from the past three years, your job shadowing experience and your internship experience into your presentation. Your presentation should clearly communicate that you are ready to graduate and that you have explored career fields of potential interest.

Presentations should be 10-12 minutes.

Items to incorporate in your capstone presentation:

- Your digital portfolio showcasing work from each year at New Tech (see page 6 of this packet) – Showcase 3 pieces during your presentation – one that you are not proud of, one that shows growth from that initial project, and finally, your favorite project
- What you learned from you Job Shadowing experience
- What you learned from your Internship experience
- Your Postsecondary plan (what are you doing when you graduate)
- Your Capstone Project
- Reflection Questions (see below)

Sample of flow of presentation:

You do not have to follow this order, but you do have to incorporate all of these elements.

-Begin by showcasing your Digital Portfolio; talk about the growth that you experienced during the projects you are expected to present (see below)

-Move on to talking about your Career experiences (be sure to address what you learned from these experiences, and why or why not your capstone project is based on this)

-From there, move into talking about your Capstone project

-Finally, let your evaluators know your postsecondary plan

Your presentation should answer these questions:

- Looking back on your years at New Tech, what are you the most proud of?
- What do you wish you had done differently?
- Of the learning outcomes which learning outcome do you feel that you have shown the most growth in from your first year until now. Site specific examples.

**Due Date: Projects are due on April 6.
Presentations will begin on May 4.**

PRESENTATION PREPARATION

STEP 1: Gather ideas

1. What career field are you focusing on?
2. What are aspects of that career field that are unique?
3. How can you take those unique aspects to communicate your interest in that field?
4. What problems were encountered in your internship?
5. What emotions were experienced while working through the internship and project? (Anger? Excitement? Pride? Frustration?)
6. What personal growth was gained from your career experiences?
7. Did your career experiences affect future career plans?

STEP 2: Organization

1. Use some type of visual organizer to plan out the presentation. (examples: index cards or PowerPoint outline)
2. Plan the introduction. The introduction should have the following attributes:
 - Grab attention
 - Make topic clear
 - Take no more than 60 seconds
 - Uses quotations, readings, dramatics, jokes, surveys or other audience participation sets, games, audio-visual devices, demonstrations, or questions
 - Uses your electronic portfolio to display personal mission statement, explanation of topic choice, and future career goals
3. Plan the conclusion.
4. Plan the display of the project.
5. Plan the visual aids/props and test them to make sure that they are working properly.
6. Decide how to integrate technology into the presentation.
7. Determine how you will use your electronic portfolio and resume in the presentation.

STEP 3: Speech Techniques to Remember

1. Eye contact - This is extremely important. Practice often enough that you rarely need to look at any notes. Remember this is a friendly audience that wants you to be successful.
2. Posture - Stand proud. You have accomplished a great deal and should show pride in your accomplishments.
3. Voice - Talk clearly and audibly so the whole audience can hear. Sound natural.
4. Gestures - Use natural gestures to make points in the presentation. Over gesturing or distracting mannerisms should be avoided.
5. Props - Practice using any props that are part of the presentation.
6. Dress – Wear professional dress. If wearing clothing appropriate for the profession (ex. medical scrubs) will enhance the presentation, the student may choose to do that.

STEP 4: Rehearse

1. The presentation should be well rehearsed and should last between 7-10 minutes.
2. Make sure that your technology components work properly in advance of the presentation.
3. Make sure that any videos shown as part of the presentation do not exceed a total of 2 minutes in length.

New Tech High @ Coppell Digital Portfolio

<p>9th grade Google Collection</p>	<ul style="list-style-type: none"> • Resume Example • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Community Service Log (x2vol)
<p>10th grade Google Collection</p>	<ul style="list-style-type: none"> • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Community Service Log (x2vol)
<p>11th grade Google Collection</p>	<ul style="list-style-type: none"> • Resume • Learning Outcomes and definitions for that year • Minimum of 2 artifacts from each class with reflection • Job shadowing log and reflection • Community Service Log (x2vol)
<p>12th grade Capstone Presentation</p>	<ul style="list-style-type: none"> • Updated resume • Learning Outcomes and definitions for that year • Internship log and reflection • Capstone Project • Community Service Log (x2vol)

RESUMES

Submitting your resume for review is the initial step in obtaining a new job. Since an employer's review of a resume almost always precedes an interview, it is critical that the information you wish to convey is properly constructed and pertinent to the position to which you are applying.

The purpose of a resume is not to get the job, but to get the interview. The only information that should be included on your resume is information that is relevant and supports your case for candidacy.

Points to Consider

- Keep your resume brief (1 page **maximum**)
- Use only 8 1/2" x 11" paper
- Use white or off-white quality paper
- Emphasize your skills and accomplishments
- Do NOT use abbreviations
- Arrange the resume so it is pleasing to the eye
- Avoid fancy fonts, exotic colored paper, photographs and graphics, unless you are applying for a graphic art position
- Clearly define your objective
- Be sure that all verbs are in the appropriate tense (ie – for current positions, use present tense verbs, all past experiences should be noted with past tense verbs)
- Provide a summary of qualifications at the top using key words or phrases
- Use clear concise bullet statements to describe your pertinent experience
- List all related educational achievements or completed courses, starting with the most recent
- List extra-curricular and after school activities as they relate to your career or leadership
- Offer to provide professional and personal references at the bottom but DO NOT include them on your resume

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