Capstone Technical Assessment Guidance

Definition: A student capstone is a culminating, multifaceted assessment for demonstrating learning from all courses in a concentration. A capstone is created and controlled by the student, facilitated by the instructor and evaluated by outside entities.

Purpose: The purpose of the capstone assessment is to showcase mastery of skill sets and knowledge. Capstone completion is the technical assessment required for Perkins compliance.

Components of the Capstone Assessment:

Written – Students will respond to the following prompts using as many words as needed to sufficiently:

> **Prompt 1 -** Summarize your Capstone and how it is relates to your CTE concentration.
>
> **Prompt 2 -** Identify at least 5 Primary Skills, Competencies and Knowledge within your concentration and how they contribute to your successful completion of the Capstone.
>
> **Prompt 3 -** Explain your three greatest accomplishments or findings in completing your Capstone.

Note: Agriculture SAE, JROTC JUMS, PLTW and SREB AC Engineering Notebook meet the requirements of the Capstone Written Component.

Project – Project will result in a product or an internship of 300 hours that includes as many skill sets as possible from the concentration.

- Students in multiple concentrations are required to complete a project for each concentration.
- Internships must have a completed copy of the WVDE Internship Employer Evaluation Rubric and include it as part of the presentation.

Note: Agriculture SAE, NCCER credential attainment (80%), JROTC JUMS, ProStart Certificate of Achievement, PLTW and SREB AC Engineering Notebook can be used as the project component for the Capstone Assessment.

Presentation/Evaluation:

- Ensure all students have a release form on file prior to the presentation.
- Students are required to present projects and portfolios to a panel of evaluators. The evaluation team should consist of at least one industry person. Other team members may be school/county employees and the team should be no more than three members. The student's CTE instructor cannot be one of the evaluators.
- Date of presentation is scheduled by the school.
- Administrators will collect the two or three % scores from instructors and enter each student's average % score into WVEIS WOW by **June 15th**.

Capstone Process:

- **Phase 1** – Gain approval for capstone idea from the instructor and advisory committee.
- **Phase 2** – Complete writing prompts.
- **Phase 3** – Complete project.
- **Phase 4** – Develop presentation and practice.
- **Phase 5** – Contact evaluators and schedule date/time for presentations.

Note: The instructor will serve as mentor for all phases of the capstone completion, guiding as issues arise and/or when modifications to the original plan are deemed necessary.

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WV Career & Technical Education *Capstone* Technical Assessment Scorecard

Category	Expectations	Sub Points	Points Awarded
Written *(Total points possible 20)*	Capstone is explained and describes how it relates to the CTE concentration. **(1-4 pts.)**		
	At least 5 Primary Skills, Competencies and Knowledge are identified and explained how they contributed to successful completion of the Capstone. **(1-10 pts.)**		
	Three greatest accomplishments or findings are identified. **(1-6 pts.)**		
Project *(Total points possible 50)*	**Product**		
	Is complete. **(1-10 pts.)**		
	Reflects attention to detail. **(1-10 pts.)**		
	Reflects time and care invested in workmanship. **(1-10 pts.)**		
	Demonstrates creativity and originality. **(1-10 pts.)**		
	Has few or no errors. **(1-10 pts.)**		
	Internship - Employer Evaluation		
	Attendance/Punctuality **(1-10 pts.)**		
	Quality of Work **(1-10 pts.)**		
	Attitude **(1-10 pts.)**		
	Initiative **(1-10 pts.)**		
	Relationship Skills **(1-10 pts.)**		
Presentation *(Total points possible 30)*	Engaging opening, descriptive body and summative closing, with specific project details with few or no spoken grammatical errors. **(1-10 pts.)**		
	Poised controlled delivery with smooth transitions between thoughts and ideas providing knowledgeable answers to all questions. **(1-10 pts.)**		
	Effective utilization of visual aids, i.e. PowerPoint, handouts, pictures etc. **(1-10 pts.)**		
Total Points Possible 100			**Total Points Awarded:**
Student Name:			
Evaluator Signature:			**Date:**

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Project - Product Rubric						
Category	**Scoring Criteria**	**Exceeds Expectations**	**Meets Expectations**	**Below Expectations**	**Little/No Value**	**Score**
Product (50)	Is complete.	10-9	8-6	5-3	2-1	
	Reflects attention to detail.	10-9	8-6	5-3	2-1	
	Reflects time and care invested in workmanship.	10-9	8-6	5-3	2-1	
	Demonstrates creativity and originality.	10-9	8-6	5-3	2-1	
	Has few or no errors.	10-9	8-6	5-3	2-1	
	Total Points 50					
Score						

Project – WVDE Internship Employer Evaluation Rubric						
Category	**Scoring Criteria**	**Exceeds Expectations**	**Meets Expectations**	**Below Expectations**	**Little/No Value**	**Score**
Internship (50)	Attendance/Punctuality	10-9	8-6	5-3	2-1	
	Quality of Work	10-9	8-6	5-3	2-1	
	Attitude	10-9	8-6	5-3	2-1	
	Initiative	10-9	8-6	5-3	2-1	
	Relationship Skills	10-9	8-6	5-3	2-1	
Score	**Total Points 50**					

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Employer Documentation of Internship Hours				
Place of Internship	Supervisor Name	Date	Hours Worked	Verification Initials

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Presentation Rubric						
Category	**Scoring Criteria**	**Exceeds Expectations**	**Meets Expectations**	**Below Expectations**	**Little/No Value**	**Score**
Presentation **(30)**	Engaging opening, descriptive body and summative closing, with specific project details with few or no spoken grammatical errors. **(1-10 pts.)**	10-9	8-6	5-3	2-1	
	Poised controlled delivery with smooth transitions between thoughts and ideas providing knowledgeable answers to all questions. **(1-10 pts.)**	10-9	8-6	5-3	2-1	
	Effective utilization of visual aids, i.e. PowerPoint, handouts, pictures etc. **(1-10 pts.)**	10-9	8-6	5-3	2-1	
Score	**Total Points 30**					

- *When should students begin the capstone process?* Students are encouraged to begin thinking of an idea for the capstone at the beginning of their first CTE course and begin the first phase no later than the beginning of the third course.

- *What if my evaluator is not comfortable scoring the written the component?* You may utilize a different evaluator to score the Written Component.

- *Can the capstone score be used as a final exam weighted grade?* Yes, the capstone score can be used as a final exam grade or it could be combined with the portfolio to provide a final exam grade.

- *Can each piece of the capstone be used as classroom grades?* Yes.

- *Where can I find the Scorecard?* The Capstone Scorecard is located on the WVDE CTE website under the administrator and teacher tabs. (http://careertech.k12.wv.us/)

- *What happens if a student does not complete the capstone?* The consequence would be determined by the school for an individual student. However, the consequence for a concentration would be a documented zero in WVEIS WOW, which impacts the school's Balanced Scorecard.

- *What is the minimum passage score of the capstone?* There is no minimum passage score. The scoring scale should be in alignment with your county grading scale.

- *Can students work together as a team to complete the capstone?* Yes.

- *If students work as a team, will each student be responsible for all components of the capstone?* Yes, each student will complete the written, project and presentation components of the capstone as it relates to his/her individual involvement.

- *I am a high school teacher. I have no completers in my program. They all have to come back as 13th year, so do I facilitate the Capstone or does the 13th year teacher facilitate the process?* Completing the Capstone occurs simultaneous to completing courses 3 and 4 of a concentration. If student has different teachers, it is suggested there by collaborative planning and facilitation.

- *Can a Senior Quest project double as Capstone?/ If student's Senior Quest is on a topic related to their CTE cluster, does that stand in place of the Capstone? Or do they have to complete both? Capstone parallels Senior Quest to a degree, do they do both?* Senior Quest can also count for Capstone if it meets all the requirements communicated through WVDE

- *If juniors complete the Capstone the first year, does it need to be done again as a senior? If yes, what if the first one was a different program?* If the student completes the coursework to be a completer as a junior, then he/she would be responsible for completing a Capstone. If a student is a completer in more than one program, he/she is responsible to complete a

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Capstone for each concentration. [note: The student can create one portfolio to represent work from multiple concentrations

- *Does the Capstone project pertain to 1ˢᵗ year students in a new program?* Yes, if your student will complete their program (complete the four required core courses) in one year

- *Where does funding come from for Capstone projects? / Who funds these Capstone projects? / How is the Capstone project funded? /who pays?* Funding for Capstone projects is a local decision/determination

- *Are there three components? 1-written; 2-project/internship; 3-presentation to committee?* Yes

- *What are the hours mentioned and how many? / What are the 300 hours?* As an option for the 'product' component of the Capstone, students can complete 300 hours of an internship

- *Is there a set requirement of who must judge?* Yes. There are to be no less than two and no more than 3 evaluators, and at least one needs to be an industry representative. The student's CTE teacher cannot be an evaluator

- *When will we be required to have this in place?* The Capstone is a requirement for CTE completers starting 2015-16 school year

- *What are some in-house projects that can be used? May we have examples?* The WVDE is working to develop some examples to post online

- *What is Capstone?* Please see guidance piece

- *Is Capstone tied to graduation?* No

- *Can the presentation of the project be a video piece? Like a "documentary"?* Yes

- *Are we going to receive training on the Capstone project? / Is there any type of formal training for the Capstone…that may guide us for better clarification to our students?* The WVDE is working on providing training to provide better clarification to the instructors and students

- *Can you clarify the boundaries and time limit of the project? (300 hours?)* There are no time limits to the project. The 300 hours only pertains to the internship. Remember, students EITHER complete a Capstone project OR an internship.

- *Can a time line of components with a checklist be produced for students for a clearer directive?* Yes—this should be done by students and teachers and reflect the submission date of average scores by June 15ᵗʰ to WVEIS WOW.

- *Can students work in groups for their Capstone projects and if so, how large of groups?* Yes, students can work in groups—their Capstone needs to include an individual written

component and presentation. The project portion needs to allow for individuals to demonstrate proficiency in all standards represented

- *Does the Capstone project have to show/encompass the entire program?* No. The goal of the project scope is to appropriately reflect the essential content of the four core courses and provide an opportunity for students to demonstrate proficiency of those essential knowledge and skills

- *Does the Capstone project apply to adult programs?* No

- *What is the ideal date for the completion of the technical/performance part to allow for tweaks or finalize paperwork on time?* A timeline is an excellent project management tool for students and teachers to develop, keeping in mind the score submission date of June 15th

- *What are the details for the Building Maintenance program?* Same as other programs. Please see Capstone scorecards and guidance documents to assist.

- *Can students complete their projects by Christmas?* The timing of the Capstone experience is to coincide with the completion of the third and fourth courses in the completer coursework for the program. Scores for the Capstone are to be entered in WVEIS at the end of course four completion.

- *How does this work for OIEP when out students complete back at home school?* Please contact Donna Burge-Tetrick or Frank Tetrick for more information for OIEP-related questions. dtetrick@k12.wv.us or ftetrick@k12.wv.us