

## **RCAS Policies/Procedures**

Students will be required to follow all RCAS policies and procedures. To view the RCAS High School Student Handbook, click [handbook](#).

## **Course Description**

Capstone opportunities allow learners to become more specialized by enrolling in a Capstone Experience or Capstone Course, including dual enrollment, industry certifications, and specialized courses. Capstones enable learners to consolidate and apply learning from their high school career into a meaningful and relevant career-connected experience.

Capstone: 0.5 Credit

Can be taken twice with Capstone Coordinator approval.

## **Grading**

- Refer to Skyward for all official grades. Canvas grades do not reflect your actual grade.
- Career Exploration Experiences are worth 50% of your grade. Points sheets documenting experiences are due on January 12. Experiences Points will be explained in detail during class. The Experiences Points document can be found in the First Module in Canvas.
- A Final Project in the form of a presentation about your experiences will be presented during the final week of class. It is worth 25% of your grade.
- Other assignments as outlined in Canvas will be worth 25% of your grade.
- If you are absent, please turn in any missing work per the student handbook guidelines (one day for each day missed plus one day).
- Missing work will be graded as a zero. There is no penalty for late work.

## **Course Materials**

- Laptop: you must bring a fully charged school-issued or personal laptop to class each day
- Pen or pencil and paper

## **Class Guidelines**

- No cell phones unless directed to utilize them for instruction
- Respectfully listen while others are speaking or presenting. I consider this to be the MOST IMPORTANT guideline in this course.
- Engage in class discussions

## **Required Forms**

If you are placed on-site for a job shadow or internship experience during this course, you must have the following forms fully completed and signed by yourself and your guardian:

- Work-Based Learning Agreement: Student
- Release and Consent (Minor or Adult)
- Youth Internship Transportation Agreement

### **Site Guidelines**

- Dress according to site dress code
- Be prompt and present (zero tolerance for no-shows)
- Follow all site instructions and expectations
- Follow all RCAS student handbook guidelines
- No cell phones
- No gum
- Use appropriate language
- Be enthusiastic and have fun!!!

### **Course Learning Outcomes**

There are five Capstone experiences available under this course. Each has its own unique set of Course Learning Outcomes. Your Capstone Coordinator will help you select the most appropriate one for you. The five Capstone experiences are:

#### Youth Internship

Youth internship allows learners to gain authentic, real-world experience in business and industry. Learners' interests, and chosen career clusters/pathways determine the internship experience(s). Based on the internship experience(s), learners will gain insight into their postsecondary personal learning plan.

#### Course Learning Outcomes for Youth Internship

- YI 1: Learners will analyze personal aptitudes, abilities, strengths, talents, and weaknesses.
- YI 2: Learners will apply career development skills.
- YI 3: Learners will complete a youth internship.
- YI 4: Learners will develop a postsecondary personal learning plan after completion of internship experiences.

#### Senior Experience

Senior Experience is based on a personal proposal that requires learners to demonstrate not only what they know but what they can do. Learners will be expected to conceive a plan of action that incorporates the following four elements: a product, research component, portfolio, and presentation. Senior Experience calls upon learners to use skills they have acquired and practiced throughout formal education. It will take them out of their comfort zones, preparing them for life beyond high school.

#### Course Learning Outcomes for Senior Experience

- SE 1: Learners will conceptualize, organize and construct a proposal for the senior experience which advances

workplace skills, career development, and postsecondary options.

- SE 2: Learners will evaluate career and personal attributes to develop a professional work ethic
- SE 3: Learners will create appropriate workplace documents.
- SE 4: Learners will develop a research component relevant to the senior experience product.
- SE 5: Learners will construct a product connected to the conceptual plan.
- SE 6: Learners will develop a presentation showcasing the conceptualized plan, product, and research.

#### Entrepreneurship Experience

Entrepreneurship Experience provides learners with the opportunity to develop the skills needed to establish a business.

Through hands-on projects, students gain skills to be successful in the workplace. These skills can include but are not limited to, meeting timelines, making decisions, conducting research, and preparing and making presentations. Learners study, research, and prepare a business plan that illustrates the practicality of their particular business. Both school and business mentors assist learners in the process of developing a business plan. Learners present this plan to a panel of community representatives and/or business leaders and are evaluated on the business plan, project portfolio, and their presentation.

#### Course Learning Outcomes for Senior Experience

- ENT 1: Learners will evaluate career and personal attributes to develop a professional work ethic.
- ENT 2: Learners will investigate ideas for a business to provide a product or service.
- ENT 3: Learners will develop a comprehensive business plan proposal for a real or hypothetical company based on industry standards.
- ENT 4: Learners will demonstrate effective communication to explain the business plan.
- ENT 5: Learners will reflect, analyze and document the learning process of the entrepreneurship experience.

#### Service Learning

Service Learning utilizes a flexible method of teaching and learning that applies academic and real-world skills to create meaningful youth-led experiences with community partnerships. The goal of service learning is to empower youth to be engaged in their personal, social, and working lives. Service Learning is a course that blends academic learning with career interests and pathways while engaging learners in service. Service Learning is more than community service or volunteerism. Learners engage in a project that is carried out over an extended period of time and that mutually benefits the learner and community.

#### Course Learning Outcomes for Service Learning

- SLE 1: Learners will develop skills in employability and identify areas of career interest.
- SLE 2: Learners will prepare a plan for a service-learning project.
- SLE 3: Learners will develop community partnerships that aid in the implementation of service learning.
- SLE 4: Learners will implement a service-learning plan.
- SLE 5: Learners will evaluate the service-learning experience through a final product or presentation.

#### Youth Apprenticeship

Youth Apprenticeship helps learners gain work experience while earning a wage with a registered sponsor\*. An apprenticeship is designed for learners to acquire hands-on job skills in a specific occupational area. Their experience will be gained through a career site and classroom instruction. Learners earn high school credit as well as hours towards a registered apprenticeship. At the completion of the high school apprenticeship program, learners can continue their apprenticeship to earn a nationally recognized credential. Youth apprenticeship differs from an internship in that apprenticeships guarantee learners receive a wage, hours towards a registered apprenticeship, and the opportunity to receive a nationally recognized credential at the completion of the registered apprenticeship program.

**\*\*THIS MUST BE A REGISTERED APPRENTICESHIP... WORK WITH YOUR CAPSTONE COORDINATOR TO CHOOSE AN OFFICIAL PARTNER!\*\***

#### Course Learning Outcomes for Youth Apprenticeship

- YA 1: Learners will evaluate career and personal attributes to develop a professional work ethic
- YA 2: Learners will complete on-the-job training and occupational-related tasks.
- YA 3: Learners will demonstrate the final product of the apprenticeship experience.
- YA 4: Learners will create a postsecondary plan.