



Senior Capstone Experience 2020

# St. Vincent–St. Mary High School

## Senior Capstone Experience 2020

### *Experience Rationale*

The Senior Capstone Experience, endorsed by the faculty, school administration and Executive Board, is designed to provide our students with the opportunity to prepare to learn how to lead and to serve while making connections and discoveries in the fields in which they are interested.

The Capstone Experience will take place during the first two weeks of May. Students will create an experience that fits with their learning desires and needs.

During the experience seniors will be exposed to real world working situations and opportunities not found in the traditional classroom as follows:

1. During the experience we hope that students will
  - a. build relationships with community members and alumni.
  - b. create a meaningful experience to finish their high school career.
  - c. learn responsibility, independence, self-discipline.
2. Students will further develop
  - a. a strong work ethic
  - b. problem-solving skills
  - c. managing and planning skills.

This experience serves as a way for our students to make a greater impact on the surrounding community and continue the inquiry process of life. This experience gives students a chance to display learning, leadership, communication and Christian values they have acquired through their time at St. Vincent-St. Mary High School. This experience is designed to be inspiring and enlightening through the spirit of Catholic education.

### *Experience Description & Expectations*

This independent study experience gives each student the opportunity to pursue and create an educational experience of interest to him/her. Students are responsible for the following:

1. The student will design an educational opportunity that will allow him/her to explore an area of interest. Students must not be paid or compensated in any monetary way. The work must be voluntary. It is recommended that an immediate relative **not** be chosen as the community sponsor; the student must see Mrs. Dolan to discuss the requirements for such cases. **No out-of-state trips will be approved.**
2. Students will select and work with a faculty adviser. The faculty adviser must be a St. Vincent-St. Mary High School teacher/counselor/administrator and may not be related to the student. Students are responsible for contacting and selecting their school adviser from the list of faculty volunteers. If there is no preference, the Experience Coordinator will assign students to even out the number for each faculty adviser.
3. Students are responsible for contacting and selecting a community sponsor.
4. Students are responsible for completing/submitting all necessary paperwork to the faculty adviser, Experience Coordinator and community sponsor.

Print all forms off the STVM website. **\*A fine of \$25 will be imposed to students submitting late experience proposals after March 2nd, 2020.**

5. Students must meet the minimum requirements as outlined on page 6 of this packet.
6. Students are required to spend 10 days and a minimum 50 hours at the project site. (Hours may be different than a typical school day)
7. Students are to maintain St. Vincent-St. Mary codes of conduct and remember they are representing STVM while out in the community.
8. Student experiences must take place outside of St. Vincent-St. Mary High School. **No applications will be approved for internships at STVM.** Students are not permitted on school property during the school day unless arrangements have been made with a faculty adviser or a student is reporting for an academic class or extra-curricular activity. Hours spent at school for approved events (such as AP testing) will count toward Capstone Experience required hours.
9. Students are required to keep an observation journal outlining daily activities and responsibilities. The journal must be typed. It must be signed by the community sponsor and submitted at the end of the experience.
10. Upon completion of the experience, each student will prepare an 8- 10 minute presentation for the faculty adviser which will take place on Tuesday, May 26th at 6:00 PM. Journals and all forms must be submitted at this time.

*Student Requirements & Eligibility*

All seniors participating in the Capstone Experience must meet the following criteria:

1. Student must be classified as a senior and on course to graduate in May 2020.
2. Students must be passing all courses necessary to graduate through the final quarter. If a student receives an “F” grade or an “I” for incomplete during progress reports for the fourth quarter, he/she may become ineligible to participate in the Capstone Experience.
3. Student must be in good standing with attendance( according to STVM policy as stated in the Student Handbook) and discipline.
4. Any inappropriate behavior during the Capstone Experience may result in disciplinary actions/consequences and removal from the experience and/or forfeiture of the opportunity to graduate from St. Vincent-St. Mary.
5. Student is required to follow the time-lines for submission of all forms throughout the year in order to participate in the Capstone Experience.

## *Experience Guidelines*

1. Student is responsible for selecting experience location. Each student is required to spend a maximum 10 days and a minimum of 50 hours at the Community Sponsor's place of business. A full day means no less than 5 hours. Any deviation must be explained in the proposal the experience coordinator will review.
2. Each senior will dress appropriately and professionally according to guidelines set at the place of business selected for internship.
3. Student is responsible for all expenses incurred during the experience and transportation to and from internship each day.
4. Student must meet the criteria as stated in the REQUIREMENTS section of this packet.
5. The Student/Parent/Community Sponsor form must be signed and submitted with proposal. **A fine of \$25 will be imposed if the proposal is submitted after the due date.**
6. Students must be professional and prompt to each day of the internship.
7. While on the experience students must check in with their faculty adviser on or before the two check-in dates.
8. The student may not schedule his/her experience to take place at current place of employment.
9. The faculty adviser will work with the Capstone Experience Coordinator to make sure each student is meeting experience guidelines. The faculty adviser and/or Experience Coordinator may visit the internship location at any time during the experience.
10. The Capstone Experience Committee has the final authority to approve or reject and proposals.

### *Faculty Advisers*

*The role of the faculty adviser is to help each student as he/she develops a Capstone Experience. The faculty adviser will also serve as the liaison between the student and the Capstone Experience Coordinator. All staff members are invited to participate by serving as an adviser. Each adviser will have a limited number of students he/she can advise during the duration of the experience. The commitment of the faculty adviser is very important to the success of the Capstone Experience.*

1. Each faculty adviser will be chosen by the students participating in the program. A list of those faculty/administrators/guidance counselors participating will be available to the students prior to selecting an adviser. The acceptance of the advisorship is optional. It should be based on your judgment of the merit of the experience presented to you by the student. You should also consider the student's ability to coordinate the experience with the community leader. The adviser may, or may not, have any expertise in the experience area.
2. The number of students each faculty adviser sponsors will be determined by the Experience Coordinator (unless a special request has been made prior to the beginning of the experience). This year Faculty Advisers will take no more than 7 students.
3. The adviser must approve or disapprove any requests made by the student or community sponsor.
4. The school adviser will be in contact with the community adviser at least twice during the 10 day period.
5. The faculty adviser will help guide the student as he/she follows through on his/her experience proposal and sign a weekly time-sheet to indicate that he/she has completed the required hours.
6. The faculty will collect all paper-work, such as the experience proposal, and submit it to the Experience Coordinator during the second semester.
7. It is suggested that the faculty adviser and the advisee (student) should meet at least 5 times once selected. Advisers are asked to keep a log of meeting dates/times with each advisee.
8. The faculty adviser must keep track of any outstanding paperwork from the advisees.

9. The faculty adviser may assist in the preparation of the final presentation and encourage the student to use various styles of technology in order to create a thorough, complete, and interesting presentation.
10. The faculty adviser must be present at the final experience presentation and submit all final paperwork to the Experience Coordinator after the presentations have concluded.

## Participating Faculty & Staff 2020

\* Indicates special request for a minimum number of seniors and or specific topic.

Mrs. Kimberly Gorr	Mr. Tom Carone	Mr. Ken McDonald	Mr. Robert Brownfield
Mrs. Brooke Arbaugh	Miss Meghan Dannemiller	Mr. Chris Salvatore	Mrs. Rita Lancianese
Mrs. Beth Dolan	Mrs. Christa Hovey	Mrs. Tamula Drumm	Miss Colleen Demboski
Mr. Anthony Boarman	Mrs. Christine Spinner	Mrs. Joanna Price	Mrs. Sarah Dedinsky
Mrs. Emily Boarman	Mrs. Kelly Gupta	Mrs. Mary Howard	Mrs. Merrylou Windhorst- medical interest only
Mrs. Kathryn Milligan	Mrs. Jan Giles	Mr. Dave Dages	Mrs. Kathy Brunn
Miss Kaitlyn Carlier	Mr. Raymond Yeh	Mr. Moses Wang	

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## *Ideas for Community Locations*

*The following is a list of some of the locations from last two years and ideas of places to go. Students are not limited to the following list nor are these guaranteed to host a student this year. Additional locations and contact information will be provided as community sponsors volunteer to support this experience throughout the year.*

Akron General Partners	Fed Ex. Custom Critical
Summit County Juvenile Courts	Oak Clinic
First Merit Bank	Akron Rubber Ducks
Akron Urban League	Akron Juvenile Court Center
Weathervane Playhouse	Akron Police
Goodyear Tire & Rubber	Akron Fire Dept.
KSU Idea Base	Akron Mayor's Office
PT Center-West Market St.	Local Municipalities
Stan Hywet Hall	Summit County Court House
Summa Health Center- various locations	NMG Aerospace
Western Reserve Hospital- Cuyahoga Falls	White Space
University Health Systems- various locations	American Winds
Dr. Bachtel- Summa Health	Triad Advertising Agency
Walgreen's Pharmacy- various locations	Cioffi Construction
Summit Metro Parks	Impact Group
University of Akron Athletic Department	Fed Ex.
Good Samaritan Hunger Center	Visiting Vet of Bath
ODOT	Akron-Barberton Vet
Crystal Clinic-various locations	City of Akron Mayor's Office
St. Vincent Elementary	Summit Heating & Cooling
Holy Family	Sherwin Williams
St. Hilary	OGS Industries
St. Sebastian	Ritzman Pharmacy
IHM	Akron Gen. Sports & Physical Therapy
St. Paul	Haven of Rest
Roberts Middle School	Prime Time Sporting Goods
Waldorf School	US Coast Guard-Cleveland
Dewitt Elementary	Akron U STEM program
Firestone High School	Davis Eye Center

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## Community Sponsors

*(To be given to the Community Sponsor)*

*The role of the Community sponsor is essential to the success of the St. Vincent-St. Mary Senior Capstone Experience. As a member of the community, you will play an active role in the development of the student's learning experience. Through the experiences provided by you, students should gain significant and in-depth understanding of your professional world.*

1. Commit to the student by accepting the 50 hours required for the project. Students are required to work a minimum of five hours per day, excluding lunch time.
2. Complete the Sponsor Agreement Sheet prior to the commencement of the project.
3. Provide contact information to both the Faculty Adviser and the Experience Coordinator and maintain contact with the school advisor as necessary to help guide the student toward the successful completion of the Capstone Experience.
4. Assist the student in developing his/her project throughout the development of goals, objectives and activities consistent with those objectives.
5. Assign a variety of responsibilities or duties that would be considered "real" to the job environment.
6. Advise and guide the student throughout the experience and sign a weekly timesheet indicating the student has fulfilled the expectations for that week.
7. Complete an evaluation form at the close of the experience.
8. No student will be paid for his/her experience.
9. No relative may be in a direct line of supervision for the student. He/she should not work at a relative's place of business or at a place of business where he/she has been employed previously.
10. You are invited to drop in and view the Senior Experience Presentations on Tuesday, May 26th at St. Vincent-St. Mary High School from 6:00-8:00 PM.

*Experience Timeline*

<b>Thursday, October 24th, 2019</b>	Faculty Advisers must be selected & form submitted
<b>Thursday, November 7th, 2019</b>	Attend Career Connections in Student Center
<b>Monday, March 2nd, 2020</b>	Capstone Proposal forms due to faculty adviser
<b>Monday, May 11th, 2020</b>	First day of Capstone Experience
<b>Friday, May 15<sup>th</sup>, 2020</b>	First experience journals due to faculty advisor
<b>Friday, May 22nd, 2020</b>	Second week of experience journals & final day
<b>Tuesday, May 26th, 2020</b>	Experience presentations with faculty adviser 6:00 PM. All experience materials must be submitted to graduate and participate in final ceremonies.
<b>Wednesday, May 27th, 2020</b>	Baccalaureate St. Sebastian Church 6:00 PM
<b>Monday, June 1st , 2020</b>	Graduation services at Akron Civic Theater 6:00 PM.



Experience Proposal

Please print or type responses neatly. The experience proposal form is also available on our website on the Capstone Experience page. Submit one copy to your faculty adviser by **Monday, March 2nd. Late forms will be charged a fee of \$25.**

NAME OF SENIOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*street address* *city* *state* *zip*

FACULTY ADVISOR: \_\_\_\_\_

COMMUNITY SPONSOR INFORMATION:

Company Name: \_\_\_\_\_ PHONE: \_\_\_\_\_

Address : \_\_\_\_\_  
*street address* *city* *state* *zip*

Name of Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Business email: \_\_\_\_\_

Description of the experience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 1. List at least three specific goals for this experience.

**Goals:** \_\_\_\_\_

\_\_\_\_\_

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2. List at least three activities you will be doing. Additional activities may be listed on the back.

**Activities:** \_\_\_\_\_

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3. Do either of your parents or other close relatives own or manage this business? *(please check one)* Yes \_\_\_\_\_ NO \_\_\_\_\_

4. List your out-of-school obligations, including employment and volunteer work (with days & times). \_\_\_\_\_

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5. List your in-school obligations, including A.P. Testing, and on-going extra-curricular activities. \_\_\_\_\_

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## 6. Signatures

I agree to abide by the rules established by the Capstone Experience Coordinator and to fulfill the requirements within the allotted time. I understand that I am responsible for all transportation and any costs connected with the experience. I have read and understand all of the eligibility guidelines. ***I understand that if I fail to complete the Senior Capstone Experience requirements or are removed from the Capstone Experience for any reason, I may forfeit the opportunity to graduate from St. Vincent-St. Mary High School.***

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*Student Signature*

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*Date Signed*

Our daughter/son has our permission to participate in the Senior Capstone Experience under the conditions established.

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*Signature of Parent/Guardian*

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*Date Signed*

I have seen a copy of the Capstone Experience Guidelines for St. Vincent-St. Mary High School and the student, \_\_\_\_\_, has given me a copy of the role of the Community Sponsor. He/She has discussed with me the objectives of the experience. We have discussed both his/her and our mutual expectations. I have read his/her proposal and approve of it and will fulfill my obligations. I agree not to pay this student in any way now, nor in the future, for any services rendered during this project. I understand that the school is not liable for any injuries that he/she may sustain as a result of this experience.

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*Community Sponsor Signature*

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*Date Signed*

**Parental Acknowledgement and Release Form**

We, parents/guardians of a member of the class of 2020, do hereby grant our son/daughter permission to participate in the Capstone Experience of Saint Vincent-Saint Mary High School from May 11, 2020 through May 22, 2020.

We understand that participation in this program will require our student to shadow a member of an outside entity not affiliated with Saint Vincent-Saint Mary High School and that during this experience our student will not be directly supervised by school authorities. We also understand that all reasonable care and supervision will be exercised to provide for the general well-being of our student.

We, and our son/daughter, in consideration of permission to participate in this Capstone Experience, do hereby specifically release, discharge, indemnify and hold harmless Saint Vincent-Saint Mary High School, and its officers, directors, volunteers, and any other persons or parties connected with the Senior Experience in any way whatsoever, jointly and severally, from and against any and all claims, blame or liability (including negligence) for any injury, illness, misadventure, harm, loss, inconvenience or damage to person or property sustained as a result of taking part in the Capstone Experience, including travel to and from the activity.

We, and our son/daughter, also specifically agree to release, discharge, indemnify and hold harmless Saint Vincent-Saint Mary High School, its officers, directors, employees and volunteers, from any claims asserted by the outside entity our student shadows for, or by anyone affiliated with that entity, for injury, harm, loss or damage to person or property as a result of any action of our student. By signing this Release Form, I understand that I assume (and we understand that our son/daughter assumes) any and all risks associated with, or which may occur in connection with participating in, the Capstone Experience and shadowing an outside entity not affiliated with Saint Vincent-Saint Mary High School.

\_\_\_\_\_  
Signature of Student                      Date

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Parent/ Guardian      Date

\_\_\_\_\_  
Print name of Parent/Guardian

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*Faculty Adviser Agreement*

*(To be completed by the Faculty Adviser and submitted to Mrs. Dolan by student)*

I, \_\_\_\_\_, agree to be the  
Capstone Experience Adviser for \_\_\_\_\_.

We plan to make monthly contact before the experience to discuss my plans and  
then weekly contact during the experience in the following manner:

Week 1:(example: I will email my adviser each week during the experience.)

<b>Describe Weekly Contacts:</b>

Week 2:

<b>Describe Weekly Contacts:</b>

\_\_\_\_\_  
*Faculty Adviser Signature*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date Signed*

Community Sponsor Name (if you know it) \_\_\_\_\_

Phone: \_\_\_\_\_ email \_\_\_\_\_



*Community Sponsor Evaluation Form*

*(To be given to the Community Sponsor by the student upon completion of the experience)*

Student's Name: \_\_\_\_\_

Community Advisor's Name: \_\_\_\_\_

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

	EXCELLENT	GOOD	FAIR	POOR
Level of Interest				
Communication Skills				
Reliability (attendance, punctuality)				
Cooperation/Attitude				
Initiative				
Contribution				
Motivation				
Professional Appearance				
Level of Commitment				
Reception to new ideas				
Ability to work with others				

Did the student meet your expectations? *(please check one)* \_\_\_\_\_ YES \_\_\_\_\_ NO

Comment (s): \_\_\_\_\_

Student's Strengths: \_\_\_\_\_

Student's Weaknesses: \_\_\_\_\_

In what ways do you feel that the student benefited from the experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you benefit from the student's experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you evaluate the Capstone Program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you be willing to sponsor another Capstone Student? \_\_\_\_\_ YES \_\_\_\_\_ NO

May this information be shared with the student? \_\_\_\_\_ YES \_\_\_\_\_ NO

Please return by Friday, May 29th to

St. Vincent-St. Mary High School

Attn: Beth Dolan

Capstone Experience Coordinator

15 N. Maple St.

Akron, Oh 44303

FAX: 330-996-0020

*Thank you for your assistance in this experience.*

*St. Vincent-St. Mary hopes you found this experience a rewarding one.*