



CAREER LIFE CONNECTIONS & CAPSTONE



CAREER LIFE CONNECTIONS

J.N. Burnett delivers the Career Life Connections course through our Conference days. Each grade level, 8 through 12, is expected to attend, participate in, and reflect on the activities that are presented during those days.

Students are responsible for uploading and storing their completed activities and reflections to myBlueprint.ca/sd38. This is important, as it is a record of their participation during Conference days.

Students who have an excused absence on a Conference day must complete the activities and reflections and upload them to myBlueprint.

Each Conference Day is based on a theme that addresses the Career Life Connections curriculum. These themes are:

Careers Community Connections Health and Well-being Social Responsibility

Students will receive 2 credits in Grade 11, and 2 credits in Grade 12 for Career Life Connections.

Capstone

The Capstone Project is part of Career Life Connections.

During grades 11 and 12, students will plan, design, document, create, and present a Capstone Project.

It is mandatory for all students to complete a Capstone in order to receive a Career Life Connections course credit.

CAREER LIFE CONNECTIONS REPORTING

Career Life Connections 8 through 10

Grades 8, 9 & 10 will receive a report card comment reflecting their attendance, participation in, and reflection on, Conference days.

Career Life Connections 11 (2 credits)

50% Attendance
50% Activities/Reflection

Grade 11s will receive a percentage and a comment on their report card.

Career Life Connections 12 (2 credits)

25% Attendance
25% Activities/Reflection

50% Capstone

Grade 12s will receive a percentage and a comment on their report card. Completion of the Capstone is mandatory in order to get a Career Life Connections credit. An Incomplete will be given to students who do not complete a Capstone.

*Note: This year only (2020), Grade 12s are receiving 4 credits for Career Life Connections.

WHAT IS A CAPSTONE PROJECT?

A Capstone Project is a passion project. Students choose a topic they want to learn more about. Ideally, what students choose for their Capstone would relate to at least one of their future endeavors. A Capstone Project can take many forms. Students can choose a Capstone Style to develop their topic of interest.

In Grade 11, students will be introduced to the various Capstone Styles, write a Capstone Proposal, and find a Capstone Mentor. Their Capstone Proposal must be approved before a student proceeds with their Capstone Project.

In Grade 12, students will plan, design, document, create, and present a Capstone Project.

Grade 12s present their Capstone Project during the May Conference Day. It is worth 50% of their Career Life Connections mark. **Students who do not complete and present a Capstone receive an Incomplete.**

Students will need to invest **a minimum of 25 hours** towards the completion of their Capstone Project.

This does not include the 30 Hours of Work/Volunteer Experience, or the 90 Hours completed in a Work Experience (WEX) course.

A Capstone should be manageable, yet challenging. All Capstone work should be documented and saved on myBlueprint.ca/sd38 in a Capstone Portfolio.

It is important that the Capstone is not unlawful in nature, and does not have a negative impact on, or cause harm to anyone.

CAPSTONE RUBRIC

Final Capstone Presentation
Assessment Criteria:

PROFESSIONALISM

COMMUNICATION

CONTENT

PRESENTATION

REFLECTION

Capstone Presentation Student Name (first & last): Student Number:		Homeroom Teacher: Total: ____ / 15	
CRITERIA	MINIMALLY MEETING EXPECTATIONS (1)	MEETING EXPECTATIONS (2)	EXCEEDING EXPECTATIONS (3)
PROFESSIONALISM	Materials not prepared and show lack of organization. Student not dressed appropriately.	Materials are somewhat prepared and organized. Student somewhat dressed appropriately.	Materials was well prepared and organized. Student dressed appropriately.
COMMUNICATION	Audience is not engaged. Ineffective speaking skills (unclear, too slow/fast pace & poor volume) Poor eye contact and body language detract from the presentation. Speaker appears uncomfortable.	Some techniques are used to engage the audience. Somewhat demonstrates effective speaking skills (clarity, pace & volume) Somewhat makes eye contact and some appropriate use of body language (posture, gestures)	Used effective techniques to fully engage the audience. Demonstrates effective speaking skills (clarity, pace & volume) Makes eye contact & appropriate use of body language (posture, gestures)
CONTENT	Minimally describe their Capstone journey from start to finish. Missing information. Minimally demonstrate understanding of their topic or poor analysis. Little to none documentation of their journey.	Somewhat able to describe their Capstone journey from start to finish. Somewhat demonstrates understanding of their topic. Somewhat effective documentation of their journey.	Able to fully describe their Capstone journey from start to finish. Demonstrates comprehensive understanding of their topic. Effective documentation of their journey. Strongly supported by details and evidence.
PRESENTATION	Unoriginal and little creativity. Difficult to follow. Minimal use of visual aids or multimedia.	Somewhat original and some creativity but is not unique. Some effective use of visual aids or multimedia.	Very original and creative and unique. Effective use of visual aids or multimedia to enhance presentation.
REFLECTION	Not able to reflect on their learning and make any connections between Capstone topic and self.	Somewhat able to reflect on their learning and make some connections between Capstone topic and self.	Able to reflect on their learning and make connections between Capstone topic and self.

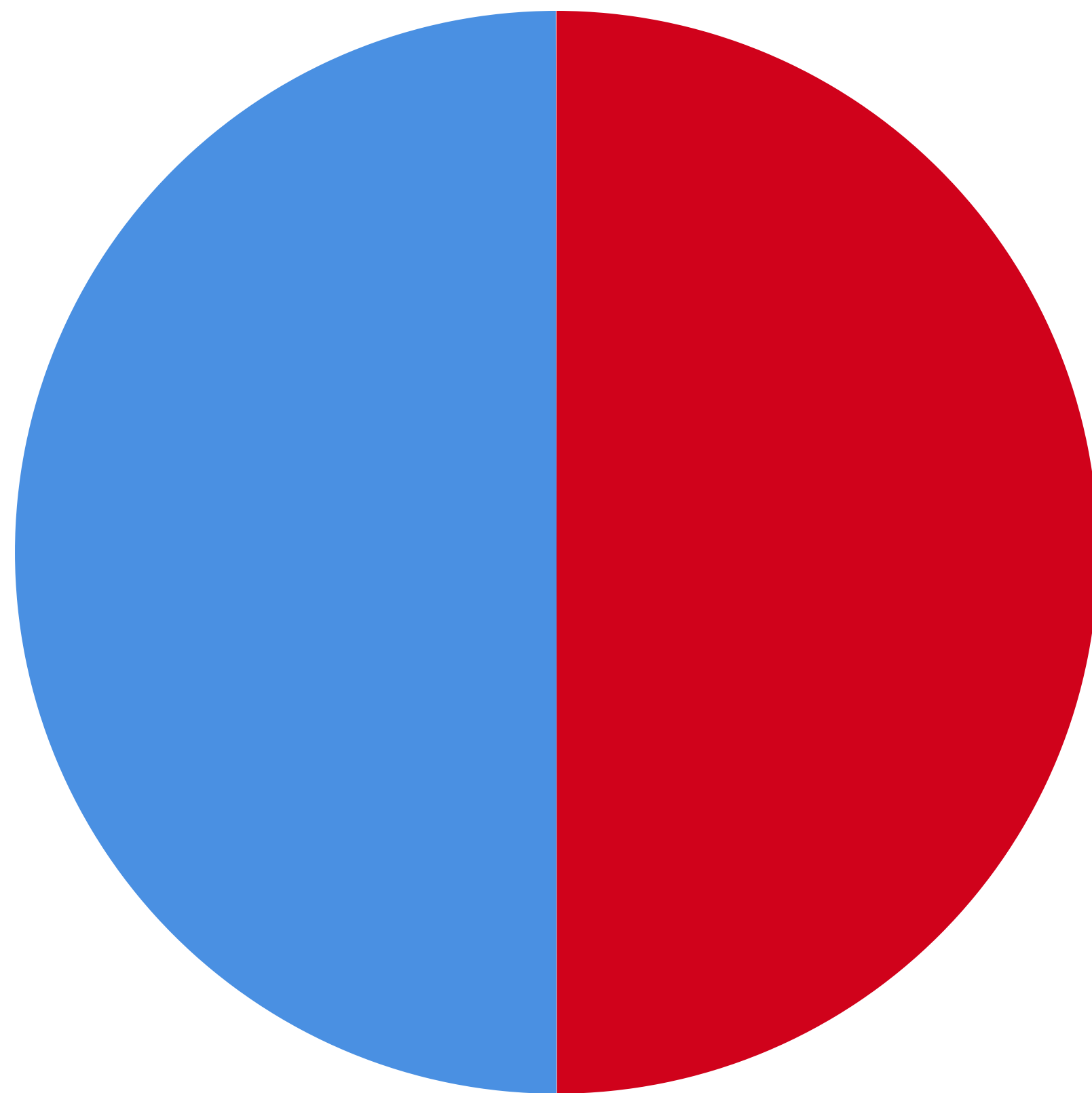
EACH CRITERIA IS RATED ON A 3 POINT SCALE:

1 - MINIMALLY MEETING EXPECTATIONS

2- MEETING EXPECTATIONS

3 - EXCEEDING EXPECTATIONS

HOW MUCH IS THE CAPSTONE WORTH?



■ CAPSTONE PRESENTATION (50%)
■ CONFERENCE DAYS (50%)

THE CAPSTONE PRESENTATION IS WORTH 50% OF THE CAREER LIFE CONNECTIONS MARK.

CONFERENCE DAY ATTENDANCE, PARTICIPATION, ACTIVITIES AND REFLECTIONS ARE WORTH 50% OF THE CAREER LIFE CONNECTIONS MARK.

WHAT CAN A CAPSTONE LOOK LIKE?

CAPSTONE STYLES

There are 7 different Capstone Styles to give students an idea of what form their Capstone Project can take. For more in-depth information on each style, please refer to the Capstone Styles Booklet found on our school website. In Grade 11, students will submit a Capstone Proposal, outlining their Capstone Project.



DOCUMENTING THE PROCESS

Students need to document their learning throughout their Capstone journey. This can be done through writing, journals, photography, video, and other media. All of the Capstone documentation should be saved in the students' myBlueprint Capstone Portfolio.

MENTORS

What is a Mentor?

Once their Capstone Proposal has been approved, students need to find a Mentor to help guide them through their Capstone.

A Mentor is an adult that a student trusts, a person that can provide support and guidance as they are going through the process of completing their Capstone Project.

It is preferable that the Mentor has knowledge in the student's area of interest.

They will need to fill out a permission form that is filled and signed by both the Mentor and the student's parent/guardian.

Students need to meet with their Mentor a minimum of three times. These interactions are to be documented and signed off on their Mentor Log.

MENTOR LOG

J.N. BURNETT SECONDARY MENTOR LOG



Use this form to log a minimum of *three* interactions with your Mentor. (You may attach emails, which could be used in place of a signature, or use a separate page if more space is necessary.)

Having a Mentor is VERY important and can be quite powerful. Consider this someone who will provide guidance throughout your Capstone Project. Ideally, this person will be an adult, who has some knowledge of the area you are exploring for your Capstone; someone who can give you feedback and make suggestions.

Who is your mentor? Tell us a little bit about them.

Mentor name (first & last): _____

Relationship to your Mentor is: _____

Tell us about your Mentor? (their background, position, experience)

How do you plan to communicate? Document all forms of communication.

Mentor contact information: Email: _____ Phone Number: _____

Initial meeting (September/October)

What to talk about: Discuss your Capstone Proposal and Style with your Mentor. Get advice on your direction. Do they have any feedback on your plan, or suggestions on how to move forward?

Reflect on the interaction. Share what was discussed:

Date of meeting: _____

Mentor Name: _____ Mentor Signature: _____

MENTOR LOG cont...



Second Meeting (December / January)

What to talk about: Check in with your Mentor. Tell them about what you have done for your Capstone so far. Ask for their help in possibly re-focusing your next steps. Do they feel like you are on track? Perhaps they can help you find good resources, or possible opportunities in the community.

Reflect on the interaction. Share what was discussed:

Date of meeting: _____

Mentor Name: _____ Mentor Signature: _____

Third Meeting (February / March)

What to talk about: Discuss what you feel you've learned during your Capstone process, and your ideas for your final Presentation. Ask for advice / support / feedback on your ideas. Discuss your successes and challenges and discuss your plan for how you will present your Capstone journey. Invite your Mentor to come to your Capstone Presentation.

Reflect on the interaction. Share what was discussed:

Date of meeting: _____

Mentor Name: _____ Mentor Signature: _____

Capstone Presentations

Capstone Presentations will occur on the May Conference Day. Tell your Mentor well in advance and invite them to be there to witness and celebrate your journey.

This document tracks 3 interactions with the student's Mentor. Students will need this completed, signed off, and presented at their Capstone Presentation in May. This document must be kept in a safe place.

Students should upload this to myBlueprint - Capstone Portfolio.

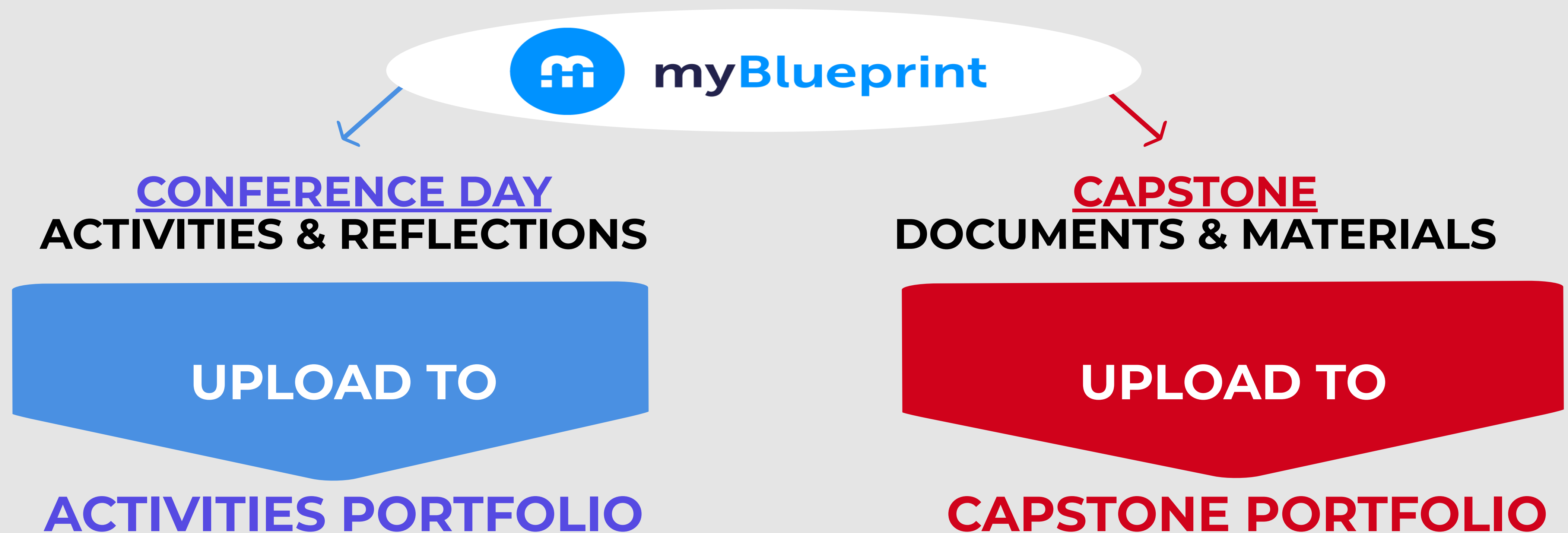
USING MYBLUEPRINT

ALL STUDENTS MUST HAVE A MYBLUEPRINT ACCOUNT. MYBLUEPRINT IS WHERE STUDENTS STORE THEIR CONFERENCE DAY AND CAPSTONE WORK.

THEY MUST CREATE **2** PORTFOLIOS ON MYBLUEPRINT:

AN **ACTIVITIES PORTFOLIO** TO UPLOAD CONFERENCE DAY ACTIVITIES & REFLECTIONS.

A **CAPSTONE PORTFOLIO** TO UPLOAD ANY IMPORTANT CAPSTONE DOCUMENTS, JOURNALS, PROCESS WORK, ETC.




*ALL STUDENT WORK **MUST** BE UPLOADED TO MYBLUEPRINT. THIS IS HOW YOUR WORK IS TRACKED FOR COURSE COMPLETION. **IF WORK IS NOT COMPLETED AND UPLOADED TO MYBLUEPRINT IT WILL BE ENTERED AS INCOMPLETE.***

J.N. BURNETT CAREER LIFE CONNECTIONS REPORT

This Report is a 'snapshot' of the documents students need to complete, sign off, and bring to their Final Capstone Presentation in May.

J.N. Burnett Career Life Connections Report



Student Full Name: _____

Student Number: _____ Expected Year of Graduation: _____

This document tracks all of the components you complete for the CLC Graduation Requirements. Please do not lose this form. Upload all required documents to myBlueprint - Portfolio as you get it signed off. It will be used to verify that you have earned the 4 credits required for graduation.

Any of the following sections can be signed off by a teacher.

Community Connections	Requirement Met (Teacher Initials Only)
30 Hours Work/Volunteer Experience Form Completed <ul style="list-style-type: none">Participate in 30 Hours of Work/Volunteer ServiceREFLECT ON WORK/VOLUNTEER EXPERIENCE:<ul style="list-style-type: none">a) Describe the Duties Performedb) Describe the Employability/Life Skills Connectionsc) Describe the Benefits to the Community and Self	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Capstone Documents	Requirement Met (Teacher Initials Only)
Grade 12 <ul style="list-style-type: none">Updated ResumeCapstone Mentor Log (3 meeting dates fulfilled & signed)Capstone Presentation completed	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

The reverse side of this document outlines the Assessment rubric that will be used for your Final Capstone Presentation in May. You will need to bring this completed report with the outlined documents to your May Conference Day. Please keep this document updated and uploaded to myBlueprint - Portfolios as you complete it.

Students will need to complete, and sign off the following 3 documents:

30 Hours Work/Volunteer Experience Form
(this is found on the school website -
Students- Career Life Connections.)

Updated Resume
Capstone Mentor Log

Once students have completed these documents, they must get this form signed off by a teacher. Students should upload it to myBlueprint - Capstone Portfolio for safe keeping.