Dear Oxford High School Seniors (class of 2020) and Parents,

This letter is to inform you of requirements for the OHS Senior Capstone program. The core mission of Capstone is to provide each Oxford graduate with a self-determined learning experience outside the school. We encourage you to read and understand the contents of this letter and attachments because Capstone is a graduation requirement. For the first time, we offered an option for juniors to begin Capstone College or Capstone Project early, and complete some requirements in the summer before their senior year. Therefore, some seniors have already completed portions of the Capstone program.

CAPSTONE OPTIONS
We are excited to provide the following Capstone options. Each option provides students with opportunities to hone their research and analytical skills and/or explore a career interest prior to beginning college or other post-secondary pursuits. One of these three options must be completed in order to graduate:

- **Capstone Project**: 15 hours of field work on your own time, mentor collaboration, reflection writing
- **Capstone Internship**: during school, from mid-May till end of school; at a host site; 30 hrs/week
- **College Course**: 3 credit (min.) course at accredited institution, on your own time (subject to approval; core subjects encouraged)

Each option requires unique planning and qualifications. Please see descriptions of the three options on later pages to help with your decision.

CAPSTONE COMMITTEE CASE MANAGER
Each senior’s Advisory teacher serves as the student’s Capstone case manager. The Capstone case manager is a student’s primary contact with the Capstone program and he/she helps the student understand requirements, make good choices, and meet deadlines.

COMMUNICATIONS
Each student must join the Capstone 2020 Google Classroom, which will be the primary means of electronic communication with the Capstone program. GC will be used to distribute information and deadlines. It is the student’s responsibility to monitor and respond to the site. The Capstone 2020 GC code is: k7d3h23

CAPSTONE FAIR
All seniors present their Capstone experience in a required end of year presentation, a Capstone Fair. The format for the presentations is similar to a science fair; a five minute live discussion of the experience and its impacts. Parents and community members are invited to attend, and students must be prepared to answer questions about their projects. The Capstone Fair is the final assessed portion of Capstone and the final step in completing the requirement. Therefore, the Fair is mandatory for all seniors.
Students may begin their Capstone at their earliest convenience. Deadlines do exist. A summary of their intentions is due by October 16, 2019. A formal proposal is due no later than February 1, 2020, (or by December 1, 2019 if choosing the College option). Again, students may submit proposals and begin work immediately, if they prefer.

Please start thinking and talking at home about your Capstone opportunities and choices. As previous Oxford seniors and many other districts in Connecticut can attest, these expanded options provide students with engaging, hands-on, independent experience that will better prepare students for life after high school. We look forward to learning what you create and discover through these exciting opportunities!

If you have questions, or need help making a decision about which program is best for you, please contact your Advisory teacher or Mrs. Poulin (via email or GC).

Good luck!

Sincerely,
The Capstone Committee Class of 2020  (Students are assigned by advisory teacher)

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Mrs. Poulin  poulind@oxfordpublicschools.org

Important notes for all seniors:

The Senior Capstone Committee must ultimately approve participation in the internship or college course options. The school counselors will review grades, discipline and attendance at various times throughout the school year. It must be clear that all senior year courses will be successfully passed, attendance and disciplinary records must be satisfactory, and all other graduation requirements to date must be complete or internship and college course options are not permitted. The Capstone Project option is available to all students. Seniors will not successfully complete the Capstone requirement unless they meet all Capstone obligations. Capstone is a graduation requirement.
OHS CAPSTONE: Internship

OPTION 1: INTERNSHIP

A Capstone Internship is a thirty hour per week unpaid work experience opportunity. Students will select areas of interest and experience a work environment at an employer’s location for at least 30 hours per week. Internship hours will be during school hours, therefore students participating in an internship will be exempt from coursework during the internship and will be exempt from final exams. Internships occur during the last few weeks of school (typically mid-May through end of exams). Dates are subject to change due to changes in the academic calendar. Therefore, students must make arrangements with their internship mentor to accommodate changes to the academic calendar.

Those students opting for a Capstone Internship must complete/achieve the following for approval:

- Summary of Intentions due Oct 16.
- Internship Proposal: delineates student’s interest in participating in the Capstone Internship experience, student areas of interest, and evidence of the personal responsibility required for such an undertaking.
- Maintain a minimum 85% overall GPA for all high school coursework.
- Have not failed nor be in danger of failing any senior year course.
- Maintain above average records of discipline and attendance.
- Candidacy review by Oxford staff.
- Internships are not allowed for sites where students are employed nor where family members or relatives are involved directly in the internship project.

*The Senior Capstone Committee will approve each internship.
*Capstone Internship is/was not available during summer 2019 as an early action option.
*During the internship, students are required to submit a timesheet signed by their internship supervisor.
*All students must complete reflection writing, a written response to prompts asking about various aspects of their experience.
*All students must present their experience at the end of year Capstone Fair.

The student must identify, research, and secure the internship opportunity and make all arrangements with the internship host.

The Capstone Committee must approve your participation. If you aren’t sure you should apply for the Internship, please speak to your School Counselor. Seniors who, based on the above criteria, do not qualify for the internship are expected to complete the Senior Project.

In order to participate in this program, it is your responsibility to meet eligibility requirements and you must submit your internship proposal by February 1. Capstone is a graduation requirement.
OPTION 2: SENIOR PROJECT

A Capstone Project is a self-directed, independent research project on a topic of your choosing that includes working directly with an adult mentor to achieve specific goals. Those students opting for a Capstone Project must complete the following for successful completion:

- Summary of Intentions due Oct 16.
- Project Proposal: delineates the essential question or research you will explore, the learning you will engage in throughout the project, how you will apply a variety of skills and knowledge from several disciplines to complete the project, and the social significance of your work. Where your field work will be done and how the field work supports your objectives. Proposals must include the name of your project mentor and/or any other expert you will consult and how their role in the project.
- Presentation Plan: a detailed explanation and rationale for what you will present at the year-end Capstone Fair in terms of both content and format (poster, video presentation, etc.).
- Field Work: minimum 15 hours of work focused on Senior Capstone Project objectives performed outside of school with a community/project mentor of the student’s choosing (not family member or relative).
- All field work and project work (e.g., reflection writing) must be completed by mid-May.
- Group projects (multiple OHS seniors attempting to satisfy Capstone obligations together) are not allowed.

*The Senior Capstone Committee will approve each project.
*During the fieldwork portion, students are required to submit a timesheet signed by their project mentor.
*All project students must complete online reflection writing, a written response to a prompt asking about various aspects of their experience.
*All students must present their experience at the end of year Capstone Fair.

In order to meet Capstone requirements, it is your responsibility to meet all project requirements and you must submit your project proposal by February 1. Proposals may be submitted at any time prior to the deadline (now!). Projects can begin as soon as your proposal is approved. Capstone is a graduation requirement.
OHS CAPSTONE: College Course

OPTION 3: COLLEGE COURSE
Seniors who qualify may elect to satisfy their Capstone requirement by successfully completing a college level course at an accredited institution of higher learning. Courses must be at least 3 credit hours and be in a core subject (social sciences, mathematics, English, science). Courses outside these subject areas require advanced approval. Online courses are acceptable. All obligations, including but not limited to identifying appropriate schools/courses, applications, application fees, tuition and other fees, books, transportation, etc., are the responsibility of the student.

- Summary of Intentions due Oct 16.
- College Course Proposal: describe student’s interest in participating in the Senior College experience, intended area of study, institution, how student has understood and met any prerequisites, and evidence of the personal responsibility required for such an undertaking.
  - Fully approved College proposal must include official proof of course enrollment.
- Maintain a minimum 85% overall GPA for all high school coursework.
- Have not failed nor be in danger of failing any senior year course.
- Maintain above average records of discipline and attendance.
- Candidacy review by Oxford staff.
- Score of ‘C-’ or better in attempted college course: official transcript required.

*The Senior Capstone Committee must approve written proposal.
*You must be in regular contact with your Capstone case manager during the course.
*All College Course students must complete online reflection writing, a written response to a prompt asking about various aspects of their experience.
*All students must present their experience at the end of year Capstone Fair.

In order to participate in this program, it is your responsibility to meet eligibility requirements and you must submit your College Course proposal by December 1. In addition, the student must successfully enroll in the course. If you do not attend the course, you will not satisfy Capstone requirements. Capstone is a graduation requirement.