



# CAPSTONE

## Minnetonka High School

The Senior Capstone Project provides students the opportunity to apply and participate in a two-week, off-campus experience at the end of their senior year. Eligible seniors can choose to explore a career field, service work, or a project of interest by working with a mentor in a unique, real-world learning environment outside the boundaries of traditional school. This experience is designed to inspire seniors to explore their aspirations while enhancing the educational experience at Minnetonka High School. It is an honor and a privilege to participate.

### THREE OPPORTUNITIES

Students will have a nine-day, off-campus experience and may choose from:

- Internship/Job Shadowing
- Service Project
- Independent Study

### GOALS

Through the Senior Capstone project, students are able to:

- Personalize their learning
- Become immersed in a field of interest
- Extend their thinking beyond the classroom
- Explore a career field to gain insights into the true nature of the work
- Develop and enrich their independence, self-reliance and creativity
- Gain valuable references for the future
- Interact in an adult world
- Present themselves in an interview situation
- Develop or enrich professional social skill

### OUTCOMES

Most students will come away from the Senior Capstone Project with renewed enthusiasm. Some will refine their interests. Some may alter their plans for the future.

No matter the outcome, participation in the Senior Capstone Project can be very beneficial.

### HOW DO I GET STARTED?

Follow these steps to begin the application process:

1. Check eligibility requirements (page 2)
2. Enroll in the "MHS Senior Capstone Project" Schoology Group (Code 4QVX3-F4F75)
3. Download the Capstone application
4. Complete the Google form

Questions? [briana.wilson@minnetonkaschools.org](mailto:briana.wilson@minnetonkaschools.org)

## CALENDAR

### SENIOR CAPSTONE | SPRING 2020

- Friday, January 31 ..... Senior Capstone Early Decision Applications Due in Schoology; Complete Google form
- Friday, February 21..... Senior Capstone Application Due in Schoology; Complete Google form
- Wednesday, May 20 ..... Last day of school for Senior Capstone students
- Thursday, May 21-Wednesday, June 3.... Senior Capstone project period
- Thursday, June 4 ..... Community Fair and exit interview (11:30 a.m.–1:45 p.m.)
- Friday, June 5 and Monday, June 8 ..... Seniors Serve
- Tuesday, June 9 ..... Class of 2020 Commencement at U.S. Bank Stadium

UPDATES ON THE SCHOLOGY PAGE AND [MINNETONKASCHOOLS.ORG/CAPSTONE](https://minnetonkaschools.org/capstone)



MINNETONKA  
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*Class of 2020 edition*

# ELIGIBILITY & COMMITMENTS

## ELIGIBILITY

To be eligible for the Senior Capstone Project, seniors must meet these qualifications:

- be enrolled in two or more AP or IB classes and in good standing (other rigorous courses may qualify)
- gain permission from all second semester teachers
- have a clearly definable interest to explore
- be able and willing to plan and complete the project independently
- Complete a detailed, thoughtful and complete application with a calendar showing how their time will be spent

## COMMITMENTS

During the Senior Capstone Project period, students must:

- plan and organize the Senior Capstone project
- find and engage a Professional Mentor
- work 50 hours or more from May 21–June 3 (approximately five hours/day)
- not receive compensation
- display exemplary behavior to ensure the strong reputation and integrity of the Senior Capstone program and Minnetonka High School
- maintain good communication with the Professional Mentor and the MHS Project Coordinator, Briana Wilson (email [briana.wilson@minnetonkaschools.org](mailto:briana.wilson@minnetonkaschools.org))
- maintain a blog throughout the experience
- showcase the final project at the Community Fair on June 4
- complete an exit interview June 4 during the Community Fair, finalizing and reflecting on their experience with a member of the Capstone Committee

## PURSUE YOUR PASSION

Whatever you choose to do for your project, be sure that it is something that is meaningful to you. You are about to work very hard planning your project, and it is better and more fun if you are doing something that you care about!

## REPRESENT US WELL

Senior Capstone participants must display exemplary behavior to ensure the strong reputation and integrity of the Senior Capstone program and Minnetonka High School.



Students present their Senior Capstone projects at the Community Fair in the MHS Commons (from left, exploring sound engineering and the field of dentistry)

# CAPSTONE PROJECTS & MENTORSHIP

## JOB SHADOW/INTERNSHIP

Students who choose to job-shadow typically select a career they plan to pursue. A good Senior Capstone project will be designed so that the student can get involved in some way. Thorough planning with your Professional Mentor will help ensure a meaningful experience.

You do not have to spend every day with your Professional Mentor. He or she will be in charge of overseeing your project at the work site, but it will also be enriching to work with a variety of people. A good project gives you several points of view.

## EXAMPLES

- Teacher Assistant
- Animal Hospital Intern
- Dental Intern
- Internship at the Hennepin District Court
- Exploring Medical Careers at a Hospital
- Dance Studio Intern
- Police Department Intern
- Intern at a bank
- Intern at a law firm
- Interior Design Intern
- Intern at Chanhassen Dinner Theatres

## INDEPENDENT STUDY

Ever wish you could do an in-depth research project or a creative project beyond the scope of high school? Here is your chance! Make sure that the project will take you 50+ hours to complete (approximately five hours/day). Remember that you will be expected to share your project knowledge and key takeaways with a person, group or a place that could benefit from what you learned. To whom will you present your information? Who will benefit from what you study? You will still need to have a Professional Mentor; in this case, it could be an educator or a professional who can supervise your work.

## EXAMPLES

- Photograph Minnetonka/Twin Cities
- Advantages of Pre-Kindergarten Education
- Capturing School Identity in Photography
- Guide to----
- Effects of Pollution on the Environment
- Comparing Water Quality in the Twin Cities
- Design a New and Improved Space in Schools
- Effects of Invasive Species on Local Economy

## SERVICE PROJECT

Do you enjoy community service work and wish you could do that for a living? Or do you want to immerse yourself in giving back to the community? You could work alongside a Professional Mentor whose job it is to handle community or charity work. You just need to make sure that the project is one that will take you 50 hours or more (approximately five hours/day). Participating in a charity event will not qualify you to do this project. You need to work behind the scenes to promote, set-up, participate and reflect on the entire process.

## EXAMPLES

- Children's Hospital
- E.C.H.O
- Twin Cities Habitat for Humanity
- Volunteering for Minneapolis/Minnetonka
- Gale Woods Farm
- Feed My Starving Children

## CHOOSING A PROFESSIONAL MENTOR

A Professional Mentor is someone who works in your field of interest and is willing to guide and supervise. Family connections are often rich sources of potential Professional Mentors. Finding a mentor can be the most intimidating part of the Senior Capstone project, but it also challenges you to think in a different fashion. Some questions to consider:

- Which companies in our area offer the type of setting you are looking for?
- What contacts will you need to make?
- Does anyone in your family/friend circle have these contacts?
- If not, can you locate a Professional Mentor in another manner?

## MEET WITH YOUR PROSPECTIVE MENTOR

Once you identify a potential Professional Mentor, you will meet with this person to ensure your project goals match what the organization and location can offer. Plans, expectations and a schedule will be developed at this or a subsequent meeting. Pages 4-6 of the Senior Capstone application will need to be signed by the Professional Mentor.

# FAQs

## 1. WHO WILL SUPPORT ME DURING THE SENIOR CAPSTONE PROJECT?

**Professional Mentor:** Your mentor will help you (1) complete the objectives section and sign documents in your Capstone application, (2) provide supervision during your project, (3) offer expertise in your area of study, (4) communicate with the Project Coordinator, if necessary, and (5) complete a final, online questionnaire to provide feedback.

**Project Coordinator:** Ms. Briana Wilson (briana.wilson@minnetonkaschools.org) will (1) communicate with students using Schoology, (2) help guide students throughout process, (3) oversee all student projects, (4) communicate with Professional Mentors, if necessary, provide final approval/denials of student proposals, and (5) if possible, visit the project location to see how things are going and evaluate the student experience.

**Capstone Committee:** This committee is a group of teachers or other staff members who will (1) assist in the process, (2) guide and help students, (3) review the project proposals, and (4) if possible, visit the project location to see how things are going and evaluate the student experience and (5) conduct an exit interview to finalize the experience.

## 2. WHAT ABOUT END-OF-YEAR EXAMS?

It is expected that students selected to do a Senior Capstone project will, by virtue of their superior academic performance, be exempt not only from the last two weeks of coursework, but from projects and exams given during the last two weeks of school. We DO expect students to finish any final projects, speeches, papers, etc. that are a required culminating experience for a course. However, students should not be made responsible for work that takes place during the Senior Capstone project period. NOTE: You will not be excused from work and/or exams given on or prior to Wednesday, May 20.

In rare circumstances, if an exam is absolutely necessary for a particular class, we expect you to make arrangements with the classroom teacher to take the test.

## 3. WILL I RECEIVE ACADEMIC CREDIT FOR MY SENIOR CAPSTONE PROJECT?

No. You will not receive academic credit for participating in the Senior Capstone project.

## 4. WHAT IF I DO NOT COMPLETE MY CAPSTONE PROJECT?

If students do NOT complete their Senior Capstone project, they will receive an incomplete in each of their classes and will be required to do course projects and/or take all culminating exams to receive credit for coursework.

## 5. NEXT STEPS?

- Check eligibility requirements.
- Enroll in the "MHS Senior Capstone Project" Schoology course using the access code 4QVX3-F4F75.
- Download and complete the application and then complete the accompanying Google form.
- On or before February 21, 2020, complete the Google form and submit the application via Schoology. Late or incomplete applications will not be accepted.
- **Questions?**  
briana.wilson@minnetonkaschools.org



Delivering an Elementary STEM Lesson



Exploring Internships in Law



Helping Animals in Costa Rica