Objective: To combine all that you have learned from ALL disciplines—Math, Science, Art, History, English, Fitness, Social—and combine them into a senior project.

Essential Questions: What is your passion? What is your goal? What is your vision? How will you contribute to your goal?

Paper, Tangible Product, Formal Presentation--Due Dates

1. DUE 1/26: Project Proposal--50 points in preparation for Capstone

2. DUE 1/26: Parent Approval Form--25 points in preparation for Capstone

3. DUE 2/15: Mentor Approval Form--50 points in preparation for Capstone


5. DUE 2/28 @ 11:59 pm in Turnitin.com: 1st Draft of Essay—100 points in daily work

6. DUE 3/2 @ 11:59 pm in Turnitin.com: 1st Draft of Annotated Bibliography--100 points in daily work

7. DUE 3/6: 2nd Product Proposal—25 points in preparation for Capstone

8. DUE 3/12: 2nd Draft of Proposal Essay—100 points in daily work


10. DUE 4/3 @ 11:59pm in Turnitin.com: FINAL Annotated Bibliography--100 points in preparation for Capstone

11. DUE 4/7 @ 11:59 pm in Turnitin.com: FINAL Draft of Proposal Essay—100 points in preparation for Capstone

12. DUE 4/3-4/24: Practice Presentations—100 points in Capstone Presentation

13. DUE 4/24: Capstone Portfolio with Resume—100 points in preparation for Capstone

14. DUE 4/26-4/27: Final Presentation with Judges —100 points in Capstone Presentation
Project Ideas

Pre-planning

**Essential Questions:** What is your passion? What is your goal?

What is your vision? How will you contribute to your goal?

Your project must . . .

- Be approved by your teacher
- Be approved by your parents
- Be individual—no group or collaborative projects
- Include a Mentor with 4 hours of logged contact time
- Include an Annotated Bibliography
- Include a Product
- Include a Portfolio with a Resume
- Include a 10-15 page Formal Research Paper with 10 research sources, 4 from PRHS or Pikes Peak Library databases
- Include a 10-12 minute Formal Presentation

Sample Project Ideas

<table>
<thead>
<tr>
<th>Project Topic</th>
<th>Essential Question</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Therapy</td>
<td>How can music therapy be used to enhance the quality of one’s life?</td>
<td></td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>How can a football helmet prevent concussions in football?</td>
<td></td>
</tr>
<tr>
<td>Equestrian</td>
<td>How can the design of a barn fulfill the needs of an equestrian team?</td>
<td>Design a barn based on safety, efficiency, and overall horse health.</td>
</tr>
<tr>
<td>Computer Science</td>
<td>How can a missile launcher be more effective in its distance and targeting during combat?</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>How can drilling in Alaska benefit the American people?</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>How can students be made aware of the significance history plays in their future?</td>
<td></td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>How can America be made aware of the dangers of extinction for birds of prey?</td>
<td></td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>How can long-distance runners eat a well-balanced vegan diet and stay at high performance?</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td>How can photography help others in lower socioeconomic communities?</td>
<td></td>
</tr>
</tbody>
</table>
Annotated Bibliography

1st Draft DUE 3/1 @ 11:59pm in Turnitin.com

Requirements: Five (one MUST be from a database) reliable and trustworthy sources, varied research (articles, interviews, TED talks, books) each with a well-written summary in correct APA format.

Final Draft DUE 4/2 @ 11:59 in Turnitin.com

Requirements: Ten (four MUST be from databases) reliable and trustworthy sources, varied research (articles, interviews, TED talks, books) each with a well-written summary in correct APA format.

APA Annotated Bibliography Sample Page

Sample Annotated Bibliography

Annotated Bibliography


This article discusses the new standards for outsourcing developed by the AICPA ethics committee. The standards are summarized, and a brief discussion is included of the implications going forward for business and international trade. The authors indicate that changes to the business community will be relatively minor. This is a helpful source for getting an overview of the current ethics standards in outsourcing.


The American Management Association has created its own guide for business writing. Designed as a supplemental text to more thorough style guides such as APA, this guide covers topics relating specifically to business, such as citing financials, formatting of company reports, and professional approaches to information integrity in the workplace. This is an indispensable work for anyone doing professional business writing.

doi:10.1016/j.im.2004.02.005

The authors present an investigation of IT outsourcing based on the combined results of a survey administered to IT firms as well as statistical measures from domestic and French or German firms. Their data covers a wide range of IT business unit types. However, the lack of longitudinal data weakens their conclusion that the shorter pace of French and German IT outsourcing has had a positive effect on business in those countries long-term.
Sample APA Annotation


In this book of nonfiction based on the journalist's experiential research, Ehrenreich attempts to ascertain whether it is currently possible for an individual to live on a minimum-wage in America. Taking jobs as a waitress, a maid in a cleaning service, and a Walmart sales employee, the author summarizes and reflects on her work, her relationships with fellow workers, and her financial struggles in each situation.

An experienced journalist, Ehrenreich is aware of the limitations of her experiment and the ethical implications of her experiential research tactics and reflects on these issues in the text. The author is forthcoming about her methods and supplements her experiences with scholarly research on her places of employment, the economy, and the rising cost of living in America. Ehrenreich’s project is timely, descriptive, and well-researched.

The annotation above both summarizes and assesses the book in the citation. The first paragraph provides a brief summary of the author's project in the book, covering the main points of the work. The second paragraph points out the project’s strengths and evaluates its methods and presentation. This particular annotation does not reflect on the source’s potential importance or usefulness for this person’s own research.

For information on formatting APA citations, see our [APA Formatting and Style Guide](#).
Capstone APA Paper Requirements and Guidelines

1st Draft (100 daily points)—DUE 2/27 @ 11:59 pm in Turnitin.com

2nd Draft (100 daily points)—DUE 3/9 @ 11:59 pm in Turnitin.com

Final Capstone Paper (100 Capstone points)—DUE 4/7 by 11:59 pm in Turnitin.com

APA General Guideline adapted from the Owl at Purdue for the Capstone Paper:

1. Typed, double-spaced on standard-sized 8.5” X 11” paper
   1” margins on all sides
   APA recommends using 12 pt. Times New Roman font

2. Page header (also known as the “Running Head”) at the top of every page
   Insert page numbers flush right
   Type “TITLE OF YOUR PAPER” in the header flush left, using all capital letters
   The running head—a shortened version of paper’s title and cannot exceed 50 characters
   Pages after the Title Page should have a running head with the condensed title only, NOT
   the words Running Head

3. Proposal Essay includes four major sections: Title Page, Abstract, Main Body, and References

4. Title Page should contain . . .
   A. Running Head: CONDENSED TITLE
      flush left with the page number flush right
      at the top of the page
   B. The complete title of the paper
   C. The author’s name
   D. The institutional affiliation

**Sample Title Page**

Running Head: KINESTHETIC LEARNING

Kinesthetic Learning:
Secondary Level Experience and Theory
Michelle Jestice
Palmer Ridge High School
5. **Abstract should . . .**
   A. Be a separate page
   B. Include the condensed title page header in all capitals on the left, page number on the right
   C. On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks).
   D. Contain your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also want to include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced, between 150 and 250 words—not indented.

Sample Abstract:

KINESTHETIC LEARNING  

Abstract

Please include your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph double-spaced, between 150 and 250 words—not indented.

Include Key Words if desired.
6. **Main Body should include . . .**
   A. The condensed title page header in all capitals on the left, page number on the right.
   B. The complete title centered on the page (not bolded or underlined or italicized).
   C. The Essential Question
   D. Introduction
      ✓ Hook—Why? (Pathos? Ethos?)
      ✓ Background information—What? Definition of your topic. (Logos?)
      ✓ Thesis Statement—What? How? (Ethos?)
   E. Main Body (3-4 main points, NOT 3-4 paragraphs) 10-15 pages
      ✓ Process Analysis, Comparison/Contrast, Cause and Effect
      ✓ Evidence—LOGOS! PATHOS! ETHOS!
      ✓ Technical Element—a chart, graph, photo, etc. with a caption or explanation
   F. Conclusion
      ✓ Restatement of purpose and thesis
      ✓ Epiphany! What did you learn?
      ✓ Call to Action (ETHOS!)

Sample Main Body:

**Kinesthetic Learning**

Kinesthetic Learning: Secondary Level Experience and Theory

EQ: How does body movement and classroom instruction solidify learning at the instruction level?

**Introduction**


**Main Body Discussion**

Your research and Explanations to include Process, Comparison/Contrast, Cause and Effect, Technical Component

**Conclusion**

Restatement of Purpose and Learning, Epiphany, Call to Action
References


Capstone APA Resume Requirements and Guidelines

Final Draft—DUE 4/24 with Portfolio

Sample APA Resume from the Owl at Purdue

More information to follow . . .
CAPSTONE Portfolio Requirements and Guidelines

Final Draft (100 points)—DUE 4/24 Paper Copy for Judges

What background information will the Capstone Review Panel have before they listen to the presentation?

Before you present in front of the judges’ panel, they will review your Capstone Portfolio (Components are listed below). The portfolio will document your project, and your resume and proposal letter will introduce you.

Portfolio Components: (Provide one for the judges) 100 points

☐ Cover—duplicate the one for your paper
☐ Resume
☐ Presentation Outline
☐ Proposal Letter
☐ Proposal Paper and References Page (Clean Copy)
☐ Annotated Bibliography (Clean Copy)
☐ Mentor Field Log
☐ Mentor Thank You note

(This is a copy; you should send one to your mentor in the mail!)

☐ Any handouts etc., that will be helpful to the review panel
Capstone Outline Sample

10 minutes

I. Introduction
   A. Good Morning! —How do you learn? Ask for 3.
   B. Anecdote with Realia—PhD story.
   C. EQ—How can I best show my students how to write and present their Capstone projects?
   D. Thesis: After students experience a researched presentation with the same components, they will understand the organization and requirements of the Capstone project.

II. Main Body
   A. Tell Main Points—How to do (with Rubrics); What to include (with Guidelines); Other Considerations
   B. How to write a Proposal Paper
   C. How to Prepare Presentation
   D. Explain what should be included

III. Conclusion
   A. Remind students of the thesis/purpose
   B. Return to the anecdotal story—PhD. Where in 5 years?
   C. Ready to write and get paid!!!
   D. However, . . . I discovered a new void. I’m using my product in the classroom. “Necessity is the Mother of Invention.”

Questions and Answers Period—5 minutes.
Capstone Proposal Letter Format

Format paper with one inch margins

Date April 24, 2018

(Leave 2 spaces between date and inside address)

Inside address Your Name
Palmer Ridge High School
19255 Monument Hill Road
Monument, CO 80132

(Leave 2 spaces between inside address and salutation)

Salutation Dear Capstone Committee:

(Leave 2 spaces between salutation and body of letter)

Paragraph 1 Describe what project topic you selected, why you selected it, and what you hoped to learn or accomplish. Why does this topic interest you?

Paragraph 2 Begin this paragraph with a transitional sentence showing the relationship between your subject/topic and the actual proposed project. Then describe your project. What goals are you hoping to achieve? Give it a name that we can all use as a reference. Describe the research and how it relates to your product/idea. Use some GOOD embedded quotes to support what you are hoping to claim in your presentation.

Paragraph 3 Describe how this project is a stretch for you. What did you already know? What did you learn? What areas are you not familiar with and what skills and knowledge did you expect to acquire and how did you expect to acquire them?

Paragraph 4 Describe how the proposed project connects to your post-high school endeavors. Discuss briefly what impact you anticipate this project may have on you or your community.

(Leave 2 spaced between body of letter and closing)

Sincerely,

(Leave 4 lines for your signature. Sign in dark blue or black ink with your first and last name.)
May 4, 2017

Michelle Jestice
Palmer Ridge High School
19255 Monument Hill Road
Monument, CO 80132

Dear Capstone Committee:

My Capstone Project is motivated by my love for both yoga and English literature. I wanted to know if there was a way to integrate the two, and now I know there is. Through my research, I discovered that body movement and brain activity are two sides of a balanced equation: students need both physical activity and brain work.

I wondered if the kinesthetic and academics could go together and make a career. They can. Kinesthetic Learning, which is what I like to call my project, has already been tried in many ways. For instance, in Minnesota, state schools practice yoga for fifteen minutes daily. This helps to keep the kids focused and gives their minds a break after endless lectures. I was fascinated by this discovery.

I enjoy both disciplines separately, but now I may be able to get a doctorate incorporating both of my passions—truly exciting! I did conduct research about how body movement affects the learning process and found many statistics proving my theory that the two go hand in hand.

Currently, I teach high school English at the local high school and yoga at the local gymnasium. I would like to combine the two disciplines to teach teachers nationwide how to connect learning with body movement for increased problem solving and engagement in the classroom throughout the developmental public school years. I may even begin a doctoral program linking science and liberal arts. Exciting!

Thank you for supporting my newly gained knowledge.

Sincerely,

Michelle Jestice
April 24, 2018

English 4 Students
Palmer Ridge High School
19225 Monument Hill Road
Monument, CO 80132

Dear English 4 Students,

Thank you for sharing your last year of English with me in Senior British Literature. I enjoy teaching literature; I especially enjoy teaching literature to students who take their education seriously.

I appreciate your hard work and dedication to your Senior Capstone Project. Shortly, you will discover that YOU are the beneficiary of preparation and research and writing and practice. You will be prepared for college far more than others. Your investment is in you.

Approach the rest of your academic career and life experiences with PASSION. Eagerly, I anticipate each school day with every one of you. Thank you for making me laugh and for mentoring me on how to teach English 4: I learn from you every day. I cannot wait to congratulate you at graduation—blessings for all your future endeavors.

Sincerely,

Mrs. Michelle Jestice
Letter to Parents

January 12th, 2018

Dear English 4 Parent(s)/Guardian(s),

As your student approaches the end of his or her school career, it is important that your son or daughter not lose focus because of the anticipation of graduation. This manual has been developed to support you and your student in completing his final product for English 4 in order to achieve the proper credit to pass the class. It is imperative that your student complete all components during the assigned due dates, or his/her grade will ultimately suffer (60% of the overall grade).

The purpose of the Capstone project is to allow your student the opportunity to demonstrate what he or she knows and is capable of doing in the world after graduation. Each student is required to write a proposal with an essay, develop a product and portfolio, and present his/her project to a panel of judges. This activity will allow your teenager the opportunity to integrate and demonstrate the knowledge and skills acquired during his educational career at Palmer Ridge High School. Most importantly, the Capstone Project will prepare your son or daughter for whatever he/she may decide to do after graduation. To make this project the power education experience it is, we need your help.

Please review this manual with your student. It will provide you both with important information about and expectations for the project. To be successful you and your senior must know the process. If you have questions about this, please contact Michelle Jestice, Erin Stefanski, Gary Gabel, or Kim Sandoval. Everyone at Palmer Ridge is looking forward to your student’s completion of high school and his or her entry into post-secondary studies or the work force. It is an exciting time for you, your family, and all of us at Palmer Ridge. Together, let’s make this time a memorable culmination to your adolescent’s high school career.

Sincerely,

Michelle Jestice
719-867-8174
mjestice@lewispalmer.org
Capstone Parental Permission Form (25 points)
DUE 1/25/2018

Student Name _____________________________________________
Parent(s) Name(s) ____________________________________________
Address _______________________________________________________

Parent Phone: Home ____________________ Work __________________

As a parent/guardian of _________________________________________, a senior at Palmer Ridge High School, I am aware that my son/daughter must complete a Senior Capstone Project.

For the project, my son/daughter has chosen . . .

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have read the Palmer Ridge Capstone Project Manual and have reviewed it with my child. He/She has my permission to complete a Capstone Project on the topic listed above.

Parent/Guardian Signature ____________________________________________

Student Signature ________________________________________________

Date ____________________________________________________________
Capstone Field Log Form DUE 4/24

Name ____________________________ Date ________________

English Teacher ____________________ Period ________________

Project Topic ____________________________________________________________

Product _________________________________________________________________

Your log should include what you have accomplished and the time you spent completing it. The first section asks that you include hours spent with your mentor. The second section asks for general hours spent on the project and reflections on what was accomplished.

First Section: Logged hours and times with Mentor

Minimum Hours: 4

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Number of Minutes/Hours</th>
<th>Work Accomplished</th>
<th>Difficulties/Solutions</th>
<th>Mentor initials</th>
</tr>
</thead>
<tbody>
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TOTAL HOURS ________

I certify that I have viewed the project and that it represents quality work and meets standards in the field.

MENTOR’S SIGNATURE ____________________________________________

Comments or Suggestions from Mentor:
Capstone Project Approval: MENTOR FORM DUE 2/14

Student Name (Print) ____________________________________________________________

Student Signature ___________________________ Date: ______________

Parent/Guardian Name (Print) ____________________________________________________

Parent/Guardian Signature ___________________________ Date: ______________

Capstone Mentor Name: __________________________________________________________

(Please remember that the Capstone mentor cannot be an immediate family member and must be over 21 years of age.)

Phone #________________________ Email: _________________________________

Occupation: _________________________________________________________________

Name of Business/Company: _____________________________________________________

Street Address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

City/State/Zip
________________________________________________________________________

Mentor Responsibilities:
1. Mentors are expected to verify a minimum of 4 hours on the Fieldwork Log.

2. Mentors must evaluate and verify the completed project by signing the Fieldwork Log.

Capstone Mentor Signature: ________________________________ Date: ______________
Capstone Project Proposal Worksheet (50 points)

DUE 1/25/2018

Name: ____________________________________________

This proposal is approved

This proposal needs revision

Use this sheet to develop your capstone proposal letter. Make sure you address each of the components. Meet with your teacher and mentor to discuss the proposal.

Capstone Brainstorm Process

I. The first step in creating your project/product is to identify your passions, your interests.

II. Second, identify an essential question.
   A. Open-ended and explanatory
   B. Directed towards a path of new knowledge
   C. Related to real-world issues
   D. Clearly asks a question

My topic is...

______________________________________________________________________________

______________________________________________________________________________

My Essential Question is...

______________________________________________________________________________

______________________________________________________________________________

If you change your essential question substantially, please clarify and discuss with Mrs. Jestic.

III. Identify and describe the learning journey to new knowledge for this Capstone Project proposal. What do you wish to learn?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
IV. Describe the proposed project. How do you plan to go about your learning? Write a detailed description of your project plan.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

V. Select the Applied Learning Problem Solving Standard for the Project: your product. Circle One or add your own idea.

Design a Product (e.g. build a model or create a website)
Improve a System (e.g. create a better exercise regimen)
Plan and Organize and event or activity (e.g. teach a class or run a clinic)
My own idea . . . ___________________________________________________

VI. Select the Content Area (e.g. if you are writing a children’s book, the content area would be English Language Arts)

__________________________________________________________________
__________________________________________________________________

VII. To whom should you speak or where should you look to find information? (faculty member, databases, Administrator, or Librarian)

__________________________________________________________________
_____________________________________________________________

Please provide initial research and ideas here:
**Capstone Product Approval Form**
(Completed in Class DUE 3/15 100 points)

**Type of Product**
- Design a Product (e.g. build a model or create a website)
- Improve a System (e.g. create a better exercise regimen)
- Plan and Organize an event or activity (e.g. teach a class or run a clinic)

Your capstone project requires a product and a prop that you will use during your presentation. As you research your topic, your product may change; therefore, shall revisit the product proposal periodically until March 15. Then, the product needs to be finalized.

**First Product Possibility (25 points) DUE 2/14**

Date:
Identify your capstone topic.

What is your essential question?

Which type of product are you contemplating? (Pick from the three above.)

Describe your product. Be as specific as possible.

What are you contemplating for a prop? Explain how you may use the prop.
Date:
Identify your capstone topic.

What is your essential question?

Which type of product are you contemplating? (Pick from the three above.)

Describe your product. Be as specific as possible

What are you contemplating for a prop? Explain how you may use the prop.

Discuss your product and prop with your mentor.

Highlight the changes from the first look.
Final Look at Product (50 points) DUE 3/15

Date:
Identify your capstone topic.

What is your essential question?

Which type of product are you contemplating? (Pick from the three above.)

Describe your product. Be as specific as possible

What are you contemplating for a prop? Explain how you may use the prop.

What feedback did your mentor give you about your product and prop?

Highlight the changes from the 2nd look.

How does your product showcase your project? Discuss your research and essential question in this part.

What is the prop you are taking to the presentation? How will you use it?