

Step-by-Step Guide to implement the Capstone Project

- **Step 1: Convene the school's Seal of Civic Readiness Committee**

- Appoint a committee to design and evaluate the Capstone Project
- Consider including community representatives on the Committee

- **Step 2: Develop a structure for the Capstone ([Things to Consider](#))**

- Develop a timeline for the completion of the Capstone
- Develop the course structure within which the capstone project will live (i.e., Independent Study, a 12th grade course meeting the requirement for Participation in Government, a (Civics) Capstone Course, etc.)

- **Step 3: Draft High School Civics Capstone Plan and Materials ([Resources](#))**

- Draft materials, student and teacher facing for the Capstone project
 - Overview of Civic Readiness Capstone Project Layout with assignments ([Chart](#))
- Develop evaluation tools (i.e., rubrics) to evaluate student progress during the work on the Capstone (i.e., formative assessment) and a summative evaluation of the Capstone
- Share the materials with the school's Seal of Civic Readiness Committee for Feedback
- Where/How will you track student progress towards completion & where will you archive students' work? (Google Classroom/Drive/Schooltool/Project Good)

- **Step 4: Create a plan for appropriate professional learning for teachers supporting the capstone work**

- Should teachers attend training?
- What training might be appropriate for teachers to attend? (Seal Requirements, Schooltool Tracking from CNYRIC, Passport for Good, etc.)
- What other staff might need training? (School Counselors, Administrators, Librarians, Elective Teachers, etc.)

- **Step 5: Develop relationships with community organizations ([List](#))**

- What organizations are already doing the work who could support your students
- Create MOU's or other partnership agreements as necessary

- **Step 6: Make a plan to promote, advertise and raise awareness about the Seal as an opportunity for students. ([Resources](#))**

- How will you disseminate information?
- How will you tell students?
- How will parents learn about the Seal requirements?
- How will you inform teachers about tracking student progress towards completion?
- Where will you house information for stakeholders to access?
- What information will you share with your board of education?
- Create necessary materials/resources/forms

- **Step 7: Make a plan to monitor and evaluate your seal program ([Resources](#))**

- Develop evaluation tools to measure the success and effectiveness of your program (survey's, thought exchanges, student feedback, etc.)
- Plan a date for the committee to review and evaluate your program and make adjustments as necessary