

Overall Guidelines



LANDMARK SCHOOL

Capstone Guidelines and Important Information

The Capstone experience is a 3-week, full (school) day, immersive experience to help Landmark Seniors apply their education to real-life situations outside the walls of a traditional classroom. Students self-design their Capstone experiences to include off-campus internships, community service, or independent projects.

Capstone will run from May 4 through May 22. During these three weeks, students will be expected to complete a minimum of 75 hours and 12 days on-site. Students will manage their time to satisfy placement hours, personal schedules, and any sports/after-school obligations.

Students are encouraged to explore local businesses and non-profits, utilize personal and family connections, or draw from numerous sites that previously hosted Landmark students to find an internship or service location. Daily transportation will be the responsibility of each student, and students are encouraged to carpool and take public transportation. If needed, Landmark can provide limited transportation to students working within 20 minutes of school.

Students are responsible for maintaining a journal while on-site or on task. Their journal will be an interactive, daily reflection with their mentor. The final part of Capstone is a presentation about their experience on May 27, 2026. Students will present to an audience of Landmark teachers and students, with the exact time and location to be determined.

Internship placements, independent project proposals, and community service plans are due by January 16, 2026.

[INTERNSHIP GUIDELINES](#)

[INDEPENDENT PROJECT GUIDELINES](#)

[COMMUNITY SERVICE GUIDELINES](#)

Internship Program Guidelines



Internship Program Guidelines

This three-week internship program provides students with a valuable opportunity to gain hands-on experience in a professional setting. Interns are expected to work a minimum of 25 hours per week, totaling at least 75 hours by the program's end. During the internship, students will develop practical skills, build professional relationships, and deepen their understanding of their chosen industry.

PLANNING

Students enrolled in a Senior Seminar will be directly supported by their seminar teacher to identify meaningful internship opportunities, research potential options, and contact those locations.

Students not enrolled in a seminar will have a Placement Facilitator- these are guidance counselors or an equivalent.

EXECUTION: MAY 4 - MAY 22

At the beginning of the internship, students will meet with their supervisor to discuss their roles, responsibilities, and goals. Interns should identify key skills they aim to develop and understand the specific objectives of their role.

Interns will engage in meaningful projects and daily tasks relevant to their field. They should take initiative, seek learning opportunities, and ask questions to enhance their experience. Maintaining a positive attitude and demonstrating professionalism is essential.

REFLECTION

Interns will maintain a weekly log documenting hours, tasks, and key learnings. At the end of the internship, students will prepare a reflection report summarizing their accomplishments, skills gained, and challenges overcome. They may also present their experience to a small audience of mentors and peers to share insights and celebrate their progress. Students are responsible for presenting their project to an audience of Landmark staff and students.

PLACEMENT: DUE JANUARY 16, 2026

Students are free to seek placement opportunities as soon as reasonably possible. All placements must be reported to the Capstone Director.

Independent Project Guidelines



Independent Project Guidelines

This independent project provides Landmark students with the opportunity to apply leadership, creativity, and problem-solving skills by designing and executing a meaningful initiative. The project should have a positive impact on one of the following areas: the local community, Landmark's campus, or Landmark policies. Students will take ownership from conception through completion, demonstrating initiative, collaboration, and reflection.

PLANNING

Develop an action plan by breaking down the project into tasks and creating a timeline for completing them. Identify any resources needed, including materials and team members, if applicable. Include project location and transportation needs.

EXECUTION: MAY 4 - MAY 22

During the execution phase, engage other students, community members, or staff when relevant. Document the process through photos, videos, journals, or artifacts. Meet with your mentor weekly to assess progress and make any necessary adjustments to the plan.

REFLECTION

At the end of the project, provide a summary of work describing what was accomplished. Reflect on any challenges encountered and the solutions applied to overcome them. Evaluate the project's impact on the community, campus, or policy, and consider what skills you gained and what you might do differently. Finally, prepare a presentation or showcase of your project for faculty or peers.

PROJECT PROPOSAL: DUE JANUARY 16, 2026

The proposal should include a detailed project description that explains what you are creating, designing, or exploring. Define specific, measurable objectives for the project. Identify any resources needed, including materials and team members, if applicable. Proposals must be approved by the Capstone Coordinator before beginning the project.

Community Service Guidelines



Community Service Guidelines

Students who choose to pursue a community service project are tasked with designing and implementing a community service project to make a positive impact on their local community. The project should focus on an area of interest to the student, such as environmental preservation, community improvement, or fundraising for a selected non-profit organization.

PLANNING

Students should begin by identifying a community need and outlining specific project goals. Meetings with community leaders or local organizations are encouraged to gain a better understanding of the need and to seek support. A detailed project proposal should be created, outlining the objective, required resources, timeline, and any volunteer involvement. This proposal should then be submitted to a project advisor or mentor for feedback.

EXECUTION: MAY 4 - MAY 22

In this phase, students will gather necessary resources, recruit volunteers if applicable, and lead their team in executing the project. Progress should be documented through photos, videos, or written notes. Open communication with participants is essential, allowing for flexibility and adaptation as needed to meet project objectives.

REFLECTION

Upon project completion, students will assess the project's impact and document their work. A summary report should be prepared, reflecting on challenges, achievements, and personal growth. Students are responsible for presenting their project to an audience of Landmark staff and students.

SERVICE PROPOSAL: DUE JANUARY 16, 2026

The proposal should include a detailed project description that explains what you are creating, designing, or exploring. Define specific, measurable objectives for the project. Develop an action plan by breaking down the project into tasks and creating a timeline for completing them. Identify any resources needed, including materials and team members, if applicable. Proposals must be approved by the Capstone Coordinator before beginning the project.