

Capstone Project Checklist

For your Portfolio/Website

- ☐ You clearly state your topic on your home page. What was your project about? (Topic)
- ☐ You have a page about you. Who are you? What are your interests and educational background? Why did you select this topic? What do you think you will learn from this project? (Purpose and hypothesis)
- ☐ You have at least one page that discusses your investigation, also known as process/ progress. You should include how you obtained the knowledge and skill required to complete this project. Who did you work with? What notes did you keep? This is where you should include artifacts (copies of notes, pictures with captions, extended narrative, etc.) You must include an extended narrative that explains your process to your audience. (Investigation and Artifacts)
- ☐ What have you learned from this experience? How did you take what you've learned in your classes at Santa Su and apply it to the real world? How was the experience different than you predicted? How did you grow as a scholar and in your skill? Did you provide a service in helping other people? Did you complete the project with honor and integrity? (Conclusion)
- ☐ Include an Accountability Page. This page should include:
 - ☐ Time Log
 - ☐ Completed Contract
 - ☐ Self-Evaluation (Scoring Rubric and Narrative)
 - ☐ Any letters or commendations from mentors
- ☐ Include a Page with a Resume

For Your Presentation

- ☐ Dress in a professional manner. (No jeans, no t-shirts, no open-toed shoes, no party dresses.) Your clothing should not reveal too much skin. Dress conservatively.
- ☐ Prepare a PowerPoint that includes:
 - ☐ Project Topic and Purpose
 - ☐ Sample of your Project/ Work
 - ☐ Keywords about how you demonstrate **S**cholarship, **S**kill, **H**onor (integrity), and **S**ervice through your project
 - ☐ Images and artifacts from your project
- ☐ Upon Entering the Classroom to Present (*you will receive classroom assignments and times the week of the senior project day*)
 - ☐ Load your slide show on the Smart Board. You may want to save your presentation to a thumb drive (in case the Internet isn't working).
 - ☐ Introduce yourself to all members of the panel. Look them in the eye, tell them your name, and thank them for being present at your presentation (handshakes are NOT necessary due to comfort post COVID).
 - ☐ Do not read from your Slide presentation. The presentation is meant to be a set of visual cues for you and your panel. You may have note cards. However, making eye contact with your panel is important; try not to read your note cards word-for-word.
 - ☐ Upon completing your presentation, ask your panel if they have any questions.
 - ☐ Thank your panel for coming and taking the time to listen to your presentation.