



Scholarship • Stewardship
Citizenship

8th Grade Capstone Project

Creating thoughtful, intentional, self-directed learners and active citizens is the central goal of the Community School's work with our Level 4 (7th & 8th grade) students. As a final testament of each 8th grader's personal attainment of that goal, we ask students to complete a major independent project that is of great personal interest and positively affects the world around them; in addition, we ask students to seek out the assistance of a mentor from the local community.

While each student receives a great deal of general guidance and support in choosing, embarking upon, and completing the project from the Level 4 teachers, the mentor serves as the technical support in the field pertinent to the student's topic. We ask that a mentor meet with the student, at a time convenient to the mentor and, if on a school day, after school Monday-Thursday or Friday after 1:05pm: the first visit involving the narrowing of the project's focus; the middle visits following the progress of the project and providing opportunities for course correction; and the last visit assisting the student in the final presentation format of the project, including review of the written portion.

The components, each designed to represent the student's best efforts, are:

- ≡ a proposal, to be submitted to the director on or before **October 10**, outlining the scope of the project and a timeline for its completion.
- ≡ a proposal for a mentor to the teachers/director on or before **October 14**
- ≡ an ongoing account of progress (process journal) AND a final written document, a copy of which is to remain in the school archives. Chris/Shannon will review materials on the following schedule:
 - ≡ **October 28** – mentor information sheet to Chris (with correct name, phone number, and mailing and email addresses); journal, project timeline (all components)
 - ≡ **November 18** – 1st sources for written document procured, bibliographic information copied (be prepared to keep renewing these sources or photocopy salient sections), journal
 - ≡ **December 9** – Mentor meeting #1, sources reviewed
 - ≡ **January 10** – rough draft of display design for progress presentation
 - ≡ **January 27** – Completed template, Progress Presentation & social w/ parents and mentors
 - ≡ **February 28** – first half of written document, journal
 - ≡ **March 31** – rough draft of written document, journal
 - ≡ **April 28** – 2nd draft of written document, journal
 - ≡ **May 27** – original journal & a duplicate copy for the school files; final written document & a duplicate copy for the school files; final original creative component (***) & a photo/record of that component for the school files

*****a culminating creative element that portrays the essence of the project and has a physical component that can remain in the school archive (Week of June 6; to be on display on Field Day and the last day of school).**

Before Final Presentations

For School Archives	Due to Teachers (You keep)
– a copy of your journal (printed or color copied)	– your original journal
– a copy of your written paper	– your original paper
– photos/recordings/examples to leave	– your original creative piece



Mentor Information

Student's Name: _____

Mentor's Name (check spelling!): _____

Mentor is (check one): _____ male _____ female

Mentor's Address: _____

city state zip

Mentor's Home Phone: _____ home

Mentor's Work Phone: _____ work

Mentor's Email Address: _____

Parent Signature

Date

Return to Chris or Shannon ASAP



Senior Project Guidelines, continued

Mentor/Mentee Guidelines:

- In order to maintain the spirit of the Capstone Project, neither mentors nor mentees should receive compensation for their work.
- While students may take classes from the mentor, the Project itself should stand alone and be accomplished outside of class time.
- Mentors are to be found outside the confines of the family and student's class at FGCS.
- Mentoring from a distance has proved to be challenging at the least. Mentors should be able to meet for regular face-to-face meetings.

Project Proposal Outline

- I. Topic (A paragraph describing your basic ideas)
- II. Written Document (A description of its contents)
- III. Creative Component (A description of its form)
- IV. Physical Component (A description of what you plan to have remain at FGCS)
- V. Process Journal (Format for entries)



8th Grade Capstone Project

The components, each designed to represent the student's best efforts, are:

Components	Date Complete
A proposal, to be submitted to the Vanessa on or before October 10 , outlining the scope of the project and a timeline for its completion	
A proposal for a mentor to Chris or Shannon on or by October 14	

An ongoing account of progress (process journal) AND a final written document, a copy of which is to remain in the school archives. Vanessa, Chris and Shannon will review materials on the following schedule:

Components, continued	Date Complete
October 28 – mentor information sheet is to Chris or Shannon (with correct name, phone number, and mailing and email addresses); journal; project timeline (all components)	
November 18 – 1 st sources for written document provided, bibliographic information copied (be prepared to keep renewing these resources or photocopy salient sections), journal	
December 9 – sources reviewed/tabbed, at least one mentor meeting	
January 10 – additional sources plus notes for written document; journal, rough draft of display design for progress presentation	
January 27 – Completed template, Progress Presentation & social w/ parents and mentors	
February 7 – additional sources plus notes and outline (with notes organized in accordance with outline) for written document; journal	
February 28 – first half of written document, journal	
March 31 – rough draft of written document (including bibliography), journal	
April 28 – 2 nd draft of written document, journal	
May 27 – original journal & a duplicate copy for the school files; final written document & a duplicate copy for the school files; final original creative component & a photo/record of that component for the school files	
A culminating creative element that portrays the essence of the project and has a physical component that can remain in the school archives (due the week of June 6 ; to be on display on Field Day and the last day of school)	

So, before graduation:

DUE TO SCHOOL – FOR THE ARCHIVES	DUE TO SCHOOL FOR GRADUATION – YOU KEEP
A copy of your journal (printed or color copied)	Your original journal
A copy of your written paper	Your original paper
Photos/recordings/examples to leave (must fit in folder)	Your original creative piece



Dear Generous Professional –

The Forest Grove Community School student who bears this letter is in hopes that you might be willing to serve as a mentor for the undertaking of an ambitious 8th grade Capstone Project. The attached letter describes the nature of the project and the timeline. Outlined below is a summary of the responsibilities we ask mentors to assume.

Mentor Responsibilities:

- Initial meeting to determine that the project and work relationship could be mutually satisfactory*
- Project-framing meeting to outline the scope and sequence of the work to be done and to roughly establish check-in times with on another*
- Follow-up meetings as per project outline (minimum of four meetings)*
- Final meeting(s) to assure the quality of the project, to assist with the project's final presentation format, and to help with content editing of the written portion of the project (Chris/Shannon will serve as final technical editor)*
- Your presence at the progress presentation and graduation dinner (to deliver your comments about the student's engagement in and success with the project (150 – 300 words): Time and Date to be announced (early June).

*Please schedule Monday through Thursday after 3:30 pm, Fridays after 1:05 pm, or on weekends.

We also recommend you watch “Threads We Follow,” a short video about the Capstone Project and its importance produced by a sister school (Arbor) which may be viewed by going to http://arborschool.org/tour/senior_project.asp.

If you think this could be workable for you, we would be most grateful. Please feel free to call or write me with any questions you might have.

Sincerely,

Vanessa Gray
Forest Grove Community School
Principal

v.gray@fgcschool.org