

Capstone Technical Assessment Guidance

Definition: A student capstone is a culminating, multifaceted assessment for demonstrating learning from all courses in a concentration. A capstone is created and controlled by the student, facilitated by the instructor and evaluated by outside entities.

Purpose: The purpose of the capstone assessment is to showcase mastery of skill sets and knowledge. Capstone completion is the technical assessment required for Perkins compliance.

Components of the Capstone Assessment:

Written – Students will respond to the following prompts using as many words as needed to sufficiently:

Prompt 1 - Summarize your Capstone and how it relates to your CTE concentration.

Prompt 2 - Identify at least 5 Primary Skills, Competencies and Knowledge within your concentration and how they contribute to your successful completion of the Capstone.

Prompt 3 - Explain your three greatest accomplishments or findings in completing your Capstone.

Note: Agriculture SAE, JROTC JUMS, and PLTW Engineering Notebook meet the requirements of the Capstone Written Component.

Project – Project will result in a product or an internship (300 hours) that includes as many skill sets as possible from the concentration.

- Students in multiple concentrations are required to complete a project for each concentration.
- Internships must have a completed copy of the WVDE Internship Employer Evaluation Form and include it as part of the presentation.

Note: Agriculture SAE, NCCER credential attainment (80%), JROTC JUMS, ProStart Certificate of Achievement and Project Lead the Way Engineering Notebook can be used as the project component for the Capstone Assessment.

Presentation/Evaluation:

- Ensure all students have a release form on file prior to the presentation.
- Students are required to present projects and portfolios to a panel of evaluators. The evaluation team should consist of at least one industry person. Other team members may be school/county employees and the team should be no more than three members. The student's CTE instructor cannot be one of the evaluators.
- Date of presentation is scheduled by the school.
- Administrators will collect the two or three % scores from instructors and enter each student's average % score into WVEIS WOW by June 15th.

Capstone Process:

- **Phase 1** – Gain approval for capstone idea from the instructor and advisory committee.
- **Phase 2** – Complete writing prompts.
- **Phase 3** – Complete project.
- **Phase 4** – Develop presentation and practice.
- **Phase 5** – Contact evaluators and schedule date/time for presentations.

Note: The instructor will serve as mentor for all phases of the capstone completion, guiding as issues arise and/or when modifications to the original plan are deemed necessary.

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WV Career & Technical Education **Capstone** Technical Assessment Scorecard

Category	Expectations	Sub Points	Points Awarded
Written <i>(Total points possible 20)</i>	Capstone is explained and describes how it relates to the CTE concentration. (1-4 pts.)		
	At least 5 Primary Skills, Competencies and Knowledge are identified and explained how they contributed to successful completion of the Capstone. (1-10 pts.)		
	Three greatest accomplishments or findings are identified. (1-6 pts.)		
Project <i>(Total points possible 50)</i>	Product		
	Is complete. (1-10 pts.)		
	Reflects attention to detail. (1-10 pts.)		
	Reflects time and care invested in workmanship. (1-10 pts.)		
	Demonstrates creativity and originality. (1-10 pts.)		
	Has few or no errors. (1-10 pts.)		
	Internship - Employer Evaluation		
	Attendance/Punctuality (1-10 pts.)		
	Quality of Work (1-10 pts.)		
	Attitude (1-10 pts.)		
	Initiative (1-10 pts.)		
	Relationship Skills (1-10 pts.)		
Presentation <i>(Total points possible 30)</i>	Engaging opening, descriptive body and summative closing, with specific project details with few or no spoken grammatical errors. (1-10 pts.)		
	Poised controlled delivery with smooth transitions between thoughts and ideas providing knowledgeable answers to all questions. (1-10 pts.)		
	Effective utilization of visual aids, i.e. PowerPoint, handouts, pictures etc. (1-10 pts.)		
Total Points Possible 100			Total Points Awarded:
Student Name:			
Evaluator Signature:			Date:

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Project - Product Rubric						
Category	Scoring Criteria	Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Score
Product (50)	Is complete.	10-9	8-6	5-3	2-1	
	Reflects attention to detail.	10-9	8-6	5-3	2-1	
	Reflects time and care invested in workmanship.	10-9	8-6	5-3	2-1	
	Demonstrates creativity and originality.	10-9	8-6	5-3	2-1	
	Has few or no errors.	10-9	8-6	5-3	2-1	
	Total Points 50					
Score						

Project - Internship Rubric						
Category	Scoring Criteria	Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Score
Internship (50)	Attendance/Punctuality	10-9	8-6	5-3	2-1	
	Quality of Work	10-9	8-6	5-3	2-1	
	Attitude	10-9	8-6	5-3	2-1	
	Initiative	10-9	8-6	5-3	2-1	
	Relationship Skills	10-9	8-6	5-3	2-1	
Score	Total Points 50					

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Presentation Rubric						
Category	Scoring Criteria	Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Score
Presentation (30)	Engaging opening, descriptive body and summative closing, with specific project details with few or no spoken grammatical errors. (1-10 pts.)	10-9	8-6	5-3	2-1	
	Poised controlled delivery with smooth transitions between thoughts and ideas providing knowledgeable answers to all questions. (1-10 pts.)	10-9	8-6	5-3	2-1	
	Effective utilization of visual aids, i.e. PowerPoint, handouts, pictures etc. (1-10 pts.)	10-9	8-6	5-3	2-1	
Score	Total Points 30					

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Frequently Asked Questions (FAQ):

- *When should students begin the capstone process?* Students are encouraged to begin thinking of an idea for the capstone at the beginning of their first CTE course and begin the first phase no later than the beginning of the third course.
- *What if my evaluator is not comfortable scoring the written the component?* You may utilize a different evaluator to score the Written Component.
- *Can the capstone score be used as a final exam weighted grade?* Yes, the capstone score can be used as a final exam grade or it could be combined with the portfolio to provide a final exam grade.
- *Can each piece of the capstone be used as classroom grades?* Yes.
- *Where can I find the Scorecard?* The Capstone Scorecard is located on the WVDE CTE website under the administrator and teacher tabs. (<http://careertech.k12.wv.us/>)
- *What happens if a student does not complete the capstone?* The consequence would be determined by the school for an individual student. However, the consequence for a concentration would be a documented zero in WVEIS WOW, which impacts the school's Balanced Scorecard.
- *What is the minimum passage score of the capstone?* There is no minimum passage score. The scoring scale should be in alignment with your county grading scale.
- *Can students work together as a team to complete the capstone?* Yes.
- *If students work as a team, will each student be responsible for all components of the capstone?* Yes, each student will complete the written, project and presentation components of the capstone as it relates to his/her individual involvement.