**SMSA Capstone ePortfolio ![C:\Documents and Settings\bouta001\Local Settings\Temporary Internet Files\Content.IE5\H0ENL9E5\MC900434713[1].wmf]()List**

**What must be included in the Capstone ePortfolio?**

 **Introduction or Welcome Page:**

* **Introduce yourself to the reader and give them a little background about you.**
* **Include a professional picture and your mission statement.**
* **Introduce the focus of your capstone project, and I recommend giving a little background as to why you chose it.**

 ***This is a lot of information on one page, so go ahead and break it up, with two different pages, such as “About Me” and “Introduction to Capstone Project” or Welcome Page, and then About Me, something like that. You don’t want the pages to look too crowded.***

 **Proposal**

* **Include your approved proposal from October.**

 **Research Paper**

* **Attach your research paper. On the page of the research paper, put your one page summary of what you learned from the paper and how it connected to your project.**

 **Field Work Log**

* **I would put the log right on the web page, as opposed to a link or an attachment, but it is up to you. SCAN your finished log in WITH signatures.**

 **Journals**

* **Journals look best when they are put right on the site vs. a link.**
* **Journals should be a minimum of 10 pages and provide rich DETAIL, giving reader an idea of what it was like to complete this project.**
* **A great touch is to highlight, bold or enlarge the font on the key moments documented in your journals. Any AHA moments that you want to bring out to the judges, or moments that represent the connection you made to this project.**

 **Job Shadow Reflection**

* **Final job shadow reflection on the experience (1 of the 3) that had the most impact on you. NOT a reflection on ALL 3.**

**Artifacts**

* **Time line of activities related to the capstone project really helps to tell the story of your project to the judges.**
* **Pictures, video, power points (if used in project), website links (if used in project), testimonials, quotes, letters from the mentor regarding experience, emails trails, agendas, to-do lists, flyers, brochures, etc.. anything that proves you did what you said you were going to do.**
* **\*\*\* Make sure you have something that shows you had some type of impact on the community!!!!**

**Final Reflection**

* **2 pages final reflection on the whole experience.**
* **Give a brief synopsis of your capstone project.**

***Look at the prompts below from the manual:***

* **What did you learn through your capstone project academically and personally? Discuss the realizations you have made through every step of the project, for example, through the research, field work, creating the product, or participating in the event, and presentation.**
* **What were the results of your project?**
* **Reflect on a specific experience and how it impacted you.**
* **Discuss the areas of the project that were particularly challenging to you. Discuss any changes you would make now having the insight that you do now.**
* **How did what you learned from the capstone project impact you? How might this learning impact you in the future?**

**Can I put pictures in my ePortfolio?**

*Yes, yes, and yes, HOWEVER, this is an academic ePortfolio, and as I said before, NOT your Facebook page. A nice head shot would be perfect for the Welcome page, and pictures that help to paint the picture of everything you did for your capstone project.* ***NO SELFIES***

**When are the ePortfolios due?**

 ***ePortfolios are due April \_\_\_\_\_. The links to your website must be submitted to your teacher first, and emailed to me on or before\_\_\_\_\_\_\_\_\_\_\_.***

**Proofread, proofread, and then proofread again!**