

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, PLTW and SREB AC Engineering Notebook meet the requirements of the Capstone Written Component.

Project – Project will result in a product or an internship of 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 Rubric and include it as part of the presentation.

Note: Agriculture SAE, NCCER credential attainment (80%), JROTC JUMS, ProStart Certificate of Achievement, PLTW and SREB AC 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 – WVDE Internship Employer Evaluation 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					