

**Appendix P: Sample forms to be used to manage procedures for scheduling program-based capstone experiences:**

**Procedures for Scheduling Capstone Experiences:**

1. All capstone experiences must be fully described in writing by the program coordinator and the faculty member responsible for the experience with approval from the division dean and submitted to the QEP Director no later than May 31 of the previous spring for an upcoming spring experience. (Use form attached)
2. Capstone experience proposals will be scored by each member of the QEP Steering Committee during the month of June. Individual scores will be totaled and a cumulative ranking will be reviewed during the July session.
3. QEP Steering Committee will use spreadsheet attached to determine the scheduling of the Capstone Experiences as well as the amount that can be awarded to students who apply for support from the Collins' Exceptional Experiences Fund.
4. Program coordinators, faculty, and dean will be notified of the Capstone Experience schedule and award amounts no later than August 31 of the semester prior to the spring experience.
5. Faculty will coordinate with the QEP Director and the VP of Institutional Advancement to arrange college and student funding.
6. Faculty will communicate with potential spring course students/upcoming graduates to facilitate a payment plan for Capstone Experience according to the tentative schedule below:

Participants declare intention to participate in Spring program-based Capstone Experience	No later than January 30
First down payment and commitment deadline/ no new participants and no refunds after this date	No later than February 30
Mid-payment	March 30
Final payment	Prior to trip

**Request Approval for Proposed Capstone Experience:**

Process:

- 1) Each member of the QEP Steering Committee will pre-score the Approval Request Proposals during the month of June
- 2) Scores will be totaled by the QEP Director's Administrative Assistant
- 3) Cumulative scores will be ranked and then reviewed during the July meeting by the entire committee

All capstone experience proposals must have the following information:

- 1) Identification of Program of Study
- 2) Details of the plans for the experience
- 3) Explanation of how this experience will provide students with an opportunity to demonstrate communication, professionalism, problem-solving, and teamwork
- 4) Explanation of how this experience provides students with an opportunity to demonstrate program-level objectives
- 5) Proposed dates
- 6) Costs per participant
- 7) Plans for debriefing and reflection post-experience
- 8) Credits offered
  - a. Amount of credits and description of the course (15 instructional contact hours for each credit and 10 instructional contact hours for Continuing Education Unit (CEU))
  - b. Requirements of each student for successfully completing the course including goals, assignments, evaluation and completion dates
  - c. All costs to students/participants in a breakdown fashion
  - d. Dates of travel
  - e. Itinerary
  - f. Cooperating agency/agencies

Signatures required and date submitted: Program coordinator: \_\_\_\_\_,

Responsible Faculty: \_\_\_\_\_, Division Dean: \_\_\_\_\_

**QEP Steering Committee Capstone Experience Check Sheet:**

Program of Study: \_\_\_\_\_, Program coordinator: \_\_\_\_\_

Responsible Faculty Member: \_\_\_\_\_

5	4	3	2	1	Score	Comments
Effectively creates an opportunity for students to demonstrate program goals and objectives	Adequately creates an opportunity for students to demonstrate program goals and objectives	Moderately creates an opportunity for students to demonstrate program goals and objectives	Minimally creates an opportunity for students to demonstrate program goals and objectives	Does not effectively create an opportunity for students to demonstrate program goals and objectives		
Effectively creates an opportunity for students to demonstrate soft skills	Adequately creates an opportunity for students to demonstrate soft skills	Moderately creates an opportunity for students to demonstrate soft skills	Minimally creates an opportunity for students to demonstrate soft skills	Does not effectively create an opportunity for students to demonstrate soft skills		Communication- Professionalism- Problem-solving- Teamwork-
Details provided regarding specific costs to the college and to students are completely clear	Details provided regarding specific costs to the college and to students are adequate	Details provided regarding specific costs to the college and to students are somewhat adequate	Details provided regarding specific costs to the college and to students are less than adequate	Details provided regarding specific costs to the college and to students are unclear		
Details provided regarding specific experience timeline are completely clear	Details provided regarding specific experience timeline are adequate	Details provided regarding specific experience timeline are somewhat adequate	Details provided regarding specific experience timeline are less than adequate	Details provided regarding specific experience timeline are unclear		

Plans for debriefing and student reflection are clear and effective	Plans for debriefing and student reflection are adequate	Plans for debriefing and student reflection are somewhat adequate	Plans for debriefing and student reflection are less than adequate	Plans for debriefing and student reflection are not clear		
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**Total Score and Final Comments:**

**Capstone Experience Proposal Form:**

Program of Study: \_\_\_\_\_

Course Title/Number and Course Description:

Program coordinator: \_\_\_\_\_

Responsible Faculty Member: \_\_\_\_\_

Date: \_\_\_\_\_

1. Fully describe the capstone experience, including destination, dates, and full details of the planned timeline/itinerary.
2. Estimate the number of students participating in the experience.
3. In what way will this experience provide students an opportunity to demonstrate communication, professionalism, problem-solving, and teamwork skills?
4. In what way will this experience provide students an opportunity to demonstrate program-level objectives?
5. Estimate the specific costs to the college and the specific costs to each student participating.
6. Describe plans for debriefing with students and providing them an opportunity for meaningful reflection after the experience.

Dated approval signatures:

Program coordinator: \_\_\_\_\_

Responsible Faculty Member: \_\_\_\_\_

Division Dean: \_\_\_\_\_