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# Introduction to Capstone

The Capstone Program for the Sustainability B.S. is intended for students to observe and gain practical experience in a professional environment in which they plan to work as a career. Students are required to complete 15 credits (400 hours) of Capstone before graduation. Students must be enrolled in SUST 490 for the Sustainability Program major in the Sustainability Program Track while completing Capstone hours. The university faculty advisor and participating Capstone supervisor coordinate the Capstone.

## Objectives of a Capstone Field Experience

1. To apply theory in a practical environment
2. To further develop professional knowledge, skills, and abilities defined for each major by appropriate professional organizations
3. To establish groundwork and provide networking for professional development and growth in a career
4. To further help students recognize their own strengths and weaknesses both personally and professionally
5. To facilitate students as they assess personal ambitions in their chosen field
6. To prepare students for employment or graduate education

## Capstone Field Experience Features

1. The intern is expected to have an opportunity to practice all the responsibilities of the professional environment as allowed by the supervisor.
2. The intern may be given a stipend for the Capstone experience, but it is not expected. If the Capstone is to be completed in a location where the student is simultaneously employed the Capstone must provide him/her with a full range of work experiences outside their current scope of practice, i.e. not what they are currently doing in their job.
3. The Capstone experience should include general responsibilities of the environment, management and administration of the facilities, learning the programming software necessary for the job, and general requirements of employment.
4. Where permitted, interns should observe, study and assist in carrying out the facility's practices and policies, help design and implement program activities, help with facility maintenance and operation, and assist with specialized duties of the supervisor or his/her coworkers.



5. The university faculty advisor will keep in touch in person, by phone or email with the Capstone supervisor at least twice during the Capstone. The faculty advisor will visit if the Capstone is within the greater Spokane area.

## Organization Characteristics that Provide Field Experience within the Capstone

1. The organization is expected to provide a helpful illustration of work experience for each intern, which will play a role in his/her professional development and growth.
2. The organization must have sufficient resources to supply the intern with a suitable experience.
3. The organization must employ the person who serves as the Capstone/volunteer supervisor. It is expected that the supervisor is competent in fulfilling the objectives outlined below and be an employee who is committed to helping student interns develop and grow into professionals.

## Organization Supervisor Responsibilities

1. To provide the organization's communication between the university and organization employees
2. To create a job environment to facilitate the intern's growth and development in their responsibilities and duties
3. After gaining approval for a Capstone program, to communicate the goals of the specific Capstone experience to the appropriate body, which has committed to the Capstone program
4. To introduce the intern and the Capstone opportunity to the organization's staff and assist the intern to have appropriate interaction with the staff
5. To aid the intern in understanding their work duties and responsibilities as it correlates with the organization and its clients
6. To outline the responsibilities of the intern and assist their development and growth by:
  - Setting appropriate goals and objectives with the intern
  - Meeting regularly to discuss operational methods, problems, and leadership techniques and additional issues that will facilitate the intern in meeting his/her Capstone goals
  - Keeping the intern up to date on all regulations and rules
7. The intern's work will be evaluated by the Capstone supervisor through the following:
  - Planned and unplanned meetings with the intern
  - Planned meetings with the university faculty advisor via electronic means or in person
  - Provide oral review and feedback of the intern's work during the Capstone



- Completion of the mid-term and final evaluation forms and discussion with the intern
- Seventy percent of the Capstone grade is from the final evaluation of the Capstone supervisor

## University Faculty Advisor Responsibilities

1. To be accountable for the university's communication end of the Capstone
2. To continue to update possible Capstone sites and supervisors to provide currency and the best opportunities for our interns when consulting about Capstone placement
3. To provide support and advice to the student
4. To oversee arrangements for and endorse Capstone contracts
5. To maintain the lines of communication with the Capstone supervisor
6. To be available for consultation if necessary and act as a resource individual for the student and organization Capstone supervisor
7. To assess Capstone reports and the performance of the student - the final grade is given by the university faculty advisor using the final evaluation of the organization's Capstone supervisor (70%) and journals and reflections completed by the student (30%)

## Student Responsibilities

1. To select the placement of the Capstone site, establish initial communication with the organization, outline the Capstone agreement and gain final approval from the faculty advisor for the Capstone experience.
2. If professional liability insurance is required by the supervising organization the student must secure that on his/her own. Healthcare Providers Service Organization ([www.hpsos.com](http://www.hpsos.com)) offer insurance. The student negotiates the rate directly with the insurance companies. It must be purchased prior to registration for credits for the quarter.
3. Students must complete all assignments and requirements by the dates assigned.
4. Students need to complete and submit all of the following documents to their faculty advisor:
  - **Personal Goals and Information Form:** to be finished and reviewed by the faculty advisor before the initial organization contact
  - **Student Intern Information Form:** to be completed prior to registration for the Capstone
  - **EWU Capstone Contract:** to be completed and signed by the prospective Capstone site coordinator in consultation with the student, signed by the faculty advisor and submitted to the Capstone office within the first two weeks of the quarter of the Capstone



- **Weekly Reports:** completed at the end of each week and mailed or emailed to the university faculty advisor
- **Biweekly Reflection:** In addition to the weekly report, a half page reflection of an experience from the preceding two weeks is submitted to the university faculty advisor
- **Midterm and Final Evaluations:** the organization supervisor and student will complete, discuss and sign the document before the supervisor faxes or mails it to the EWU Capstone office
- **Student Capstone Site Evaluation:** complete the evaluation at the completion of the Capstone and submit to the university faculty advisor
- **Final Reflection Paper:** A minimum of one page reflection of the experience and how it has influenced your choice of further school or employment to be submitted to the university faculty advisor

## Grading of the Capstone

Students will be given a grade upon completion of the Capstone experience. The grade is the accumulation of the completion of all Capstone assignments and the organization supervisor's written and oral evaluations of the student's performance. The University faculty advisor will determine and assign the final grade based on the criteria of:

1. 70% from the Capstone site supervisor - final written evaluation form and written or oral discussion with the faculty advisor occurring during the Capstone
2. 30% from the faculty advisor - completion of all written assignments in a timely manner, evaluation of the content of all reports, as well as site observations if done, and judgment of professional conduct

## Capstone Field Experience Check List and Time Line

### SUST 490 Course Requirements

1. **Preparation Phase (quarter prior to beginning the Capstone Field Experience)**
  - You will have created an Eagle Axis account through Career Services. You will have downloaded the Capstone Manual to become familiar with the requirements. On the Department website you will have downloaded the list of possible locations. The Career Services site is also designed to help with career planning once the student is ready to graduate.
  - Complete the Personal Goals and Information Form (pages 14-15); look through the list of Capstone possibilities. Make note of the ones, which interest you, most prior to meeting with your advisor.
  - Meet with your faculty advisor to submit the Personal Goals and Information Form, appraise goals and discuss Capstone possibilities. Choose a Capstone location(s) with your advisor's help. For those students who will be splitting the Capstone, all locations need to be identified in this initial meeting with the approximate amount of time to be spent at each location. Minimum requirements are 1-3 locations requiring 400 hrs (15 credits), 200 hrs (8 credits), or 134 hrs (5 credits) for 1, 2, or 3 locations respectively.
  - Establish contact with the Capstone site. Send or take to the Capstone Supervisor a copy of the Capstone Information Form (page 16). Fill out the Capstone Registration Contract (page 17) and



submit both forms to your faculty advisor to begin the registration process. You will NOT be able to register for the Capstone until this form is completed and turned in to the department.

- Meet with Capstone Supervisor at the latest the first week of the Capstone to complete the Official Learning Contract (page 17 & 18). Submit the signed contract to your faculty advisor for a signature and then turn in to Career Services (Showalter 114).

## **2. Execution Phase (Quarter of the Capstone Field Experience)**

- Communicate with your faculty advisor within the first week of the Capstone to confirm the start of your Capstone and verify everything is in order. Join the Canvas course for your Capstone section – Wendy – SUST 490-21 or Jeni – SUST 490-22.
- At the end of the first and each succeeding week, write a summary of the duties and events you experienced or observed. A copy of the Student Capstone Weekly Report (page 20) is posted under the assignments tab in Canvas. Each week, upload that week's report to your faculty advisor through the digital drop box in Canvas or by email.
- Every other week, a half page reflection will also be submitted, highlighting something from the previous two weeks such as effective work toward an objective, handling an adverse situation, or a positive experience with a client, etc.
- Discuss the Student Capstone Midterm Evaluation Form (pages 21-23) with your Capstone Supervisor in the fourth week prior to submission. Confirm the supervisor has submitted the form to the EWU Internship Office via fax (509)-359-6940 or mail to Internship Programs Career Services 114 Showalter, Cheney, WA 99004-2443.

During the fifth week of the Capstone visit with your faculty advisor by phone, email, or in person to review the midterm evaluation. Make adjustments to the goals and objectives if necessary at that time and confirm the changes with the Capstone Supervisor.

## **3. Final Evaluation Phase (eighth to tenth week of the Capstone Field Experience)**

- Discuss the Student Capstone Final Evaluation Form (pages 24-28) with your Capstone Supervisor prior to submission. In the 10th week confirm the supervisor has submitted the form to the EWU Internship Office via fax (509)-359-6940 or mail to Internship Programs Career Services 114 Showalter, Cheney, WA 99004-2443. In addition, complete and submit the Capstone Site Evaluation Form (pages 29-31). Meet with your faculty advisor during the 10th week to submit the form.
- Complete a final reflection paper and submit to your faculty advisor during the 10th week addressing how well you feel the original objectives were achieved; if there were any goals or objectives left unfinished explain why; explain your feelings about the experience and what you have learned in the Capstone; and how you see this experience preparing you for your chosen career.

# **Frequently Asked Questions**

## **When is a student eligible for the Capstone?**

Students must be registered in SUST 490 to receive university credits during their Capstone. Capstone credits may be taken in any quarter including summer. A student must receive permission to begin the Capstone from his/her advisor. Depending on the desired Capstone certain courses must be completed prior to beginning, i.e., cardiac rehabilitation interns must have completed both SUST 490 and 481; all are listed



below with the possible sites. The intern must confirm that the appropriate prerequisite has been completed prior to registration. The total credits required for the Capstone are 15 and the hours required are 400 (26.67 hours/quarter/credit). The student may register for 5 (134 hrs), 8 (200 hrs), or 15 (400 hrs) credits in any one quarter.

### **How do students select their Capstone sites?**

With the assistance of their faculty advisor, students review potential sites one to two quarters prior to the quarter when the Capstone is planned. The student will make initial contact with an organization to determine availability and application requirements. Informational interviews with potential site supervisors are recommended. They may be in person or by phone depending on the location. Once students select their site, if the Capstone location requires an application or interview it must be completed prior to initiating any Eastern Washington University Capstone forms. Once the site is secured, the Capstone registration contract is completed by the designated site supervisor and returned by the student to the faculty advisor to confirm for registration.

### **Where may students look for Capstone sites?**

Students complete their Capstones at sites that offer opportunities for optimal professional experiences that match their ultimate goal for the degree and possibly where they want to locate once they graduate. These sites may be local, elsewhere in the state of Washington, out of state, or out of the country. The student and supervisor should be aware that physical visits by the faculty advisor would only occur if the Capstone site is in the greater Spokane area.

### **May students be paid for their Capstone?**

Most Capstones are unpaid; though some sites do pay stipends to student interns. Stipends or paid Capstones are acceptable when they do not limit the opportunity for students to gain a well rounded educational experience. There are cases when a student is working at an organization in some capacity and also has a desire to intern at the same site. That is only possible if the Capstone is comprised of activities that are outside the scope of the job. It is up to the organization to decide whether the additional hours are paid or unpaid.

### **What are the student insurance requirements?**

Student interns at Eastern Washington University pay a fee with their tuition to cover student volunteer liability insurance. This simply covers the student while they are on the Capstone location not the clients being served. Some Capstone locations require medical malpractice insurance, or professional liability insurance. If that is the case and the company does not pay for the insurance, it is the student's responsibility to obtain insurance on their own. The contract will be identified on the registration form. Several companies offer student liability insurance. Healthcare Providers Service Organization ([www.hpsos.com](http://www.hpsos.com)).

### **What happens if an organization requires a contract with Eastern Washington University's Contract Office?**

Some organizations, such as hospitals, require a contract with the Contract Office of Eastern Washington University. During the Capstone informational interview, the prospective intern should determine if such a contract is required. Generally, the University has a contract in place, but it may need updating. If none exists one will be created between the EWU Capstone Director's office and the organization. The Contract Office, the Assistant Attorney General for Eastern Washington University, and the Provost sign off on the contract. The organization and the University maintain copies of the contract. The Capstone cannot begin until this contract is in place so the process must be expedited during the quarter prior to the Capstone.



## **Can the organization or student terminate the Capstone?**

If there is a cause for dissatisfaction between the student and the organization, either one may terminate the experience after consultation with, and approval by, the EWU faculty advisor. Just cause for termination must be shown in either case. Where possible, and if circumstances are warranted, the faculty advisor will help the student locate another Capstone site. Do note that this rarely occurs. The faculty advisor in consultation with the site supervisor will determine whether the student withdraws or an appropriate grade is given for work completed.

## **How do I calculate my work hours?**

Normally work hours are the same as other employees at the organization, i.e., if lunchtime release is included in the day that time is not included in your reported hours. If you work 9am to 5pm, including an hour for lunch you have completed 8 hours for that day. There are some organizations with less than 8 hours available on site each day. A local example is the cardiac rehabilitation program at St. Luke's. In that case, so the Capstone can be completed in the normal 10 weeks of the quarter, additional assignments may be given by the Organization Supervisor and hours logged as appropriate by the intern. Some organizations are open 7 days a week and more than 8 hours a day. Except in extreme situations the intern should not work more than a 40-hour week.

# **Capstone Field Experience Opportunities**

Listed below are brief descriptions of different Capstone field experience types for the Sustainability Program. Courses prerequisites for the Capstone location are listed.

### **Cardiac Rehabilitation**

This Capstone prepares the student to work in a cardiac rehabilitation setting with patients that are recovering after having a heart attack and/or recovering from an angioplasty or bypass surgery, however the patients are still at a high risk of secondary disease. Depending on the site you choose, different experiences are appropriate and are reflected in the Capstone goals and objectives. The experiences may include patient education, dynamic and static ECG interpretation, exercise prescriptions, graded exercise stress testing, and Phase I, II, and III leadership and education. The education needed to be able to work in this environment is a strong knowledge of ECG skills, blood pressure assessment, and exercise prescription. Upon completion of this Capstone you should be prepared to take the ACSM Certified Exercise Specialist□ Exam. Course prerequisites are SUST 490 and SUST 490.

### **Chiropractic**

This Capstone gives the student an in-depth view of the chiropractic occupation. The student will observe spinal manipulation. In addition, the intern will observe and participate in patient evaluation and set up for manipulation, office management, and depending on the location additional experience such as x-ray interpretation or sport performance evaluations. This experience will help a student determine if chiropractic is an appropriate career choice. Course prerequisites are BIOL 232, PHED 349 and PHED 352.

### **Clinical Exercise Physiology**

This Capstone gives the student the possibility of a variety of clinical experiences. The student will be able to work with a variety of populations. These may include patients with COPD, cancer, diabetes, heart disease (some cardiac rehab), multiple sclerosis, obesity, osteoporosis, Parkinson's disease, etc. The population will depend on the site the student selects. The skills the student should develop during this opportunity are exercise prescription for clinical populations, adaptation of exercise testing, exercise progression, and exercise



leadership for the particular population. After this Capstone the student is prepared to take the ACSM Certified Exercise Specialist Exam. Course prerequisite is SUST 490.

### **Sports Performance/Strength & Conditioning**

This Capstone is similar to community personal training, but focuses on sport strength and conditioning for athletes. This Capstone can be done in a college/school setting or private facility. The Capstone should prepare a student to work as strength and conditioning coach for a professional sports team, a university, or a private facility. The experiences and skills acquired working in this setting are exercise testing and prescription for athletic performance enhancement. At the conclusion of this Capstone the student should be prepared to take the NSCA Certified Strength and Conditioning Specialist□ exam. Course prerequisites are PHED 335 & 349.

### **Medical Fitness Facilities**

This Capstone is similar to the community fitness and clinical exercise physiology. Hospitals are providing fitness facilities and programming for their community but with the advantage of a medical staff available to the members when necessary. The Capstone will provide experience in exercise testing and prescription for clients ranging from apparently healthy to a variety of clinical patients. They will also be assisting with daily facility operations, program development and implementation, facilitating health education classes and assisting with employee and community health fairs and screenings. Some facilities also serve as the wellness program for all hospital employees along with the community programming. Course prerequisites are SUST 490 & EXSC 490.

### **Community Fitness/Personal Training**

This Capstone prepares the student to work in a job with relatively healthy children, adults, or seniors as a Personal Trainer. This Capstone can be accomplished in a for-profit fitness facility, a not-for-profit facility such as EWU's University Recreation Center, or a community organization such as a YMCA or YWCA. The skills developed by the student should include fitness assessment, exercise prescription and programming, body fat analysis, coaching behavior change, and development of interpersonal relationship skills. After this Capstone the student should be able to take a Personal Training Certification exam including those presented by ACE, ACSM and NSCA. Course prerequisites are PHED 333 and 349.

### **Health Promotion Planning**

This Capstone provides the student with experience planning, implementing, and evaluating health promotion programs in a variety of different content areas. Content areas may include: fitness, nutrition, environmental health, lung health, HIV/AIDS, and Senior Health. Interns may work in a hospital, private facility, non-profit agency, or regional health agency. Experiences may include: conducting needs assessments, researching best practices, attending coalition meetings, marketing programs, and program evaluation. Students will also develop skills in working in groups and communication. Course prerequisite is EXSC 490.

### **Nutrition Education/Programming**

This Capstone provides the student with experience working with children or adults. Capstones are available in the schools and non-profit organizations teaching children basic nutrition education and cooking skills. Community Capstones are available working with healthy adults and adults with diabetes. Experiences may include assisting with program planning, marketing, and evaluation. Interns may also assist with teaching nutrition classes and coordinating nutrition campaigns and activities. Interns may also work with women and children on an individual basis. Course prerequisites are HLED 372 & EXSC 460.



## **Wellness Coaching**

This Capstone gives students experience working individually with clients on improving personal wellness. This may include helping clients reach their goals regarding: stress management, nutrition, time management, and physical fitness. The experiences may include: weekly meetings with clients, goal setting, program planning, marketing, and program evaluation. The skills needed to work in this environment include goal setting and motivational interviewing. Interns also need to have knowledge in personal and community health. Courses prerequisites are “Wellness Coaching Training Seminar” (offered fall quarter) & EXSC 490.

## **Worksite Wellness/Corporate Fitness Instructor**

A variety of worksites include a wellness component in their benefits package. The package benefits range and are coordinated by the worksite wellness supervisor run from health promotion, to corporate fitness facilities/programming to medical management of the health benefits package. It can be facilitated within the facility or be managed by an outside entity such as a YMCA. There is more emphasis on health promotion programs for employees within the company, i.e., programs like stress management, blood pressure screening and watching of cholesterol levels, or smoking cessation just to name a few. Often the focus will be assessing the Return on Investment (ROI) of the employee health benefits package. If the facility includes an onsite fitness center the intern will also be exposed to exercise testing and prescription for the employees who participate. This Capstone should prepare a student to work in a worksite wellness program. Course prerequisites are HLED 194 and either PHED 333 or EXSC 490.



## Personal Goals and Information Form

Name: \_\_\_\_\_

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

Faculty Advisor: \_\_\_\_\_

What is your career ambition?

What are your Capstone interests?

What are the learning objectives you would like to obtain from your Capstone? (at least 2)

How does your career goal correlate to your Capstone goals and objectives?



What strong points personally or professionally can you bring to your Capstone and eventually your occupation?

What personal and professional areas do you feel need additional development?

Below list and describe appropriate previous work or volunteer experiences. Please list your current certifications if any, i.e., First Aid/CPR, GIS, Architecture, Planning, Landscape, etc.

Other information and comments



# Capstone Field Experience Information Form

*Completed by student intern prior to registration*

*This form is used with the contract on the next page for your registration. Bring to your initial meeting with your site supervisor once the site has been identified to complete and sign.*

Student's Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

EWU Faculty Advisor: \_\_\_\_\_

Student's E-Mail: \_\_\_\_\_

Capstone Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization's Capstone Supervisor: \_\_\_\_\_

Capstone Supervisor's Title: \_\_\_\_\_

Capstone Supervisor's E-mail: \_\_\_\_\_

Capstone Supervisor's Phone and Fax: \_\_\_\_\_

Capstone Quarter: \_\_\_\_\_ Year: \_\_\_\_\_ Number of credits: \_\_\_\_\_ Hours: \_\_\_\_\_

(Note: Interns must complete a minimum of 26.7 hours per academic credit)

Starting Date of Field Experience: \_\_\_\_\_

Ending Date of Field Experience: \_\_\_\_\_

Student's Address during Capstone-if different from current local address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Faculty Advisor Signature: \_\_\_\_\_

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



# Capstone Field Experience Registration Contract

*Completed by Capstone Supervisor and*

*Student Intern – This form is used for your registration. Bring it to your initial meeting with your university faculty advisor once the site has been identified.*

---

hereby accepts \_\_\_\_\_

*Name of Organization* *Name of Student*

---

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours to be completed during the quarter: \_\_\_\_\_

Credits Registered: \_\_\_\_\_

Stipend per Week (If applicable): \_\_\_\_\_ Organization Phone: \_\_\_\_\_

If the site requires liability insurance I have purchased it- Contract Number: \_\_\_\_\_

**Note!** The Organization supervisor and student should outline organization procedures and rules. If any time would be requested off during this period of time, plans need to be fully addressed and made ahead of time. Has your organization supervisor covered your responsibilities and role in case of emergency and the protocol necessary to follow?

Yes  No  Date of completion \_\_\_\_\_

Has your organization supervisor covered the agency's regulations and standards in accordance with your employment as an intern?

Yes  No  Date of completion \_\_\_\_\_

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

### *Capstone Supervisor*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Intern*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Faculty Advisor*

## NOTE:

*To comply with the Internship office requirements for volunteer liability insurance, within the first two weeks of the quarter, the university Internship contract must be completed, signed by the student, the Capstone supervisor, and the faculty advisor and delivered to the University Internship Office – Showalter Hall 114.*



# Official Learning Contract

*This form is used for documentation of your Capstone with Career Services. Please have this completed by the time you register for your Capstone and take it to Career Services.*

Student Infomation	Last Name:		First:	MI:	
	Local Address:		City:		
	State:	Zip:	Phone:	Email:	
Student ID#:	Permanent address:		City:	State:	
	Zip:	Phone:	Major: Sustainability Program Year: Jr Sr Grad		
Date of Birth:	Agency name:		Intern title:		
	Supervisor name:		Supervisor title:		
Capstone Site:	Address:		City:		
	State:				
Stipend amount:	Zip:	Phone:	Fax:	Email:	
	Compensation:	Hourly wage	Stipend	Training only	Work-study
Registration Infomation	Course ID: SUST 490		Section:	Number of credits:	
	Quarter receiving credit:	Fall	Winter	Spring	Summer
	Capstone faculty advisor:		Sustainability Department		
	Phone:	Fax: (509) 359-4833		Address: PEB 200	



Responsibilities: by signing the Learning Contract you assume the following responsibilities for your role:

<b>Work-Site Supervisor</b> <ul style="list-style-type: none"><li>Help formulate the student's learning objectives and activities.</li><li>With supervision and direction, help the student achieve the learning objectives and specific activities</li><li>Complete the midterm and final evaluation reports and return them to the Capstone Office on time</li></ul> <b>Intern</b> <ul style="list-style-type: none"><li>Register for credit after obtaining approval and permission slip from your Capstone faculty advisor.</li><li>Turn in your Learning Contract to the Capstone Office before beginning your Capstone</li><li>If you are receiving a stipend, pick up a "Stipend Packet" and sign and return all material before beginning your Capstone.</li><li>Fulfill your Learning Contract by successfully completing the tasks and assignments set forth by your work-site supervisor and Capstone faculty advisor.</li><li>Consult with your Capstone faculty advisor and the Capstone Office regarding changes or problems that arise during your Capstone experience.</li></ul>	<b>Capstone Faculty Advisor</b> <ul style="list-style-type: none"><li>Approve the student's learning objectives and discuss applicability of academic theory to the Capstone experience.</li><li>Formulate the student's progress documentation.</li><li>Assess the student's learning based on predetermined objectives and evaluation criteria; issue academic credit.</li><li>Provide telephone, mail, and site visit follow-up as needed throughout the Capstone to provide guidance and support.</li></ul> <b>EWU Capstone Program</b> <ul style="list-style-type: none"><li>Act as a liaison for the university, work-site, Capstone faculty advisor and student to ensure the Learning Contract is fulfilled.</li><li>If the student is paid through a Stipend Contract, disburse the check to the student at the end of the quarter.</li></ul> <p><i>Students not receiving compensation from their employer will be covered by basic volunteer insurance. The insurance is activated when your Learning Contract is on file with the Capstone Office. If you have any questions concerning insurance, a brochure is available from the Capstone Office.</i></p>
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**Business or** \_\_\_\_\_

**Agency** \_\_\_\_\_

**Description** \_\_\_\_\_

**Learning** \_\_\_\_\_

**Objectives** \_\_\_\_\_

*(Broad objectives expected to achieve during the Capstone)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Learning Activities** \_\_\_\_\_  
(Specific activities to achieve objectives) \_\_\_\_\_  
\_\_\_\_\_

Progress Documentation: *Weekly summaries of activities completed, bi-weekly reflection paper. Midterm and final evaluations completed by the supervisor. Final student evaluation of the Capstone site and experience.*

Your signature confirms that you have read and agreed to both sides of this contract.

Intern's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Employer's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Faculty Advisor's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Intern Coordinator's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_



# Capstone Field Experience Weekly Report

*Complete one at the end of each week and submit to your faculty advisor by uploading through the digital drop box in Blackboard or by email.*

Note: A copy of this form will be available under the assignment tab in your SUST 490 Blackboard course.

Intern: \_\_\_\_\_

EWU Advisor: \_\_\_\_\_

Week(s) \_\_\_\_\_ Dates: \_\_\_\_\_

Hours accumulated: \_\_\_\_\_

Weekly Summary and Bi-weekly Reflection of the week(s) activities (attach additional sheet if necessary):

If you have questions/problems for which you would like assistance from your Eastern Washington University faculty advisor please list below



# Capstone Field Experience Midterm Evaluation Form

*This evaluation is to be completed in the fourth week to mark progress toward achieving the original goals and objectives as well as professional characteristics required to be effective in the workplace.*

Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_ Time in Present Position: \_\_\_\_\_

Dept/Division: \_\_\_\_\_

Capstone Organization Supervisor Title and Name: \_\_\_\_\_

EWU Faculty Advisor: \_\_\_\_\_

Major Position Responsibilities: Review, using the goals from the Student Contract, how well the intern is progressing toward those goals. Complete on a separate sheet.

*This portion of the evaluation is to be used to reevaluate the original goals and objectives to determine if they are appropriate or need to be changed to better serve the intern.*

Also, please evaluate the student in the areas that apply to their job performance. Listed below is a scale to help with the evaluation process.

Please use scale rating system:

- 6 = exceeds expectations
- 5 =meets requirements
- 4 =meeting some but Not all requirements
- 3 =needs improvement to meet requirements
- 2 =ignores requirements
- 1 =not observed/ not applicable

<b>Capstone Knowledge:</b> Consideration to the overall current knowledge in techniques, equipment, skills, procedures, and/or materials to perform the job.	1	2	3	4	5	6
--	---	---	---	---	---	---

<b>Quality of Work:</b> Consideration given to freedom from errors and mistakes, neatness, general quality of work and accuracy.	1	2	3	4	5	6
--	---	---	---	---	---	---

<b>Quantity of Work:</b> Consideration given to actual accomplishment of work in relation to the expected outcome and speed of performance.	1	2	3	4	5	6
---	---	---	---	---	---	---



<b>Initiative:</b> Consideration given to degree of self-motivation, making of constructive suggestions and contributes ideas; completion of given assignments.	1	2	3	4	5	6
<b>Ability to Learn:</b> Consideration given to the speed at which an intern masters new methods and tasks, grasps concepts and explanation; retention of knowledge.	1	2	3	4	5	6
<b>Judgment:</b> Consideration to degree in which intern shows good common sense; thinks while making decisions or before acting. Intern considers implications and consequences.	1	2	3	4	5	6
<b>Interpersonal Relations:</b> Consideration to courtesy to public and co-workers, tactfulness; interns presents self; skills in work-group and interpersonal situations; proper interaction with supervisors.	1	2	3	4	5	6
<b>Professional Ethics:</b> Consideration to ability to recognize moral dilemmas; awareness to ethics; applies rational decision making; care in making ethical decisions.	1	2	3	4	5	6
<b>Communication:</b> Consideration to the degree to which the intern effectively expresses her/himself orally, and in writing and used technology. Professional tone with communication	1	2	3	4	5	6
<b>Work Habits:</b> Consideration to the degree to which intern's work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.	1	2	3	4	5	6
<b>Policy Compliance:</b> Consideration to the degree to which intern accepts and follows organization policies and procedures.	1	2	3	4	5	6
<b>Personal Appearance:</b> Consideration to the intern's neatness, hygiene, and appropriateness of dress on the job.	1	2	3	4	5	6

Additional Comments:



Supervisor's Comments: Provide comments about the student's abilities, giving consideration to major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; followed by a discussion of any Capstone objectives still to be achieved and how they will be achieved. Complete on another sheet of paper if necessary.

Intern's Comments: Provide comments on the evaluation and the Capstone experience; personal goals and objectives still to be achieved and how they will be achieved. Complete on another sheet of paper if necessary.

List any changes to original goals and objectives:

I have discussed this evaluation with the intern:      Yes      No

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return evaluation to the Capstone Office – By fax (509)359-6940 or mail to: 114 Showalter Cheney, WA 99004-2443**



# Capstone Field Experience Final Evaluation Form

*Completed with the knowledge that this form is to be used by the university faculty advisor to determine 70% of the final grade for the student.*

Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_ Credits & Hours: \_\_\_\_\_

Capstone Field Experience Supervisor Name & Title: \_\_\_\_\_

Dept/Division: \_\_\_\_\_

EWU Faculty Advisor: \_\_\_\_\_

List the goals and objectives for this Capstone below and state whether they have been achieved or not. If they have not been achieved include a statement addressing why not.

1. \_\_\_\_\_ Achieved? Yes      No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Achieved? Yes      No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Achieved? Yes      No

Explanation: \_\_\_\_\_  
\_\_\_\_\_



4. \_\_\_\_\_ Achieved? Yes      No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ Achieved? Yes      No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

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Please also evaluate the student in the following areas that apply to their job performance.

Please use the following rating system:

6 = exceeds expectations

5 =meets requirements

4 =meeting some but not all requirements

3 =needs improvement to meet requirements

2 =ignores requirements

1 =not observed/ not applicable

#### 1. Capstone Knowledge

Consideration to the overall current knowledge in techniques, equipment, skills, procedures, and/or materials to perform the job.	1	2	3	4	5	6
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Comments and examples:

#### 2. Quality of Work

Consideration given to freedom from errors and mistakes, neatness, general quality of work and accuracy.	1	2	3	4	5	6
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Comments and examples:

#### 3. Quantity of work

Consideration given to actual accomplishment of work in relation to the expected outcome and speed of performance.	1	2	3	4	5	6
--	---	---	---	---	---	---

Comments and examples:



#### 4. Initiative

Consideration given to degree of self-motivation, making of constructive suggestions and contributes ideas; completion of given assignments.	1	2	3	4	5	6
--	---	---	---	---	---	---

Comments and examples:

#### 5. Ability to Learn

Consideration given to the speed at which an intern masters new methods and tasks, grasps concepts and explanation; retention of knowledge.	1	2	3	4	5	6
---	---	---	---	---	---	---

Comments and examples:

#### 6. Judgment

Consideration to degree in which intern shows good common sense; thinks while making decisions or before acting. Intern considers implications and consequences.	1	2	3	4	5	6
--	---	---	---	---	---	---

Comments and examples:

#### 7. Interpersonal Relations

Consideration to courtesy to public and co-workers, tactfulness; interns presents self; skills in work-group and interpersonal situations; proper interaction with supervisors.	1	2	3	4	5	6
---	---	---	---	---	---	---

Comments and examples:



#### 8. Professional Ethics

Consideration to ability to recognize moral dilemmas; awareness to ethics; applies rational decision making; care in making ethical decisions.	1	2	3	4	5	6
--	---	---	---	---	---	---

Comments and examples:

#### 9. Communication

Consideration to the degree to which the intern effectively expresses her/himself orally, and in writing and used technology. Professional tone with communication	1	2	3	4	5	6
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Comments and examples:

#### 10. Work Habits

Consideration to the degree to which intern's work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.	1	2	3	4	5	6
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Comments and examples:

#### 11. Policy Compliance

Consideration to the degree to which intern accepts and follows organization policies and procedures.	1	2	3	4	5	6
---	---	---	---	---	---	---

Comments and examples:



## 12. Personal Appearance

Consideration to the intern's neatness, hygiene, and appropriateness of dress on the job.	1	2	3	4	5	6
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Comments and examples:

Supervisor's Comments: Provide comments about the students abilities, giving consideration to major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs. Complete on another sheet of paper if necessary.

Intern's Comments: Provide comments on the evaluation and the Capstone experience. Complete on another sheet of paper if necessary.

I have discussed this evaluation with the intern      Yes      No

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return evaluation to the Capstone Office – By fax (509)359-6940 or mail to: 114 Showalter Cheney, WA 99004-2443**



# Capstone Field Experience Site Evaluation & Reflection Form

filled out by the student and submitted to university faculty advisor

Capstone Field Experience Site: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

Hours/Credits at this location: \_\_\_\_\_

1. Did you enjoy the time spent at the Capstone field experience site? Please explain.

2. What were some of the most worthwhile information and skills you learned during this Capstone field experience?

3. Illustrate any insufficiencies you found in personal knowledge and skills that you discovered through this experience? Please explain.



4. List the goals/requirements/responsibilities that the organization required of you, and if any were not obtained during this Capstone provide an explanation.

5. Do you have any suggestions for improving the communication linking the student intern and his/her university supervisor?

6. Do you have any suggestions for other students interning at this site and/or type of Capstone?

7. Was the supervisor at your Capstone field experience site helpful and available? Please explain.



8. Did your Capstone field experience supervisor offer any suggestions, leadership information and assistance, or advice that was helpful for developing and growing in your leadership skills and other activities? Please explain.

9. Do you have any suggestions for improving the communication between the student and the Capstone field experience supervisor?

10. Do you have any suggestions regarding the organization that would improve the Capstone field experience for prospective interns?

11. Do you have any additional comments?



12. On a separate page write and submit a reflection paper to your faculty advisor addressing how well you feel you did achieving your stated goals and objectives for this Capstone. What is your feeling about what you have learned in the Capstone field experience – how has it expanded your knowledge of the field, and finally how do you intend to use this experience to further your objectives for your major and degree?

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

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