



TROUP COUNTY BOARD OF EDUCATION

100 N. Davis Rd. Bldg. C, LaGrange, GA 30240 (706)812-7900 Fax (706)812-7904

Capstone Project Timeline

Task	Responsible Party	Timeline	Resources
Introduce/assign project	ELA & Economics teachers	By August 22	Capstone Project Manual
Assign research paper	ELA teachers	By August 22	Capstone Project Proposal Research Paper Requirements Research Paper Rubric
Assign Portfolio and Product	Economics teachers	By August 22	Capstone Portfolio Requirements Capstone Portfolio Rubric Capstone Product Requirements Capstone Product Rubric Mentor Agreement Mentor Log
Project Proposal due to ELA teachers	Students	Due by August 26	Capstone Project Proposal Form (After returned to student by ELA teacher, student is responsible for placing form in Portfolio)
Journal #1	ELA teachers; Students	Due by August 26	Journal #1
Letter of Introduction (for Portfolio)	Econ teachers; students	Due by September 2	Letter of Introduction Sample
Provide instruction and class time for research	ELA teachers (2-3 days)	August-September	Research Paper Requirements Research Paper Rubric
Provide instruction and class time to begin work on Product	Economics teachers (2-3 days)	August – September	Product Requirements Product Rubric
Journal #2	ELA teachers; students	Due by September 23	Journal #2
Portfolio Check #1	Economics teachers	By October 7	Letter of Introduction; Project Proposal; Mentor Agreement; Mentor Log (does not have to completed, but should be included and partially complete)
Journal #3	ELA teachers; students	By October 21	Journal #3

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Provide instruction and time for resume, cover letter, follow up/thank you letter	Economics teachers	2-3 days during November and December	Employability skills (Resume, Cover Letter, Request for Recommendation, Follow up/thank you letter from interview)
Journal #4	ELA teachers; Students	By November 11	Journal #4
Completion of research paper	ELA teachers; students	Due by November 18	Research Paper Rubric
Portfolio Check #2 in Econ	Economics teachers	By December 9	Employability Skills: Resume, Cover Letter, Request for Recommendation letter, Letter(s) of Recommendation, Follow up/Thank you letter from interview
Allow time to create/prepare for presentation	ELA teachers; students	February/ March	Presentation Evaluation Rubric (Presentation can either be with Panel of Judges or part of Gallery Walk)
Allow time to complete Product requirements	Economics teachers; students	February/ March	Product Requirements Product Rubric Product Approval Form with Signature
Completion of 8 hours with mentor	Students; Mentor	Due by March 3	Mentor Log
Journal #5	ELA teachers; students	Due by March 3	Journal #5
Portfolio Check #3 in Economics	Economics teachers; students	By March 10	Employability Skills (Cover Letter, Resume Letter Requesting Recommendation, Letter of Recommendation, Follow-up/Thank you Letter), Research Paper, Journals #1-5, Mentor Agreement, Mentor Log, Product (5 pieces of Evidence)
Final Presentation	ELA with logistical assistance; community members; students	Between April 10 – May 12	Presentation Evaluation Rubric
Final Portfolio Submission	Economics teachers; students	Between April 10 – May 12	All Components (Cover Page, Table of Contents, Sections I-V) Portfolio Rubric AND Capstone Project Checklist with signatures. The Capstone Project Final Submission will need to be returned to the Graduation Coach for reporting purposes after the project is complete and the form is signed by the appropriate ELA and Economics teachers.