



PEAC Capstone Project Guidelines

Coordinator of Academy Programs – Mrs. Snyder

Virginia_B_Snyder@mcpsmd.org

Phases	Requirements	Completion Timeline:
Proposal	<p>Students must submit a proposal which highlights the purpose of their project and how it will be beneficial to them as they prepare for interests and/or endeavors after high school.</p> <p>The proposal must include:</p> <ol style="list-style-type: none">1. Define the project you selected, the course you are associating the project with, and why the project is valuable to you.2. Explain in detail what areas you will research/explore to prepare for the completion of the project.3. Explain in detail how you will conduct/construct your project.4. Explain how this project will highlight your skills that you acquired from the PEAC program. <p>Format requirements:</p> <ul style="list-style-type: none">• 12 point, Times New Roman Font• Double Spaced• Title Page• 1-2 pages	11/16/18
Paper	<p>Students will construct a research paper that will give them information to successfully conduct their project.</p> <p>The paper must include:</p> <ul style="list-style-type: none">• 8-10 pages• 12 point, Times New Roman Font• Must include 8 sources, 2 must be non-internet sources• Internet sources must be credible, reliable sources• In-text citations and bibliography, MLA Style• Can include graphs and charts• Double spaced	01/31/19

Project	<p>Each student will document the process of conducting or constructing the project.</p> <p>This section will require the following documentation:</p> <ol style="list-style-type: none"> 1. Log of hours that you contributed to the project 2. Pictures of your process 3. Videos 4. Explanations 5. Diagrams 6. Outcomes <p>Format requirements:</p> <ul style="list-style-type: none"> • 12 point, Times New Roman Font • Double Spaced 	03/22/19
Reflection	<p>All students will be required to write a reflection on their experience. The project reflection will include:</p> <p>Format requirements:</p> <ul style="list-style-type: none"> • 12 point, Times New Roman Font • Double Spaced • 1-2 pages 	04/15/19
Portfolio	<p>Students will utilize a three-ring binder to compile a portfolio that contains all documents from the Capstone Assignment.</p> <p>The portfolio must include:</p> <ul style="list-style-type: none"> • Table of contents • Dividers to separate sections 	May 2nd Academy Capstone Presentation Night
Display	<p>Students will construct a trifold poster. This presentation should include a synopsis of each section. Please include lots of images to help explain your project to any individuals who visit your display. All text should be typed and an appropriate font size.</p> <p>Items to consider:</p> <ul style="list-style-type: none"> • Bulleted facts from research • Step by step explanations of project and why • Images to reinforce the explanations – <i>minimum of 4 images</i> • Why this is important to you • Bulleted reflection points 	May 2nd Academy Capstone Presentation Night

2018-2019 PEAC Capstone Project Meetings

Students will be required to attend a monthly meeting in order to track progress and provide support for each phase of the capstone project. **Meetings will be held the second Tuesday of each month, except for holidays or school closures, in room A107 during 5th period (lunch).** Review the schedule below and mark these dates on your calendar. The topics listed are tentative and subject to change.

Students will need to join and regularly visit the 2019 PEAC Scholars Google Classroom for important announcements, documents, and to submit various components of the capstone project.

2019 PEAC Scholars Google Classroom code: 2weius

Date	Topic
09/11/18	Project topics – do you have one? Q&A on Proposal requirements or other project components
10/09/18	Citations and appropriate research sources
11/08/18	<i>*Note – due to the early release schedule on 11/13/18 this meeting has been moved up to Thursday, 11/8/18.</i> Tips & strategies for organizing your research
12/11/18	Research Paper progress checks
01/08/19	Project Components – Documenting and Submitting Research paper peer reviews
02/12/19	Project progress checks
03/12/19	Preparing for the Academy Capstone Night & Tri-Fold expectations Completing Reflections
04/11/19	Finalizing Portfolios and Tri-Fold boards, Progress Check <i>*Note – due to SAT School Day on 4/9/19, this meeting is moved to Thursday, 4/11/19.</i>
04/30/19	<i>*Hold this date as a tentative meeting to review instructions for set-up and logistics for the Academy Capstone night on 5/2/19.</i>