

PROGRESS CHECKLIST

Below is a comprehensive list of the documents, forms, and assignments that must be completed and submitted on eCourseware throughout the Senior Capstone Experience.

Due DURING your junior year (by April 1):

- Eligibility Requirements – Part A⁺
- Eligibility Requirements – Part B⁺
- Resume
- Cover Letter
- Career Services Verification Form
- Bio Sheet⁺

Due BEFORE your Senior Capstone Experience:

- Confirmation Letter (from organization)
- Learning Agreement⁺
- Student Information Form⁺
- Draft SMART Goals
- Upon Faculty Advisor approval, register for SLS 4605

Due DURING your Senior Capstone Experience:

- SMART Goals signed by Site Supervisor
- Timesheets (submitted once every 2 weeks)⁺
- Weekly Logs (submitted once every 2 weeks)⁺
- Monthly Logs (submitted once every 4 weeks)⁺
- Participation in conference call/videotelephony (SCE Coordinator and Site Supervisor)
- Participation in conference call/videotelephony (SCE Coordinator and classmates)
- Network with a minimum of 5-10 organizational contacts and acquire contact information
- Student Self Evaluation Form (Mid-semester)⁺
- Site Supervisor Evaluation Form (Mid-semester)⁺
- Student Self Evaluation Form (Final)⁺
- Site Supervisor Evaluation Form (Final)⁺

Due AFTER your Senior Capstone Experience:

- Final Presentation⁺
- Final Portfolio⁺
- Survey

+ = More information on this requirement, form, or evaluation is included at the conclusion of this Student Handbook