

# Honors 410 Internship Capstone Assignment Spring 2022



## Table of Contents:

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<b>Introduction .....</b>	<b>2</b>
Purpose: .....	2
Goals Addressed: .....	2
Learning Outcomes: .....	2
Future Forward: .....	2
Skills Demonstrated: .....	2
Knowledge Required: .....	3
<b>Directions.....</b>	<b>4</b>
Written Overview:.....	4
Resources Needed: .....	4
Graphic Overview:.....	4
Criteria for Success: .....	5
<b>Assignment One:.....</b>	<b>6</b>
Internship Capstone Project Approval Form <i>(10 pts)</i> .....	6
Internship Capstone Project Approval Form Rubric <i>(10 pts)</i> .....	8
<b>Assignment Two: .....</b>	<b>9</b>
Internship Capstone Project Draft <i>(20 pts)</i> .....	9
Internship Capstone Project Draft Rubric <i>(20 pts)</i> .....	10
<b>Assignment Three:.....</b>	<b>11</b>
Final Specifications for Capstone Internship Project <i>(50 pts)</i> .....	11
Project Deliverable/Artifact.....	11
Written Narrative .....	11
Internship Capstone Final Project Rubric <i>(50 pts)</i> .....	13

## Introduction

### **Purpose:**

The purpose of the capstone project is to mark the completion of student's learning and academic achievement through a project that demonstrates a significant integration and application of knowledge within their discipline, professional needs and mission of the Honors College.

### **Goals Addressed:**

Provide students with an interdisciplinary, intellectually challenging curriculum that integrates active and service-based learning.

### **Learning Outcomes:**

Honors 410 provides each student with a unique experience that combines fieldwork and a capstone project to comprehensively address the course learning outcomes. Because placement sites vary, it is expected that student projects will vary and that no one project will address all of the HON 410 Cognitive Learning Outcomes:

1. Demonstrating understanding of professional customs and practices
2. Organizing and maintaining information
3. Applying knowledge to the task
4. Serving clients and stakeholders
5. Negotiating and arriving at a decision
6. Working with diversity/diverse populations
7. Identifying, understanding, and working with professional standards
8. Improving problem-solving and critical thinking skills
9. Monitoring and correcting performance

### **Future Forward:**

The capstone project allows students to translate the importance of documented field experience into a tangible illustration of the student's professional development for employers and professional and graduate school admissions boards.

### **Skills Demonstrated:**

The purpose of this activity is to help you demonstrate the following skills essential to your success in your internship and as a future professional:

- Demonstrate understanding of key concepts, knowledge and practices that create a successful environment at your placement site.
- Identify needs from the placement site that could be addressed within the project framework.
- Identify needs from the placement site that could adequately be addressed by your current level of professional knowledge and skills.
- Apply your knowledge of the key concepts, knowledge, and practices to the issue your project will address.

- Demonstrate professional communication skills with supervisor to identify an issue for your project to address.

### **Knowledge Required:**

This project will increase your depth of understanding of the following:

1. Professional behavior
2. Ethical behavior
3. Active listening
4. Appropriate workplace dress
5. Workplace norms (e.g., how to address colleagues and superiors)
6. Time management
7. Adapting to workplace changes
8. Teamwork
9. Managing emotions and personal behavior
10. Individual responsibility

## Directions

### Written Overview:

The Honors Capstone (*80 pts*) through internship includes three assignments that are completed during HON 410:

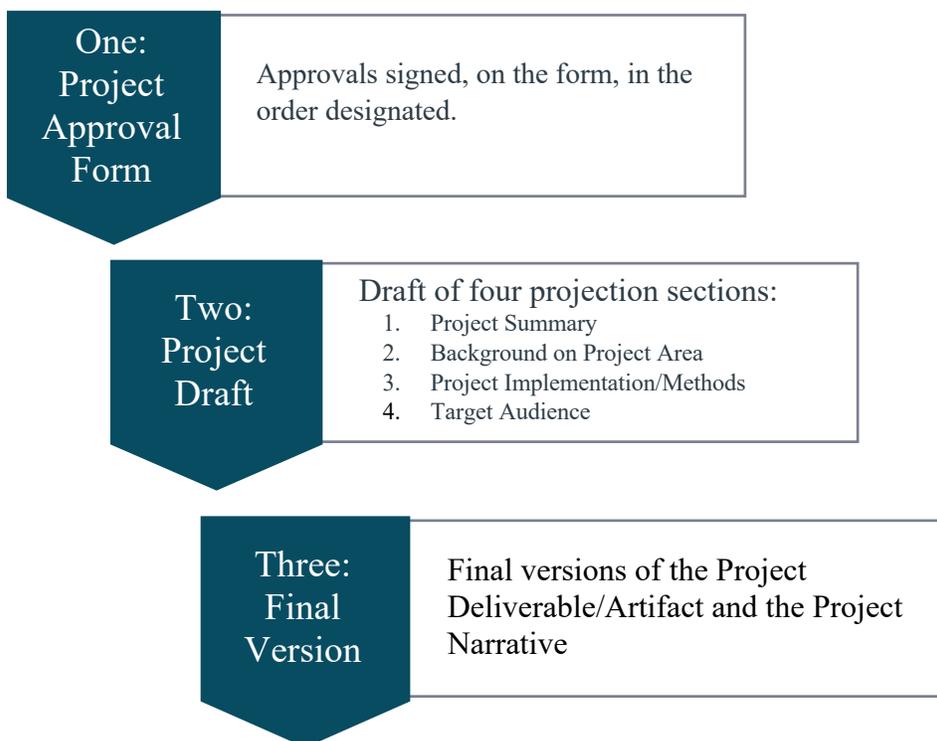
1. **Capstone Project Submission Form** (*10 pts*) is approved by Dean Camarena prior to starting the project.
2. **Capstone Project Draft** (*20 pts*) that includes a draft of all required sections of the project. The project itself does NOT have to be completed for the project draft.
3. **Capstone Final Version** (*50 pts*) with all sections and the project work itself completed.

### Resources Needed:

For this project you will need most of the following:

- Research articles related to your project topic
- Internet access to the library.
- Access to a computer with a word processing program that provides grammar and spelling feedback.
- Instructions for the 3 required assignments and accompanying Rubrics (see below, or HON 410 Canvas Course).
- Good sleep hygiene, nutrition, motivation and emotional management.

### Graphic Overview:



## **Criteria for Success:**

### **Fundamental Criteria:**

- ✓ All 3 required capstone assignments (Approval Form, Draft and Final version) are typed, grammatically correct and otherwise error free.
- ✓ A full set of answers – make sure you don't skip any!
- ✓ Submitted on time
- ✓ ~10 pages
- ✓ Collaborated with site and NAU supervisor when necessary.

### **Capstone Criteria:**

- ✓ A project and narrative that demonstrates how the student integrated and applied their disciplinary and professional knowledge to the specification of this project within the context of the Honor's program.
- ✓ A final project that addresses each element of the rubric and project description.

## **Assignment One: Internship Capstone Project Approval Form (10 pts)**

**Instructions:**

1. Completely fill in all sections of the form. Reach out to your site mentor or HON 410 faculty supervisor if you need any help.
  - a. Give as much detail as possible while being succinct.
  - b. The completed form should only be about 2 pages long.
  - c. The form must be typed and free from grammar, spelling, formatting, or other errors.
2. Approval signatures must be obtained in the correct order:
  - 1) site mentor;
  - 2) Hon 410 Faculty **and then**;
  - 3) Honors Dean. Your Hon 410 Faculty will route the form to the Dean. Students should not do this themselves.
3. If the Dean or I need more information, you will have 24 hours to update and resubmit your form.

**Required Sections:**

**Student name and banner ID:**

**Name of Internship location:**

**Title of project:**

**Goal(s) of project (What do you want to accomplish?):**

**Brief description of project (What you will be doing and what will the nature of the final project look like? See the Deliverable/Artifact section below):**

**Dissemination of project (How will the work be shared with others/presentation, publication, or other?):**

**Estimated completion date of project:**

### **Approvals**

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Site Mentor's Signature/Date

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HON 410 Faculty Signature/Date

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Dean Camarena's Signature/Date

## Internship Capstone Project Approval Form **Rubric (10 pts)**

Criteria	Proficient 5 pts	Developing 3-2 pts	Fail 0 pts
<b>Project Goal(s)</b> <i>What do you want to accomplish?</i>	Goal/Deliverable is clearly explained and connected to the outcomes of the project.  <p style="text-align: right;"><b>3 – 2 pts</b></p>	Goal/Deliverable is ambiguously explained and/or connections to project outcomes are not clear.  <p style="text-align: right;"><b>3 – 2 pts</b></p>	Section is Missing
<b>Brief description of project and deliverable/artifact.</b> <i>What you will be doing and what is the nature of the final project?</i>	The final deliverable or artifact is clearly identified.  <p style="text-align: right;"><b>4 – 3 pts</b></p>	The final deliverable or artifact is somewhat identified.  <p style="text-align: right;"><b>2-1 pts</b></p>	
<b>Dissemination of project</b> <i>How will the work be shared with others/presentation, publication, or other?</i>	The dissemination of the work is clearly described and appropriate for the project itself.  <p style="text-align: right;"><b>3 – 2 pts</b></p>	The dissemination of the work is somewhat described and/or is not appropriate for the project itself.  <p style="text-align: right;"><b>3 – 2 pts</b></p>	

## **Assignment Two: Internship Capstone Project Draft (20 pts)**

### **Instructions:**

Submit a draft of the following four required sections of the Internship Project:

1. Project Summary.
2. Background on Project Area.
3. Project Implementation/Methods.
4. Target Audience.

### **Project Summary**

See Final Project below for a complete description of what to include in this section.

### **Background on Project Area**

See Final Project below for a complete description of what to include in this section.

### **Target Audience**

See Final Project below for a complete description of what to include in this section.

### **Project Implementation/Methods**

See Final Project below for a complete description of what to include in this section.

### Internship Capstone Project Draft Rubric (20 pts)

Criteria	Proficient 5 pts	Developing 3-2 pts	Inadequate 1 pt	Fail 0 pts
<p><b>Summary:</b> A brief summary of the overall goal of the project and the final outcomes to be developed from the work. Answer the question, “What is the planned deliverable as part of the project?”</p> <p>Should be 1 page or less</p>	<p>Goal/Deliverable is clearly explained and connected to the outcomes of the project.</p>	<p>Goal/Deliverable is ambiguously explained and/or connections to project outcomes are not clear.</p>	<p>Goal/Deliverable is not clear and/or connections to project outcomes are not clear or missing.</p>	Section is Missing
<p><b>Background:</b> This should include a review of the background situation and/or problem you are solving. Answer the question, “Why does this matter, what does it contribute to the organization?” Also, include relevant background information.</p> <p>Should be 2-4 pages</p>	<p>Meaningfully <b>summarizes and connects</b> the background situation to the project goals. A <b>deep understanding</b> of why the project matters is articulated.</p> <p>Uses no more than four, but at least two pages, to meaningfully address background issues.</p>	<p>Effectively <b>summarizes and connects</b> connections between the background situation and the goals the project is attempting to address. Some <b>understanding</b> of why the project matters is articulated.</p> <p>Uses no more than four, but at least two pages, to address background issues but some areas were over or under-represented.</p>	<p>Includes some background information that is connected to the project goals. <b>summarizes and connects</b> connections between the background situation and the goals the project is attempting to address. Weak <b>understanding</b> of why the project is articulated.</p> <p>Background section is not organized well and/or areas are over or under-represented missing. There is either more than four pages or less than two pages in this section.</p>	
<p><b>Project Implementation:</b> Although the nature of the work will vary widely depending on the project to be completed, students must first provide a detailed description of the steps to be taken to complete the project.</p> <p>Should be about 1 page</p>	<p>Provides a detailed description of the process required to complete the project that allows for goals to be met.</p> <p>Uses between .75 and 1.5 pages, to meaningfully describe the project steps.</p>	<p>Provides some descriptions of the process required to complete the project that allows for goals to be met. Some steps are ill-described or missing.</p> <p>Uses between .75 and 1.5 pages, to describe the project steps.</p>	<p>Little description of the process is provided, not all goals are addressed with the steps, and/or some steps are missing.</p> <p>Does not use page allocation to appropriately address this section.</p>	
<p><b>Target Audience:</b> Students should consider the individuals in the organization who will use the project they will create. This is not an extensive section but gives the student an opportunity to think about how they will write up the final project so that it is accessible to everyone in their target audience.</p> <p>Should be 1/2 to 1 page long</p>	<p>Demonstrates a thorough <b>understanding of their audience</b> and how they will be able to use the project outcomes in context.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p>	<p>Provides some <b>consideration of audience</b> and how they will be able to use the project outcomes in context.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p>	<p>Little or appropriate <b>consideration of audience</b> is conveyed; how they will be able to use the project outcomes is missing or inadequately described.</p> <p>Does not use page allocation to appropriately address this section.</p>	

## **Assignment Three: Final Specifications for Capstone Internship Project (50 pts)**

**Instructions:**

The Final Capstone project includes two components, 1) The Project Deliverable/Artifact and 2) a Written Narrative.

### **Project Deliverable/Artifact**

This should include the project itself. Examples might include a narrative history, a game, a brochure, a training manual, or another paper. This artifact might be an artist statement or reflection, a script, pages of a novel or a mathematical proof. This artifact is what you developed and discussed in the Written Narrative.

### **Written Narrative**

**Cover page with:**

- Title
- Student Name
- NMSU Email

**Project Summary**

A brief summary of the overall goal of the project and the final outcomes to be developed from the work. Answer the question, “What is the planned deliverable as part of the project?”

**Background on Project Area**

This should include a review of the background situation and/or problem you are solving. Answer the question, “Why does this matter, what does it contribute to the organization?” Also, include relevant background information. For example, background information could include:

- A traditional literature review with peer reviewed scholarship
- Internet research (for example if you are researching different art exhibits to improve one you are working on)
- Research on social media or websites (for example, if you are working to improve a website for an organization)
- The background for your project area should demonstrate that you have learned about the relevant issues you are working with or on and your mentor in the organization and at NMSU for your internship should help guide you on what is appropriate to include in this area

**Target Audience**

Students should consider the individuals in the organization who will use the project they will create.

This is not an extensive section but gives the student an opportunity to think about how they will write up the final project so that it is accessible to everyone in their target audience. Please also consider the students, faculty, and staff in Honors who you may present your project to upon completion. For this section, then, students should think about the demographics and education levels of the people in the organization where they work as well as the students, staff, and faculty in Honors they may present to. This should only be about a page to two pages long and not go into excessive detail. Also, if demographic data are not available, focus on what you do know about the individuals with regard to education and do not make any assumptions about the audience.

### **Project Implementation/Methods**

Although the nature of the work will vary widely depending on the project to be completed, students must first provide a detailed description of the steps to be taken to complete the project. This is an opportunity for the student and advisor to ensure that the steps in the process from inception to completion are clearly identified in advance. For research projects, this will be the procedures and nature of the analysis. For an original creative activity, this might be the steps in the creative process to develop the final product.

### **Results**

After completion of the Project the student will need to write up their findings and how what they found impacted or will impact the organization with whom they are working and how it impacts them in their future education and/or careers. This section should be combined with the Project Implementation section.

### **Dissemination**

All capstone work should be developed with a plan for dissemination - proposals should specify where this work can be shared. Students can share on campus at URCAS, RCW, or structured exhibitions, but everyone is encouraged to design their work to share off campus in professional settings, at research conferences, or other public exhibitions.

### **References**

A reference list of work cited in the proposal must be included in whatever format is appropriate to the discipline. Students will obtain an email from your disciplinary mentor saying they approve your reference page.

### Internship Capstone Final Project Rubric (50 pts)

Criteria	Proficient	Developing	Inadequate	Fail
<p><b>Summary (10 pts):</b> A brief summary of the overall goal of the project and the final outcomes to be developed from the work. Answer the question, “What is the planned deliverable as part of the project?”</p> <p>Should be 1 page or less</p>	<p>Goal/Deliverable is clearly explained and connected to the outcomes of the project.</p> <p style="text-align: center;"><b>10 - 8 pts</b></p>	<p>Goal/Deliverable is ambiguously explained and/or connections to project outcomes are not clear.</p> <p style="text-align: center;"><b>7 - 5 pts</b></p>	<p>Goal/Deliverable is not clear and/or connections to project outcomes are not clear or missing.</p> <p style="text-align: center;"><b>4 - 1 pts</b></p>	<b>Section is Missing (0 pts)</b>
<p><b>Background (10 pts):</b> This should include a review of the background situation and/or problem you are solving. Answer the question, “Why does this matter, what does it contribute to the organization?” Also, include relevant background information.</p> <p>Should be 2-4 pages</p>	<p>Meaningfully summarizes and connects the background situation to the project goals. A deep understanding of why the project matters is articulated.</p> <p>Uses no more than four, but at least two pages, to meaningfully address background issues.</p> <p style="text-align: center;"><b>10 - 8 pts</b></p>	<p>Effectively summarizes and connects connections between the background situation and the goals the project is attempting to address. Some understanding of why the project matters is articulated.</p> <p>Uses no more than four, but at least two pages, to address background issues but some areas were over or under-represented.</p> <p style="text-align: center;"><b>7 - 5 pts</b></p>	<p>Includes some background information that is connected to the project goals. summarizes and connects connections between the background situation and the goals the project is attempting to address. Weak understanding of why the project is articulated.</p> <p>Background section is not organized well and/or areas are over or under-represented missing. There is either more than four pages or less than two pages in this section.</p> <p style="text-align: center;"><b>4 - 1 pts</b></p>	
<p><b>*Project Implementation &amp; Results (15 pts):</b> Include a rich description of the steps that were taken to complete the project and a discussion of if those steps were successful? What did you create or learn?</p> <p>Should be about 2-4 pages</p>	<p>Provides a detailed <b>description</b> of the process required to complete the project that allows for goals to be met.</p> <p>Uses no more than four, but at least two pages, to meaningfully address project implementation.</p> <p style="text-align: center;"><b>15 - 11 pts</b></p>	<p>Provides some descriptions of the process required to complete the project that allows for goals to be met. Some steps are ill-described or missing.</p> <p>Uses no more than four, but at least two pages, to address background issues but some areas were over or under-represented.</p> <p style="text-align: center;"><b>10 - 6 pts</b></p>	<p>Little description of the process is provided, not all goals are addressed with the steps, and/or some steps are missing.</p> <p>Does not use page allocation to appropriately address this section.</p> <p style="text-align: center;"><b>5 - 1 pts</b></p>	

Criteria	Proficient	Developing	Inadequate	Fail
<p><b>Target Audience (5 pts):</b> Students should consider the individuals in the organization who will use the project they will create. This is not an extensive section but gives the student an opportunity to think about how they will write up the final project so that it is accessible to everyone in their target audience.</p> <p>Should be 1/2 to 1 page long</p>	<p>Demonstrates a thorough understanding of their audience and how they will be able to use the project outcomes in context.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p> <p style="text-align: right;"><b>5 - 4 pts</b></p>	<p>Provides some consideration of audience and how they will be able to use the project outcomes in context.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p> <p style="text-align: right;"><b>3 - 2 pts</b></p>	<p>Little or appropriate consideration of audience is conveyed; how they will be able to use the project outcomes is missing or inadequately described.</p> <p>Does not use page allocation to appropriately address this section.</p> <p style="text-align: right;"><b>1 pt</b></p>	
<p><b>Plan for Dissemination (5 pts):</b> All capstone work should be developed with a plan for dissemination - proposals should specify where this work can be shared. Students can share on campus at URCAS, RCW, or structured exhibitions, but everyone is encouraged to design their work to share off campus in professional settings, at research conferences, or other public exhibitions.</p> <p>This should be 1/2-1 page</p>	<p>Demonstrates a thorough <b>plan</b> for how project will be shared using a blend of on and off campus contexts.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p> <p style="text-align: right;"><b>5 - 4 pts</b></p>	<p>Provides some consideration for how project will be shared in either on or off campus contexts.</p> <p>Uses between .5 and 1 page, to meaningfully describe the project connections to the audience.</p> <p style="text-align: right;"><b>3 - 2 pts</b></p>	<p>Provides limited consideration for how project will be shared in either on or off campus contexts.</p> <p>Does not use page allocation to appropriately address this section.</p> <p style="text-align: right;"><b>1 pt</b></p>	
<p><b>References:</b> These should be in the format appropriate to your discipline and should be approved by your Mentor. I need an email from your mentor saying they approve your reference page.</p>	<p>Email from mentor documents that references were appropriately formatted using the style guide of your discipline and were largely free from errors.</p> <p style="text-align: right;"><b>5 - 4 pts</b></p>	<p>Email from mentor documents that references were appropriately formatted using the style guide of your discipline and mostly largely free from errors.</p> <p style="text-align: right;"><b>3 - 2 pts</b></p>	<p>Email from mentor reflects that references were not appropriately formatted using the style guide of your discipline and/or contained numerous errors.</p> <p style="text-align: right;"><b>1 pt</b></p>	