**New Hire Checklist for Capstone Program**

* Once your capstone proposal is approved, submit any required revisions to the Chair of the Capstone Proposal Review Committee by the date requested.
* Work with the administrator in your home academic department to:
* Generate your letter of contract.
* Access the $150 service and supplies fund associated with each Capstone course. These funds are typically used to cover costs associated with capstone final projects (i.e. printing and materials.) These funds must be spent by the instructor and cannot be used to reimburse students.
* Make arrangements for office space, office supplies, keys, copiers, and mailboxes
* Schedule a meeting with Human Resources Staff (5-4926) to fill out employment papers and learn about university privileges (gym membership, trimet passes, etc.)
* Get a PSU ID card at Neuberger Hall -1st floor, ID Services window
* Contact Katherine Barich ([barichk@pdx.edu](mailto:barichk@pdx.edu)) to:
  + Add your name to the Capstone List-serv
  + Request copies of the capstone handbooks
  + Post your course title and description
  + Schedule your course
  + Request a room for your course
* Read the Capstone Faculty Handbook with special attention to the section titled: “The Instructor’s role in Capstone.”.
* Meet with your community partner to sign and submit a “Community Partner Agreement and Project Description” form: <http://capstone.unst.pdx.edu/resources?field_category_tid=236>
* Give a copy of the Community Partner Handbook to your community partner
* Schedule a Capstone Orientation with Celine Fitzmaurice ([celine@pdx.edu](mailto:celine@pdx.edu))
* Order books via the PSU Campus Bookstore (http://www.portlandstatebookstore.com) or create a course packet with the help of PSU Library Staff (see below)
* Contact Kimberly Willson-St. Clair ([willsons@pdx.edu](mailto:willsons@pdx.edu)) at the PSU Library if you need any library-related course support.
* Learn about D2L, PSU’ s online learning management system at <http://www.pdx.edu/oai/oai-faculty-support-desk>. Please contact Marie Lewandowski, [mslewand@pdx.edu](mailto:mslewand@pdx.edu), in the Office of Academic Innovation with any questions related to your D2L course platform.
* Meet with Joseph Wightman, UNST Office Specialist, to set up your course page on the capstone website
* Keep an eye on the capstone list-serv emails updating you on new Capstone procedures or upcoming faculty development opportunities.
* Contact Seanna Kerrigan ([kerrigans@pdx.edu](mailto:kerrigans@pdx.edu)) with any additional questions!

*Revised February 2015*