

### **Breakout Session #3: Creating a Capstone Course Schedule**

This session will focus on developing a course schedule which carefully sequences the many aspects of a capstone course including teambuilding, final project steps, reflective writing, instructor check-ins, and continuous learning assessment.

1. Most standard course schedules include the following elements:
  - Theme/content for each class session
  - Assignments and due dates
  - Exams
  - Field Trips including special notes about where to meet/what to bring
  - Names of Guest Speakers
  
2. Here's a list of capstone-specific elements you might want to include in your schedule:
  - What is a capstone?
  - Intro to UNST goals
  - Name games and teambuilding
  - Orientation to Community Partner and Site
  - Service-Learning Dates/Times
  - Final project elements:
    - Overview of final project and team selection
    - Final project work sessions
    - Check-ins with community partner throughout the term
    - Peer review of drafts/Milestone Presentations
    - Mid-term check in on group process
    - Self/peer evaluation or final evaluation of team process
    - Final presentation
  - Reflective Writing assignments
  - Mid-term interview with instructor
  - Quick student learning assessments\*
  - Final reflection
  - UNST goals retrospective

\*Student Learning Assessments:

An easy way to track what your students are learning is to sprinkle short learning assessments into your class sessions over the course of the term. I usually place these during the last 5-10 minutes of a class period. Examples include: "Muddiest Point/Clearest Point", "Dear Instructor" letters, and "More Please/Less Please" (Teaching Strategy that is helping me learn/teaching strategy that is not working for me)