



# DELAWARE VALLEY COLLEGE

## CAPSTONE GUIDELINES

### Employment Program Report Guidelines

#### AGRONOMY AND ENVIRONMENTAL SCIENCE

Approved volunteer hours will be accepted if they are registered in the usual manner. Up to twenty-five percent (25%) of the required hours may be earned in the student's declared minor.

The following guidelines should be adhered to when preparing the final report and will apply to each employer during that period.

#### OTHER APPROVED AND RELATED EMPLOYMENT

- A. List the name, location and description of the firm.
  - 1. Type(s) of activity performed by this employer.
- B. Describe the specific duties performed.
- C. Explain the ways in which this employment relates to your major field of study.
- D. Summary
  - 1. Evaluate the firm/employer with regard to operations. Note commendable practices and suggest any corrective measures you would recommend. Provide justifications for your comments.
  - 2. Explain how this work experience has contributed to your future opportunities.

Note: A full-time work week is 40 hours of employment. Overtime (over 40 hours, but not more than 60 hours in one week) may be documented.