



DELAWARE VALLEY COLLEGE

CAPSTONE GUIDELINES

EMPLOYMENT PROGRAM FINAL REQUIREMENTS

BUSINESS EDUCATION

As a Capstone activity, students will write a one (1) page summary of their entire experience specifically addressing the following:

1. How the employment experience(s) applies to the major (i.e. BS.SCED.BS).
2. How the employment experience(s) will be useful to a teacher of that subject.

Student Name: _____ Reviewer: _____
 Date: _____

Delaware Valley College
 Check-list- Student Employment Program Final Capstone Report

Requirements	Available Points	Points Received	Rejected	Comments
1. Length (as appropriate)	5			
2. Grammar & punctuation	5			
3. Format: Professional	5			
4. Summarize employment activities	10			
5. Develop organization chart	5			
6. Describe professional growth experiences thru your employment	10			
7. Describe professional success experiences thru your employment	10			
8. Describe professional challenge experiences thru your employment	10			
9. Describe professional problem experiences thru your employment	10			
10. Compare and contrast company to classroom theory in four areas: <ul style="list-style-type: none"> • Management/Human Resources • Accounting/Finance • Marketing/Sales • Operations 	20			
11. Written summary of career goals with current resume	10			
Total Points	100			

o **Rejected:** *Correct and resubmit for final grade (reduced one grade for resubmission)*

Grading Policy:

Points	Grade	Points	Grade
93>	A	80-82	B-
90-92	A-	77-79	C+
87-89	B+	73-76	C
83-86	B	70-72	C-

**Delaware Valley College
Check-list for Student Employment Program Final Progress Report – BUSINESS EDUCATION**

Name:	Date:	Reviewer:
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Requirements	Available Points	Points Received	Rejected	Comments
1) Length 1-3 pages	5			
2) Grammar & Punctuation	5			
3) Format: Professional	5			
4) Summarize employment activities	10			
5) Develop organization chart	5			
6) Describe professional growth experiences thru you employment	10			
7) Describe professional success experiences thru your employment	10			
8) Describe professional challenge experiences thru your employment	10			
9) Describe professional problem experiences thru your employment	10			
10) Compare and contrast company to classroom theory in 2 of 4 areas: Management/Human Resources Accounting/Finance Marketing/Sales Operations	20			
11) Written summary of career goals with current resume	10			

Total Points: 100

Rejected: Correct and resubmit for final grade (reduced one grade for resubmission)

Grading Policy:

Points	Grade	Points	Grade
93>	A	80-82	B-
90-92	A-	77-79	C+
87-89	B+	73-76	C
83-86	B	70-72	C-