



NORTH EAST INDEPENDENT SCHOOL DISTRICT CAREER & TECHNICAL EDUCATION

Guidelines for CTE Project-Based Capstone

NEISD Course #H8289

Grades: 11-12

A CTE Project-Based Capstone course must be cooperatively planned by the student and teacher, continuously supervised by the teacher, and conducted by the student with the guidance and support of a classroom instructor.

A written project plan for each student enrolled in a CTE Project-Based Capstone course **MUST** be completed within 15 school days from the first day of enrollment.

The CTE Project-Based Capstone course provides a combination of classroom instruction and supervised research equivalent to an average of five class periods per week. The student and teacher must meet for instruction at least once each week for the purpose of project planning, reporting, evaluation, supervision, and coordination. The student must use remaining class time to conduct research, work with the project mentor or interdisciplinary team, analyze and interpret project data, compile evaluation results, and compose a project presentation.

A project progress evaluation for each grading period is required for the student to earn contact hours for each reporting period. The classroom teacher will determine if the project progress evaluation will be included in the student's nine-week grade; the project progress evaluations must remain in the teacher's file for one academic year. Student Progress Self Evaluation due dates are October 7, December 15, March 2, and May 15. *Each student will have four project progress evaluations that will be sent to the district CTE office one week following due date of progress evaluations.*

All CTE Project-Based Capstone plans **MUST** be completed following the guidelines.

1. The project-based research plan will be completed using the fillable project-based plan template found on the CTE website staff resources page. There are drop down lists provided on the template. Handwritten plans **WILL NOT** be accepted.
2. Brief Description: This is an excellent way to have your students practice writing skills. The description of the project should be in complete sentences with punctuation and correct grammar. Any person reading the brief description should be able to clearly understand the intent of the project.
3. Objectives, Activities and Materials: These can be listed in bulleted format.
4. Dates: Students will break down the steps necessary to complete the project and plan for specific target dates. There should be at least four steps at a minimum to align with the nine-week grading periods.
5. Final Project Presentation Evaluation: When and how will the project be evaluated?
6. Signatures from both the teacher and the student ensures both parties agree on the CTE Project Based Capstone Plan.

CTE Project Based Capstone Plan Deadline: August 29, 2025.