The Piper Center for Vocation and Career

Management Studies Senior Capstone Project 2016-2017

Your Senior Capstone Project will demonstrate the interrelatedness of your varied learning experiences at St Olaf and illustrate connections between all facets of your learning.

THE GOALS OF THE PROJECT ARE:

- To help you articulate your vocational vision
- To prepare you for the job, graduate school, or year of service search and interview process
- To provide you with a means of reflecting on your academic and experiential learning as it relates to your future

All work for your capstone project must be submitted by the deadlines listed on the back side of this document in your senior year.

IMPORTANT NOTE:

Save course work and items from your experiential learning activities that may become part of your website in one place - on a flash drive or on the St. Olaf network.

IMPORTANT RESOURCES:

Piper Center for Vocation and Career
Tomson Hall 270 x3268
http://wp.stolaf.edu/pipercenter/

Management Studies
Holland Hall, 4th Floor x3149
http://wp.stolaf.edu/management-studies/

You can find resources on the Management Studies Concentration website to assist you with choosing artifacts and developing your website.

TO BEGIN THE MANAGEMENT STUDIES PROGRAM, YOU MUST FIRST COMPLETE A CONTRACT WITH A MANAGEMENT STUDIES FACULTY MEMBER.

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SPECIFIC REQUIREMENTS FOR COMPLETION OF THE MANAGEMENT STUDIES CAPSTONE:

Due October 28th, 2016:

A. Experiential Learning Requirements Synopsis- one-two paragraphs including how these experiences have informed your vocational discernment process - to be submitted on Moodle

1. Informational Interview #1 (Start by giving the person's name, title and organization.)
2. Informational Interview #2 (Start by giving the person's name, title, and organization.)
3. Required Internship or approved* significant work experience. *If not yet completed, describe an internship that you are seeking to fulfill this requirement.*
4. Second experiential learning activity (second work experience, volunteer or leadership experience, etc.) *If not yet completed, describe an experiential learning activity that you are seeking to fulfill this requirement.*

B. Create a basic portfolio website: (Link loaded on Moodle- make sure it has been made public)

- Use your creativity and individuality to develop a website that reflects the following areas.
- *Homepage-* Include your vocational vision on this page. For some people, the term "vocation" is synonymous with career; for others, it refers to the multiple roles one plays at any given time in life and the interplay between those roles. In 1-2 paragraphs, write about your vocational vision, including the type of work you plan to do.
- *Coursework Page/Link-* Choose a few of your courses to highlight. Provide the name of each course and a brief paragraph on how each course has helped you make progress toward your vocational vision.
- *Skills Page/Link-* List 5 transferable skills you have developed that are related to your vocational vision. Consider the broad variety of transferable skills that they have developed through your liberal arts career.
- *Resume Page/Link-* Upload a resume that has been reviewed by a Peer Advisor in the Piper Center.

Between October deadline & April deadline:

A. Complete a satisfactory practice interview in the Piper Center (REQUIRED)

B. Participate in one of the following Piper Center programs (Highly Recommended NOT required): Ole Biz, Connections Program or Minnesota's Private Colleges Job and Internship Fair

Due April 7th, 2017**:

A. Website demonstrating your skill set.

- The portfolio should contain materials that help you reflect on your knowledge and skills in preparation for an interview with a graduate/professional school, a non-profit/volunteer organization or a company.
- **Homepage-** Update your vocational vision by adding a paragraph regarding your plans for the first year (or two) after graduation. Include not only the *what* of your plan, but the *why* as well.
- **Skills Page**- For each skill listed, link 2 artifacts which demonstrate that skill. Each artifact should be accompanied by a brief explanation of why you chose that artifact (How does it demonstrate that skill?). Your website should now include projects, papers, and other work products from both your academic endeavors and experiential learning activities (internships, jobs, extra-curricular involvements, etc.) that demonstrate specific content and transferable skills.

An assessment of the strengths and weaknesses of the portfolio will be requested on submission

* Approved by Management Studies Faculty

** Check Moodle for date changes due to Easter Holiday