



Bagwell College of Education

Instructional Technology

CAPSTONE

A capstone is the culminating experience for students in the Instructional Technology program. The capstone provides students with the opportunity to apply and integrate key concepts from each course in their program of study. Candidates must collaborate with their school community to identify an authentic and challenging technology-related need or problem to address within the school, district or other educational agency. Working with faculty and relevant stakeholders, candidates must design, implement, and evaluate an appropriate solution to meet the need or problem. The capstone experience also includes developing a presentation describing the capstone experience and results.

Capstone Proposal:

All M.Ed. students will develop a capstone proposal in *ITEC 7470 Educational Research* and submitted to the instructor for review, feedback, and approval. Once approval is given, students will begin to implement the capstone proposal.

All Ed.S. students will develop a capstone proposal in *ITEC 8500 Issues, Trends and Research in Instructional Technology* and submit it to the instructor for review, feedback, and approval. Once approval is given, students will begin to implement the capstone proposal.

Capstone Presentation:

Upon completion of the capstone project, M.Ed. and Ed.S. students in the Certification Track will develop and submit an 8-15 minute online video presentation in *ITEC 7500 Capstone Experience and Portfolio*, and attend an online synchronous session to discuss the results.

Ed.S. students in the Advanced Track do not have a formal class in which to submit the capstone project. Rather, during the last semester in the program, Ed.S. Advanced Track students will submit the URL to an 8-15 minute online video presentation to the Department Chair and attend an online synchronous session to discuss the results.

The capstone should consist of a minimum of 100 hours of substantial work.

APA Style:

The capstone proposal must be written in APA format. Please refer to the following two videos to get you started with APA style. You'll be happy you did! 😊

<http://youtu.be/9pbUoNa5tyY>

www.youtube.com/watch?v=5DYSU-evXE4

**Criteria based on APA 6th edition formatting and the writing quality rubric.*

PART A: CAPSTONE PROPOSAL OUTLINE AND ACCEPTANCE CRITERIA

- 1. Title Page:** Name, Date, Advisor, Semester you entered the program, Capstone Project Title.*
- 2. Setting/Context:** In what environment are you going to complete your capstone experience? Who are the stakeholders affected by your capstone? [APA narrative]
Criteria: The proposal is set in a context accessible by the candidate. Permission has been granted by the appropriate authorities within the context. The description describes the location and stakeholders. Demographic information and key organizational historical data is offered.
- 3. Capstone Problem and Rationale:** Describe the technology-related need or problem to be addressed by the capstone. What does the literature say about addressing this need/problem? What research informs you in your approach to addressing this need/problem? [APA narrative]
Criteria: The need/problem statement is education- and technology-related. The description of the need/problem makes it clear that a solution is required. A brief review of the literature supports the importance of fulfilling this need/problem, convincing the reader of capstone's value. The literature review establishes the foundational knowledge required to address this need/problem/question effectively.
- 4. Objectives/Deliverables:** Based on the need/problem/question you found, what are your objectives? How do you plan to respond to this need/problem? What deliverables will result from this capstone? [Bulleted lists]
Criteria: The bulleted list clearly address meeting the need/problem stated in a comprehensive manner. Objectives are written well. Deliverables are realistic and will help fulfill the stated objectives.
- 5. PSC Standards:** List the Georgia PSC/ISTE Instructional Technology/Coaching Standards which are exemplified by the completion of this proposed capstone project.*
- 6. Project Description**
 - a. Narrative: Describe what you will be doing. [APA narrative]
 - b. Timeline: Provide a table or chart that describes your schedule.
[Table/Chart]
 - c. Resources: What materials, space, tools, and/or human resources will you need to complete your capstone? How will you secure these resources?
[Bulleted List, table, or charts]
Criteria: The model narrative articulates the project such that the reader can envision how the objectives will be achieved. A realistic timeline is provided. The resources needed and responsible parties are realistic and clearly described.

*Criteria based on APA 6th edition formatting and the writing quality rubric.

7. Evaluation Plan

- a. Narrative: How will you show that you met your objectives? What tools will you use? How do your objectives and your evaluation techniques relate? [APA narrative]
- b. Timeline: (may be included in project description's timeline or in a separate timeline under evaluation) Provide a table or chart that describes your evaluation schedule. [Table/Chart]
- c. Samples: For a survey or test include sample questions; for observations include an observation instrument such as a performance rubric, etc. [May include as appendices, or pieces in a table, etc.]

Criteria: Model evaluation plan provides a narrative that clearly articulates the relationship between the evaluation methods and the objectives of the project. The timeline is clear and realistic. Samples of evaluation instruments or questions are included and well-developed.

8. Part A References: APA style references page of works cited within the capstone proposal.*

**Criteria based on APA 6th edition formatting and the writing quality rubric.*

PART B: CAPSTONE REPORT OUTLINE AND ACCEPTANCE CRITERIA

- 1. Description of the Capstone Experience:** Describe the process of completing the capstone project you proposed. Did it go to plan? What barriers/obstacles did you have to overcome? Will there be any follow-up to your work? [APA narrative]
Criteria: The process description of completing the capstone is deep and provides a sequence of key events/actions that occurred. The ways that the implementation of the project deviated from the proposal are described and rationalized. The outcomes of the project are described including deliverables. Follow-up plans are addressed.
- 2. Discussion and/or Reflection:** Respond to the following questions: What did you learn about technology facilitation and leadership from completing this capstone? How did this learning relate to the knowledge, skills and dispositions required of a technology facilitator or technology leader? (Refer to the standards you included in your proposal. Use the language of the PSC standards in your answer and reflect on all 3—knowledge, skills, and dispositions.)? What advice or recommendations would you give to others who might attempt to address a similar need/problem/question? Expand on any other pertinent thoughts or concerns. [APA narrative]
Criteria: The reflection addresses all questions asked in the capstone report outline. The candidate moves beyond basic description of the experience and includes an analysis of how the experience contributed to candidate understanding of self, others, and/or the field of K-12 instructional technology. The reflection makes connections between the capstone experience, professional standards, and concepts learned in the program coursework (i.e. change theory, levels of evaluation, media design, research design, instructional design, etc.). The candidate also shows evidence of self-evaluation and criticism through reflection that addresses personal biases and assumptions.
- 3. Part B References:** APA style references page of works cited within the capstone report.*

**Criteria based on APA 6th edition formatting and the writing quality rubric.*

PART C: CAPSTONE VIDEO PRESENTATION DESCRIPTION AND ACCEPTANCE CRITERIA

1. Content: The video presentation must include the following content

1. Candidate introduction including name of the degree program you are in
2. Title of Capstone Project
3. Problem/Need
4. Capstone Project Plan
5. Evaluation Plan
6. Description of the Capstone Experience and Results
7. Reflecting on the Capstone Project
8. Copyright acknowledgements

Criteria: The video presentation clearly contains all the required content including (1) Candidate Introduction including name of the degree program, (2) Title of Capstone Project (3) Problem/need (4) Capstone Project Plan, (5) Evaluation Plan, (6) Description of the Capstone Experience including evaluation results, (7) Reflecting on the Capstone Project, and (8) Copyright acknowledgements.

2. Technical Qualities: Characteristics of video presentation must include the following

1. Between 8 and 15 minutes
2. File format compatible with YouTube
3. Cleanly edited
4. Clear audio
5. Adequate lighting

Criteria: The video is of appropriate quality by including the following characteristics: (1) between 8 and 15 minutes long, (2) file format is compatible with YouTube, (3) video is cleanly edited, (4) the audio is clear, and (5) the lighting is adequate for visual appeal.

3. Accessibility: Video accessibility requirements include

1. Public viewing available on the web
 - a. YouTube
 - b. SchoolTube
 - c. TeacherTube
2. Linked to ePortfolio
3. Video file (not link) emailed to instructor for archiving

Criteria: The video file is available for public viewing available on the web through YouTube, SchoolTube, or TeacherTube. The url link to the video is linked to the candidate's ePortfolio. In addition, the video file (not link) has been emailed to the instructor for archiving purposes.

4. Style: Video style *suggestions* include the following

1. Confession cam
2. Interview of key participants
3. Narrated slides
4. Animation
5. Re-enactments
6. Screencast

Criteria: N/A

5. Editing Tools: Video editing tool *suggestions* include the following

1. iMovie
2. YouTube video editor
3. Microsoft MovieMaker
4. Avid FreeDV
5. Wax

Criteria: N/A