

Student's Name \_\_\_\_\_ Advisor's Name \_\_\_\_\_

**IMPORTANT NOTES TO ADVISORS:**

1. Making contact with the Capstone Advisor is the *student's responsibility!* Only in exceptional cases should a Capstone Advisor need to initiate contact with an advisee.
2. Topics specified below are essential, though the meetings in which they are discussed may vary.
3. This checklist is not intended to be sequential, so items within several categories may be checked off during a single meeting. Advisors sign and date each section when all items within that section are completed.
4. Advisor-Advisee meetings do not ALL need to be face-to-face meetings. Advisors who wish to “check in” with students can use Gaggles accounts for that purpose.
5. The Capstone Committee at your school can help with any questions you may have about these topics.
6. This form will be a part of the student's digital portfolio.

**Advisor Checklist  
ABSS Capstone Achievement Process**

<p><b>Getting Acquainted</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explore student interests, product/service ideas</li> <li><input type="checkbox"/> Review all ABSS Capstone Goals</li> <li><input type="checkbox"/> Review Capstone website together</li> <li><input type="checkbox"/> Discuss available resources</li> <li><input type="checkbox"/> Remind student it is his/her responsibility to schedule meetings ahead of time</li> <li><input type="checkbox"/> Gaggles issues- make sure teacher is selected to receive email from student, student knows how to save exemplars, etc.</li> </ul>	<p>Sign and date when all components have been discussed.</p>  <p>Signature _____ Date _____</p>
<p><b>Application Planning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explore Product/Service Approval Application items</li> <li><input type="checkbox"/> Explain the product/service activity description format to student</li> <li><input type="checkbox"/> Discuss product/service activity ideas</li> <li><input type="checkbox"/> Work with student to complete draft of application</li> </ul>	<p>Sign and date when all components have been discussed.</p>  <p>Signature _____ Date _____</p>
<p><b>Application Submission</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review, edit, and sign final draft of Product/Service Approval Application</li> <li><input type="checkbox"/> Submit application to English III teacher</li> </ul>	<p>Sign and date when all components have been discussed.</p>  <p>Signature _____ Date _____</p>
<p><b>Product/Service Activity Planning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Received approved application</li> <li><input type="checkbox"/> Discuss product/service activity comments from Capstone Committee</li> <li><input type="checkbox"/> Review scoring rubric for product/service activity</li> <li><input type="checkbox"/> Discuss steps and resources necessary for completion of product/service activity</li> <li><input type="checkbox"/> Work with student to complete Action Plan for product/service activity (if applicable)</li> </ul>	<p>Sign and date when all components have been discussed.</p>  <p>Signature _____ Date _____</p>

<p><b>Product/Service Activity Progress</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss progress of student's work</li> <li><input type="checkbox"/> Question student about challenges and successes</li> <li><input type="checkbox"/> Revisit Action Plan; revise if necessary</li> <li><input type="checkbox"/> Complete Product Requirements Checklist with advisor</li> <li><input type="checkbox"/> Submit Product Requirements Checklist to Capstone Coordinator before presentation day/night</li> </ul> <p><i>*These ideas should be reviewed at least once; however, some advisees may need additional contact.</i></p>	<p>Sign and date when all components have been discussed.</p> <p>Signature _____</p> <p>Date _____</p>
<p><b>Presentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review presentation purpose and format</li> <li><input type="checkbox"/> Review the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplar Reflection Form</li> <li><input type="checkbox"/> Product Requirements</li> <li><input type="checkbox"/> Presentation Checklist</li> <li><input type="checkbox"/> Portfolio Checklist</li> </ul> </li> <li><input type="checkbox"/> Assist student in planning for presentation</li> <li><input type="checkbox"/> Discuss use of media, e.g. visuals, demonstrations, recordings, and digital media</li> <li><input type="checkbox"/> Emphasize the need for practicing multiple times, at least once with all digital media</li> <li><input type="checkbox"/> Help student practice speech for presentation; practice should be timed</li> <li><input type="checkbox"/> Discuss steps for improvement</li> </ul>	<p>Sign and date when all components have been discussed.</p> <p>Signature _____</p> <p>Date _____</p>
<p><b>Portfolio</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review portfolio purpose, format, and scoring rubric</li> <li><input type="checkbox"/> Help student become aware of his/her skills and achievements in order to improve student's résumé</li> <li><input type="checkbox"/> Review and explain required contents of digital portfolio</li> <li><input type="checkbox"/> Assist in choosing appropriate exemplars to be included in the final Capstone Digital Portfolio</li> <li><input type="checkbox"/> Agree upon a date for student to have collected all required documents, work samples, and signatures</li> <li><input type="checkbox"/> Submit Product Requirements Checklist to Capstone Coordinator before presentation day/night</li> </ul>	<p>Sign and date when all components have been discussed.</p> <p>Signature _____</p> <p>Date _____</p>