Capstone Experience

Department of Biological and Allied Health Sciences

Ohio Northern University
Meyer Hall, Room 118
Ada, Ohio 45810
Phone: 419.772.2325
Fax: 419.772.2330
Course Requirements Checklist

- Completion of Approved Capstone Experience
  
  Students are expected to complete the capstone experience as approved by the capstone committee. This involves 400 hours spent completing the project.

- Completion of the Capstone Agreement Form.
  
  The student must have this agreement completed and returned to the departmental office by the end of the first week of the capstone experience. The form is found in Appendix A.

- Completion of Weekly Logs
  
  BIOL 4921 requires weekly logs to be completed and submitted via the Moodle class management system. Format and guidelines are found in Appendix B.

- Providing Capstone Supervisor/Mentor with Evaluation Forms
  
  The evaluation forms for your Capstone Experience are found in Appendixes C. Students should give these evaluation forms to their capstone supervisor/mentor at the sponsoring site.

- Thank You Letter
  
  At the end of your Capstone Experience, a thank you letter is to be sent to the sponsoring agency and supervisor. A copy of the letter is to be sent to your Faculty Supervisor via the Moodle class management system.
Appendix A: Capstone Agreement Form.

The student must have this agreement completed and returned to the departmental office by the end of the first week of the capstone experience.

The agreement (page 4 and 5) can be scanned and emailed to j-brown@onu.edu, Or faxed to 19-772-2330

or sent by mail to:

Capstone Committee Chairperson
Capstone Agreement Form
Ohio Northern University
Dept. of Biological & Allied Health Sciences
525 S. Main St.
Ada OH 45810
CAPSTONE AGREEMENT FORM

This agreement must be returned to the departmental office by the end of the first week of the Capstone. This task is the responsibility of the student.

_________________________  __________________________
Academic Term and Year    Student Name

_________________________  __________________________
email Address            Current Address

_________________________  __________________________
Supervising ONU Professor Current Address

_________________________  __________________________
email Address            Telephone Number

_________________________  __________________________
Capstone Site Supervisor/Mentor Current Address

_________________________  __________________________
email Address            Telephone Number

This agreement is meant to identify the responsibilities of the student, supervising professor at Ohio Northern University and the Capstone site supervisor/mentor.

RESPONSIBILITIES of the STUDENT

1. The student must have this agreement completed and returned to the Biology Department office by the end of the first week of the Capstone.

2. Students are expected to work a minimum of 40 hours per week for ten weeks or 400 hours or an equivalent experience. They are expected to be available when needed. If university breaks occur during the time frame of this Capstone, the student is expected to meet the normal work requirements of the interning agency. This includes being punctual to the work site. If a student is ill or must be absent from the capstone site, they must notify and discuss the absence in advance with the capstone site supervisor/mentor.
RESPONSIBILITIES of the CAPSTONE SITE SUPERVISOR/MENTOR

1. Work with the student to help them successfully complete the Capstone experience.
2. Supervise the student at the Capstone site.
3. Inform the student of required regulations, ethical guidelines, work responsibilities and expectations.
4. Contact the supervising professor immediately if a problem occurs that cannot be readily resolved.
5. Conduct a mid-term assessment of the student indicating progress, problems, and expectations.
6. Complete a final evaluation of the student with a recommendation of a letter grade and submit it to the supervising professor. A form is supplied for this purpose.

RESPONSIBILITIES of the SUPERVISING PROFESSOR

1. Conduct an on-site visit when appropriate with the student and the supervisor/mentor during the term.
2. Provide evaluation forms to the supervisor/mentor.
3. Be a resource for supervisor/mentor and student for projects on which the student is working and in the faculty member’s area of expertise.
4. To be the supervisor for the student’s capstone seminar (BIOL:4941).

I have read the agreement and its expectations and agree to them.

_________________________________________  __________________________
Student Name                                      Date

_________________________________________  __________________________
Capstone Site Supervisor/Mentor                  Date

_________________________________________  __________________________
ONU Supervising Professor                        Date

_________________________________________  __________________________
Chair, Dept of Biological and Allied Health Sciences Date

A signed copy of this document will be provided to all of the above persons.
Appendix B: Sample Log

Logs should be written daily. Weekly logs should be entered into the Moodle course management system. Weekly logs are due each Sunday.

<<Student Name>>

Weekly Log Form – Week 1

**MONDAY:** 9.5 hours (9-18.30)
This morning I conducted an extensive amount of follow-up research from my weekend in the Kylmäluoma National Hiking Area, particularly on plant and wildlife species that I had observed in the area. I received several response emails from persons I had contacted within the United States Forest Service. I spent a good deal of time processing and reviewing the information they sent to me about water resource management and systems in the Forest Service. During the day I also continued to read the 2000 United States Forest Service RPA Assessment and related publications.

**TUESDAY:** 8.5 hours (9-17.30)
Today, I reviewed more of the RPA Assessment and conducted some research on ecological conservation efforts around the world and sustainable development. In addition, I sorted through more of the email replies I’d received and continued my contact with several of the persons from the Forest Service. I worked on reviewing more of the information I had received and I made a more thorough survey of the US Forest Service NRIS Water application with this new information from my contacts. I also studied more about the Forest Service’s work with developing a high resolution hydrography dataset on Forest Service lands, which is a partnership with the United States Geological Survey. In addition, I reviewed the current National Hydrography Dataset (NHD) managed by the Geological Survey and used by the Forest Service.

**WEDNESDAY:** 9.5 hours (9-18.30)
I began reading *Peatlands in Finland*, a 160-page overview of the peat resources in Finland, published by the Finnish Peatland Society. Today I also did some general review of geographic information systems, and their practical applications in such organizations as Metsähallitus and similar ones. I carried out more research on the US Forest Service Ecosystem Mgmt Coordination (EMC)—including the National Environment Policy Act (NEPA) and related items. In addition, I researched information on Finnish fauna as well as national parks in both Finland and the United States, comparing them and their methods for nature conservation and education. I also spoke with Mika Kemppainen, a geologist who is in charge of planning for the Oulu office of Morenia, an independent business unit of Metsähallitus. We planned for our field excursion this coming week. To prepare, I began to search and review the Morenia website and general operations of the company.
THURSDAY: 8.5 hours (9-17.30)
This morning, I worked on follow-up research and work for one of my courses from the University of Joensuu, through which I am trying to publish an article in the Finnish journal, Luonnon Tutkija. I also continued to review *Peatlands in Finland*, and I carried out more research on various outdoor/nature education programs around the world. I also continued my review of geographic information systems. In addition to this, I worked on updating my personal communications and contacts for my work in the fields of environmental studies and broadcasting—both within the United States and internationally. I am trying to prepare for a possible future working in one or both of these fields on an international level.

FRIDAY: (Midsummer holiday, NO WORK)
Total Hours Worked: 36 hours
Appendix C: Capstone Experience Evaluation Forms

The midterm and final evaluations can be scanned and emailed to j-brown@onu.edu, faxed to 419-772-2330 or sent by mail to:

Capstone Committee Chairperson
Ohio Northern University
Dept. of Biological & Allied Health Sciences
525 S. Main St.
Ada OH 45810
Appendix C
Mid-Semester Capstone Evaluation

Student: ___________________________    Date: ___________

Site Supervisor/Mentor: ___________________________

ONU Faculty Supervisor: ___________________________

Capstone Site: ___________________________

Personal Attributes

1. Attitude       A B C D/F
2. Conduct        A B C D/F
3. Preparedness   A B C D/F
4. Appearance     A B C D/F

Knowledge, Skills and Abilities

1. Exhibits the ability to organize work tasks  A B C D/F
2. Ability to apply acquired knowledge     A B C D/F
3. Interpersonal ability                  A B C D/F

Professional Attributes

1. Punctual; arrives on time              A B C D/F
2. Cooperate with colleagues             A B C D/F
3. Work ethic                            A B C D/F

Comments/concerns about the start of the capstone experience.
Appendix C
Final Capstone Evaluation

Student: ___________________________ Date: ___________
Site Supervisor/Mentor: ___________________________
ONU Faculty Supervisor: ___________________________
Capstone Site: ___________________________

**Personal Attributes**

1. Attitude       A  B  C  D/F
2. Conduct       A  B  C  D/F
3. Judgment       A  B  C  D/F
4. Preparedness      A  B  C  D/F
5. Appearance      A  B  C  D/F

**Knowledge, Skills and Abilities**

1. Exhibits the ability to organize work tasks       A  B  C  D/F
2. Research ability       A  B  C  D/F
3. Writing ability       A  B  C  D/F
4. Ability to apply acquired knowledge       A  B  C  D/F
5. Interpersonal ability       A  B  C  D/F

**Professional Attributes**

1. Punctual; arrives on time       A  B  C  D/F
2. Cooperate with colleagues       A  B  C  D/F
3. Work is completed within given time frames       A  B  C  D/F
4. Decisions made are competent       A  B  C  D/F
5. Work ethic       A  B  C  D/F
6. Evidence of leadership skills       A  B  C  D/F
7. Potential for future professional success       A  B  C  D/F

Please make additional comments on the back of this sheet.
Overall rating of the performance of the student:

Final Letter Grade Assigned by Mentor ________________