Capstone Project

This project will bring together the concepts and skills you learned throughout the fall semester, and will empower you to transform the institution through your unique visions, experiences and collaborations.

Objectives & Learning Outcomes

Include at least 3 learning outcomes per objective outlined.

<table>
<thead>
<tr>
<th>Objective 1.</th>
<th>Design and implement a project designed to improve the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>LO 1.</td>
<td>Demonstrate the ability to identify challenges and develop solutions</td>
</tr>
<tr>
<td>LO 2.</td>
<td>Demonstrate the ability to work with peers to solve problems</td>
</tr>
<tr>
<td>LO 3.</td>
<td>Demonstrate the ability to organize resources, develop action steps, and complete projects</td>
</tr>
<tr>
<td>LO 4.</td>
<td>Demonstrate the ability to reflect upon lessons learned through project implementation</td>
</tr>
</tbody>
</table>

Activities

<table>
<thead>
<tr>
<th>Objective 1.</th>
<th>Design and implement a project designed to improve the institution</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 1. Self-select into teams of two (communities of practice). Find a partner who you feel shares your vision for higher education.</td>
<td>September 25, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 2. Collaboratively identify a challenge at UNM that can and should be addressed by your community of practice. As a team, meet with the the LIFE Class Administrator to talk through project ideas.</td>
<td>By October 16, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 3. Identify a project-based method for addressing this challenge (i.e., a grant proposal; an I&amp;G funding proposal; a research project; a marketing campaign; a public or UNM information campaign; publishing an article in a professional journal)</td>
<td>October 30, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 4. Propose the project verbally to the LIFE Class Administrator. The Administrator will identify a LIFE Instructor to serve as your project advisor. This advisor will have experience in your project area (for instance, if you are seeking grant finding, the project advisor will have experience writing and supervising grant programs). Present your project briefly (3 minutes maximum) to the remainder of the LIFE class.</td>
<td>October 30, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 5. Develop, write and submit a proposal for your project to the LIFE Capstone Project Lead Instructor. See Learning Assessment section below for details on proposals.</td>
<td>November 20, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 6. Present your plan to LIFE Committee and selected UNM leaders</td>
<td>December 4, 2014</td>
<td></td>
</tr>
<tr>
<td>ACT 7. Begin implementation of plan</td>
<td>January 15, 2015</td>
<td></td>
</tr>
<tr>
<td>ACT 8. As a community of practice, meet with the LIFE Capstone Project Lead Instructors once each 5 weeks to assess progress and make needed adjustments.</td>
<td>March, April, May 2015</td>
<td></td>
</tr>
<tr>
<td>ACT 9. Complete implementation of plan</td>
<td>May 2015</td>
<td></td>
</tr>
<tr>
<td>ACT 10. Present your project summary to LIFE Committee and selected UNM leaders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT 11. Complete individual reflection (see Learning Assessment section below)</td>
<td>May 2015</td>
<td></td>
</tr>
</tbody>
</table>

**Learning Assessment**

*Project Proposals will include the following sections, presented in a powerpoint presentation, prezi presentation, written proposal, or other format as approved by Capstone Lead Instructor:*

- Community of Practice member names and titles
- Description of the challenge to be addressed
- Description of your project
- Desired outcomes for your project
- Timeline for your project
- How is this project informed by or linked to the concepts and skills learned in the LIFE Class?
- How will this project support the missions of UNM and the Office of Student Affairs
- For each member of your Community of Practice, list one way that this project aligns with your future leadership development goals

**Reflection:** At the conclusion of the project, participants will reflect and write on the following questions:

- How and why was the community effective at developing this transformative strategy?
- How could the community been more effective?
- What leadership skills did I strengthen through participation in this community?
- What leadership skills do I most need to work on in the future?
- Which of the LIFE class modules most strongly supported our efforts to develop this strategy?

**Assessment:** Participant learning will be assessed based on the final project’s quality and completion level. Assessment will focus on:

- How well did the community identify a challenge that was: 1) significant, and 2) within their ability to address?
- How well did the community work together to chart a plan for addressing the challenge?
- How well did the community utilize the strengths of its members to design and implement their strategy?
- How close to completion did the community come at the end of the spring semester?
- How effective was the overall design and implementation of the strategy?

Assessment will be provided from two sources: 1) Each Project Advisor will provide their community of practice
with a comprehensive assessment, provided individually to each team member, and 2) Each staff/faculty member present at Activity 6 and Activity 11 will provide a summary evaluation (using pre-designed rubric) for each community of practice.

Attachments (to be developed once this module is finalized by the LIFE Committee): Instructions for Participants; Instructions for Project Advisors.

Agenda for Capstone Proposal Presentation Session:

- Introductions
- Brief Summary of the Capstone Process
- Group 1 Presentation & Questions
- Group 2 Presentation & Questions
- Group 3 Presentation & Questions
- Closing Remarks