EMPLOYMENT PROGRAM FINAL REQUIREMENTS  
EQUINE STUDIES PROGRAM

Purpose:
Delaware Valley College's Employment Program, an experience-based graduation requirement, fosters the integration of theory and practice throughout the educational continuum, and helps students develop linkages with professionals in their fields of study. The Employment Program empowers students by equipping them with the skills and abilities necessary for success as they transition from College to Career. Because of the College's commitment to career-oriented education, students graduate with a level of skill and experience that far exceeds that of the average entry-level candidate. The Capstone Project is designed to encourage students to objectively review their college work experiences and how they relate to their future career goals.

Capstone Project Requirements:
Students should be prepared to reflect upon all equine industry experiences and Delaware Valley College coursework in their capstone project. While the employment program only required 500 hours of work, students who have completed additional hours of employment in the equine industry may include these experiences in their capstone paper project.
Capstone Projects are expected to be completed by the end of the student's senior year, but they should not be completed before the start of their junior year.
Students must include at least two different work experiences (work for at least two different people at different locations).
Students who are self employed or independent contractors may NOT count independent work toward the final 500 hours. However, they may discuss this work in their capstone paper project.
It is expected that students work at least 240 hours of their employment hours in full-time (at least 40 hours per week) employment.

Capstone Paper Requirements:
Write a paper describing, comparing, and contrasting each of the employment experiences you have completed as part of your employment program. Your paper should include the following:

*Activity Involvement:* Summarize the activities in which you participated in on a daily basis and throughout your employment program.
*Organizational Involvement:* Describe how your position related or contributed to the overall operation of the business(es) in which you where employed. Discuss specific areas in which you held responsibility and how you were of benefit to your employer by working in these areas.
**Professional Involvement:** Discuss how your employment experiences have helped to promote your professional growth and development. Include experiences such as: your interactions with other professionals; seminars, clinics, or other educational events you attended; experienced you could not have learned in the classroom; and how you represented your employer.

**Evaluation:** Discuss the greatest successes and challenges you encountered while completing the employment program. Explain how you applied your knowledge thus far gained at Delaware Valley College and what you hope to learn in the future. Explain how your career goals have either been confirmed or changed as a result of the externship experience.

*An “A” paper will be well written with correct grammar and spelling, and include a cover sheet or be presented professionally, thoroughly address all of the points outlined below, include pictures or special features, and be turned in on time.*