Overview of the Capstone
The capstone requirements will include a resume and a brief, written report, allowing the department to assess the writing skills of each graduate. Students are also required to present a poster and to discuss their experiences orally with both the department faculty and other students at the college. These requirements will encourage students to share information and should foster networking between students. It will also allow the department to more assess the oral communication skills of each graduating class. *The resume and written report are still due at OCLE on the deadline posted each semester, generally in November for December graduates and April for May graduates.* However, the poster due dates may be slightly different to accommodate student schedules. For 2008/2009, the presentation date for December graduates is *[to be determined]*; for May graduates it will be Monday, March 30, 2009. The location will be announced during the semester.

DETAILED REQUIREMENTS

If you completed your employment hours at more than one facility you may base your poster on the job you feel is most pertinent to your career interests, as long as you have worked at least 250 hours in that position. You will construct a poster and a one page handout for the DVC community. You will also submit a 2-3 page written summary and a resume directly to OCLE.

I. POSTER CONSTRUCTION
Your employment poster should be constructed on a standard tri-fold poster board, similar to those used in many classes at DVC (*i.e.*, SA4225 SA Research Techniques) and available at office supply stores. The poster should have a title across the top that includes your name, your position, and the name and address of your employer. The sections listed below should be included on the poster, each section should begin with the section title (*i.e.*, “Additional Opportunities”) listed in bold and underlined. Putting the section titles in a larger font size will make your poster easier to follow. Individual items may be omitted from a section if they are not applicable. Be sure to use proper grammar, syntax and spelling, they are considered in the determination of your grade. All sections should be typed in at least 14 point font (minimum). Bulleted lists of items may be used where appropriate but most of the text should be written in prose format.

An interesting poster will also include photographs, perhaps of the facilities (inside and out), yourself dressed in an appropriate uniform/scrubs, the animals at the facility, and so on. You must obtain the written permission of your employer before taking any pictures at your facility; make all photographs at least 4”x6”.

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A. INTRODUCTION
Give attendees a sense of the organization you worked for, in terms of size and the nature of the business.

1. Company Name
2. Company Address
3. Approximate distance from the college (miles)
4. Approximate number of employees
5. Approximate sales per year (if appropriate)
6. Nature of business (e.g. zoological garden specializing in the conservation of endangered species or a pharmaceutical company specializing in human prescription drug development).

B. POSITION
1. Title
2. Nature of the position:
   • summer/seasonal vs. year round
   • internship or open-ended employment
   • paid vs. volunteer
   • full-time vs. part-time
3. Number of hours expected per week
4. Your specific responsibilities

C. ANIMAL USE
1. How were animals used by the company (e.g. display for public education, biomedical research, etc.).
2. What species of animals did the company deal with?
3. In what capacity did you work with or have contact with the animals?
4. What animal techniques were you exposed to in your position (e.g. restraint, catheter placement, imaging, behavior modification)?
5. Husbandry. How were the animals housed and cared for (e.g. sanitation, exercise, enrichment, etc.)?
6. Veterinary care (if applicable). Describe the preventative medicine program, veterinary care program, etc.

D. ADVANTAGES
1. Skills learned. Note that these could be specific to the industry (injection, restraint) or more general (leadership, time management, communication).
2. Training available
3. Opportunities for advancement
4. Opportunities for full-time employment after graduation
5. Relevance to major:
   • Did this experience help you with classwork at DVC?
   • Did your DVC classwork help you with the position?
1. Special features:
   - Opportunities for travel?
   - On-site housing available?
   - Proximity to public transportation?
   - Opportunities to observe/shadow professionals?
   - Other advantages unique to this institution?

E. DISADVANTAGES
1. Was the work site difficult to get to?
2. Was it difficult to schedule hours that didn’t conflict with classes?
3. Were the tasks repetitive, with little opportunity for training?
4. Were you exposed to:
   - animal bites/wounds
   - hazardous chemicals
   - excessive noise
   - other hazards, without adequate safety measures
5. Were there any technical problems associated with your position?
6. Were there any personnel/interpersonal problems associated with your position (e.g. managerial, “teamwork”)?
7. Were there any philosophical problems associated with your position (e.g. ethics)?

F. SUMMARY
1. What did you like best about the experience?
2. What did you like least about the experience?
3. Would you consider this type of work for a career?
4. Was this a successful company/business?
5. Provide suggestions for improving the organization, paying particular attention to any problems listed under “Disadvantages”.
6. ** Would you recommend this institution as an employer for other DVC students? Please pick one of the three recommendations below and explain.
   - Yes, I would highly recommend this organization.
   - Yes, I would recommend this organization with reservations.
   - No, I would NOT recommend this organization.

II. PRESENTATION OF POSTER
Your poster will be presented to the DVC community approximately one month before the end of classes in the semester in which you intend to graduate. For the 2008-2009 academic year, December graduates will present their posters [to be determined], May graduates will present their posters on Monday, March 30, 2009. Poster presentations will run from 11am-1pm, presenters must be at their poster during this time unless they can demonstrate a class conflict; students must be at their poster for a minimum of one hour in any case. During the poster session, faculty from the Department of Animal Biotechnology and Conservation will circulate to discuss the posters of each participant and to assign a grade. Authors that are not present for at least 1 hour of the poster session will be required to complete a 10-page report summarizing their employment experiences in addition to the poster.
III. STUDENT HANDOUT
At your poster station you should also have a one-page handout prepared for students that would like more information on your employer. This handout serves as a partial summary of the poster and should contain the following information:

1. Your name.
2. If you are willing to be contacted by other students, your contact information: address, email, telephone number (optional).
3. The name and title and telephone number of your supervisor or the individual to whom you report (secure permission first).
4. The name, title and telephone number of any individual that is willing to accept applications from other DVC students (if different from above).
5. A brief description of the company, the nature of the business.
6. A brief description of the position you held.
7. A list of any other positions at the institution that might be available to DVC students.

Please provide at least 20 copies of this handout at the poster session and submit one copy to OCLE with your resume and written summary.

IV. WRITTEN SUMMARY
The final component of your capstone requirement will be a 2-3 page summary of your experiences and what you gained from the Employment Program. The summary should be double-spaced and written in 12 point font. It will provide you with an opportunity to reflect on the value of your experiences, how your skills have improved, and where you still need to grow. This document will be submitted to the OCLE; it will not be made public. Evaluate your experience, including answers to the questions below.

1. How did this position “fit in” with your goals for personal development? How applicable was this position to your anticipated career path? Did this position affect any goals you have set for yourself?
2. Analyze your skills. Are they adequate to support your choice of career pathway?
3. Critique your strengths and weaknesses.
4. Based on your job performance, indicate how you will increase your strengths and improve your weaknesses. Provide specifics for behavioral goals, skills, and knowledge base.
V. GRADING
Posters will be graded according to the rubric shown below.

ABC Employment Program
Poster Evaluation

Name of presenter: _________________________________________________________________

Employer: ________________________________________________________________________

Faculty name: _____________________________________________________________________

Rate all aspects of the poster presentation from (1) inferior - (5) superior circle score)

**Presenter**
- Presenter available during scheduled time
- Willing to discuss poster with others in a friendly manner
- Appropriately dressed in employment uniform or otherwise professional appearance

**Information Presented**
- All sections included: Intro, Position, Animal Use, Adv/Disadv, Summary
- Appropriate title and section subtitles
- Not all done in bullets

**Quality of Poster Overall**
- Easy to follow
- Neat, attractive presentation
- Graphics included

**Handout**
- Contained relevant information, including employer contact
- Provided at least 20 copies

Total score for poster (20 max): __________

**Strengths:**

**Suggestions for improvement:**