

# Rancho High School Capstone Project Requirements

As a student in Rancho High School's Magnet Academy, one of the requirements to receive your Magnet Certificate and Medallion is a "capstone project".

## REQUIREMENTS

- Turn in to your senior magnet teacher on or before **APRIL 3<sup>rd</sup>**
  - If you are in multiple magnet classes, you only need to turn it into ONE teacher
- MUST BE **TYPED** and submitted in a folder
- Must contain the following, **IN ORDER**
  1. This signed form
  2. Resume
    - You completed one in 11<sup>th</sup> grade – make sure to update it
  3. Volunteer Hours – **40 hours TOTAL (minimum)**
    - Of the **40** hours, **10 hours** must be Medical Hours
    - Of the **40** hours, **10 hours** must have been completed **AFTER June 1, 2019**
    - Keep a log of hours using "RHS Volunteer Log Sheet"
      - If your volunteer hours were done at Rancho, you do NOT need a letter from the advisor/teacher – their signature on the Volunteer Log Sheet is sufficient
    - Obtain a letter from the company ON THE COMPANY'S LETTERHEAD stating
      - that you DID volunteer with that company
      - DATES/TIMES you were a volunteer
      - explanation of your duties/tasks performed
  4. Reflection of Community Service and Medical Hours Summary Essay
    - What did you do during your community service?
    - What did you see?
    - How did you feel about it?
    - How did it align with your career goals?
    - Why do you think these hours are a requirement?
    - **MINIMUM 2 pages, APA Format**  
(Times New Roman, 12-point font, 1" margins, double-spaced)
  5. Copy of "Important" Tests Taken
    - SAT, **ACT**, ASVAB, AP Scores, etc...
  6. Transcript
    - Print a copy of your transcript and HIGHLIGHT all of your Magnet, Science, Math, and English classes (**MAGNET: Green, SCIENCE: Pink, MATH: Yellow, ENGLISH: Blue**)
  7. Copy of Certifications (even if expired)
    - CPR, First Aid, etc...
    - If you don't have any, you need to state that you don't have any

*I acknowledge that this Capstone Project has been completed and fulfilled to the best of my ability.*

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Student Name (printed)

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Parent/Guardian Name (printed)

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Student Signature

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Date

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Parent Signature

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# APA FORMAT – from PURDUE UNIVERSITY

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## General APA Guidelines

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Include a **page header** (also known as the "**running head**") at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

## Major Paper Sections

Your essay should include **four** major sections: the **Title Page**, **Abstract**, **Main Body**, and **References**.

### Title Page

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