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Capstone Experiences: Youth Apprenticeship

A Project of:

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

SOUTH DAKOTA DEPT. OF LABOR & REGULATION

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Capstone Experiences

Capstone experiences allow students the opportunity to **consolidate and apply learning** from their high school coursework into a **meaningful and relevant career-related experience**. This student-driven experience is based on the student's chosen career cluster or pathway and designed to help increase college and career readiness.

Getting Started

Use this framework as a starting point for connecting to Youth Apprenticeship resources . Feel encouraged to adapt, modify, and tailor the examples and documents to fit your district's specific needs. The Youth Apprenticeship Capstone allows students to gain academic credit for their Registered Apprenticeship program

Students participating in the Capstone Course: Youth Apprenticeship (80020) can earn high school credit, college credit, as well as complete required hours towards a Registered Apprenticeship Program (RAP).

Recommended course credit offered: .5-1.0

Prerequisite recommendation: Foundational CTE Course

For More Information on CTE Capstones:
- CTE: Capstone Experiences https://doe.sd.gov/cte/capstone.aspx
- CTE: Youth Apprenticeship Standards https://doe.sd.gov/cte/documents/Youth-Apprenticeship.pdf

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Youth Apprenticeship Capstone Overview

The Youth Apprenticeship Capstone is a high school capstone experience that allows students the opportunity to consolidate and apply the learning from their school coursework into a meaningful and relevant on-the-job experience.

Youth Apprenticeship Capstone helps students gain work experience while earning a wage with a registered sponsor*. An apprenticeship is designed for students to acquire hands-on job skills in a specific occupational area. Experience will be gained through an approved career site and classroom instruction. Students participating in a Youth Apprenticeship Capstone can earn high school credit, college credit, as well as complete required hours towards a Registered Apprenticeship Program (RAP). After the completion of their high school Youth Apprenticeship course, students can continue their apprenticeship to earn a nationally recognized credential.

Youth Apprenticeship Capstone is similar to Youth Internship Capstone in that it allows students to participate in a rigorous and structured hands-on work-based learning experience connecting what they've learned in their high school courses to the world of work. Students connect with industry partners to help them develop and practice important workplace skills.

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What's the Difference?
Youth Internship Capstone and Youth Apprenticeship Capstone

Youth Internship Capstone (80018)		Youth Apprenticeship Capstone (80020)
Provide students with a hands-on, career-connected learning experience with one or more industry partners working in a field related to a student's career interests.	**Purpose**	Provide students with a hands-on career connected learning experience with a Registered Apprenticeship Program (RAP) sponsor in a field related to a student's career interests.
Ranges from a semester to year-long depending on the needs of the student and the business partner. Students earn high school credit for each semester they are enrolled in the Youth Internship Capstone.	**Length & Credit**	Can vary in length depending on the requirements outlined in the Registered Apprenticeship Program (RAP) Agreement. Students earn high school credit for each semester they are enrolled in the Youth Apprenticeship Capstone and may be able to earn college credit depending on the program sponsor. Hours completed in high school can transfer to a full apprenticeship program after graduation.
Earning an industry recognized credential is encouraged as a part of a student's internship.	**Credential**	Earning an industry recognized credential is a required component to a Registered Apprenticeship Program (RAP).
Many internships are unpaid experiences but employers are encouraged to provide paid internship experiences to students when possible.	**Pay**	Registered Apprenticeship Program (RAP) experiences are paid experiences that often lead to full time employment for students after graduation.
Mentorship from an industry/business partner is a required component. Schools have the discretion to place students with community partners that have the desire and the capacity to support high school interns.	**Sponsors**	Mentorship from an industry/business partner is a required component. Students must be placed with an approved RAP sponsor. A full list of available sponsors and details on how to become a sponsor can be found through the South Dakota Department of Labor's Start Today SD, Apprenticeship Program

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Elements Of a High-Quality CTE Capstone Experience

1. **Clear & Aligned Purpose** - Learning outcomes are aligned with school, district, and student-specific goals.
2. **Student-Driven** - The student takes leadership for selecting, planning, and implementing the experience.
3. **Career Exploration & Skills Development** - Students participate in career exploration and employability skills training prior to the experience.
4. **Career-Connected** - Students apply academic learning to the experience.
5. **Community Mentors** - Business, industry, and community partners serve as experience mentors.
6. **School Advisors**– Students have access to advisors to help support the experience.
7. **Training & Support** - Students, advisors, and community partners are provided with continued training to support the experience.
8. **Safe & Age-Appropriate Partnerships** - Experiences take place in a safe environment and age-appropriate environment.
9. **Reflection & Recognition** - Students, advisors, and mentors reflect on the experience and recognize the work of all involved.

CTE Capstone Experience Implementation Checklist

The implementation checklist should be used to help prepare for and begin offering a CTE Capstone Experience. This is just a general guide to help determine the necessary and suggested activities required to implement a high-quality Capstone Experience in your district.

1. **Organize**
    - ☐ Confirm there is support from administration, faculty, and the school board for offering the Capstone Experience.
    - ☐ Assign Capstone Experience Coordinator(s)/Advisors(s).
    - ☐ Designate a budget (if applicable).
    - ☐ Determine a suggested timeline for offering the proposed Capstone Experience(s).

2. **Plan**
    - ☐ Seek input from students, staff, and community members to determine which of the Capstone Experiences will be offered.
    - ☐ Review the State provided resources and standards for Capstone Experiences to become familiar with each Experience's components.
    - ☐ Visit with other schools who have implemented a Capstone Experience to gain insight and feedback.
    - ☐ Review and refine the suggested timeline for offering the proposed Capstone Experience(s).

3. **Design**
    - ☐ Identify components from the provided resources and standards to include in your program.
    - ☐ Download and revise templates and resources you plan to include in your program from the provided resources.
    - ☐ Determine the logistics of how the Capstone Experience will be offered as a part of your district's schedule/calendar (e.g. semester or year-long, .5 or 1 credit, completed as a part of a designated class period or self-directed by the student).
    - ☐ Determine if successful completion of the Capstone Experience is required for high school graduation.
    - ☐ Identify any prerequisites needed by a student prior to completing the Capstone Experience (e.g. career exploration, employability, soft skills training, prior work-based learning experience).
    - ☐ Determine the criteria and the grading scale for successful complete of the Capstone Experience (e.g. pass/fail or assigned a letter grade).
    - ☐ Identify roles and responsibilities of the Experience Coordinator/Advisor(s), students, administration, community members, and any others involved in the program.
    - ☐ Create course syllabi and description(s) for district course guidebook.
    - ☐ Gain final approval from administration and school board for offering the course(s).

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4.   Implement
- ☐ Communicate the Capstone Experience program to staff and students.
- ☐ Ensure professional development is provided to staff if necessary.
- ☐ Ensure any prerequisites are provided to students prior to registering for the experience.
- ☐ Initiate the Capstone Experience course if this is part of your program design.
- ☐ Review progress regularly, adjusting expectations and plans as needed.

5.   Evaluate
- ☐ Identify goals for the Capstone Experience program.
- ☐ Identify student outcomes.
- ☐ Analyze program and student results.
- ☐ Recommend program modifications based upon results.

Registered Apprenticeship Programs

StartTodaySD Apprenticeship Program provides extensive information and resources about Registered Apprenticeshp Programs (RAP) in the state of South Dakota.

Registered Apprenticeship Program for Schools Toolkit

This toolkit is designed to help educators lay the foundation for students to be well-prepared to enther the world of work through a Registered Apprenticship Program. This toolkit walks you through the process to implement a Registered Apprenticeship Program (RAP) in a high school. Specifically, this toolkit will walk you through the five components of Registered Apprenticeships:

- Business Involvement
- On-the-Job Training
- Related Instruction
- Rewards for Skills Gained
- National Credential

This toolkit is organized around six primary phases:
1. **Exploration Phase:** Consider relebvant factors for your individual school as well as community-level considerations.
2. **Business Engagement and Onboarding Phase:** Identify, engage, recruit, and ensure businesses are well-prepared for their roles in Registered Apprenticeship Programs.
3. **Building Phase:** Consider factors relted to structured on-the-job training (job duties and responsibilities), related instruction (classroom learning), and rewards for skills gained (wages and pay increases).
4. **Reviewing Phase:** Conduct an initial review of Registered Apprenticeship Program information. There may be more than one review during the RAP development process.
5. **Approval Phase:** Finalize the Registered Apprenticeship Program Information and submit it to the US Department of Labor Office of Apprenticeship for Approval.
6. **Implemenation and Monitoring Phase:** Considerations for WBL Coordinators, classroom teachers, and businesses for implementing and overseeing a Registered Apprenticeship Program.

Learn more: Registered Apprenticeship Program (RAP) for Schools Toolkit - **COMING SOON**

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Educator Playbook: Exploring Careers with Registered Apprenticeships

This Playbook is a resource to help educators introduce Registered Apprenticeships to students as a different career path. The teacher playbook contains:

- Ten Registered Apprenticeship Topics with Lessons
- Access to digital media, resources, and files to download and complete activities
- Teacher Guides to assist the student activities
- Student Guides to fill out and check for understanding

Lesson Topics are:

- **Lesson 1:** What is a Registered Apprenticeship?
- **Lesson 2:** What is a Credential?
- **Lesson 3:** What questions should be considered with looking at Registered Apprenticeships?
- **Lesson 4:** How do I navigate the workforce system?
- **Lesson 5:** What does a Registered Apprenticeship look like?
- **Lesson 6:** How does a Registered Apprenticeship help me?
- **Lesson 7:** Why does a mentor matter?
- **Lesson 8:** Who can benefit from a Registered Apprenticeship?
- **Lesson 9:** How do Registered Apprenticeships provide education and skills?
- **Lesson 10:** What can I do with skills gained from a Registered Apprenticeship?

Additional Youth Apprenticeship Resources

- StartTodaySD Apprenticeship FAQs
- StartTodaySD Youth Apprenticeship Page
- Youth Apprenticeship | Jobs for the Future (JFF)
- High School Apprenticeships | AEOP (usaeop.com)
- Youth Apprenticeship | Apprenticeship.gov
- Apprenticeship | South Dakota – StartTodaySD.com

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