



Arlington Career Center
Arlington Public Schools
816 S. Walter Reed Drive
Arlington, VA 22204
703-228-5800

Dear Potential Partner,

This letter is to invite you to partner with us in supporting a unique educational opportunity. By doing so, you would be helping to strengthen the pipeline between work and school, ensuring that our students are career-ready, and that you have a future work force that meets your needs. Arlington Tech is a rigorous, project-based learning, high school program that prepares students to succeed in college and in the workplace through collaborative problem solving. As part of the program, students in the 12th grade participate in a year-long, work-based learning Capstone Experience.

For more information about the Arlington Tech Capstone, visit:

<https://careercenter.apsva.us/capstone/>.

Opportunities for Partnership

The Capstone Experience is defined by three unique opportunities, each of which require a partnership with a community organization. Students may seek a position as either an Intern at a Job Site, a Project Consultant, or a Principal Investigator. We invite you to consider if your organization may support a student in one of these three capacities.

Intern at Job Site:

- Students work directly with a mentor supervisor at a job site
- Students maintain daily responsibilities and integrate as an employee/team member
- Students receive professional evaluations of their work on a regular basis

Project Consultant:

- Company “hires” student to provide a good or service
- The scope/parameters of work, how frequently consultant reports to company, compensation (if applicable), criteria for evaluation are defined in consultancy
- Student may work at partner location or at school

Principal Investigator:

- Student develops a research question and research proposal in accordance to [ISEF guidelines](#)
- Student works collaboratively with a partner who may serve as the client or advisor to the research
- Students will write a final thesis and defend their research to a panel
- Student may work at partner location or at school



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Overview of Capstone

The Arlington Tech Capstone Experience is the culmination of an Arlington Tech student's cross-curricular, project-based learning, and career development. Capstone provides the student a gateway to apply and to advance his or her content knowledge, technical expertise, and research skills learned in Career and Technical Education (CTE) and academic courses within an authentic business and industry settings.

The Capstone Experience runs throughout a student's 12th grade year (September to June). Students may work in a paid or unpaid position with one or several partners and have more than one placement during this time. Support will be provided to the student from Arlington Tech staff throughout the Capstone Experience.

Student Support for Capstone

Preparation for the Capstone Experience begins in the 10th grade and continues through their time in their Capstone. Students job shadow, attend skill building workshops, and conduct informational interviews. In the 11th grade, our students strengthen their resume, participate in mock interviews, and begin searching for a Capstone placement. By the end of the 11th grade year, all students are required to have a Capstone Agreement in place with the school and their community partner(s) defining their Capstone Experience.

Next Steps

Thank you again for considering an opportunity to support our students in the Capstone Experience. If you would like to discuss developing a partnership to host a student or support the program in some other way, please fill out this interest survey: <http://tinyurl.com/capstonepartner>. The deadline for our current 11th grade students to secure their Capstone placement is April 12th, 2019.

We sincerely appreciate your time and consideration.

Kind Regards,

Arlington Tech



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