

Tamwood Careers Capstone Project Orientation



Before starting – Do you have access to Moodle?



1. We will be using Moodle for the Capstone Project.

2. **If you already have a Moodle Account**

- Go to My courses
- Click on the course 'Capstone Project'

3. **If haven't logged into Moodle**

- Check all your email addresses and spam folders for an email with your login details
- Follow the instructions and login to Moodle

4. If you have problems with Moodle please email

studentsupportbc@tamwood.com

Capstone Moodle Classroom: Student Resources

1. General Capstone Guidelines Folder

In this folder you will find this

2. Capstone project folders for each Program

Choose the folder for your program. In that folder you will find a presentation with topics for the project.

3. Useful Resource

In this folder you will find articles on formatting and creating a good presentation

General Capstone Project Guidelines



1. Capstone projects are an independent study project that will be marked by an instructor.
2. Project information is available in Capstone Moodle classroom.
3. There are three major stages for the project

Stage 1	Attending the orientation	Friday before start date
Stage 2	Uploading the first draft	Within 10 days of start date
Stage 3	Uploading the presentation and video	By End date of project

4. All uploads will be done in the Moodle.

Stage 1 – Capstone Orientation



1. Attending the orientation is worth 10% of your final grade
2. You will be marked present in the Moodle Classroom.

Stage 2 – Uploading the First Draft

1. This is worth 20% of your final grade
2. Read through program specific presentation. Select your topic and create a draft. This can be a **word document or a PPT** explaining your topic and basic ideas.
3. The draft should show sufficient evidence of your plan and thought process for achieving the completion of the project.
4. Upload the first draft within 10 days after the start of your capstone project date (Confirm date with me if not sure. You can also check in the Announcements on Moodle classroom)
5. Upload draft in Moodle – Assignment – First Draft Upload– Make a submission

Naming Convention: First Name Last Name Program Name Capstone Start Date Draft

Example: Anu Mathias IBM April 15 2024 Draft



Stage 3 – Final Submission

1. This is worth 70% of your final grade
2. This includes your **final slide deck and a video** recording of the presentation. The video should be at least 15 minutes long and should not exceed 30 minutes.
3. Upload the video and final presentation by the due date (Confirm date with me if not sure)
4. Upload in Moodle – Assignment – Final Presentation– Make a submission



Naming Convention:

Video:

First Name Last Name Program Name Capstone Start Date Final Presentation Video

Example: Anu Mathias IBM April 15 2024 Final Presentation Video

Slide Deck

First Name Last Name Program Name Capstone Start Date Final Presentation

Example: Anu Mathias IBM April 15 2024 Final Presentation

Successful Completion of Capstone Project



1. Total final grade of 70% or more
2. Within 10 days of your capstone final submission, we will issue Certificate and Final Transcript. You will receive an email. **All documents will be in electronic format.**
3. We appreciate your patience. Please do not contact the school before this period.

FAQs

1. I am not in Vancouver.

This is an online project. You can do it from anywhere in the world. All the timings for submissions are Vancouver timings. Be careful of the time difference

2. How do I choose the topics?

The topics are mentioned in the program specific capstone presentations. (Example: For Hospitality, refer to Student Resources - Hospitality and Tourism Capstone Project)

3. I need more time.

Each stage is worth a percentage of your grades. If you do not meet the due dates, you will get a 0 for that stage. Extensions for final project submission will only be given under special circumstances as decided by the school. Please email amathias@tamwood.com

4. I have missed the time for submission. I can't upload anything

Please email amathias@tamwood.com as soon as you can. You can email your files to this email address.

5. I don't know the type of file I need to use for my first draft

Word documents, Powerpoints, PDFs, PNGs, Images, anything is OK.



FAQs

6. I don't know the dates for uploading my draft and final presentation.

Check the pinned announcements on Moodle. There will be a post with your names and important dates.

7. I have program specific questions. Can I contact the teacher?

Email your questions to amathias@tamwood.com. Please wait for 2 business days to receive a response. You cannot contact the teachers.

8. I don't know how to upload the file.

Go to Assignments. Look for the correct assignment (First Draft or Final Presentation). Click on Make a submission. Upload your files.

9. I can't find this presentation.

Go to student Resources in Moodle Classroom. You will find this presentation in General Capstone Guidelines folder

10. What do I do next?

First Moodle access. Then just start working on your presentation.

