

Grades 9–12

CWS Capstone Assignment Overviews

CORPORATE WORK STUDY PROGRAM
PROVIDENCE CRISTO REY

For Mentors/Supervisors: How the Capstones Fit Together

Every Providence Cristo Rey student closes the year with a capstone that tells the story of their growth at work, demonstrating real evidence from their time in Corporate Work Study. Ideally, each grade builds on the last, so by senior year students have four years of evidence to draw from.

Grade	Theme	Driving question	Format	Length
9	Discover	Who am I becoming as a professional?	In-class presentation with evidence	2–3 min
10	Develop	How have I grown and what skills am I building?	In-class STARR case study presentation	3–5 min
11	Connect	How does my work create value?	Professional Impact Showcase (LinkedIn and/or resume display)	Showcase rotation
12	Lead	Who will I be after Providence Cristo Rey?	Capstone presentation plus Own the Event coordination	10–15 min

Your role is coach, not grader. You do not need to help your intern build slides. You help them notice and name the growth they might otherwise overlook:

- **Notice it** when it happens: "I saw you take initiative today."
- **Name the skill:** "That showed professionalism and confidence."
- **Encourage reflection:** "Remember this moment. It could go in your capstone."



Grade 10 — Develop

Workplace Case Study (STARR)

Sophomores give a 3–5 minute in-class presentation on one real problem or challenge they faced at work, told in the STARR framework. The step up from freshman year is structure: students learn to tell a clear, evidence-backed story the way professionals answer interview questions.

- **Driving question:** How have I grown and what skills am I building?
- **Format:** 3–5 minute presentation in Professional Skills class, with at least one piece of tangible evidence related to their case study.

The STARR framework

Step	Student explains	Time
Situation	Where they were and what was going on	~30 sec
Task	What they were responsible for, and why it mattered	~30 sec
Action	Exactly what they did, step by step	~90 sec
Result	What happened because of their action, with a number or concrete detail	~60 sec
Reflection	What they learned, the professional skill it built, and how they use it now	~60 sec

Good case-study topics are small and real: a scheduling conflict, a difficult customer or caller, learning new software, fixing a mistake, or juggling competing priorities.

Evidence requirement

- **A measurable Result:** at least one number or concrete detail (how many, how much, how long, what changed)
- **One supporting artifact or source:** a supervisor quote, a before-and-after sample, a process document, or a screenshot with confidential information removed
- **A resume line:** the Result rewritten as one resume bullet with a strong action verb

How supervisors can help

Students build the case study in order during the fall, and several steps ask them to check in with you:

- **Help pick the problem.** Suggest a moment you saw them handle well, or one that stretched them.
- **Confirm the Action steps.** The student may walk you through what they did to check the order.
- **Describe the Result from your side.** What changed for the team because of their action?
- **Offer a number or detail.** "You processed about 40 files that week" makes the Result much stronger.
- **Review one resume line** and tell them if it accurately reflects their work.

What a strong sophomore capstone looks like

- Follows all five STARR steps in order, with the most time on Action and Result
- Focuses on one specific problem, not a summary of the whole year
- Includes a measurable Result and at least one piece of evidence
- Names a specific professional skill in the Reflection
- Stays within 3–5 minutes and speaks to the audience, in a professional manner