



Provo Center for Advanced Professional Studies

Create | Connect | Inspire

Parent and Student
Handbook



PROVO
CAPS

Mission Statement

To inspire students to find their passion and acquire essential 21st century skills through strategic partnerships with education, industry, and community leaders.

Table of Contents

Mission Statement	2
Provo CAPS Useful Contacts	3
Introduction to Provo CAPS	4
21 st Century Skills	4
Provo CAPS Policies	5
Professional Expectations	5
Use of Technologies	7
Travel.....	7
CAPS Media Release	7
Intellectual Property Rights	7
Academic Information	8
Grading	8
Attendance and Participation	8
Academic Honesty	8
Disciplinary Action Guidelines	9
Student Guidelines Related to Mentors & Guests.....	10
Student/Mentor Relationships: Protocols and Boundaries.....	10
Guest Guidelines.....	10
Safety Protocols.....	11
Visitors on Campus	11
COVID-19	11
Appendix	
CAPS Handbook Agreement Form.....	14
Purpose.....	14
Travel.....	14
CAPS Media Release	14
Client/Mentor Interactions	15
Intellectual Property Rights	15
Protocols	15
Disciplinary Action	15
Health and Hygiene – COVID-19	15
Agreement	15

Provo CAPS Useful Contacts

Jan Jardine
Provo CAPS Director
(801) 472-2886, janj@provo.edu

Clay Bingham
CTE Director, Provo City School District
clayb@provo.edu

Juliana Marsh
Administrative Assistant
(801) 374-4981, julianam@provo.edu

Josefina (Jonah) Heiner
Administrative Assistant
josefinah@provo.edu

Tory Norman
Business, Marketing & Entrepreneurship Instructor
toryn@provo.edu

Joseph Mitchell
Digital Design & Software Development Instructor
josephm@provo.edu

Jennifer Bjornstad
Engineering & Industrial Design Instructor
jenniferb@provo.edu

Provo CAPS Center Address:
Nu Skin Enterprises
75 W Center Street
Provo, UT 84601

Introduction to Provo CAPS

The Provo Center for Advanced Professional Studies (CAPS) is an innovative high school program in which students are fully immersed in a professional culture, solve real-world problems, and use industry-standard tools while being mentored by actual employers. Students will spend the semester in collaborative groups working on real-world projects for local businesses and community organizations.

CAPS Courses/Strands



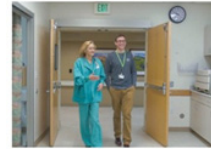
Business, Marketing and Entrepreneurship



Digital Design and Software Development



Engineering and Industrial Design



Medicine and Health

21st Century Skills

CAPS instructors will facilitate the development of the skills students need for project completion. In addition, local professionals will assist students by serving as project mentors. Beyond inspiring students to find their passion, the focus of CAPS is the student acquisition of the skills required for success in today's economy, which include:

- Creativity and innovation
- Critical thinking and problem solving
- Effective oral and written communication
- Collaboration
- Flexibility and adaptability
- Initiative and self-direction
- Social and cross-cultural skills
- Productivity and accountability
- Leadership and responsibility
- Accessing and analyzing information

(Tony Wagner, *The Global Achievement Gap* and www.P21.org, 21st Century Skills)

CAPS is an example of how business, community, and public education can partner to produce personalized learning experiences that educate the workforce of tomorrow, especially in high-skill, high-demand jobs.

Provo CAPS Policies

Professional Expectations

Our industry partners have expressed that, while technical skills are important, what makes the biggest difference among potential employees are professional skills. Additionally, our industry partners have certain expectations that CAPS students will utilize these skills. The paragraphs below explain the seven standards that the students will be evaluated on throughout the CAPS experience.

Communication

Students are expected to communicate professionally during their CAPS experience. This includes communication with clients, team members, instructors, mentors, or anyone else associated with CAPS. Students will be asked to write emails, texts, practice elevator pitches, and give presentations. Students will be expected to communicate in a timely manner, use a professional tone, and provide good information.

Professionalism

Attendance: CAPS students will have the best experience possible if they attend every assigned day and are on time. If a student will be absent, the student is expected to communicate their reason for not attending to the instructor, team members and client (if impacted by the absence). The CAPS experience is treated like a work place where you would notify your boss and co-workers if you cannot make it.

Dress: Provo CAPS students should be dressed in business casual apparel upon entering the building. Students should appear for class clean, neatly groomed, and dress appropriately for Provo CAPS. Good judgment should be exercised and extremes of any sort should be avoided.

Appropriate Attire Examples

- Casual slacks, khakis, sport jackets, collared golf/polo shirts, button up shirts, sweaters, turtleneck and mock turtleneck shirts, blouses, dresses or skirts
- All clothing should be clean, neat, pressed and without rips or tears
- School branded clothing is acceptable if it falls within the appropriate business casual attire guidelines. For example, a team collared golf shirt is acceptable; a team hoodie is unacceptable.

Inappropriate Attire Examples

- Shirts: tank tops, t-shirts, halter tops, low-cut necklines, spaghetti-strap blouses or dresses, exposed midriff, tube tops, sheer fabrics, backless tops, etc.
- Pants: ripped or torn pants, pants that expose undergarments, sweats, etc.
- Shorts: no shorts are to be worn
- Skirts: miniskirts or skirts with high slits
- Shoes: casual sandals (i.e. flip flops), slippers
- Hoodies: no hoodies are to be worn
- Hats & accessories: no hats or beanies are to be worn. No sunglasses.

Attitude: Students are expected to have a professional attitude. This includes being positive and eager with team members, clients, mentors, and teachers while at CAPS. In the words of Winston Churchill, "Attitude is a little thing that makes a big difference." Students are expected to be willing to work, be good teammates, and help when help is needed.

Social Skills

Students are expected to be actively engaged in team and client interactions. Cell phones should be put away during team collaboration and client meetings. Kindness, respect and politeness should describe all interactions with team members and clients. Students should be teachable and seek first to understand before being understood.

Initiative/Productivity

Students are to be productive during their time at CAPS. This means that students are to be on task, wise in time management, and hard working. Students should be actively participating in the work and go the extra mile to remain productive on projects during the entire time at CAPS.

What productivity looks like:

- Research
- Brainstorming
- Developing
- Creating
- Testing ideas
- Prototyping
- Planning
- Communicating
- Leading
- Collaborating
- Imagining
- Working on passion project

What productivity does not look like:

- Wandering
- Leaving early
- Watching entertainment videos
- Hanging out
- Playing games on phone/computer
- Spending time on phone (i.e. texting with friends, browsing social media, etc.)

*A short break during the CAPS period may be given, as directed by the instructor, and, when used properly, can lead to increased productivity.

Creativity/Problem Solving

Students should be active participants in team brainstorm sessions and discussions and offer professional and objective criticism when disagreements arise. Students effectively use the skills learned in class (both individually and with their team) to approach problems and find effective solutions independently and as a team.

Leadership

Students are expected to confidently take charge of meetings and responsibilities when required. This may include identifying needs within the project or team and working to complete or effectively delegate tasks without being asked. Students should be aware of the project schedule and work to ensure that the project remains on task and schedule. Students should lead by example, respect each of their team members, and work to ensure that each team member feels valued and valuable.

Quality of Work

Students need to contribute equally with team members in completing the project in a manner that meets the client's scope and expectations. This includes making sure the project is completed on schedule and delivered to the client in the correct format. Deliverables should be professional, grammatically correct and demonstrate a quality that the client would be willing to pay a professional to receive.

Use of Technologies

Students are required to follow the Provo City School District “Acceptable Use Policy” set forth regarding use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities.

Travel

Provo CAPS is held the last half of each A day at Nu Skin Enterprises (75 W Center St, Provo, UT 84601). The school district will provide transportation to the CAPS Center and back to the high schools. Students may arrange their own transportation to and from CAPS, but must park in designated areas or risk receiving a parking ticket. Students and parents assume the responsibility and liability for transportation to and from class.

There are times during the school year when students will need to travel away from the CAPS Center for CAPS-related reasons. In the Handbook Agreement Form, travel options will be explained in greater depth.

CAPS Media Release

Due to the innovative nature of the CAPS program, frequent local and national media requests are received. These requests are coordinated through the District and CAPS leadership and portray our students and the CAPS program in a positive light. The CAPS Media Release will be explained in greater details in the Handbook Agreement Form.

Intellectual Property Rights

All right, title and interest in any intellectual property, including, but not limited to, inventions, patent rights, know-how, trade secrets and copyrights, that is created by a student for their Provo CAPS client project(s) will belong exclusively to the Provo CAPS client. Student, or student’s legal guardian on the student’s behalf, agrees to sign any documents necessary to evidence or perfect ownership of the intellectual property to the Provo CAPS client.

Academic Information

Grading

The Provo CAPS program is a unique opportunity that seeks to bridge the gap between secondary education and the workplace and our grading system is designed to reflect that. Students will be evaluated based on the professional skills outlined in the preceding pages. Students will also use these skills to evaluate themselves and set goals for future improvement. Throughout the semester these professional skills will be demonstrated as students work with their groups on the professional projects. Students will meet with their instructor throughout the semester to review these expectations and progress towards their goals.

Students will be evaluated on these professional skills:

- Communication
- Professionalism
- Social Skills
- Initiative/Productivity
- Creativity/Problem Solving
- Leadership
- Quality of Work

Due to the nature of CAPS projects, grades for CAPS will be given at the end of the semester. Students must complete the entire semester to receive credit for the CAPS course.

Grades will be based on the following:

Professionalism	160 points (4 pts per day)
Sprint meeting summaries	70 points (10 pts per sprint)
Client meeting agendas	70 points (10 pts per sprint)
Final Project	100 points
CAPS Showcase	50 points
Passion Project/Prof Dev	<u>50 points</u>
Total points	500 points

Attendance and Participation

Due to the project-based nature of the CAPS program, absences are highly discouraged. If an absence is necessary, students are expected to proactively work with their Provo CAPS instructor and CAPS team members as soon as they know about an absence to enable the instructor and team members to help make up the work in a more productive and timely fashion. Every effort should be made by students to attend the Client Meetings, End-of-Semester Showcase and Final Client Presentation, as these cannot be made up.

Academic Honesty

Students are expected to be honest and truthful about the work created by them or their team. This includes acknowledging other's work. The following are versions of academic dishonesty: cheating, plagiarism (using other's work as your own), fabrication (using false or made up information), deception (lying), and sabotage. At CAPS, academic dishonesty will result in immediate disciplinary action.

Disciplinary Action Guidelines

Each Provo CAPS student has an obligation to adhere to Provo CAPS guidelines and procedures and to maintain professional standards of conduct at all times. Our goal at CAPS is to help students be successful through the guidelines listed in this handbook.

In the event students do not adhere to the professional guidelines of Provo CAPS, the following disciplinary actions may be taken:

Oral Warning – Student may lose points which impact grade and/or may be asked to immediately correct (such as a student comes to CAPS with a t-shirt, they may be asked to go home and come back dressed appropriately).

Written Warning – Student, parent/guardian, and administration will be included in the written communication. This may include a written performance improvement plan from the student.

Privileges Revoked – This may include not allowing students to leave CAPS during the period, modifying breaks and free time, temporary or permanent removal from a project, not being allowed the use of certain technologies at CAPS (including cell phone, computer, etc.), and/or any other appropriate consequence the instructor feels would help the student to learn and grow. The privileges revoked may be replaced (at the instructor's discretion) with working on professional skills packet, in class presentations, research, case studies, etc.

Removal from the CAPS program – This will involve meeting with a parent/guardian and a counselor from the high school and rearranging the student's schedule to find them a course which will help the student be more successful.

Participation in Provo CAPS is "at-will." The actions above may be escalated or bypassed at the discretion of the instructor or director. For instance, there are actions that will result in immediate removal from the Provo CAPS program.

The following actions will result in immediate removal from CAPS and possible suspension/expulsion:

1. Damage/vandalism/theft of any intellectual or physical property of either Provo CAPS or the business partner, by either purposeful action or un-business-like, careless behavior.
2. Plagiarism or other forms of academic dishonesty.
3. Physical violence.
4. Possession or use of weapons, drugs or alcohol.
5. Conduct that endangers the safety of others or that substantially infringes upon or invades the rights of others at school, on PCSD property, at Provo CAPS facility, or at a Provo CAPS-sponsored activity.

Student Guidelines Related to Mentors & Guests

Student/Mentor Relationships: Protocols and Boundaries

- “Mentors” in this document refers to both industry partners who come in and assist students through the semester and individuals who have projects students are working on—often referred to as “clients.”
- Mentors enjoy helping and guiding young people. They welcome student questions at appropriate times and in appropriate quantities. If students are worried that they are “bothering” their mentor(s), they should ask their Provo CAPS instructor for guidance.
- Mentors and students will meet at Provo CAPS facilities or business sites during regular school days and times. Any exceptions must have prior instructor approval.
- Mentors and students should respond to messages (email, text, or voicemail) within 48 hours or two business days.
- Students should demonstrate their professional responsibility by keeping their commitments at all times. If a student says s/he will meet his/her mentor at a certain time with a certain amount of work done, s/he should exceed expectations and arrive early with more work done than was required.
- Students should always be fully prepared for meetings with their mentors and should avoid procrastination.
- Students should always inform their Provo CAPS instructor when they will be meeting in person with their mentors.
- Students should not share personal problems with their mentors. Their purpose in a student’s life is to provide PROFESSIONAL guidance. If a student needs someone to talk to about personal problems, s/he should find another trusted adult such as a parent, teacher or school counselor. Students should inform their CAPS instructors or an administrator should there ever be an uncomfortable situation with a mentor(s).
- Students must always observe the CAPS dress code guidelines when meeting in person with a mentor(s).
- Students are not to meet with any mentor where it will be one-on-one outside of the CAPS location or during the CAPS class time. Students are also to keep all communication with mentors in groups (i.e. set up a group text chain). It is critical to ensure there are always other students/adults in any scenario that is CAPS related.

Guest Guidelines

Students will always show guest to Provo CAPS respect by demonstrating professional behavior and business ethics.

Safety Protocols

The Provo CAPS staff is committed to providing a safe environment for all students and staff. The following are all a reflection of this commitment:

- **Adult ID Badges:** All mentors are required to wear an identification badge while in the building. Visitors are asked to sign in at the Nu Skin front desk, where they will be given a visitor's badge. Then they will check in with the CAPS Director or Instructor.
- **Video Surveillance Cameras:** The camera system will be in operation 24 hours a day, seven days a week. Cameras are located both inside and outside the building. The cameras record on a regular basis; however, they are not monitored constantly.
- **Campus Staff:** The Provo CAPS facility will be under the same guidance and protection as Nu Skin Enterprises. The Nu Skin and CAPS staff monitors and assists with the supervision of students and visitors in all areas of the campus including parking lots.

Visitors on Campus

In order to maintain a safe environment at Provo CAPS, all visitors must check in with the Nu Skin front desk then the CAPS Director upon their arrival in the building. The director may deny access to the Provo CAPS facility to persons who have no lawful business to pursue at the CAPS Center or who are acting in a manner disruptive or disturbing to the normal educational and professional functions of the site. Visitors who have legitimate reasons for being at the CAPS Center must abide by policies adopted by Nu Skin, Provo CAPS and the Board of Education.

COVID-19

Provo CAPS will operate in accordance with the safety standards of Provo City School District and Nu Skin Enterprises during the COVID-19 pandemic. This may include the wearing of masks, social distancing, increased cleaning, screening guests for temperature and symptoms, and more. Students will be asked to adhere to these guidelines during CAPS—whether they are on the premises, in a car with other students, or at a client's location.





Appendix

CAPS Handbook Agreement Form

Provo Center for Advanced Professional Studies (CAPS) Handbook

Student Name (Printed)

Purpose

The purpose of this document is for the Student participant in Provo CAPS (“Student”), and the Parent/Guardian (“Parent”) of the Student to agree to the terms and conditions listed in the document, “Parent and Student Handbook, An Overview of the Provo Center for Advanced Professional Studies,” (“CAPS Handbook”) and any additional terms and conditions listed in this document.

Travel

There are times during the school year when students will need to travel away from the Provo CAPS Center (Nu Skin Enterprises) for CAPS-related reasons. The School District provides transportation, but there are times when students can benefit from other transportation options. Any travel outside of Utah County will be in a school-authorized vehicle unless there is written permission granted beyond this form.

I hereby give my Student, a member of the CAPS Program, permission to:

- Ride to and from CAPS-related activities in school authorized vehicles, or
- My student is at least 16 years of age, is a licensed driver, and can drive himself/herself.

I, the undersigned, understand that Provo CAPS and Provo City School District employees cannot supervise the activity of participants except when they travel to and from CAPS activities in school authorized vehicles. For valuable consideration, the receipt of which is hereby acknowledged, I knowingly and voluntarily release and forever discharge Provo City School District and members of its Board of Education, its employees and agents from any and all liability, actions, lawsuits, claims, demands, and expenses resulting, directly or indirectly, from loss of life, personal injuries, property damage, or other damage suffered by my Student while traveling to or from activities by transportation other than a school authorized vehicle. Parents have responsibility to ensure that their Student uses the mode of transportation authorized by the Parent.

CAPS Media Release

As a Parent of the Student who attends Provo CAPS, I, the undersigned, give permission for my Student to be included in photographs, videotapes, or recorded interviews and for the information collected by the media to be used as part of news stories to be published in print, internet, broadcast, or video by the school, news media, or the CAPS program and its partners/clients.

I also waive any claim I might have and release the school district and its employees from any liability or claims arising out of such activities.

Client/Mentor Interactions

CAPS Students will meet with industry professionals (“Mentor”) throughout the semester who are not Provo City School District employees. Students will be meeting with these professionals frequently throughout the semester. It is herein understood Students are never to meet one-on-one with a Mentor outside of the CAPS facility and operating hours.

Intellectual Property Rights

All right, title and interest in any intellectual property, including, but not limited to, inventions, patent rights, know-how, trade secrets and copyright, that is created by a student for their Provo CAPS client project(s) will belong exclusively to the Provo CAPS client. Student and student’s legal guardian, on the student’s behalf, agrees to sign any documents necessary to evidence or perfect ownership of the intellectual property to the Provo CAPS client.

Protocols

CAPS Students agree to maintain passing grades and regular attendance. Students agree to follow all procedures and rules given by CAPS, Instructors and CAPS Clients at all times, regardless of their location and supervision. Students are to be prepared, productive, and effective communicators. Students are to show honesty, punctuality, positive attitude, proper grooming/dress, and willingness to learn. Students are to report immediately any problems or accidents to the instructor and, if applicable, to the client.

Disciplinary Action

CAPS Students agree to the disciplinary actions as defined in the CAPS Handbook. This includes allowing for the discretion of the director and instructor to implement the disciplinary actions as they deem appropriate.

Health and Hygiene – COVID-19

Provo CAPS operates in accordance with Provo City School District as directed by the Provo City School District Board of Education in compliance with Utah State Department of Health public health order. Students agree to adhere to all health and hygiene standards including when they are offsite working on CAPS-related items.

AGREEMENT

I, the undersigned, have read and agree to the terms and conditions found in the CAPS Handbook. The terms and conditions found in the CAPS Handbook outline the policies, expectations, academic information, mentor and guest guidelines, and safety protocols for all participating in Provo CAPS. The terms and conditions found therein are subject to change at any time with written notifications.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Printed Name _____

Student Signature _____

Date _____

Student Printed Name _____



PROVO
CAPS