New Hire Checklist for Capstone Program

- Once your Capstone proposal is approved, submit any required revisions to the Chair of the Capstone Proposal Review Committee by the date requested.
- Work with the administrator in University Studies (UNST) to:
  - Generate your letter of contract.
  - Make arrangements for office space, office supplies, keys, copiers, and mailboxes.
  - Schedule a meeting with Human Resources Staff (ext. 5-4926) to fill out employment papers and learn about university privileges (gym membership, TriMet passes, etc.).
- Get a PSU ID card at Neuberger Hall -1st floor, ID Services window.
- Contact Katherine Barich (barichk@pdx.edu) to:
  - Add your name to the Capstone list-serv
  - Post your course title and description
  - Schedule your course
  - Request a room for your course
- Read the Capstone Faculty Handbook with special attention to the section titled: “The Instructor’s role in Capstone.”
- Give a copy of the Community Partner Handbook to your community partner.
- Meet with your community partner to sign and submit a “Community Partner Agreement and Project Description” form (see attached.)
- Schedule a Capstone Orientation with Celine Fitzmaurice (celine@pdx.edu) to include the following:
  - Overview of UNST Goals
  - Syllabus Review
  - Info regarding best practices for capstone instruction
  - Scheduling of a mid-term feedback session
  - Orientation of campus services in place to support students (Writing Center, Disability Resource Center, etc.)
- Order books via the PSU Campus Bookstore or create a course packet with the printing support of “Clean Copy”
- Kim Wilson-St. Claire (wilsoms@pdx.edu) the PSU Library if you need any library-related course support. Kim provides support to UNST courses.
- Learn about D2L, PSU’s online learning management system, at https://d2l.pdx.edu/ or contact the Integrated Digital Support Center (ext. 5-9111).
- Meet with Joe Wightman (josew@pdx.edu), UNST Office Specialist, to set up your course page on the Capstone website.
- Register with AV Services (ext. 5-9100) if you intend to check out equipment over the course of the term.
- Keep an eye on the Capstone list-serv emails updating you on new Capstone procedures or upcoming faculty development opportunities.
- Contact Seanna Kerrigan (kerrigans@pdx.edu) with any additional questions!

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