Each student, for their Capstone/Placement work, should have a partner mentor who acts as a primary point of contact for the student. In addition to the student’s partner mentor, students are supported by at least one CSP faculty advisor and may seek capstone advice from additional external advisors or advisors at the partner mentor’s institution. The partner mentor will work with the student and their faculty advisor(s) to co-design the project, as well as co-advice and guide the student’s progress during the capstone project implementation.

Capstone mentors do not serve as project managers; their role is to be a mentor by providing strategic guidance and advice. Students are expected to take on the role of project manager and to regularly engage their practitioner(s) and faculty advisor(s) in meetings/progress check-ins. Capstone partners’ needs and expectations vary and thus students and the partner should identify an approach that works for both parties. For example, some students have worked somewhat independently and checked in with partners weekly or bi-weekly, while others have embedded directly in the partner organization attending team meetings and working in the same offices, while many students’ engagements have fallen somewhere between these two approaches. It is recommended that partner advisors meet regularly with their advisees; this may take the form of advice, feedback, networking opportunities, introductions to colleagues and other partners, general guidance, reviewing drafts and final deliverables. In their final capstone plan, the team (student, faculty advisor[s] and practitioner mentor[s]) will agree upon the roles and expected level of interaction of each party.

Commitments & Key Dates of Service

- **Regular Mentoring Meetings**: Meet with advisee regularly to provide advice throughout the project (typically weekly to bi-weekly in person or via zoom; but timing and format may vary).
- **Capstone Plan Design & Finalization**: Provide input on the capstone plan and help shape the capstone project goals, approach, and deliverables. The capstone plan is typically 4-5 pages and describes the scope of work. Once advisee, advisor, and capstone partner have agreed that the project plan is ready for implementation, sign final capstone plan. Typically happens in June of Year 1.
- **Fundraising support**: Help the advisee to identify and pursue fundraising opportunities to support their capstone project, including opportunities that may exist at the mentor’s respective institution or sponsor, if available funding.
- **Payroll Oral Presentation**: Join oral presentation in fall quarter in advisee’s second year (late September). Advisee will situate the project in relation to the coastal challenge they are tackling and report on summer and next steps.
- **Quarterly Progress Meetings**: In Year 2, participate in 3-4 progress meetings with the advisee, faculty advisor(s), and CSP Ast. Director to review capstone progress, provide advice, and assess pivots/changes to capstone plan.
- **Review Deliverables/Materials**: Review materials that the advisee produces (including their mid-term and final capstone deliverables). Review mid-term work late January/early February in Year 2. Review/comment on draft and final products in April/May in Year 2.
- **Final Oral Presentations**: Join the oral presentations and provide advisee with feedback (both in preparation for and after the presentation). Week of graduation (second week of June).
- **Attend CSP Graduation**: If possible, attend and help your advisee celebrate.