



## NLPS Capstone Course Guidance

The focus of this guidance is to provide a general framework for offering a NLPS Capstone course, provide examples for how a NLPS Capstone course may be offered, and answer some common questions about these capstone courses.

NLPS Capstone courses can be offered anywhere from 2-6 credits (1-3 credits/semester) and through a variety of delivery methods. Enrolling a student in a Capstone is one enrollment in one secondary course code, but breaking down the course can be helpful in determining how a district may want to offer a Capstone.

An NLPS Capstone course can be thought of as 3 parts:

- The first part is priority competencies aligned to postsecondary credentials. Completion of these competencies, when offered as dual credit or dual enrollment, will often allow students to complete a postsecondary credential such as a Certificate (CT) or CPC.
- The second part of the course is additional competencies that may align to a more advanced postsecondary credential, such as a 30-credit Technical Certificate (TC) or Certificate of Graduation (CG).
- The third part of the NLPS Capstone course is additional time (150 hours) for students to complete an embedded WBL experience, spend additional lab time for hands-on learning, or work towards completing an advanced credential (such as an Associates if a TC was already earned). A Capstone work-based learning experience allows students to apply the content and skills mastered through the concentrator sequence and Part I of the NLPS Capstone.

**When offering a NLPS Capstone course, students must be enrolled in Part I first.** Completing Part I is the priority for students taking a Capstone and must be the focus if the course is being taken for only two credits. If more credits are being offered, schools have the option of also offering Parts II *and/or* III.

### NLPS Capstone Course by Credit Options:

<b>2 Credits</b> <i>Part I</i>	<ul style="list-style-type: none"> <li>• Offering an NLPS Capstone Course for two (2) secondary credits is very similar to offering a Concentrator A or B Course.</li> <li>• Course competencies that meet the requirements for a student to complete a certificate that has been aligned to the program of study should be prioritized for part I.</li> <li>• The CTE team will be working over the summer to identify the standards that make up Part I for each of the Capstone courses.</li> </ul>		
<b>4 Credits</b>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"><i>Parts I and II</i></td> <td> <ul style="list-style-type: none"> <li>• NLPS Capstone Part I <b>is a prerequisite/corequisite</b> to NLPS Capstone Part II.</li> <li>• Offering NLPS Capstone Part II means that the student should be completing all course competencies listed in the NLPS Review Document. In cases where an embedded postsecondary course is only available for dual</li> </ul> </td> </tr> </table>	<i>Parts I and II</i>	<ul style="list-style-type: none"> <li>• NLPS Capstone Part I <b>is a prerequisite/corequisite</b> to NLPS Capstone Part II.</li> <li>• Offering NLPS Capstone Part II means that the student should be completing all course competencies listed in the NLPS Review Document. In cases where an embedded postsecondary course is only available for dual</li> </ul>
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		enrollment, schools are encouraged to pursue a dual enrollment opportunity to maximize the student’s Capstone experience.
	<i>Parts I and III</i>	<ul style="list-style-type: none"> <li>• NLPS Capstone Part I <b>is a prerequisite/corequisite</b> to NLPS Capstone Part III.</li> <li>• When embedding a Work-Based Learning experience into an NLPS Capstone course, that experience must meet the same requirements as the WBL Capstone Course (5974).</li> </ul>
<b>6 Credits</b> <i>Parts I, II, and III</i>		<ul style="list-style-type: none"> <li>• When a NLPS Capstone is offered for six (6) credits, requirements for all portions must be met.</li> <li>• Instructors should prioritize completion of the identified priority competencies to allow for time to practice skills and master content.</li> </ul>

### **NLPS Capstone Course Delivery:**

**NLPS Capstone courses include new knowledge and skills that go beyond what was learned in the CTE concentrator sequence.** This means that there is related instruction or classroom learning must be covered in addition to the WBL experience the student may be participating in. This differs from the WBL Capstone course, where the student is applying knowledge and skills previously learned in CTE courses and no related instruction is required.

The required content for NLPS Capstones can be covered in a classroom setting (ideally with the opportunity to earn dual credit), but there are multiple alternative options. These options are:

1. Postsecondary through Dual Enrollment
2. Eligible Training Provider
3. Employer Provided / On-the-Job Training

A single option or a combination of options may be used to deliver the required content. It is still the responsibility of the school to assess learning and award grades regardless of which option is used.

### **Frequently Asked Questions on NLPS Capstone:**

- *Can a student be enrolled in a Capstone course while co-enrolled in a Concentrator course?*
  - As long as a student does not exceed six (6) credits in a single pathway for a given year, they may be enrolled on a Concentrator A and/or B course and a Capstone course at the same time (provided prerequisites have been met). Enrollment in a Capstone course would require a student begin with Part I as stated above.
- *Can a Capstone course count toward a student’s C Average for Concentrator status?*
  - Yes, this question is answered in full on [page 3 here](#).
- *How do I know what standards/competencies students should be learning?*
  - A student participating in an NLPS Capstone Part III should have a training plan which lists the course competencies that he or she is applying in the workplace and/or applied-learning experience. The training plan should also draw a connection between those Capstone course competencies and the real-world occupational standards that will be

the focus of the student's experience. **The course competencies may be drawn from any course in the student's CTE Pathway** (Principles through Capstone).

*For Part I and Part II the student should be completing the standards/competencies that are listed in the NLPS Review Document. The CTE team is working to provide additional clarification prior to the 24-25 SY as to which standards/competencies are the priority competencies that should be the focus of Part I.*

- *How do I know whether to use a NLPS Capstone course or WBL Capstone (5974) when a student is taking part in WBL?*
  - **If a student is utilizing a NLPS Capstone course, they must be enrolled in at least two (2) credits of related instruction or classroom learning.**
  - WBL Capstone (5974) is a standalone experience where a student is only participating in a Work-Based Learning experience and not participating in any related classroom instruction. **In instances where a student is only doing WBL, 5974 (or another WBL course code) should be utilized.**
  
- *Can a student be enrolled in a Capstone course while co-enrolled in a Concentrator course?*
  - As long as a student does not exceed six (6) credits in a single pathway for a given year, they may be enrolled on a Concentrator A and/or B course and a Capstone course at the same time (provided prerequisites have been met). Enrollment in a Capstone course would require a student begin with Part I as stated above.
  
- *Can a Capstone course count toward a student's C Average for Concentrator status?*
  - Yes, this question is answered in full on [page 3 here](#).
  
- *Can a student do Part III of the Capstone without doing a WBL placement?*
  - Having students participate in quality WBL experiences is an emphasis of NLPS and the Capstones have been designed specifically with time available to complete a WBL experience. However, a student can be enrolled in Part III of the Capstone even if they do not have a WBL placement. The student could be doing additional hands-on learning applying the skills learned through the CTE program of study. This should consist of the same hour requirements as a WBL experience, 75+ hours for each secondary credit. A student could also utilize Part III of the Capstone to do additional content focused on pursuing an advanced credential.
  
- *Can NLPS Capstone Part III be offered for one (1) credit instead of two (2)?*
  - The NLPS Capstone Part III **must** be offered for two (2) credits to be eligible for funding. If it is the case that a student only has a Work-Based Learning placement for part of that time, the remaining time must be filled with another hands-on experience, such as additional lab hours, or additional content.

**Questions:** Have a question about implementing an NLPS Capstone? Reach out to our team at [CTE@che.in.gov](mailto:CTE@che.in.gov).

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Contact: [CTE@che.in.gov](mailto:CTE@che.in.gov)

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