



Coordinator-Participant Meeting Form

Meeting #13: Capstone Preparation
Type of Meeting: Group or Individual
When: December

General Description

The general purpose of this month's meeting is to help prepare participants for their upcoming Capstone Experience by helping them recall and integrate what they have learned in the program and how it is connected to mission project that they will be discussing with their peers at the Capstone. Depending on when the meeting occurs and how far they have progressed in the current workshop, this meeting is also a chance to talk about their understanding of Ignatian discernment.

Goals of this meeting

- 1) To prepare the participant for the Capstone Experience in general (travel details, access to online preparatory material, mission project poster).
- 2) To review and discuss the participant's mission project and the "poster" that he or she will be asked to share with colleagues at the Capstone.
- 3) To help the participant integrate his or her experience in the program.
- 4) To begin to discuss what comes next for the participant upon program completion.

Suggested agenda for the meeting

- 1) PRIOR TO THE MEETING: You may, in an email, want to ask participants to prepare for the meeting by reflecting upon the following questions that relate to what they will do at the Capstone:
 - a. What project outcomes are most meaningful for you? What challenges did you encounter?
 - b. How has the mission project, as an example of how you might apply what you learned in the program, helped prepare you better to understand and advance the school's mission?
 - c. What are your strongest memories or experiences in the program as a whole?
 - d. What are your hopes and expectations for what comes next for you at the local and national levels as a colleague and partner in mission? What do you need for further growth?
- 2) Once the meeting begins, you might take a moment to "check-in" with people and see if they have any pressing questions or concerns.
- 3) Review their mission project posters. See the next page for the template they were asked to prepare. Note, originally, they were asked to complete this by December 1, but in light of how busy they are, I extended the deadline to December 21, which is the latest we can accept it and still process it for the January Capstone.
- 4) As time allows, discuss their responses to the above reflection questions (even if you didn't get to distribute them ahead of time).
- 5) Set up a time to meet after the Capstone to discuss how it went and what comes next for them.
- 6) Finally: if the person needs to complete a component of the program still (e.g., the immersion trip or the project) please discuss how and when they plan to finish.

Coordinator Follow Up:

Please provide Ed Peck with a brief summary of your meeting, being sure to point out any concerns or suggestions about the participants' experience or needs as the program ends.



ICP MISSION PROJECT Poster Presentation Guidelines

At the Capstone Experience, colleagues will participate in an informal small group “poster” session and conversation about their ICP Mission Projects (as completed, in process, or planned). To facilitate these discussions, we collect, prepare, and distribute packets of one-page descriptions (called “posters”) to group members. Because these packets have to be photocopied in advance, late submissions will likely not be included in the packet (but can be distributed by you during the group session). If all goes well, project “posters” will also be enlarged (by the ICP office) and displayed on site so that all participants are aware of the range and kinds of projects undertaken.

In order to prepare for this session and to facilitate discussion, we ask each colleague to send* a one-page, 12-point Word document that includes at least the following information pertaining to a completed or planned project:

1. Your name, institutional logo, and title
2. Project title
3. Project overview (one paragraph)
4. Clear and succinct rational for choosing the project (one sentence)
5. Specific project details (list up to five)
6. Indications of successes (list up to three)
7. Challenges (list up to three)

Note: You are welcome to include supplemental material (photos, charts, handouts, feedback, etc) to be shared on the website (if you have it) and/or to bring 8–10 copies with you to the closing to share with your small group.

*Please e-mail the Word document to Diane McTier at dmctier@icolleagues.org by December 1.

A related “head’s up:” During the Capstone, you will be asked to share your thoughts on the following question to get discussions started: *In what ways and to what extent has this project helped you advance your institution’s mission?*

Contact Ed Peck (epeck@icolleagues.org) if you have any questions or concerns.