



**O H I O
E C O N O M I C
D E V E L O P M E N T
I N S T I T U T E**

Ohio Economic Development Institute Capstone Course Guidelines

Thank you for your interest in the Ohio Economic Development Institute (OEDI) Capstone Course and for your commitment to the profession. The OEDI Course is the final course toward the Ohio Certified Economic Developer (Ohio CED) credential. These guidelines provide information on:

1. Capstone Course Purpose;
2. Capstone Mentors;
3. Eligibility to Enroll;
4. Registration Procedures; and
5. Capstone Course Structure

Capstone Course Purpose

The Capstone Course is designed to have students demonstrate their understanding of core skills and key principles of OEDI courses through the development of a project that has value to the professional's community. These are skills critical for an Ohio economic development professional to be successful.

Certification confirms to employers, potential employers, and other economic development professionals that the individual has achieved the highest standard of economic development education in Ohio.

Capstone Mentors

In addition to support from the OEDI / Ohio University staff, each certification candidate approved to enroll in a Capstone Course cohort will be assigned a Capstone Mentor who will be available to students for advice and counsel during the six-month cohort period. Capstone Mentors are experienced economic development professionals who have volunteered to assist certification candidates. Every effort will be made to match the experience of the identified Capstone Mentor with the subject selected by the candidate.

Eligibility to Enroll

To be eligible to apply to register for the Capstone Course, an individual must have: (a) successfully completed all four OEDI Core Courses, and (b) successfully completed at least 12 hours of the required 24 elective hours required for final certification utilizing electives that have been included in the OEDI Elective Course Curriculum. Please note that the remaining 12 hours of electives must be earned before certification. The ability to begin the Capstone Project with only half of the elective hours completed allows candidates to earn the additional elective hours during the Capstone Project period as well as any remaining time in their three-year initial certification window.

Registration Procedures

Certification candidates may register for the Capstone Course at any point throughout the year. The first and second capstone cohort offerings will begin in May 2018 and October 2018. Thereafter, the Capstone Courses will only be conducted on a rotating six-month basis.

Students will begin their Capstone work at the start of the Cohort closest to the date following the application.

The cost of the Capstone is \$499 which covers the technical assistance provided by OEDI, Ohio University, the Capstone Mentor, and the grading of the Final Project. The fee covers the six-month Cohort period, and one extension, if necessary.

Payment to the Ohio Economic Development Association (OEDA) for the Capstone must be received prior to the beginning of the applicable Cohort.

Applicants for the Capstone Course need to complete the Capstone Application Form, which includes identification of – and documentation for – the completion of the required core and elective hours. Providing a copy of the certificate will serve as documentation for course completion.

Timeline for May 2018 - September 2018 Cohort I:

March 12 - Deadline to apply for the April 2018 – September 2018 Cohort I.

April 1 - Deadline for approval of Capstone Project topic.

April 15 - Deadline for receipt of registration fee for Capstone Project.

May 1 - Capstone Cohort I begins.

September 30 - Capstone Cohort I ends.

Timeline for October 2018 - March 2019 Cohort II:

July 31 - Deadline to apply for October 2018 – March 2019 Cohort II.

September 1 - Deadline for approval of Capstone Project topic.

September 15 - Deadline for receipt of registration fee.

October 1 - Capstone Cohort II begins.

March 31 - Capstone Cohort II ends.

Note: A student may extend their Cohort period **only once** for an additional 90-day period, without incurring an additional \$499.00 technical assistance fee. Students seeking more than the one-time extension beyond the 90-day period must pay an additional Technical Assistance Fee of **\$300**.

Capstone Structure

Step 1: Application

Certification candidates must submit a Capstone Application Form to Dr. Jason Jolley at jolleyg1@ohio.edu. The application form requires that candidates provide evidence of their eligibility to enroll.

Step 2: Capstone Proposal

Certification candidates must have their Capstone Project approved by a Capstone Advisory Team. This three-person committee is comprised of an assigned Capstone Mentor, an OEDA representative, and an Ohio University representative.

Candidates should submit a Capstone Proposal on the Capstone Proposal Application Form to Dr. Jason Jolley at jolleyg1@ohio.edu. The Capstone Proposal should be a maximum of two, double-spaced pages in 12-point font. The proposal should contain the following elements:

1. Project title
2. Brief description of how the project meets a specific economic development need in the community
3. Outline how and which elements of the core and elective coursework will be utilized in the project
4. Document any specific challenges associated with the project. For example: potential delays, confidentiality concerns, etc.

Candidates are encouraged to discuss prospective Capstone Project ideas with their Capstone Mentor prior to formal submission of a proposal.

Step 3: Final Capstone Presentation

Individuals registered for the Capstone Course will be required to make a two-part final project presentation. There are two key steps to this process:

1. Written report (10–15 pages) that describes the candidate’s project, how it was completed, and any conclusions.
2. Verbal project presentation (10–15 minutes) to the Capstone Advisory Team. This presentation can occur remotely via Skype, Adobe Connect, or other communication software.

Note: Once a certification candidate has selected a Cohort, they will have six months to complete their project. The final presentations for each Cohort will be conducted within 45 days of the end of the Cohort.

Step 4: Grading of the Final Capstone Presentation

1. Grading will be on a pass, revise and resubmit, or fail basis. Revisions must be submitted within 60 days of the capstone project presentation.
2. Candidates who do not pass will receive a written evaluation from their Capstone Advisory Team Review.

If you have any questions on these Guidelines, please contact Dr. Jason Jolley @ jolleyg1@ohio.edu.

Thank you.