

October 12, 2024

Sent on behalf of Dr. Lawrence Grierson

Dear HSED Course Based Students,

Important Updates to the Capstone Portfolio Collation and Submission Process

We want to inform you about important changes to the way we are asking you to collate and submit the elements that make up the Capstone Portfolio.

Key Changes:

1. **Submission Model** – The Capstone Portfolio will now be submitted as an **Education Dossier**. We provide a dossier template that serves to collate all elements and artefacts together. This replaces the previous method of submitting components separately.
2. **New Capstone Shell** – We have created a new **HSED Capstone Shell on Avenue to Learn**. All course-based students admitted to the program in 2024 are automatically enrolled in this shell. We also encourage course-based students admitted before 2024 to navigate to this new shell and participate in the updated Capstone model.
3. **Updated Syllabus** – The new **Capstone Syllabus** serves as a comprehensive guide to the Capstone Portfolio and outlines the updated submission processes. It includes specific instructions on using the Dossier Template. Additional guidance can be found throughout the HSED Capstone Shell. While students admitted prior to 2024 will notice several changes in the submission process, we believe this new process will make the capstone completion easier. Please review the new syllabus carefully.
4. **Discrepancies with the Student Handbook** – Some aspects of the new syllabus may differ from what is stated in the latest **HSED Student Handbook**. Please note that these updates will be included in the forthcoming 2025-2026 Handbook. For now, please refer to the 2024 Capstone Syllabus for Capstone-specific changes.
5. **Milestone Submissions** – *Resubmission of Milestones 1, 3c, and 6* is no longer required. The initial submission of these Milestones into their respective folders will be sufficient. Submission of Milestones 1, 3c, and 6 remains a requirement for submission of Milestone 10 to be considered complete.
6. **Interim Submission of the Portfolio** – Students may submit their in-progress Dossier Template prior to attending Residency Week 2. Students who do this in accordance with the provided specifications will receive feedback on aspects of their work before Residency Week 2. Interim submission is not required but is encouraged.