VirtualSC AP Capstone Agreement

VirtualSC will provide the following:

1. Access to College Board approved AP Capstone courses.
2. College board endorsed AP Capstone instructors with clearly published office hours.
3. Access to necessary instructional materials and readings.
4. Training for site-level facilitators.

AP Capstone School Requirements

VirtualSC AP Capstone sponsor schools must agree to do the following:

For AP Seminar:

5. Identify students in 9-12 grade to register for and complete AP Seminar in 2021-22. (Suggested Guidelines for AP Student Selection)
    a. It is **recommended, but not required that** schools enroll at least one cohort of 3-5 students. These cohorts will work together on all team projects. Due to the required collaboration in this course, VirtualSC recommends cohorts consist of 4-5 students, so that cohorts will be viable if a member transfers out or drops the course.
    b. If a cohort is not available at an individual school, schools may enroll 1-2 students in AP Seminar. Those students will be placed in teams with their online classmates once class begins, and will be expected to work with their teammates to find mutually agreeable times to work together on their team projects.
    c. The College Board requires that 3-5 students work together on the team multimedia presentation and defense. In the event that there are not enough students to form a group of at least 3 students, or if a team's numbers drop below 3, students may still remain in the course, but they will receive a 0 on the TMP section of their AP Score.
6. Ensure that students have adequate time to work with their teammates on their group projects in the fall semester. Students should have access to computers, internet, microphones and webcams during their scheduled AP Seminar time.
    a. For students who are collaborating a cohort at their brick and mortar school: At least 3 out of the estimated 10 hours a week should be provided in each cohort's schedule during the school day, with the understanding that students will have to budget the remaining weekly hours into their personal time.
    b. For students who are collaborating with online teammates: Schools should ensure that students have access to all required technology, including broadband internet, outside of school hours, so that they have adequate time and flexibility to work with their classmates.
7. Ensure student transportation to the testing site for AP Seminar exam in Columbia.

For AP Research:

1. Identify students in 10-12 grade who have successfully completed AP Seminar to register for and complete AP Research in 2021-22.

For both courses:

1. Obtain parental permission for AP Capstone participation and submit parental agreement forms to VirtualSC.
2. Ensure that students will have reliable access to a computer, internet, webcams and microphones for at least 10 hours each week.
3. Ensure access to all required technology is available anywhere students are expected to complete coursework. Schools should take into consideration each student's access to necessary technology outside of school.
4. Provide a school-level contact who will serve as a primary contact for VirtualSC faculty and staff and a support person for AP Seminar students. This person will serve as the site-level facilitator for the program, and can be a paraprofessional, teacher, counselor, or administrator.
5. Enforce the VirtualSC drop policy. VirtualSC students have **14 days** in which to drop the course with no penalty after the start of class. Students who drop the course after 14 days should receive a WF on their transcript.

Name of Sponsor School Representative: _____

Role/Title of the Sponsor School Representative: _____

Email Address: _____

Direct Phone Number: _____ Date_____

Signature: _____