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Capstone Portfolio Planning & Organization Essay

 The Capstone Portfolio provides evidence of academic and personal growth throughout the Human Services Program (Kincaid, 2009). The process of documenting and supporting the knowledge I acquire is vital and requires careful and focused organization.

 I am using two USB flash drives to store my essays, articles, and any additional materials that will help me support my ideas and the development of my final assignment within the Human Services Program. I have created a main folder for my junior year with subfolders for each quarter and a folder for every class I take. Twice a week I check that all my stored documents are up to date. Organization is a fundamental skill useful in every aspect of my life.

 I have a section in my binder dedicated to HSP 304 where I write down the questions I have about the Capstone Portfolio creation process. I use the Student Guide to Capstone Portfolio to answer my questions. If I cannot find the answer, I will ask my instructor. This strategy along with a purposeful review of my Capstone Portfolio will help me stay on course. The insight I gain through these practices will provide me with information that will enhance my learning and professional development.

 I anticipate that my deliberate actions will allow me to produce a well-rounded Capstone Portfolio that reflects my personality, commitment, and understanding of the components and expectations of the Human Services program at Western Washington University.

Reference

Kincaid, S. O. (2009). *Student guide to capstone portfolio process* (3rd ed.).Bellingham, WA: Western Washington University.