

PLANTATION MIDDLE SCHOOL DR. SHERRI N. WILSON, PRINCIPAL

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International Baccalaureate Middle Years Program REQUIRED EIGHTH GRADE COMMUNITY PROJECT



STUDENT GUIDE

Name of Individual:_____

Group Member(s) [no more than three allowed]:

1)						
2)						
3)						
>,	6.0	·	-			

Name of Supervisor/Mentor:

DUE DATE: for both project and paper: May 1, 2020

IB Mission statement: The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

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What is the IB MYP Community Project?

The 8th Grade Community Project is a year-long, independent project. In schools in which the MYP finishes with year 3 or 4 of the programme, all students in the final year <u>must</u> complete the community project, it is a requirement of the International Baccalaureate Organization. Students are expected to spend approximately 15 hours or more on their community project.



The purpose: Students will apply, and evaluate, the skills and knowledge they have acquired throughout their years at Plantation Middle by engaging with their community to make it a better place. Students will generate new insights and develop deeper understandings of the world in which they live through an in-depth investigation, and communicate their findings to peers.

Participants: ALL 8th graders are expected to participate in the project. Students may work <u>individually, or in groups of up to **three** (no more)</u>.

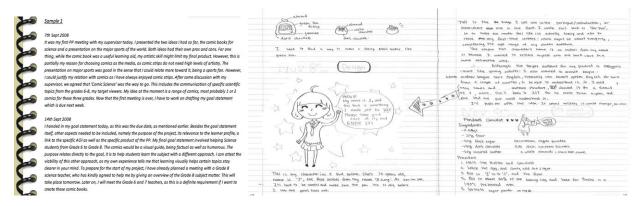
Supervisor/Mentor: All projects must be overseen by a supervisor designated by the school. Supervisors may be Plantation Middle staff, or, if approved by designated supervisor, an outside "expert" in the chosen field. A minimum of **three meeting dates** need to be entered; in most cases, meetings are at the start of the project, in the middle of the project and at completion of the project.

Example projects:

- performance art (i.e. dance, music, acting)
- ➤ visual art (i.e. sculpture, mural, portraits, <u>P</u>ublic <u>S</u>ervice <u>A</u>nnouncement)
- > multimedia piece (i.e. PSA, music video, animated movie, youtube videos)
- old-school writing (i.e. speech, letter to government official or newspaper, proposal to an organization, IB Blog, IB Newsletter, IB Bulletin Board, Great Schools, Social Media)
- direct action (i.e. volunteer, read and help in the SVE program, Best Buddies, start a business)
- scientific/technology innovation (design and create a model to solve a problem)

Process Journal

As you go through the process of the community project, you will need to maintain a record of your progress. It is your choice as to how you will do this. Every 8th grader must keep his/her own process journal, even if working with a group.



What is included in the process journal?

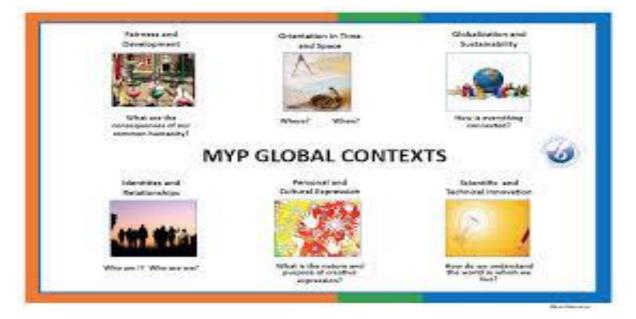
- ✓ Reflections of your understanding of the topic
- ✓ Reflections of your understanding of the global context through which you will work with the topic (connecting your topic/project to the global context)
- ✓ Reflections of your understanding of your ATL skills
- ✓ Drawings, diagrams, doodles, clippings, pictures
- ✓ Meeting notes: intentions, next steps, accomplishments, brainstorming, discussions, arguments (keep it civil!), reflections on your personal growth through these meetings
- ✓ Record of sources/notes from research
- ✓ Planning information: materials, contact names and numbers, dates, times, locations of meetings and events
- ✓ Musings on all of the above (the more humorous the better!)

You choose how you will maintain the process journal (but make sure you use it regularly as you go through the project):

- use space in this guidebook
- personal notebook/scrapbook/composition book
- video
- audio recordings
- google docs, word, other online record keeper

Understanding Global Contexts

Whichever topic you choose, you must also choose a Global Context through which to understand it. Global Contexts give background (explain the situation, people the topic impacts) to the topic.



Identities and Relationships	TOPIC EXAMPLES
(psychology, sociology, theology, cultural	- #BlackLivesMatter movement
anthropology)	- cyberbullying
	 keeping traditions alive
Explore: identities; beliefs and values;	- gun culture/violence in communities
personal, physical, mental, social and spiritual	- rape culture
health; relationships including families, friends,	- benefits of exercise
communities and cultures; what it means to be	- lifestyle choices
human	
Orientation in Space and Time	TOPIC EXAMPLES
(history, cultural anthropology, archaeology)	- immigration patterns
Explore: personal histories; historical	- imperialist strategies
events/turning points; discoveries; explorations	- impact of scientific discoveries
and migrations of humans; interactions of	 one family's journey during the Great
people with civilizations from local, regional	Migration
and global perspectives	- Syrian refugee crisis
	- oral history traditions
	- North Korean regime and conflict

Personal and Cultural Expression	TOPIC EXAMPLES
(art, dance, music, graphic design, interior	- visual art
decoration, architecture, fashion design, tattoo	- architecture
artistry, cosmetology)	- performance art (dance, music)
	- multimedia
Explore: the ways in which we discover and	- games
express ideas, feelings, nature, culture, beliefs	- fashion
and values; the ways in which we reflect on,	
extend and enjoy our creativity; our	
appreciation of 'beauty'	
Scientific and Technical Innovation	TOPIC EXAMPLES
(engineering, aviation, construction, genetics,	- materials for bicycles
environmental conservation, physical	- simple machines in daily life
anthropology, physics, biology, astronomy)	- genetic engineering
	- industrialization
Explore: the natural world and its laws; the	- climate change
interaction between people and the natural	- renewable fuels
world; impact of science and technology on	- city planning
communities and environments; impact of	 using math to solve crimes (data/profiling)
environments on humans; human adaptations	 light and sound energy
and innovation; how humans use their	 space travel/exploration
understanding of the natural world	
Globalization and Sustainability	TOPIC EXAMPLES
(politics, environmental conservation,	 impact of climate change on developing
economics, foreign relations)	countries
	- Greek austerity measures
Explore: interconnectedness of human-made	 education policies around the world
systems and communities; relationship	- NAFTA
between local and global economies;	- Opening relations with Cuba
opportunities and tension created by	- Joint Comprehensive Plan of Action with Iran
globalization; impact of globalization on the	
environment and communities	
Fairness and Development	TOPIC EXAMPLES
(counseling, law, politics, economics,	- fair trade
education, environmental science)	- open-market economies
.	- economic regulation
Explore: rights and responsibilities; sharing	- white flight
finite resources; access to opportunities;	- capitalism/socialism
privilege; peace and conflict resolution	- free college tuition
	- ghettos
	- public v. private schools
	- Colorado EPA river contamination
	- Waukesha water diversion

Approaches to Learning

IB Approaches to Learning are skills that help you learn. You may hear them called "soft-skills". If you practice, and apply these skills in the real world, you will become a life-long learner. Why should this be a goal of yours? Because even though you may graduate high school and college, you will still need (and hopefully want) to learn! New jobs, new life roles, travel to different countries, world events; lots will happen and with these skills you will be better prepared to understand the changes and your role in them. Plus, you'll be practicing them for this project, so may as well put them in perspective!



APPROACHES TO LEARNING				
Thinking Skills	 generate ideas identify problems ask questions identify bias plan come up with innovative solutions apply knowledge and skills to different situations evaluate solutions and ideas 			
Self-Management Skills	 reflect on learning meet deadlines set goals and create a plan to accomplish them keep information organized 			
	 find balance in life (effectively cope with stress) don't give up effectively deal with emotions think positively about self effectively deal with criticism and setbacks 			
Research Skills	 - access information - find information using different media - evaluate sources for bias - take notes in own words (paraphrase) - synthesize information from various sources (put ideas together) - create a "Works Cited" page with correct format 			
Collaboration Skills	 respect other's point of view respect other's differences be empathetic resolve conflicts be fair take responsibility for own actions make decisions create consensus speak up in a group help others develop cultural understanding and global awareness by engaging with learners of other cultures 			
Communication Skills	 speak respectfully to others give and receive feedback listen to others and consider/analyze their ideas use various communication techniques to make your ideas clear (verbal, gestures, diagrams, statistics, charts, graphs) write for different purposes organize information logically present ideas clearly and effectively 			

IB Learner Profile

The IB program at Plantation Middle School aims to develop internationally minded people who, recognizing their shared humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB students strive to be:



Timeline

There are only a few mandatory deadlines. Use the timeline as a guide to keep you on track.

AugSept.	OctDec.	JanMar.	April	May
INVESTIGATING	PLANNING	TAKING	FINAL	PRESENTATION
		ACTION	REFLECTION	Due: May 1, 2020
			PAPER	
			Due: May 1, 2020	
-Decide to work in group	There will be a	You must meet	Meet with your group	All presentations are
or individually	couple days to	with your group	and supervisor as	due May 1, 2020.
	work on	(if you have one)	needed.	
- Identify supervisor	planning with	and supervisor		You and your supervisor
	your group (if	on your own	-Type your Final	will select a time to
-Pre-Project Reflection	you have one)	time. Arrange	Reflection Paper:	present your project
	and supervisor.	additional time		and Final Reflection
-Define a goal to address		with your	-Evaluate the quality	Paper for scoring.
the need with the local or	Speak to your	supervisor as	of the action taken	
global community	supervisor and	needed.	compared to the plan	Showcase date to be
	arrange for a			announced
-Initial research (select	session if you	-Carry out the	-Reflect on your	
relevant sources)	need additional	action plan	understanding of your	
	support		topic through the	
-Record information and		-Record	Global Context you	
developments in process	-Develop a	information and	chose, ATLs and the IB	
journal	proposal for	reflection in	Learner Profile	
	action	process journal		
			-Select the extracts	
	-Continue		from the process	
	research (select,		journal to include in	
	evaluate and		final paper	
	record			
	information)		-Complete the	
			bibliography	
	-Prepare for			
	"taking action" -		-Complete the	
	Record		academic honesty	
	information and		form	
	reflections in			
	process journal		Due: May 1, 2020	

Community Project Checklist

As you complete the project, use this checklist as a quick guide to make sure you are on task.

PRE-PROJECT

- ____ Read Community Project Guide
- Answered and explained the 3 Pre-Project Reflection questions in your Process Journal (pg.12)

INVESTIGATING

- _____ Decided on group and supervisor
- _____ Brainstormed and determined a community need (problem to addressed)
- _____ Defined a goal to address the need
- _____ Decided on a Global Context
- _____ Reflected on your understanding of the topic within Global Contexts, ATLs, and
 - ATLs, and Learner Profile (2)
- _____ Met with supervisor at least once

PLANNING

- _____ Developed an action plan
- _____ Continued research and recorded info
- _____ Contacted organizations/experts as needed
- _____ Organized the "action" (gathered materials, found location for event etc.)
- _____ Reflected on your understanding of the topic within Global Contexts,
- ATLs and Learner Profile
- _____ Met with supervisor at least once

TAKING ACTION

- ____Carried out the "action"
- _____ Reflected on Global Contexts, ATLS and Learner Profile (How have you grown?)

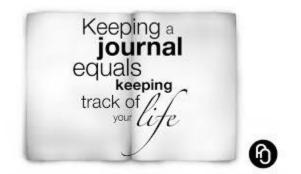
FINAL REFLECTION PAPER should include: (pg.)

- _____ Brief explanation of what your problem/ideas was
- Evaluation of project against your proposal (Did it turn out as you'd planned?)
- _____ Reflection on your learning (Global Contexts, ATLs and Learner Profile)
- _____ Selected extracts from the process journal (demonstrating your design/learning process)
- _____ "Works Cited" page with proper format
- ____Completed Academic Honesty Form
- _____Met with supervisor at least once

PRESENTATION

- _____ Completed project board for display
- _____ Presented to supervisor/Showcase

Pre-Project Reflection (Process Journal) Now it's time to get started!



In your Process Journal, answer the following questions honestly, thoughtfully and give examples if you can.

1. Through which Global Context(s) do you usually see the world? Explain.

2. Review the list of ATL skills. Create a chart listing your strengths and weaknesses. Explain how this project might help you practice the skills.

3. Review the Learner Profile. Which profiles describe you best? Why? Explain how this project might help you develop some of the other profile characteristics.

AT THIS POINT YOU MUST DECIDE IF YOU WILL BE WORKING <u>INDIVIDUALLY</u> OR WITH <u>A GROUP</u>. IF YOU ARE WORKING WITH A GROUP, THE REMAINDER OF THIS PROJECT MUST BE DONE IN CONJUNCTION WITH THOSE MEMBERS.

INVESTIGATING

Needs of Different Communities

Our world is complex and there is plenty of work to do to make it a better place. Different communities face different challenges. Use the space provided in the chart below to brainstorm the needs (things that could be improved, fixed, or created to make life better) of each community. Some ideas may overlap!

Home or school (PLMS or other)	Neighborhood or City or County	State (FL)	National (U.S.)	International/Global

Once you have completed the chart, narrow your choices down to 3 ideas that you/your group, are most passionate about. List those 3 ideas here:

Community_____ Need _____

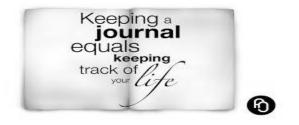
Community_____ Need _____

Community_____ Need_____

After further discussion, choose the one idea you/your group would like to work on for the Community Project.

CHOSEN Community _____

Need



** Process Journal Reflection**

4. Record in your journal how you/your group came to a decision about the final topic. Reflect on the process and your ATL skills.

Decide on a Goal for Your Project

What do you want to do about this topic? Individually, or with your group, brainstorm, then choose a goal.

- raise awareness (Do you want people to know about this issue?)
- participate actively (Do you want to volunteer?)
- **create/innovate** (Do you want to build something that will help?)
- change behaviors (Do you want people to change an everyday behavior?)
- call to action (Do you want to do something collectively about this issue?)

My/Our goal for the Community Project is _____

Identify the Global Context

Your topic may vary depending on the Global Context through which you want to pursue the project. Review the Global Contexts and decide (with your group), which best fits your goal (above).

The Global Context for my/our project is _____



****Process Journal Reflection****

5. You/your group has chosen a topic, a goal for that topic, and a Global Context. Reflect on the selection process (ATL skills) and explain how the Global Context you chose fits with your topic.

PLANNING

Decide on the Action

Develop a proposal for action for the project (What action will you take to reach your goal?):

When you are clear on what you want to achieve, you will need to decide on an action plan to accomplish your goal.





6. What are some specific tasks or activities you can do to develop your project? You can use checklists, rubrics, timelines, flowcharts or other strategies to prepare their proposal. Reflect on the ATL skills and Learner Profile.

Research

Now it's time to begin your research. Keep your notes and sources in your Process Journal. Remember to look for reliable online sources. Don't forget interviews with individuals involved in whatever your project is related to can offer valuable information and insight.

What are the causes of your issue?What are some effects of your issue?Where does it occur the most? (Geography)Who is involved/affected? (Population/Demographics)When is it an issue?Are there individuals or organizations working on this issue?Is there data (statistics, surveys, graphs) with info. about this issue? Analyze it.

Some possible sources include: interviews, personal experiences and observations, surveys that you create and online resources.



****Process Journal Reflection****

7. Reflect on your ATL skills, Global Contexts and the Learner Profile

Decide the "Action"

Once you have researched your issue, decide what you will do to reach your goal.

Here are some examples "actions" you can take:

- Submitting an editorial to a local newspaper
- The creation of an innovation (an invention)
- Collecting food items and delivering to a local food pantry
- Volunteer at a community organization
- Developing a proposal (ex: to help minimize homelessness in your community)
- Start a campaign against violence (via social media, website, petitions, etc)
- Publish a PSA



****Process Journal Reflection****

8. Reflect on your ATL

skills, Global Contexts and the Learner Profile.

6

Planning the "Action"

In your Process Journal, brainstorm the steps you will take to complete your "Action". Include:

- Materials needed
- Contact information of organizations/individuals
- Where will you create/complete the action?
- If working in a group, who will be responsible for what?
- Timeline and deadlines
- Step-by-step procedure of what you will do



****Process Journal Reflection****

9. Reflect on your ATL skills, Global Contexts and the Learner Profile.

The next step is to complete your Community Project Proposal.

COMMUNITY PROJECT PROPOSAL

Project	
Project Topic/issue:	
Student(s):	
Supervisor:	
Period:	

Goal: Identify a goal to address a need in the community, based on your personal interests.

Target Audience for Your Action: Who will your project benefit? How will your project make a difference?

Process Journal: How have you been recording your information and reflections? (examples: visual, digital journal, audio, audio to text "Dragon app")

Action: What will you do to make a contribution towards addressing the problem in the community in order to meet your goal? (examples: PSA, Fundraiser, Speech, Performance Art, Visual, Innovation/Problem solving, write an article for the local paper, etc.)

TAKING ACTION

Now it's time to put your plan into action! Make sure to document what happens [pictures, videos, diagrams].



****Process Journal Reflection****

10. How did it go? What went well, what could have been better? Reflect on your ATL Skills, Global Contexts and the Learner Profile.

FINAL REFLECTION PAPER - Due May 1, 2020

Congratulations! You made it. This is the final stage of your project. This is where you will finalize all of the work you have done; research, findings, final self-reflection, opinion, final thoughts, etc...

Must be typed 12 pt font, Times New Roman, Double Spaced, 1 inch margins, 2-4 pages

- Brief introduction to your project (include thesis statement which is your goal).
- Evaluate the quality of service as action against the proposal (did the project turn out as you had planned)?
- Reflect on learning (Global Contexts, ATLs and Learner Profile), refer to specific Process Journal entries (include physical extracts as appendices at end of the paper)

Questions – (Answers should already be in your Process Journal!) for Final Reflection that address the ATLs:

1. How did you decide which issue in the community to research and take an action on? Was it personal?

- 2. Did your action require you to plan and organize? If so, what was This process like?
- 3. How did you use creativity to take action in order to meet your goal? (Creative thinking)
- 4. Did you collaborate with anyone? If so, what was that process like? If not, why not? (Collaboration critical)
- 5. What was challenging about this project? What was easy about it? (Reflection)
- 6. What did you learn about the community? Misconceptions? Affirmations? (Reflection)
- 7. How did your research help you better understand the issue in your community? (Literacy, media literacy: videos, internet, transfer)
- 8. As you reflected on your Process Journal, what would you change about the process or project, if you had the opportunity to do it over again? (Critical thinking, transfer)
- 9. Did you meet your goal? If so, what is the evidence of your success? If not, why do you think you did not meet your goal (For example: Did your project end up going in a different direction?)
- 10. What did you learn about yourself as a learner and as an active citizen in society? (Critical thinking, transfer)
- 11.How will you use what you have learned in the future? (Critical thinking, transfer)

- Complete the bibliography (correct format Use easybib.com!!!)
- Include physical extracts referred to in your paper (minimum of 4) from the Process Journal (i.e. challenges, epiphanies, data, and successes)

PROCESS JOURNAL EXTRACTS (APPENDICES)

You should carefully select evidence from your Process Journal to demonstrate development in all criteria (**A**. Investigating, **B**. Planning, **C**. Taking Action, **D**. Reflecting)

An extract may include:

- Visual thinking diagrams
- Bulleted lists
- Charts
- Notes
- Timelines, action plans
- Labeled illustrations
- Direct quote from a source
- Artifacts from inspirational visits to museums, performances, galleries
- Pictures, photographs, sketches
- Up to 30 seconds of visual or audio material
- Screenshots of a blog, website or online journal
- Questionnaires or Surveys
- Self and peer assessment feedback

Feel free to include any additional material that is relevant to the success of this project

PRESENTATION – Due: May 1, 2020

At the end of the community project, you will present your project to your supervisor/mentor with a small group or during a specific, scheduled Show Case event.

• Presentation time is 10-15 minutes

Students choosing to complete the project in groups will present the project as a group, but each group member should have the opportunity to speak during the course of the presentation. At the time of the presentation, students must submit to the community project supervisor.

- A completed academic honesty form for each student (you must meet a minimum of at least 3 times with your supervisor/mentor)
- The proposal for action
- Process Journal extracts: drawings, diagrams, video documentary, any voice recordings have to be transcribed, surveys, graphs, tables, date, etc...
- Any supporting visual aids used during the presentation
- Bibliography/Sources

Criterion A: Investigating *Maximum: 8*

In the community project, students should:

- i. Define a goal to address a need within a community, based on personal interests
- ii. Identify prior learning and subject-specific knowledge relevant to the project
- iii. Demonstrate research skills

Achievement	Level descriptor				
level					
0	Students do not achieve a standard described by any of the descriptors below				
1-2	Students are able to:				
	i. state a goal to address a need within a community, based on personal interests, but				
	this may be limited in depth or accessibility				
	ii. identify prior learning and subject-specific knowledge, but this may be limited in				
	occurrence or relevance				
	iii. demonstrate adequate research skills				
3-4	Students are able to:				
	i. outline an adequate goal to address a need within a community, based on				
	personal interests				
	ii. identify basic prior learning and subject-specific knowledge relevant to some				
	areas of the project				
	iii. demonstrate adequate research skills				
5-6	Students are able to:				
	i. define a clear and challenging goal to address a need within a community,				
	based on personal interests				
	ii. identify prior learning and subject-specific knowledge generally relevant to the				
	project				
	iii. demonstrate substantial research skills				
7-8	Students are able to:				
	i. define a clear and highly challenging goal to address a need within a				
	 community, based on personal interests ii. identify prior learning and subject-specific knowledge that is consistently 				
	highly relevant to the project iii. demonstrate excellent research skills				
	iii. demonstrate excellent research skills				

Criterion B: Planning *Maximum: 8*

In the community project, students should:

- i. Develop a proposal for action to serve the need in the community
- ii. Plan and record the development process of the project
- iii. Demonstrate self-management skills

Achievement level	Level descriptor
0	Students do not achieve a standard described by any of the descriptors below
1-2	Student are able to:
	i. develop a limited proposal for action to serve the need in the community
	ii. present a limited or partial plan and record of the development process of the
	project
	iii. demonstrate limited self-management skills
3-4	Student are able to:
	i. develop an adequate proposal for action to serve the need in the community
	ii. present an adequate plan and record of the development process of the project
	iii. demonstrate adequate self-management skills
5-6	Student are able to:
	i. develop a sui table proposal for action to serve the need in the community
	ii. present a substantial plan and record of the development process of the project
	iii. demonstrate substantial self-management skills
7-8	Student are able to:
	i. develop a detailed , appropriate and thoughtful proposal for action to serve the
	need in the community
	ii. present a detailed and accurate plan and record of the development process of
	the project
	iii. demonstrate excellent self-management skills

Criterion C: Taking Action *Maximum: 8*

In the community/personal project, students should:

- i. Create a product/outcome in response to the goal, global context and criteria
- ii. Demonstrate thinking skills
- iii. Demonstrate communication and social skills

Achievement	Level descriptor			
level				
0	The student does not achieve a standard described by any of the descriptors below			
1-2	The student is able to:			
	i. create a limited product/outcome in response to the goal, global context	and criteria		
	ii. demonstrate limited thinking skills			
	iii. demonstrate limited communication and social skills			
3-4	The student is able to:			
	i. create a basic product/outcome in response to the goal, global context an	nd criteria		
	ii. demonstrate adequate thinking skills			
	iii. demonstrate adequate communication and social skills			
5-6	The student is able to:			
	i. create a substantial product/outcome in response to the goal, global con	text and		
	criteria			
	ii. demonstrate substantial thinking skills			
	iii. demonstrate substantial communication and social skills			
7-8	The student is able to:			
, 0	i. create an excellent product/outcome in response to the goal, global conte	ext and		
	criteria			
	ii. demonstrate excellent thinking skills			
	iii. demonstrate excellent communication and social skills			

Criterion D: Reflecting *Maximum:* 8

In the community/personal project, students should:

- i. Evaluate the quality of the product/outcome against their criteria
- ii. Reflect on how completing the project has extended their knowledge and understanding of the topic and the global context
- iii. Reflect on their development as IB learners through the project

Achievement level	Level descriptor			
0	The student does not achieve a standard described by any of the descriptors below			
1-2	The student is able to: i. present a limited evaluation of the quality of the product/outcome against his or her criteria			
	 ii. present limited reflection on how completing the project has extended his or her knowledge and understanding of the topic and the global context iii. present limited reflection on his or her development as an IB learner through the project 			
3-4	 The student is able to: i. present a basic evaluation of the quality of the product/outcome against his or her criteria ii. present adequate reflection on how completing the project has extended his or her knowledge and understanding of the topic and the global context iii. present adequate reflection on his or her development as an IB learner through the 			
5-6	project The student is able to: i. present a substantial evaluation of the quality of the product/outcome against his or her criteria ii. present substantial reflection on how completing the project has extended his or her knowledge and understanding of the topic and the global context iii. present substantial reflection on his or her development as an IB learner through the project			
7-8	The student is able to: i. present an excellent evaluation of the quality of the product/outcome against his or her criteria ii. present excellent reflection on how completing the project has extended his or her knowledge and understanding of the topic and the global context iii. present excellent reflection on his or her development as an IB learner through the project			

ACADEMIC HONESTY FORM

Student	
School	
Supervisor/Mentor	

Student: This document records your progress and the nature of your discussion with your supervisor/mentor. You should aim to see your supervisor/mentor at least three times: at the start of the process to discuss your initial ideas, then once you have completed a significant amount of your project, and finally once your completed report/presentation has been submitted. After each session, you need to record the date, main points discussed and initial.

Supervisor/Mentor: You are asked to have at least three supervision sessions with students, one at the start of the process, an interim meeting and then the final meeting. Other sessions are permitted, but do not need to be recorded on this sheet. After each session, students should make a summary of what was discussed and you should record your feedback and initial.

Meeting	Date	Main Points Discussed	Supervisor Feedback	Student initials	Supervisor initials
#1					
#2					
#3					
Superviso	r's Final C	omments:		1	
	eclaration:				
		k is my own and this is the final version. I have ach consider a consider the state of another person, whether written, oral of a constant of a constant of the state of the s			
Superviso	r Declaratio	on:			
		est of my knowledge, the material submitted is the		ne student.	
Student's	signature		Date		
Supervisor's signature		Date	Date		