

Due to your Seminar Teacher/Supervisor February 15th, 2019

1. Your signed checklist

Due to your Seminar Teacher/Supervisor February 20th, 2019

1. Your Report
2. Your Product (or artifacts of the product in the Appendix of the report—should demonstrate 20-25 hours)
3. Your Journals (in the Appendix of the report...should be referred to throughout the report as evidence of your skills)

Questions? Email: nicole.grose@washoeschools.net or come by the IB office after school to speak to Ms. Grose.

Predicted Grade Sheet	Ask your supervisor for your predicted grade sheet when you meet with them. Use the rubrics to discuss what your grade would be at this point. This sheet will give you an idea of where your supervisor is scoring you so far based on the evidence you have provided. You can also look at the grading rubrics on ManageBac or at http://woostercolts.com/ib/myp (click on the assessments tab)	
Proposal correctly updated in ManageBac	Supervisors cannot update your checklists or give you an MYP project score unless your ManageBac proposal has been entered. All official MYP project scores must be entered into ManageBac to count toward the off-campus pass or certificate. Ask your supervisor if you need help or see Ms. Grose in the IB office.	
Title Page	<input type="checkbox"/> Includes your First and Last name <input type="checkbox"/> Title of your Personal Project <input type="checkbox"/> Supervisor name <input type="checkbox"/> Date <input type="checkbox"/> Word count	
Project Format	<input type="checkbox"/> 1 inch margins <input type="checkbox"/> Double spaced <input type="checkbox"/> Header with last name <input type="checkbox"/> Page numbers <input type="checkbox"/> Meets word count requirements (see page 3)	
Organization	<input type="checkbox"/> Paper should be stapled in the correct order or in a folder which contains each of the following <input type="checkbox"/> Title Page <input type="checkbox"/> Report <input type="checkbox"/> Works Cited <input type="checkbox"/> Evidence of Product (Appendix) <input type="checkbox"/> Journals (part of the Appendix)	
Report Content: (divided into 4 sections)	<p>A. Investigating</p> <input type="checkbox"/> Clarify the goal, it's challenge to you <input type="checkbox"/> Justify the importance of your goal and how it fits into which global context...use research to support the importance of the goal you selected. Why should we care about this topic? <input type="checkbox"/> Describe prior learning and subject-specific knowledge that is relevant. How has your schooling up to this point (in any subject) helped you? <input type="checkbox"/> Include your research regarding your goal and describe your research skills (this includes finding sources, variety of sources, evaluating and comparing sources) <p>B. Planning</p>	

	<ul style="list-style-type: none"> <input type="checkbox"/> How did you create your criteria for evaluating the product/outcome and then later revisit this criterion (we did this in stage 2 when you created a list of characteristics of an “A” etc)...discuss these decisions in this section of your paper <input type="checkbox"/> How did you plan and organize yourself? What records did you keep? How did you adjust and solve problems along the way? Make reference to evidence in your appendix--types of documentation vary depending on the goal but should be recorded in the process journal) <input type="checkbox"/> Self-management/time management—described and refer to process journals that demonstrate planning (calendar or to-do lists, etc). <input type="checkbox"/> Three supervisor meetings are described with examples of how they helped guide your process <p>C. Taking Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Describe your process in creating the product/outcome <input type="checkbox"/> Who did you communicate with? How? <input type="checkbox"/> How did you get feedback or use social collaboration to get ideas to improve upon your own ideas <input type="checkbox"/> Describe your creativity, your problem-solving, and critical thinking skills as they apply to your project <p>D. Reflecting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the quality of your product <input type="checkbox"/> Reflect on how completing the project has extended their knowledge and understanding of the topic and the global context (real world significance) <input type="checkbox"/> Reflect on personal development in the IB Learner Profile 	
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Word Count Requirements

The report doesn't have to be written...it can be a blog, website, slideshow, podcast, recorded film. However, it must be separate from the product/goal. This means that if your goal was to create a website than your report cannot be the actual website (although you can include your report on the website if you want) but it should be a **separate piece of work from the product/goal**

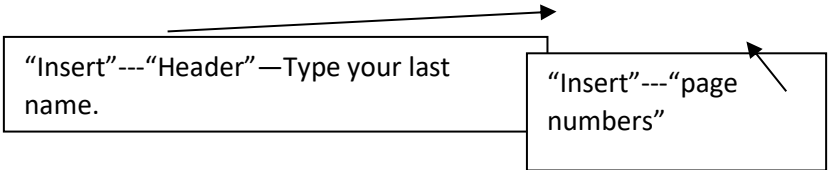
Format	Length requirement (Excluding bibliography and other components. Only includes the report itself)
Written Report	1500-3500 words
Electronic Report (website, blog or slideshow)	1500-3500 words
Oral Report (podcast, audio recording or visual film)	13-15 minutes


If your report uses a **combination** of spoken and written, then please adhere to the following IB requirements:

Time (audio or audio-visual recording)	Word Limit
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3 minutes	AND	1200-2800 WORDS
6 minutes	AND	900-2100 WORDS
9 minutes	AND	600-1400 WORDS
12 minutes	AND	300-700 WORDS

The following pages are a template for what your paper should look like—with instructions for each step, if needed



1st-----  ←

Open Word Document by clicking on this icon.
Format your paper by putting a check mark next to each of the direction boxes on this page

To double space:
Highlight text---right click---paragraph—under line spacing, select “double”

Firstname Lastname

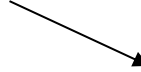
Title of your Personal Project

Font should be the same size and style throughout your paper. The most formal type is considered to be 12pt Times New Roman. This can be chosen in the Home menu at the top of your document

Supervisor's Name

Date

Word Count



1 inch margins on all sides of the paper!

"Page layout" ---- "Margins" ---1"

To find out your word count, highlight your paper (when you are finished) and click, "review" ---- "word count". DO NOT include your bibliography in the word count. Your final product should be 1500-2000 words

Title of Your Project

Investigating:

This section must address all the questions from the outline that was given to you on yellow paper during stage 3 in math classes. You should type up your answers into a narrative that answers all the questions, but you should not necessarily type up each question with the answer separately. **Each section of your paper should be about 500 words long.** You need to cite research in your paper. In the MLA format, you must cite your research in parenthetical citations. This allows you to "acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper" (Gibaldi 142). Notice that in this brief citation the period goes after the parenthesis, and the parenthesis are after the quote. The information in parenthesis should include the author's last name or a shortened title for unsigned works. If you used the key information (author's last name or the title of an unsigned work) in your text, do not repeat it in the parenthesis.

Planning:

Again, you must address all the questions from your outline/checklist. **It is common to refer to your journals as evidence of your planning. For example, if you want to reference the first journal in your appendix, you would cite it like this (Appendix B).**

Taking Action:

This section is mainly about how you achieved your goal. Be specific as to your strengths and weaknesses and how you overcame challenges. Make sure you are discussing your ATL skills and referring to journals.

Reflecting:

This section is for you to think about your own learning process. Make sure you address all the questions in the outline in about 500 words.

How to write a “Works Cited” (Example on the next page)

After the last paragraph in an MLA style essay, force the document to begin a new page for the Works Cited page. The Works Cited page will still have the one-inch margins all the way around and have the heading of last name and page number. This page will also be double-spaced throughout with no extra space between entries. See the next page for an example. You must have at least 4 sources.

Links For help with Citations and creating your works cited/bibliography:

Click on the link or type into your web search: “Easybib MLA” Link is also on ManageBac

<http://www.easybib.com/>

OR

Purdue University’s Online Writing Lab (http://owl.english.purdue.edu/handouts/research/r_mla.html).

HOW TO SET UP YOUR WORKS CITED PAGE IN MLA FORMAT

A Works Cited page should be set up in a very specific format.

- The Works Cited page should be **alphabetized** using the first letter of each entry.
- If you already have all of your sources listed on source cards or note cards, just remove the cards for any source that you do not plan to use in your paper.
- Arrange the remaining cards in alphabetical order by the first significant word on the bibliography or source card. (Disregard **an**, **a**, and **the** when they appear as the first word).
- The alphabetical list of your sources begins with a title centered one inch from the top of the page. After the title, double-space once and begin your list of entries following the forms given below.

- Each entry begins at the left margin, and any additional lines are indented five spaces or a standard tab key.
- The list should be double-spaced within each entry and double-spaced between each additional entry.

When a publication or database does not indicate the publisher, the place or date of publication, or the pagination, use the following symbols:

n.p. No place of publication given

n.d. No date of publication given

n.p. No publisher given

n. pag. No pagination given (pages are not numbered)

Works Cited (example)

Frazier, Ian. "Route 3." *New Yorker* 16 Feb. 2004: 10-17. Print.

Grabe, Mark. "Voluntary Use of Online Lecture Notes." *Computers and Education* 44.1 (2005): 409-21. *Wilson Web*. Web. 15 May 2008.

Graber, Kay, ed. *Sister to the Sioux: the memoirs of Elaine Goodale Eastman*. Lincoln: U of Nebraska Press, 1978. Print.

Hey, Kenneth R. and Peter D. Moore. *The Caterpillar Doesn't Know: How Personal Change is Creating Organizational Change*. New York: Free Press, 1998. Print.

Kolata, Gina. "New Conclusions on Cholesterol." *New York Times* 9 Mar. 2004: A1+A12. Print.

Lubell, Sam. "Of the Sea and Air and Sky." *New York Times*. New York Times, 26 Nov. 2008. Web. 1 Dec. 2009.

The Purdue Online Writing Lab (OWL). Purdue University, 2008. Web. 26 Sept. 2009.

Taylor, Patrick. *The Gardens of Britain & Ireland*. New York: DK Publishing, 2003. Print.

Tutton, Mark. "Designers Developing Virtual-Reality 'Cocoon'." *CNN*. Cable News Network, 11 Sept. 2007. Web. 11 Sept. 2008.

Tarleton, Timothy. Personal interview. Baltimore, MD 6 Sept. 2003.

What is CF? May 2003. Cystic Fibrosis Foundation. Web. 8 Sept. 2003. <<http://www.Cff.org>>.



You can add the url address of the website like this, BUT if you do this for one of your sources, you must do it for all –be consistent.

No author? Name of the Website and date of last update with "sponsor" of the site. If there is no "sponsor" or author of the site...that means no one was willing to take credit for the site and it probably isn't a very credible source.

Appendix A: Journal date

Your MYP project must have an Appendix.

Each page of your Appendix should be labeled, "Appendix A, B, C, etc" and should also have a clear title as to what that appendix is. Each artifact in your appendix (including your journals) should be referred to somewhere in your paper as it supports your process.

Appendix **MUST** include:

Your Appendix must include 10 journal entries (if your journals were uploaded to ManageBac, you can just print them from there and then refer to the journals as one artifact in your Appendix).

Appendix **MIGHT** also include (depending on your project):

1. The website URL and/or screen shots of the website you created
2. The brochure
3. Photographs
4. Surveys
5. Drawings/sketches
6. Video (uploaded to ManageBac is best but you can also upload to YouTube. This way your supervisor is able to view the video with ease. DVD's are acceptable but you are responsible for ensuring the format is viewable for your supervisor)
7. Anything that demonstrates how you used your skills to develop your goals