

November 14th to December 3rd - IB Community Project Checklist

Reflecting

- Evaluate the quality of service as action against the proposal for action
- Reflect on learning
- Select the extracts from the process journal to submit
- Complete the academic honesty form
- Prepare the oral presentation with visual aids

Evaluate the quality of service as action against the proposal for action/ Reflect on learning – The last two entries in your process journal should document your reflection process (you will get this from Lang & Lit). Make sure they are thorough and show thoughtful insight, they will be assessed by your language and literature teacher. They will be looking for your ability to reflect, not on the success of your service action.

1) How did your service as action compare to your original goal? Did you have to make adjustments along the way? What would you have done differently?

2) What did you learn from the project? How did you grow as a student, person, or global citizen?

Select the extracts from the process journal to submit – You will need to identify 10 entries for an individual and 15 entries for a group from your process journal to submit/display. Your extracts serve as evidence of your process. You can scan and include in your PowerPoint/Prezi or copy and attach to your poster/tri-fold. They should demonstrate your abilities in each of the four criteria – investigating, planning, taking action, and reflecting.

Complete the academic honesty form – Make sure your form documents all three meetings with your project supervisor. You will need to read and sign the student declaration committing that your project is completely original and all sources are cited within the bibliography. Include on your poster/tri-fold.

Prepare the oral presentation – At the end of the community project, you will present your project in front of your SLAB class while your supervisor assesses the project using the four criteria.

- For an individual student presentation, the time allocated is 6–10 minutes.
- For a group presentation, the time allocated is 10–14 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 or have displayed:

- a completed academic honesty form for each student
- the proposal for action
- process journal extracts
- any supporting visual aids used during the presentation – photos, props, samples, etc.

In addition to the oral presentation, you will also be required to create a visual presentation and you may have an optional tri-fold/poster project board to showcase the project. This is your chance to be creative.

You will need to include the following:

- Creative project name
- Description of project – Investigating/Taking Action
- Visuals (photographs, graphs, etc.) – Planning/Taking Action
- Summary of the Research – Investigating/Planning
- Personal Reflections on the project process and final results - Reflecting
- Annotated Bibliography with at least 5 sources

The final presentations will take place on December 4th in your SLAB class period.

IB Community Project – Presentation Planning Guide



Basic Guidelines:

- Presentations will take place on Wednesday, December 4th from 8:30-11:00am
- Each group/individual will get a time slot to present in your study lab – remember your parents are invited ☺
- **For individual student presentations – 6-10 minutes**
- **For group presentations – 10-14 minutes**
- Presentations can be in your preferred method – PowerPoint, Prezi, Video, or some combination of these
- Presentations can be enhanced by including a tri-fold or poster with documents/evidence from the process of your project
- Students should dress for the presentation – appropriate attire (think job interview)
- You will need a well thought-out script to insure you cover all the information, keep the presentation engaging, and meet all the criteria listed in the next bullet.
- You want your presentation to cover the four criteria because your study lab supervisor and an assigned 7th grade study lab teacher will assess as you present.
 - **Investigating** – Present your **research** and your **reasoning** for selecting your community need
 - **Planning** – Present your **process, timeline, and organization** of the project
 - **Taking Action** – Present **what happened** in your service action (good and bad)
 - **Reflecting** – Present what **you gained** from the project and your **final reflection**
- Your presentation must include: completed academic honesty form for each student, the proposal for action, process journal extracts, any supporting visual aids – data, pictures, maps, charts, etc., and bibliography with your 5+ sources – MANY of these can be placed on a tri-fold or poster.

Suggested Presentation format: plan in your process journal *This is using a PP format, but adjust and make it your own!

Within the presentation you should weave in visuals and excerpts from your process journal(s).

- Slide 1 – Title slide – creative project name/engaging image(s)/Members names

Investigating

- Slide 2 – Community in Need – What is the Community and the need you focused on?
- Slide 3 – Reasoning – Why did you choose this need?
- Slide 4-5 – Research – Explain the research you found about the community and the need. What service opportunities did you find? Interesting facts you found. Data – charts, maps, etc.

Planning

- Slide 6 – Proposal for Action – State your actual proposal.
- Slide 7-8 – Timeline/Planning – Show the process you went through prior to the service in action.

Taking Action

- Slide 9-11 – Taking Action – Explain the actual service. Show any evidence, visuals, etc.

Reflection

- Slide 12-13 – Final Reflections – Be honest: What you learned, what you would change, etc.
- Slide 14 – Bibliography

Presentation Dos and Don'ts:

- Do use color within the presentation
- Do keep your bullets brief
- Do elaborate verbally about each slide
- Do add visuals within the presentation
- Do create a script that is easy to follow
- Do bring props to engage the audience
- Do embed any video evidence you have
- Do dress in proper presentation attire
- Do project your voice and be excited about your presentation!
- Do not overwhelm or use color you cannot see
- Do not cut and paste whole paragraphs
- Do not forget to quote if it's not your idea
- Do not use visuals as a slide background
- Do not overwhelm a slide with too many visuals
- Do not just read off the script or presentation slide
- Do not forget to practice!

Completed by November 22nd - IB Community Project Checklist

Taking Action

- Carry out the service as action
- Record information and developments in process journals
- Finalize – MLA Bibliography

Carry out the service as action – First, review your Proposal for Action, does it need adjustments to make your service as action successful? Make sure you have a timeline in place. Once you have determined that your plan is concrete, it is time to put it into action! Make sure you document the process!

*Are you still struggling to finalize you plan? See Mrs. Rhymes in room Office B, in the library during study lab, or in the cafeteria during lunch.

Record information and developments in process journals – Remember to document the process and really reflect on the impact of your service project. You need to have 10-15 process journal entries by the end of Thanksgiving break.

Finalize your Bibliography – Any sources that you used to investigate and plan for your project need to be included in an annotated MLA style format. You should be familiar with MLA format from 7th grade and your content research projects. You can use <http://www.bibme.org/> and <http://www.easybib.com/> to help create your bibliography. Remember you must include at least 5 sources. *Due 11/21 and 11/22 to your Individuals and Societies Teacher

IB Community Project – Process Journal Reflections

You have been documenting your progress on the IB Community Project in your process journal. This component of the project will be assessed by your Language and Literature teacher. Each student should have ten or more journal entries to document this student developed project. Select ten entries for your Language and Literature teacher to review. These should show that you have **investigated, planned, taken action, and reflected.**

*Journal entries that are incomplete will not be accepted.

Total number of entries _____ x 5pts. = _____/50 total pts.

One of the major criterion for the project is reflecting. Take time to complete **two final journal** entries reflecting on the service as action and this learning experience. These entries should be at least one page each in your process journal (this can be digital). *See IB rubric on the back. Points can be deducted for grammar, spelling, legibility, and overall organization.

Final Reflection Guiding Questions

Reflection entry #1 - How did your service as action compare to your original goal? Did you have to make adjustments along the way? What would you have done differently?

Reflection entry #2 - What did you learn from the project? How did you grow as a student, person, or global citizen?

Process Journal Total Pts. _____/50pts IB Reflection Total Pts. _____/50pts
Final Grade _____/100pts