

IB CAS/Service Learning Portfolio Instructions & Checklist

All forms mentioned on this sheet as well as any further information you may need can be found at <http://sites.muscogee.k12.ga.us/hardaway>.

Portfolio Structure (Should be ongoing for Grade 11 and Grade 12)

- A. Your portfolio should be a **professional** presentation that is a representation of all that you have accomplished in your two years of IB CAS/Service Learning.
- B. Your cover should indicate what the portfolio is, who you are, and perhaps a meaningful quote that is representative of what your IB CAS/Service Learning experience has meant to you.
- C. You should have labeled tabs for every ongoing Experience and one tab for ALL one-time experiences
- D. Sheet with hour totals for C, A, & S – This should include what experiences have contributed to each area
- E. CAS/Service Learning Advisor Meeting Documentation Form
- F. Your binder should be divided into Grade 11 and Grade 12 experiences. If you engage in an experience over both years, you need supervisor forms for each year.
- G. Agency Tab
 - i. Agency Proposal Form
 - ii. Agency Supervisor Evaluation Form
 - iii. Agency Log Sheet
 - iv. Agency Reflections
 - v. Agency Artifacts
- H. Ongoing Experience #1 Tab
 - i. Ongoing Experience #1 (club, sport, etc.) Supervisor Evaluation Form
 - ii. Ongoing Experience #1 Log Sheets
 - iii. Ongoing Experience #1 Reflections
 - iv. Ongoing Experience #1 Artifacts
 - v. Repeat 11-14 for each ongoing Experience
- I. One-time Experiences tab
 - i. One-time Experience #1 Supervisor Evaluation Form
 - ii. One-time Experience #1 Log Sheets
 - iii. One-time Experience #1 Reflections
 - iv. One-time Experience #1 Artifacts
 - v. Repeat 16-19 for each one-time Experience

CAS/Service Learning Capstone Presentation (@ end of Grade 12)

- For EACH learner outcome, you should demonstrate HOW you met the learner outcome by selecting the BEST example from all of your experiences that shows that you not only met it but also grew as a result.
- Proceed through the presentation one learner outcome at a time
- Include BRIEF speaking points to keep yourself on track
- Include some pictures to give the audience something to see
- Practice your presentation...you're not as good at "winging it" as you think. There is a 10 minute time limit – time yourself when you practice.

Points of evaluation for your CAS/Service Learning Portfolio:

- The portfolio is organized as indicated
- Signatures, comments, and reflections on the Advisor Meeting Documentation Form – AT LEAST two for Grade 11 and two for Grade 12
- Engaging in a *variety* of experiences that encompass Creativity, Activity, and Service
- For IBCP, service **clearly** relates to career pathway
- Evidence of participation in CAS/Service Learning on a weekly basis over 18 months
- A balance between Creativity, Activity, and Service
- Supervisor form signed and filled out for EVERY experience (@ end of Grade 11, end of summer, AND end of Grade 12)
- Log sheet(s) for EVERY experience (@ end of Grade 11, end of summer, AND end of Grade 12)
- Reflections for EVERY experience (@ end of Grade 11, end of summer, AND end of Grade 12)
- Number/length of reflections are sufficient for the nature and time commitment of the experience
- Learner outcomes marked on supervisor form are **clearly** met as **demonstrated through reflections** for that experience
- Reflections include the following:
 - Explain what happened
 - Explain WHICH learner outcome was met (using the language of the learner outcome for free-written reflections)
 - Explain HOW EACH learner outcome was met
 - Explain WHAT was learned from meeting each learner outcome in terms of yourself, others, and how to/not to approach situations in the future (how did you grow?)