Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2021: REFLECTIVE PROJECT AGREEMENT**

The current status of all junior IB students is that of ANTICIPATED CANIDATE. **In order to qualify to register for senior year IB exams and the status of CAREER CERTIFICATE CANDIDIATE, the anticipated candidate must successfully complete the tasks in the timeline listed below.**

**The IB Reflective Project (RP) is a requirement for all Career-Related Certificate candidates. Students who do not submit an RP in accordance with the guidelines set by the International Baccalaureate Organization (IBO) and in accordance with the timeline set by the Hardaway High School International Baccalaureate Programme will not qualify to earn the IB Career-Related Certificate regardless of scores on the IB exams.**

Students should make every effort to produce quality work without overstressing themselves. This can be accomplished with prior planning and not procrastinating.

**THIS TIMELINE IS SUBJECT TO CHANGE WITH ADVANCE NOTICE.**

**IB REFLECTIVE PROJECT TIMELINE**

|  |  |
| --- | --- |
| Due Date | Task/Event |
| Jan. 8-17, 2020 | Specific guidelines for the RP will be introduced in PPS. Students begin initial research on the RP. You should begin by looking for ethical issues in your pathway, perhaps something that has even occurred during your CSL experiences with your agency. Begin gathering resources. |
| Jan 17, 2020 | **Brainstorm Sheet Due to your PPS Teacher.** You MUST complete some preliminary research on the topics you propose on your Brainstorm Sheet. You will receive feedback by February 12. Be prepared to resubmit as soon as possible if none of your initial topics are appropriate. |
| Feb 3-14, 2020 | **RP Workshops.** There will be a series of workshops in PPS to introduce/instruct in different research tools that you will be required to use for your paper. You will have research time to begin producing material that you can use for your paper during these sessions. |
| Feb 23, 2020 | **Research Proposal & Annotated Bibliography Due**. Proposal and annotated bibliography with *at least* EIGHT sources are due to be submitted through CANVAS by 11:59 PM. You will receive feedback by March 6. You may have to resubmit by 9 March if this version is deemed inadequate. |
| March 9, 2020 | **FINAL Research Proposal & Annotated Bibliography Due.** Proposal and annotated bibliography are due to be submitted through CANVAS by 11:59PM. Contact your desired supervisor to set up a meeting to review your proposal and *request* that they be your OFFICIAL supervisor. The quality of your final proposal may determine who your supervisor will be.  |
| March 20, 2020 | **RP Agreement & Approved Proposal Due.** Agreement is due to your PPS Teacher. This MUST be signed by you, a parent, AND your RP supervisor. The proposal you submitted on 9 March must be initialed by your supervisor and submitted to your PPS Teacher along with the agreement. |
| March 20- April 10, 2020 | **Mandatory** meeting with supervisor to discuss research process & begin refining your focus. You should discuss further types of resources you need to seek out and use and whether or not your dilemma is on the right track. This meeting MUST be documented on the **RP Progress and Planning Form** which should be submitted through CANVAS by 11:59 PM on 10 April. |
| April 2020 | Continue research and note-taking in order to better understand and further refine your topic. You will be expected to bring all of your research materials to the May meeting with your supervisor. Consult your EE Supervisor as needed. |
| April 20 – May 8, 2020 | **Mandatory** meeting your supervisor to review your notes and approve your research question. ***You must have met the following minimum standards before leaving for summer break:**** Approved research question (should be based on research you have found to this point)
* Annotated bibliography with at least 10 sources
* Extensive notes from each of those sources
* Fully developed outline with thematic ideas/headings (see example)

Ask any final questions before you leave for break. All of the above materials and a copy of your meeting notes should be submitted to through CANVAS by 8 May 2020.  |
| Summer 2020 | Continue research and work on initial draft. Collect primary data – interview and/or surveys. Analyze primary data and research, and then compose your first draft. Be sure you stay in contact with your supervisor and ask for advice as needed. If you are experiencing difficulties contacting your supervisor, contact Mr. Snow for assistance at snow.ashley.b@muscogee.k12.ga.us or 706-689-2593.  |
| July 16, 2020 | **OPTIONAL** RP Seminar in the HHS Media Center 10AM-2PM supervised by Mr. Snow. Students MUST RSVP for food purposes. Supervisors *MAY* be available during this time, but students are responsible for coordinating with them to arrange an appropriate meeting time. |
| August 1, 2020 | **FIRST DRAFT DUE.** Submit your draft through CANVAS. This MUST be a complete draft and submitted on time or your Career Candidate status may be in jeopardy. This draft must:* Be within 25% of the full word limit **(this is 2250 words if you are just writing a paper; 1500 if you are including an additional product**) AND within 25% of the full time/product limit (**ex. Films should be 5 minutes long, Story Boards should be 11 images long, etc.**) Consult the guide for all product max limits.
* Be properly formatted (spacing, font, margins, title page, table of contents, headings, etc.)
* Include proper in-text citations (this applies to products other than papers too)
* Include a full bibliography of sources used

If you do not meet these requirements or this deadline, you will be placed on contract to begin your senior year and risk removal from the IBCP and potential withdrawal from Hardaway. |
| August 12-30, 2020 | **Mandatory** revision meeting with RP Supervisor. The student is responsible for arranging the meeting and developing specific questions for your supervisor. Your supervisor may only comment generally and address your questions regarding this draft. You will upload a copy of your meeting notes through CANVAS. |
| September-October, 2020 | Work to revise your RP based on supervisor meeting. Consult your RP supervisor as needed. |
| November 6, 2020 | **Submit your 1st OFFICIAL Draft through CANVAS by 11:59 PM.** This is the ONLY full draft on which your RP Supervisor may comment in total, so it is crucial that it be as close to a final draft as possible. If you have not met minimum requirements as stipulated in the August 1 draft at this point, you risk being removed from the program with potential financial repercussions. |
| November 16 – December 11, 2020 | **Mandatory** meeting with RP Supervisor to address any specific questions about the final draft. This meeting MUST be documented on the **RP Progress and Planning Form** which should be submitted through CANVAS by 11:59 PM on 11 December. |
| January 31, 2021 | **Final RP due. You should also upload this draft through Canvas. Career Candidate Status awarded ONLY to students who have submitted their Reflective Projects.** |
| February 2021 | **Mandatory** meeting with RP Supervisor to complete the Viva Voce. It is the responsibility of the student to contact the supervisor and set up this meeting. It is at this meeting that your supervisor will authenticate your work. This meeting MUST be documented on the **RP Progress and Planning Form** which should be submitted through CANVAS by 11:59PM on 28 February. |

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Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supervisor Agreement***

*I have read \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s Reflective Project Proposal and agree to assist him/her with the Reflective Project process, ensuring that I will be available through the communication method(s) listed below over the summer of 2020 and to meet at the required times as specified in the RP Timeline. I also understand that I am responsible for understanding the RP guidelines.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Supervisor’s printed name Supervisor’s signature Date

**Supervisor’s** contact information during summer of 2020:

[ ]  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Text Message Preferred

[ ]  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Agreement***

* *I have read and understand all of the RP guidelines provided.*
* *I have read the entire IB Reflective Project Agreement.*
* *I am aware that I am responsible for working with the above supervisor to complete the Reflective Project process and am responsible for initiating contact and meetings.*
* *I understand that the Reflective Project is an IB Career-Related Certificate Programme requirement.*
* *I certify that I have received this timeline in January of 2020 and that it is my responsibility to meet the deadlines so that I may remain in good standing in the IB Magnet Programme at Hardaway High School and to qualify to take my IB exams.*
* *I am aware that the quality of my Reflective Project may determine whether or not I am awarded an IB Career-Related Certificate.*
* *I understand that if my final Reflective Project contains any form of academic malpractice, it will not be submitted to IB, and I will forfeit my Diploma Candidate status.*
* *I realize that each IB school has the authority to set its own internal timeline for the RP.*
* *I know that no Reflective Project will be accepted after the final due date.*

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Student’s printed name Student’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Parent’s printed name Parent’s signature Date