

## Class of 2019: REFLECTIVE PROJECT AGREEMENT

The current status of all junior IB students is that of ANTICIPATED CANDIDATE. **In order to qualify to register for senior year IB exams and the status of CAREER-RELATED CERTIFICATE CANDIDATE, the anticipated candidate must successfully complete all 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. Students must receive a passing score on the RP to be eligible for the Career-Related Certificate. It could determine whether or not the student earns the IB Career-Related Certificate.

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

### **IB REFLECTIVE PROJECT TIMELINE**

<u>Due Date</u>	<u>Task/Event</u>
Jan. 8-31, 2018	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.
Feb 5, 2018	<b>Brainstorm Sheet Due to your PPS Teacher.</b> You MUST complete some preliminary research on the topics you propose on your Brainstorm Sheet. You will receive feedback by February 9. Be prepared to resubmit as soon as possible if none of your initial topics are appropriate.
Feb 19, 2018	<b>Research Proposal Due.</b> Proposal is due to your PPS Teacher in class and the RP Coordinator, Ms. Crenshaw via e-mail by 11:59PM – <a href="mailto:crenshaw.ERICA.1@muscogee.k12.ga.us">crenshaw.ERICA.1@muscogee.k12.ga.us</a> . Schedule an appointment with your desired RP supervisor to discuss your proposal and determine if he/she is willing and able to supervise your RP.
March 5, 2018	<b>RP Agreement &amp; Approved Proposal Due.</b> Agreement is due to your PPS Teacher. This MUST be signed by you, a parent, AND your RP supervisor. The proposal you submitted on 19 February must be initialed by your supervisor and submitted to your PPS Teacher along with the agreement.
March 19-30, 2018	<b>Mandatory</b> meeting with supervisor to discuss research process & begin refining your focus. You should discuss the 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 <b>RP Progress and Planning Form</b> which should be e-mailed to your PPS Teacher and Ms. Crenshaw, the RP Coordinator – <a href="mailto:crenshaw.ERICA.1@muscogee.k12.ga.us">crenshaw.ERICA.1@muscogee.k12.ga.us</a> .
April 2018	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.
May 1-11, 2018	<b>Mandatory</b> meeting your supervisor to review your notes and approve your research question. <b>You must have a research question approved before leaving for summer break.</b> Ask any final questions before you leave for break, including approval of any survey or interview questions you intend to use. Your revised research question should be submitted to your TOK Teacher by 11 May, 2017.
Summer 2018	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 <a href="mailto:snow.ashley.b@muscogee.k12.ga.us">snow.ashley.b@muscogee.k12.ga.us</a> or 706-689-2593.

July 13, 2018	<b>OPTIONAL</b> RP Seminar in the HHS Media Center 10AM-2PM supervised by Mr. Snow. Students <b>MUST RSVP</b> for food purposes. Supervisors <i>MAY</i> be available during this time, but students are responsible for coordinating with them to arrange an appropriate meeting time.
August 1, 2018	Email draft to your RP Supervisor and Ms. Crenshaw – <a href="mailto:crenshaw.ERICA.l@muscogee.k12.ga.us">crenshaw.ERICA.l@muscogee.k12.ga.us</a> . You should also upload this draft through Canvas to your PPS Teacher. This <b>MUST</b> be a complete draft and submitted on time or your Career Candidate status may be in jeopardy. This draft must: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be properly formatted (spacing, font, margins, title page, table of contents, headings, etc.)</li> <li>• Include proper in-text citations (this applies to products other than papers too)</li> <li>• Include a full bibliography of sources used</li> </ul> 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 13-24, 2018	<b>Mandatory</b> 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 <b>generally and address your questions regarding this draft.</b>
September-October, 2018	Work to revise your RP based on supervisor meeting. Consult your RP supervisor as needed.
November 9, 2018	Email 2 <sup>nd</sup> DRAFT to your RP Supervisor and Ms. Crenshaw – <a href="mailto:crenshaw.ERICA.l@muscogee.k12.ga.us">crenshaw.ERICA.l@muscogee.k12.ga.us</a> . You should also submit this through Canvas to your PPS Teacher. This is the <b>ONLY</b> 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 26 - December 7, 2018	<b>Mandatory</b> meeting with RP Supervisor to address any specific questions about the final draft. This meeting <b>MUST</b> be documented on the <b>RP Progress and Planning Form</b> which should be e-mailed to your PPS Teacher and Ms. Crenshaw – <a href="mailto:crenshaw.ERICA.l@muscogee.k12.ga.us">crenshaw.ERICA.l@muscogee.k12.ga.us</a> .
January 31, 2019	<b>Final RP due to your RP Supervisor, Ms. Crenshaw, and Mr. Snow via e-mail. You should also upload this draft through Canvas to your PPS Teacher. Career Candidate Status awarded ONLY to students who have submitted their Reflective Projects.</b>
February 2019	<b>Mandatory</b> 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 <b>MUST</b> be documented on the <b>RP Progress and Planning Form</b> which should be e-mailed to your PPS Teacher and Ms. Crenshaw, the RP Coordinator – <a href="mailto:crenshaw.ERICA.l@muscogee.k12.ga.us">crenshaw.ERICA.l@muscogee.k12.ga.us</a> .

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Research Subject: \_\_\_\_\_

### **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 2018 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 2018:**

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

E-mail: \_\_\_\_\_

### **Student Agreement**

- *I have read all of the RP guidelines provided in this handbook.*
- *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 2018 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.*

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's printed name

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

**Due to your PPS Teacher on 5 March, 2018.**