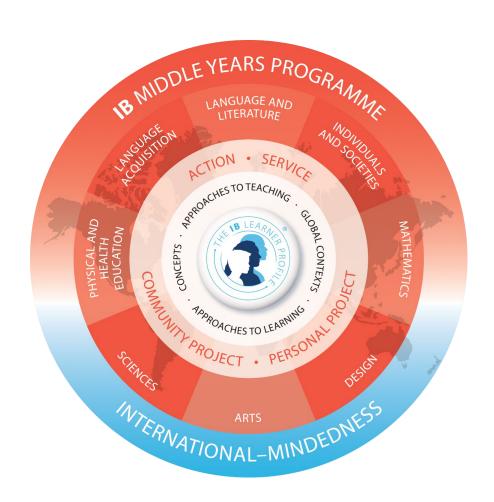




MYP Personal Project Handbook



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Nature of the personal project

The personal project provides an opportunity for students to undertake an independent and ageappropriate exploration into an area of personal interest. Through the process of inquiry, action and reflection, students are encouraged to demonstrate and strengthen their approaches to learning (ATL) skills.

Below are ideas to help students understand the nature of the personal project.



- What do you think a personal project is?
- What is a personal project for?
- Who could be involved in your personal project?
- When do you complete your personal project?
- How much time will you spend on your personal project?

This document is a guide for students to help them complete the various steps of their personal project **independently**.



When used in the guide, this symbol means that students have to complete a task, reflect and/or gather evidence.

The role of the supervisor

The purpose of the supervisor is to **support the student** during the personal project. Each student has his or her own supervisor.

The supervisor's responsibilities

The supervisor provides guidance to students in the process and completion of the project. This includes:

- ensuring the chosen MYP project topic satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues
- giving guidelines about the MYP project
- providing a timetable with deadlines
- providing the assessment criteria for the project
- giving advice on how to keep and curate evidence of the process
- emphasizing the importance of personal analysis and reflection
- providing formative feedback
- ensuring requirements for academic integrity are met
- confirming the authenticity of the work submitted
- assessing the MYP project using the criteria in this guide
- participating in the standardization of the assessment process
- providing personal project teacher assessed totals to the MYP coordinator to enter in the International Baccalaureate Information System (IBIS).

Students should receive information and guidance that includes:

- guidelines about the MYP project
- a timetable with deadlines
- the assessment criteria for the project
- advice on how to keep and use a process journal
- the importance of personal analysis and reflection
- formative feedback
- requirements for academic honesty.

Supervisors will support students throughout the personal project. The frequency of meetings between students and their supervisor may change according to the type of project, the topic, characteristics of the students involved or the stages of the project. Supervisors are advised not to become project experts.

Supervisor Allocation:

At the beginning of year 10 all students will be assigned a Personal Project supervisor. The process for selecting a supervisor consists of students writing a short description of their intended project. A list is made of these topics. Supervisors then select a topic or description without knowing who it is. Students are then informed who their supervisor is.

The role of the student

To complete a personal project, **students must undertake independent learning**. They are expected to spend **approximately 25 hours** on their personal project. This time covers the whole process, including meetings with their supervisor.

Through the personal project, students:

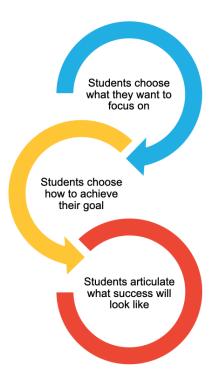
- explore an interest that is personally meaningful (intellectual curiosity; family connection; social, cultural or geographical relevance; individual passion; etc)
- take ownership of their learning by undertaking a self-directed inquiry
- transfer and apply skills in pursuit of a learning goal and the creation of a product
- recognize and evidence personal growth and development.

Specifically, students must:

- establish a goal, an action plan and success criteria
- apply ATL skills throughout the project process
- **gather evidence** of how they have **applied** ATL skills throughout the personal project



- evaluate the project based on the success criteria
- select evidence to add to the report
- reflect on the impact of the project
- write a report.



The role of the community

Many members of the community, both within and beyond the school, can support the personal project.

Within the school	Beyond the school	
For example: Librarian Specialist teacher Technician (special education, recreation, etc) Administrator MYP coordinator Your assigned supervisor	For example: Pharmacist Artist Athlete YouTuber Psychologist Mechanic Librarian	

^{*} A resource person can be useful during the research process or when completing the product.

Supervisor Collaborations:

Every year the Personal Project Coordinator will meet with supervisors to guide and update teachers in the Personal Project expectations. This will consist of at least 3 meetings.

- <u>Meeting one:</u> The supervisors are provided with the updated Handbook and go through how to support students. The students will be assigned based on the process outlined on page 3. We review the previous years standardisation and IB report during this session.
- Meeting two: The team meets to look at examples and go through the report options for the students. There is a checklist for them to share with students and also outlining the exhibition expectations with the teachers and how they can support. Supervisors are also informed which students they will be marking for the Personal Project.
- <u>Meeting three:</u> The supervisors meet to standardise students' work. These are completed in marking groups where no student is marked by their own supervisor.

Objectives

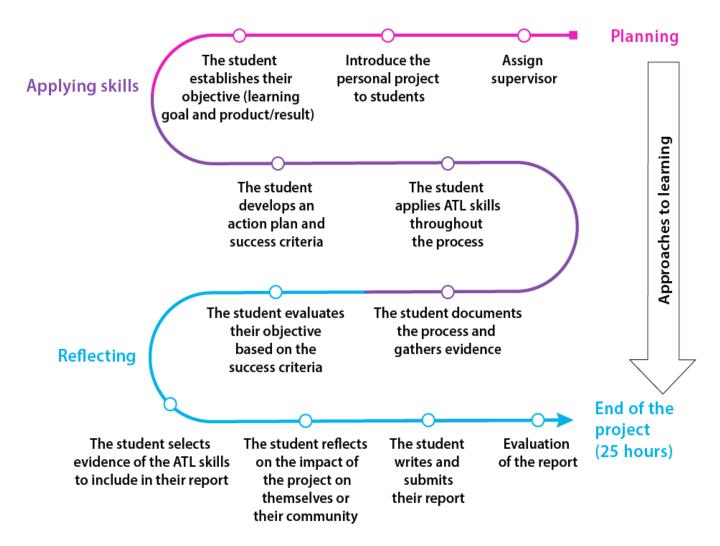
- Three objectives underpin a valid and reliable evaluation of the project.
- Each objective corresponds to a section of the report.

Objectives Project	Planning	Applying skills	Reflecting
Learning goal	State a learning goal for the project and explain how a personal interest led to that goal	Explain how the ATL skill(s) was/were applied to help achieve their learning goal	Explain the impact of the project on themselves or their learning
Product	State an intended product and develop appropriate success criteria for the product Present a clear, detailed plan for achieving the product and its associated success criteria	Explain how the ATL skill(s) was/were applied to help achieve their product	Evaluate the product based on the success criteria

Time frames

To complete the personal project, students must follow the following steps.





Evidence of the process

Gathering evidence for the project

Students are expected to document the process they followed to complete their project. In this way, they can demonstrate how they developed ATL skills and their academic honesty. Students must master different techniques for gathering evidence using portfolios, design projects, interdisciplinary projects or any other activity carried out during the project.

Students are not restricted to any single model for gathering evidence; however, they are responsible for producing evidence that shows they have fulfilled the personal project's objectives. To foster their independence, students must develop their own ways of gathering evidence and of using media of their choosing, which can be written, visual, audio, digital or a combination of these.

Possible evidence may include:

- visual thinking diagrams (mind maps)
- bulleted lists
- charts
- short paragraphs
- notes
- timelines, action plans
- annotated illustrations
- annotated research
- artifacts from inspirational visits to museums, performances, galleries
- pictures, photographs, sketches
- up to 30 seconds of visual or audio material
- screenshots of a blog or website
- self- and peer-assessment feedback.



Evidence of the process is:	Evidence of the process is not:
 gathered throughout the project to document its development an evolving record of intents, processes, accomplishments a collection of initial thoughts and developments, brainstorming, possible lines of inquiry and further questions raised a record of interactions with sources, for example, teachers, supervisors, external contributors a record of selected, annotated and/or edited research and to maintain a bibliography 	collected on a daily basis (unless this is useful for the student) written up after the process has been completed additional work on top of the project; it is part of and supports the project a diary with detailed writing about what was done (unless this is useful for the student) a single, static document with only one format (unless this is useful for the student).
a collection of useful information, for example, quotations, pictures, ideas,	
a means of exploring ideas and solutions	
a place for evaluating work completed	
reflection on learning	
devised by the student in a format that suits his or her needs	
a record of reflections and formative feedback received.	

Defining the project

The personal project is truly personal because each student sets their own goal based on something that they find interesting. Students may draw inspiration from their prior experience in the MYP, such as:

- a global context that they find particularly compelling
- a service as action experience that they would like to build on
- a unit of inquiry that they would like to explore further.

Similarly, students may draw inspiration from their interests and hobbies outside school. They may also consider developing new ones.

The project consists of two interrelated parts:

- a learning goal (what the student wants to learn)
- a product (what the student wants to create).

The project can change, if necessary, during the process.

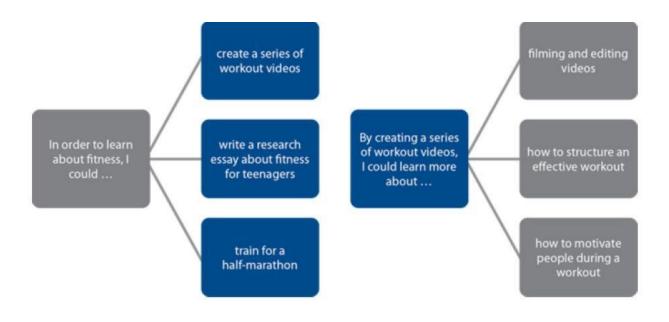
The project's starting point may be either the learning goal or the product. One learning goal can lead to different products, just as one product can relate to a variety of learning goals.

Below are **ideas** to help students define their projects.

- What have you always wanted to do?
- What do you do in your free time?
- What would you like to do in your free time?
- What IB learner profile attribute best describes you?
- What IB learner profile attribute would you like to develop?
- Which global context interests you the most?
- Which interdisciplinary or design project interested you the most?
- Which experience of service as action did you find the most satisfying?
- What problem within your community most affects you?
- Which is your favourite academic discipline?
- Which research project would you like to develop?
- What catches your attention?
- What have you experienced and you think about a lot?
- What do <u>you</u> want to learn?

What about these interest you?





- Learning goal
- Product

An example of starting with a learning goal to guide the creation of the project:

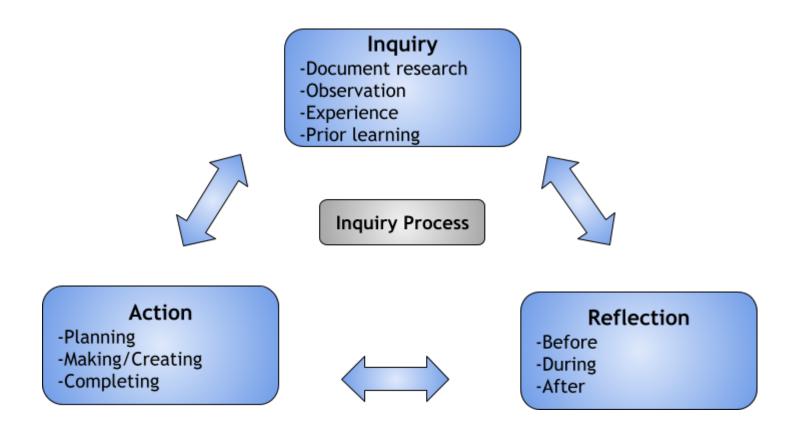
- I want to learn about fitness by training for a half-marathon.

An example of starting with a product to guide the creation of the project:

- I want to create a series of workout videos to learn more about filming and editing videos.

Cycle of inquiry

MYP personal projects are student-centred and age-appropriate. They enable students to engage in practical explorations through a cycle of inquiry, action and reflection.



Success criteria

The **success criteria**, developed by the student, measure the degree of excellence to which the **product** aspires or the terms under which the product can be judged to have been successful.

- The success criteria must be testable, measurable and observable.
- The success criteria must evaluate the product.
- The success criteria must evaluate the impact on the student or the community.

To help develop your success criteria you can also use the SMART Goal Setting acronym.



S	Make it Specific	What do you accomplish?
М	Make it M easurable	How will you know when you have accomplished your goal?
Α	Make it A ttainable	How can the goal be accomplished?
R	Make it R elevant	Is the goal worth working hard to accomplish?
Т	Make it Timely	By when will the goal be accomplished?

Below are **ideas of specific product features** that may help students establish success criteria to evaluate the quality of their products.

Product form:

- technique or material used
- number of pages
- length
- resource people
- visual aspects
- colours
- size
- text type.

Product Content:

- strand
- target audience
- organization
- quality of the language
- result achieved.

Action plan

"A detailed plan outlining actions needed to reach one or more goals." (Wikipedia)

Working with the timeline provided by the school, students should plan the time they need to spend on their personal projects by drawing up a timetable that gives them an overall view of everything they have to achieve. They can then add daily or weekly details showing everything they have to do.

The action plan must show how students will create the product and fulfill the success criteria.

For this step of the project, students may draw inspiration from similar action plans created for the individuals and societies subject.

The project is split into three main steps that correspond to the objectives.

Planning

- Defining the project (learning goal and product)
- Developing the success criteria
- Presenting a plan

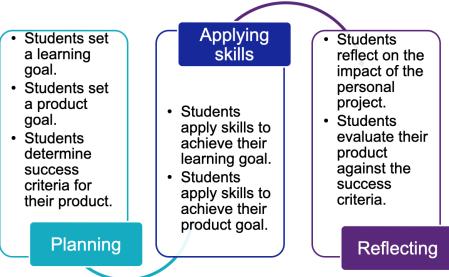
Applying skills

- Achieving the learning goal
- Completing the product

Reflecting

- Explaining the impact of the project on themselves or their learning
- Evaluating the product based on the success criteria

*Students must regularly revisit this plan to document and explain any changes to the expected deadlines.





Applying the ATL skills

To complete the project, students must work through different steps to explore the learning goal and achieve the product.

Below are some ideas of how to do this.

- Planning resources (financial, human and material) and constraints
- Producing drafts, sketches, prototypes, plans, etc
- Choosing information, techniques and materials based on the research
- Testing techniques and materials
- Compiling a list of purchases
- Predicting other possibilities
- Planning the documents to produce (survey, letter, poster, visual aids, etc)
- Preparing meetings (interviews, surveys, presentations, resource people, etc)
- Practising a presentation
- Creating
- Regularly assessing their work to see if the product helps achieve the learning goal; this could be a self-assessment or an assessment by another person
- Making necessary improvements
- Presenting the product (Appendix A)

Which ATL skills will be useful for your project?

Review the ATL guide.

- Define the specific skills for each category (communication, collaboration, organization, affective, reflection, information literacy, media literacy, critical thinking, creative thinking, transfer) that you will need.
- Identify how you will gather your evidence.



Reflecting

Impact: "both negative and positive planned and unplanned consequences of a completed project, including those that only emerge sometime after the project ends". (Translated from *Guide de préparation d'un plan d'évaluation de projet*, TÉLUQ.)



Below are ideas to help students assess the impact of their projects.



Evaluating the product

Below are ideas to help students evaluate their products based on their chosen success criteria.

- To what extent did I complete my product based on the success criteria?
- How can I demonstrate that I completed my product based on my success criteria?
- What are my project's strengths?
- What could I have done differently to make my product better reflect my success criteria?



Assessment rubrics

Criterion A: Planning

Maximum: 8

In the personal project, students should be able to:

- i. state a learning goal for the project and explain how a personal interest led to that goal
- ii. state an intended product and develop appropriate success criteria for the product
- iii. present a clear, detailed plan for achieving the product and its associated success criteria.

Criterion A: Planning			
Objectives	Objective Specific Guidance	Achievement level	Level descriptor
i. State the learning goal for	Goal should be measurable, appropriately challenging, achievable and relevant	0	The student does not achieve a standard described by any of the descriptors below.
the project and explain how a personal interest led to that goal.	 Connect personal interest to the goal so that it explains how it's challenging for you. Identify what you already know about the topic and elaborate on how you will use it in the project Identify school subjects and how knowledge from those subjects can be applied to the project 	1-2	The student: i. states a learning goal ii. states their intended product iii. presents a plan that is superficial or that is not focused on a product.
ii. State an intended product and develop appropriate success criteria for the product. iii. Present a clear, detailed plan for	 State your product Link your criteria to the goal Criteria must measure physical product Your criteria may not overlap with published criteria Write a list of measurable criteria Create your own rubric with criteria Refering SMART goals Plan that connects to the success criteria and shows a timeline with short and long term deadlines (i.e. Gantt Plan, calendar or a table) Product plan should connect to the success 	3-4	The student: i. states a learning goal and outlines the connection between personal interest(s) and that goal ii. states their intended product and presents basic success criteria for the product iii. presents a plan for achieving the product and some of its associated success criteria.
achieving the product and its associated success criteria.	criteria	5-6	The student: i. states a learning goal and describes the connection between personal interest(s) and that goal ii. states their intended product and presents multiple appropriate success criteria for the product iii. presents a detailed plan for achieving the product and most of its associated success criteria.
		7-8	The student: i. states a learning goal and explains the connection between personal interest(s) and that goal ii. states their intended product and presents multiple appropriate, detailed success criteria for the product iii. presents a detailed plan for achieving the product and all of its associated success criteria.

Definitions	
Learning goal	What students want to learn as a result of doing the personal project.
Product	What students will create for their personal project.
Presents	Offer for display, observation, examination or consideration.
	Give a specific name, value or other brief answer without explanation or calculation.
Outline	Give a brief account or summary.
Describe	Give a detailed account or picture of a situation, event, pattern or process.
Explain	Give a detailed account including reasons or causes.

Criterion B: Applying skills

Maximum: 8

In the personal project, students should be able to:

- i. explain how the ATL skill(s) was/were applied to help achieve their learning goal
- ii. explain how the ATL skill(s) was/were applied to help achieve their product.

Criterion B: Applying skills			
Objectives	Objective Specific Guidance	Achievement level	Level descriptor
i. Explain how the ATL skill(s)	Supporting statements with evidenceDocument and accurately	0	The student does not achieve a standard described by any of the descriptors below.
was/were applied to help achieve their learning goal.	cite sources using APA style referencing. Including 'in-text' citations. Keep a chronological process journal where you record and connect to an ATL skill. This could include the following:	1-2	The student: i. states which ATL skill(s) was/were applied to help achieve their learning goal ii. states which ATL skill(s) was/were applied to help achieve their product.
ii. Explain how the ATL skill(s) was/were applied	 Meeting minutes with supervisor Suggested agendas for meetings Brainstorming Annotated diagrams Research notes Summary about prior 	3-4	The student: i. outlines which ATL skill(s) was/were applied to help achieve their learning goal, with superficial examples or evidence ii. outlines which ATL skill(s) was/were applied to help achieve their product, with superficial examples or evidence.
to help achieve their product.	learning relevant to the project Source list analysis (OPVL) Notes showing feedback being used Interview notes A variety of source types (Experts, Books, Internet, etc) Information relevant to your topic organised in a research plan Plan for the learning goal (Research plan) Reflections about obstacles and challenges Plan for a final report that follows conventions Inquiry questions. (Factual, conceptual and debatable) Templates used for prioritising work to-do lists Surveys or questionnaires	5-6	The student: i. describes how the ATL skill(s) was/were applied to help achieve their learning goal, with reference to examples or evidence ii. describes how the ATL skill(s) was/were applied to help achieve their product, with reference to examples or evidence.
		7-8	The student: i. explains how the ATL skill(s) was/were applied to help achieve their learning goal, supported with detailed examples or evidence ii. explains how the ATL skill(s) was/were applied to help achieve their product, supported with detailed examples or evidence.

Definitions		
Learning goal	What students want to learn as a result of doing the personal project.	
Product	What students will create for their personal project.	
ATL skill(s) clusters	One or more of: communication, collaboration, organization, affective, reflection, information literacy, media literacy, critical thinking, creative thinking, transfer.	
State	Give a specific name, value or other brief answer without explanation or calculation.	
Outline	Give a brief account or summary.	
Describe	Give a detailed account or picture of a situation, event, pattern or	
	process.	
Explain	Give a detailed account including reasons or causes.	

Criterion C: Reflecting

Maximum: 8

In the personal project, students should be able to:

- i. explain the impact of the project on themselves or their learning
- ii. evaluate the product based on the success criteria.

Criterion C: Reflecting			
Objectives	Task Specific Clarifications	Achievement level	Level descriptor
i. Explain the impact of the project on	 Connect to the learner profile How you have grown as a learner 	0	The student does not achieve a standard described by any of the descriptors below.
themselves or their learning	 How the project has affected you Revise and clarify how the new information has impacted your learning Refer to your goal when explaining the impact on yourself or your learning. 	1-2	The student: i. states the impact of the project on themselves or their learning ii. states whether the product was achieved.
ii. Evaluate the product based on	Justify how the product/outcome meets the goal and criteria using a		
criteria	goal and criteria using a relevant testing method Could include: Data interpretation draw and test reasonable conclusions and generalizations	3-4	The student: i. outlines the impact of the project on themselves or their learning ii. states whether the product was achieved, partially supported with evidence or examples.
 evaluation of the product against the success criteria images showing key features of the product analysis of the causes for success and/or failure summary of new knowledge or insights related to the learning goal 	5-6	The student: i. describes the impact of the project on themselves or their learning ii. evaluates the product based on the success criteria, partially supported with evidence or examples.	
		7-8	The student: i. explains the impact of the project on themselves or their learning ii. evaluates the product based on the success criteria, fully supported with specific evidence or detailed examples.

Notes about Impact of the project:

- could refer to any aspect of having done the project: inquiry, action and/or reflection
- could include progress made towards the learning goal
- could include ways in which the student has grown as a learner, such as improvement in the ATL skills or learner profile attribute
- could include ways in which the student has grown or changed as a result of the project.

Definitions	
Product	What students will create for their personal project.
State	Give a specific name, value or other brief answer without explanation or calculation.
Outline	Give a brief account or summary.
Describe	Give a detailed account or picture of a situation, event, pattern or process.
Explain	Give a detailed account including reasons or causes.
Evaluate	Make an appraisal by weighing up the strengths and limitations.

Report

There are two possible formats for the MYP personal project report: written and/or oral. Students can combine these formats in a multimedia report.

Students may submit their report in written or recorded format, or a combination of the two. The table below shows the maximum length of students' submissions.

- 1. To ensure that the written part of the report is clearly legible, each page must have a minimum:
- 11-point font size
- 2 cm margins.
- 2. Evidence presented in images must be clearly visible at the size submitted.
- 3. Audio and video must be recorded and submitted in real time.
- 4. Visual aids may be used to support spoken reports. However, evidence and examples presented in the visual aids should be submitted as documents. Visual aids presented only in video format will not be considered for assessment.
- 5. The bibliography is uploaded separately and is not included in the page limit.
- 6. Please do not include a title page; if included it will count towards the page limit.

Document File types: .doc, .docx, .pdf (non- editable), .rtf		Recording File types: .mp3, .m4a, .mp4, .mov (codec H264), .m4v
15 pages	and	no recording
14 pages	and	1 minute
13 pages	and	2 minutes
12 pages	and	3 minutes
11 pages	and	4 minutes
10 pages	and	5 minutes
9 pages	and	6 minutes
8 pages	and	7 minutes
7 pages	and	8 minutes
6 pages	and	9 minutes

Approximate Timeline

Date	Task
February	Introduction to Personal Project in specific scheduled lesson
Second Friday in February	Visit Personal Project exhibition
End of August	Make contact with your supervisor. Discuss your project and your process journal so far.
Early September	Fill in the personal project worksheet in ManageBac with your supervisor.
3rd Monday in September	Personal project planning outline completed and shared with your supervisor. This should include your timeline.
Wednesday after Autumn Break	Create specifications for the product/outcome. These specifications can be adjusted as you progress through the project to suit.
Second Friday after Autumn Break	Formative feedback to students sent home for parents.
Mid January	Focus day dedicated to the students being able to work on their report for the personal project with support.
Last Thursday in January	Draft of the project report is due to your supervisor
First Friday in February	Exhibition of personal projects
Wednesday before Winter break (February)	Process journal, project report, product, bibliography and minimum academic honesty requirements are due to your supervisor.
Second Week in March	Summative assessment finalised for Personal Project. There is a copy that is given to students. Will be added to end the students of year report.

Appendix A - Exhibition expectations





1 Schedule

The Exhibition is scheduled for the First Friday in February. Students will be able to set up beginning at 8:30am on that day. The day will then consist of a setup, 3 viewing sessions and breakdown/cleanup with breaks scheduled. Below is a draft schedule that will be adjusted by the MYP10 students at the beginning of January.

Schedule

Setup - 830 - 1000 students to set up for exhibition

Session 1 - 1000 - 1100 students with teachers to view and interact with exhibits

Lunch Break - 1100 - 1200

Session 2 - 1200 - 1445 students with teachers to view and interact with exhibits

Break - 1445 - 1600 - bring something to eat and take a break and recharge

Session 3 - 1600 - 1700 - parents and other community members to view and interact with exhibits

Breakdown/Clean Up - 1700 - 1730 - students to clean up and break down exhibition so the gym is usable prior to dismissal

2 Arrangement

You need to organise how you will set up the gym and how you are going to present your learning during the Personal Project. You must include ATL skills in your exhibition.

What you need to consider.

- Do you need power for a computer? If so, note the locations of AC outlets when signing up. Those not needing an outlet should be considerate of location.
- How many display boards do you need?
- Do you need a table?
- How are you going to show your ATL skills?
- Do you need to gather information to help you with your reflection?
- Will your exhibition include activities to show your learning?
- What makes a good display? Think of all the posters/performances/talks you have prepared through out your school life. Use this experience to help you prepare.