### Student and Parent Acknowledgment Form (25 points)

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_**

As a tenth grader in the Middle Years Programme, your child is required to complete a Personal Project. In an effort to ensure successful completion of the Personal Project, we ask that you discuss the project and review the introduction video with your son/daughter and both you and your child initial the items below:

|  |  |  |
| --- | --- | --- |
| **Parent** | **Student** | **Acknowledgment statements** |
|  |  | I viewed the Introduction handout and discussed the Personal Project with my child. |
|  |  | I reviewed the Personal Project student guide (specifically the action steps, timeline, and journal prompts). |
|  |  | I understand the project will entail the majority of work to be done on his/her own time outside of school. |
|  |  | I understand that my child must utilize either a physical or digital journal and check for updates weekly with their 10th ELA teacher. |
|  |  | I understand that integrity and honesty will be upheld throughout the Personal Project. Any suspicion of plagiarism or dishonesty in any aspect of the Personal Project will result in a referral to the administrator. |
|  |  | I understand that Hephzibah High School is not responsible for all potential risks resulting from the Personal Project, and all claims arising from any financial obligation incurred, and damage, injury or accident suffered, while my child participates in the Personal Project. |
|  |  | I understand that components of the Personal Project will be recorded as a Formative assessment during 1st semester and the final project will be recorded as a Summative grade 2nd semester. Late final projects penalty is 5 pts per week. |
|  |  | I understand that my child will not be recognized through the IB MYP program if he/she does not successfully complete the Personal Project with a 4 or higher MYP grade. |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name (Print) Student Name (Print)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date Student Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent email and Phone Number Student email address**

**What are the Important Dates and Items To-Do?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Advisement Date\*** | **Action Steps and Items Due** |  |
| **Student Rollout through ELA** | 9/20 | Intro to the Personal Project  Step 1: **Student and Parent Acknowledgment Form (25 points) and Introduction Video** |  |
| **September/**  **October 2019** | 9/26 | Step 2: Determine your Process Journal and format  Step 3: Brainstorming Ideas and Journal Entry  Step 4: Determine your Goal and Journal Entry  Step 5: Determine your ATL skills and Journal Entry  Step 6: Determine your Global Context, IQ, and Journal Entry  Step 7: Product, Criteria, and Journal Entry  Step 8: **Complete Personal Project Proposal (25 points)**  Step 9: **Conference with ELA Teacher #1** **(15 points)** and Journal Entry | **Investigating and**  **Planning** |
| 10/3 |
| 10/10 |
| 10/24 |
| **November 2019** | 11/7 | Step 10: Developing Action Plan, Resources, and Journal Entry  Step 11: Resources, Planning Research, and Journal Entry  Step 12: **Conference with ELA Teacher #2 (15 points)** and Journal Entry | **Taking Action** |
| 11/21 |
| **December 2019** | 12/5  12/19? | Step 13: Continue Reflecting and follow your Action Plan to Create your Product  Step 14: IB Rubric, Journal Reflection, and adding more Journal Entries |
| **January 2020** | 1/9 | Step 15: Writing your Report outline  Step 16: Writing and Creating your Final Report  Step 17: **Conference with ELA Teacher# 3** | **Reflecting** |
| 1/23 |
| **February 2020** | 2/6 | Step 18: Self-Assessment and **Final Report Submission**  Step 19: **Personal Project presentation**  **(Presentations occur in ELA classes over the February-March Dates)**  **\*Late final report/ product penalty- 5 points per week** | **Presentations** |
| 2/20 |
| **March 2020** | 3/5 | Step 19: **Personal Project presentation**  **IB Showcase** |
| 3/19 |
| **APRIL 2** |

**What is the Personal Project?**

The Personal Project is a significant, independent, and student created study. You will:

1. Develop a goal/topic that is **interesting and relevant to you**.

2. **Research** the topic thoroughly.

3. **Create** a report: written, visual, or electronic

4. **Create** a product.

5. **Keep a journal** in which you **reflect** on the process of learning about and creating your product.

6. **Share** your product.

**Personal Project Requirements:**

1. **The Goal**: The goal must be highly challenging and allows you to challenge your knowledge, skills, and techniques. You will use the acronym SMART-PI to develop your Goal Statement.
2. **The Product**: The product is physical evidence of your learning. It can be a written piece of work, a performance/event, or a visual display.
3. **The Project Report**: The report may be written or virtual and will allow you to show your process through the Personal Project. This report is in addition to your process journal and product.
4. **The Process Journal**: This is a record of your progress through the project. You will use journal entry prompts as your guide.

**How will the Personal Project affect my grade in my core classes?**

The components of the Personal Project will be recorded as a Formative assessment during 1st semester and the final project will be recorded as a Summative grade 2nd semester. These grades will be part of the 10th ELA curriculum.

|  |  |
| --- | --- |
| **1st semester grade**  **(100 points possible)** | **2nd semester**  **(MYP grade converted to numerical grade)** |
| Personal Project Proposal- 25 points | 1 conference with ELA teacher (not assessed) |
| 2 conferences with ELA teacher- 15 points each | Final report and product |
| Journal entries (10 entries)- 2 point each | \* **Late final report/ product penalty = 5 points per week** |
| Student and Parent Acknowledgment form- 25 points |  |

**What Should I Do Now?**

1. Read the **Student Guide** at [**www.rcboe.org/hhs**](http://www.rcboe.org/hhs)under IB MYP
2. Look at the **due dates and preview all the steps in the timeline**. Put due dates in your planner or calendar. **Schedule time** to do the work before the due date.
3. **Watch Intro video 1** and review **list of project ideas** with ELA teacher.
4. **Complete the Student and Parent Acknowledgement Form** and **return** to your ELA teacher.
5. **Review the rubric** and **Approaches to Learning skills** with ELA teacher.
6. **Provide your personal email address to your ELA teacher and your mentor**.
7. Follow **the steps** provided here and on the timeline given by your ELA teacher. **Give yourself more time than you think you will need.**

**Where do I find Resources? Where Can I Get Help?**

www.rcboe.org/hhs

* IB MYP page

Your Mentor or any HHS teacher

Media Center Specialist

Ms. Tucker, Ms. Garcia, or Mrs. Holmes

Your ELA teacher during Personal Project Fridays