

## MYP Personal Project: Introductory Conference (Form 1)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

### **Two Objectives of Conference**

1. Presentation of the components of the initial proposal: goal, justification, world context(GC), product or outcome, overview of areas of research and progress within these aspects thus far
2. Choice of format for process journal

### **Evidence of Outcome**

- Supervisor is well informed about proposal and s/he can ask probing, analytical questions.
- Format(s) for Process Journal is identified

### **Project Overview Presentation Expectations**

- Goal is clearly articulate, challenging and focused
- Product will clearly help achieve goal
- Clearly defined audience
- Aware of implications of audience
- Justification is convincing and project is relevant and important
- Clear link to a significant real world context (GC)
- Understands different ways project connects to and could be informed by real world context
- Clearly explained and documented summer progress

### **Guiding Questions for Process Journal Choice**

- How do you think through a process and analyze it?
- How do you record what you've learned?
- How strong are your note-taking skills?
- How well do you organize your papers?
- Can you keep track of multiple papers? Do you use single sheets of paper? Do you keep a binder or notebook for your classes in a way that helps you learn?
- How computer literate are you? How much of your work do you do on the computer or on the internet?
- Do you want to file your work on your computer or on line (a blog) or do you want to keep it analogue?
- Are you a visual learner – do you respond to charts, graphs, graphic organizers, and diagrams?
- Do you need to verbally organize your thoughts (out loud? in writing? a combination?)
- Are you more artistic? Do you doodle, design, decorate...Do you respond to symbols? Do you need creative inspiration? Do you like using colorful pens in a visually appealing journal?

## MYP Personal Project: Research Process Conference (Form 2)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

### **Two Objectives of Conference**

1. Presentation of the components of initial research: new skills, understandings, and knowledge; list of resources thus far; synthesis of research; application in product
2. Possible resources, topics and skills to fill holes in research

### **Evidence of Outcome**

- Supervisor is well informed about initial research and s/he can ask probing, analytical questions.
- Holes in research & way forward are identified

### **Research Process Expectations**

- Research is clearly connected to the goal
- Research is clearly connected to the product
- Sources are appropriately academic and/or technical
- Research is from a wide variety of sources
- Clear link of research to a significant real world context (GC)
- Sources are documented in MLA format
- Research notes are clear and concise and in a usable format
- Clearly explained and documented progress since Benchmark Conference 1

### **Guiding Questions for Research Process Conference**

- What have you learned this far for new skills? New knowledge? New understandings?
- How does this relate to the real world (GC)? Why does your product matter?
- What connections can you make between your research and previous knowledge?
- What connections can you make between your product and previous knowledge or skills?
- What is your most useful source? Why?
- What questions do you still have about your product? In what areas do you need help?
- How are you taking notes? Synthesizing information? What note taking formats are most helpful to you?
- How do you know your sources are credible? authentic? intellectual?
- What techniques are you using to create your product? Which were the most helpful and why?

## MYP Personal Project: Research Notes Conference (Form 3)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

### **Two Objectives of Conference**

1. Presentation of complete research: new skills, understandings, and knowledge; complete lists of resources in MLA format; synthesis of research
2. Presentation of Application of Research in Product

### **Evidence of Outcome**

- Supervisor is well informed about initial research and s/he can ask probing, analytical questions.
- Supervisor is well informed of application of research in product

### **Research Notes Expectations**

- Research is clearly connected to the goal
- Research is clearly connected to the product
- Sources are appropriately academic and/or technical
- Research is from a wide variety of sources
- Clear link of research to a significant real world context (GC)
- All Sources are documented in MLA format
- Research notes are clear and concise and in a usable format
- Clearly explained and documented progress since Benchmark Conference 2

### **Guiding Questions for Research Notes Conference**

- How are you applying what you have learned in your product?
- What techniques are you using to create your product? Which were the most helpful and why?
- What is the process you use to apply this information?
- What new understandings, knowledge or skills have you learned from this process?
- When you had difficulties with the process, what solutions did you have?
- What new discoveries have you made?
- What contradictions have you found? How have you resolved these contradictions?
- What is your most useful source? Why?
- What questions do you still have about your product?

## MYP Personal Project: Specification/Evaluation Tool (Form 4)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

### **Two Objectives of Conference**

1. Presentation of specification /evaluation tool/s that will be used to evaluate outcome/product **(in draft form)**
2. Refining the specification /evaluation tool/s to ensure they meet the **realistic, appropriate, measurable and rigorous** requirements that will define a high-quality outcome/product

### **Evidence of Outcome**

- Supervisor is well informed about the specification /evaluation tool/s (remember both student and supervisor will be using the specifications to evaluate the outcome/product)
- Agreed outcome/product specification, and earlier drafts, are evidenced in the process journal

### **Specification Expectations**

- Specifications are realistic, appropriate, measurable and rigorous
- Specifications clearly define a high-quality outcome/product
- Forms of specification (rubrics, checklist, questionnaire etc) are clearly appropriate to nature of outcome/ product
- Specifications cover all aspects of the intended goal (eg: specifications for a short story allow for evaluation of presentation as well as structure; specifications for an awareness-raising campaign allow for evaluation of use of media as well as success of campaign)
- Specifications take clear account of intended audience and purpose of outcome/product
- Specifications allow for clear assessment of new skills, knowledge and understanding gained
- Specifications allow for objective assessment of outcome/product
- There is clear evidence for the development of specifications in student’s process journal

### **Guiding Questions for Specification/Evaluation Tool Conference**

- Do your specifications successfully define a high-quality outcome/product?
- Are your specifications realistic – ie: are you asking too much, or too little, of yourself in terms of expertise or time?
- Are your specifications appropriate – ie: do they best address the nature of the outcome/product?
- Are your specifications measurable?
- Are your specifications sufficiently rigorous?
- Do your specifications cover all aspects of your goal?
- Do your specifications allow for objective evaluation?

# MYP Personal Project: FINAL Product, Process Journal Excerpts, & Design Specification Conference (Form 5)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

## Two Objectives of Conference

1. Presentation of the final product, process journal excerpts and design specification to supervisor
2. Design specification evaluation complete

## Evidence of Outcome

- Supervisor has all assignments (evidence of product, up to 20 excerpts of process journal, final specifications)
- Supervisor & Student have agreed on an assessment level for **Criterion B: Planning**

## Product, Process Journal & Specifications Presentation Expectations

- Up to 20 excerpts of the process journal are present with at least one excerpt from each format
- Excerpts show the student’s thinking, opinions, process, analysis & evaluation
- Completed product, or evidence of outcome, is given to Supervisor
- Design Specification Assessment Tool is complete
- Student & Supervisor use Specifications & *evidence in product* to assess a final level for Criterion B

## Guiding Questions for Specification Review

- Do the excerpts reflect all formats of the process journal?
- Do the excerpts show the student’s thinking, opinions, process, analysis & evaluation?
- Do the excerpts enable the student to achieve the highest level?
- Is the product or evidence of outcome given to the Supervisor?
- Using the Design Specification, what is the final level assessed by the Student & Supervisor?
- What evidence in the product was used to assess the final level?
- How can the Student and Supervisor justify the final level assessed?

***The QUALITY of student work, and the student's EVALUATION of their own work, is assessed rigorously.*** If a student does not have appropriate or rigorous design specs, then achievement against them is insufficient for a high mark. **Clear evidence of the student's finished work (Product Portfolio) must be presented and evaluated.**

*Supervisors must see clear evidence of authentic high quality work for a student to achieve a four in this area - a four is not only dependent upon design specs, although fulfilling them one factor.*

**To evaluate is to rigorously assess implications and limitations and to judge ideas, work solutions or methods in relation to select criteria.**

## MYP Personal Project: Academic Report Conference (Form 6)

Please use the “Conference Feedback Sheet” for recording the notes, suggestions, and feedback that come out each conference. Use the information below to help guide the conference.

### **Two Objectives of Conference**

1. Presentation of the first draft of the Academic Report: typed with all required sections
2. Identified areas of improvement

### **Evidence of Outcome**

- Student clearly understands his/her strengths in report and areas of improvement
- Plan of action for areas of improvement

### **Academic Report *Draft* Presentation Expectations (see Appendices H & K)**

- Required structure is followed
- Goal is clearly articulate, challenging and focused
- Clear link to a significant real world context (GC)
- All sources are referenced in MLA format
- Wide variety of appropriate sources are evaluated and discussed for relevance & usefulness
- Evaluation of the extent to which the goal was successful
- New ideas, thoughts, perspectives or attitudes are evident

### **Guiding Questions for Academic Report Review**

- In what areas in the Academic Report are you still confused about? How?
- In what sections of the Academic Report are you confident? Why?
- How have you changed since beginning the project? What opinions have changed?
- What connections can you make between your product and the real-world (GC)? Why does your product matter outside of school?
- What did you discover about yourself as a learner? How have you changed? What are your strengths?
- What are the consequences, both positive and negative, of this product?
- Was this product worth the effort?

# MYP Personal Project: Conference Feedback Sheet

Please use the individual conference forms for objectives, evidence, expectations of conference and guiding questions. All notes and signatures should be on this page.

The supervisee must have a copy of this form for evidence of “collaboration and communication with the supervisor”, a portion of *Criterion A: Use the Process Journal*.

Conference	Date	Feedback, Notes, Comments	Supervisor's Signature	Student's Signature
Conference 1				
Conference 2				
Conference 3				
Conference 4				
Conference 5				
Conference 6				