

Appendix A

IB MYP Personal Project - Hugh Boyd Secondary

Student Planning Form #1 - To be completed for first meeting with supervisor

Student Name: _____

Student Number: _____

Teacher Supervisor: _____

Student e-mail: _____

My Topic	My Goal	Global Context	Product
Why did you choose this topic?	Why is this goal meaningful to you? What will you accomplish?	Why did you choose this global context?	What is your project and how will it be challenging?

Process

Outline at least 5 things you need to do in order to reach your goal:

- 1.
- 2.
- 3.
- 4.
- 5.

Resources

What resources (including people) do you think you will need?

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Project Specifications Form #2 - *To be completed for second meeting with supervisor*

Project Title			
Student		Supervisor	

Topic	
Goal	
Global Context	

Part of planning your personal project is establishing your own criteria for the final product. This is a part of how your project will be marked (criterion B). You are asked to establish 5 criteria for your final product. To do this, ask yourself what you will need to do in order to complete a successful project. For example:

- What will your product look like?
- If you're researching something, how much/what type of information needs to be included?
- If you're building something, how strong/beautiful/big/effective does it have to be?
- How complex/detailed/imaginative will it need to be?
- In the end, how will you know that you've done a good job?
- How will you ensure that your product is of excellent quality?

Specifications How will you ensure your product is of excellent quality? (What will it have/ look like. Give specific features like length, size, materials and content!)	1. 2. 3. 4. 5.
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Midpoint Checklist #3 - To be completed for third meeting with supervisor

STUDENT NAME

TEACHER SUPERVISOR

Fill in. Make a plan for unchecked sections. Hand in to your supervisor.

- I have a copy of the Personal Project Guidebook and Academic Honesty Form
- I have access to the personal project website and have checked it regularly
- I have communicated with my teacher supervisor at least three times in person (or via Zoom/Teams)

Criterion A - Investigating

- I have decided on a final product idea for my personal project. It is _____
- I chose my project idea because _____
- I believe that my project idea will challenge me personally.
- I have chosen a global context. It is _____. I chose it because _____
- I have submitted the "Student Planning Form" to Ms. Balaciano
- I have started my research.
- I have started a bibliography for my research sources (even those that I read, but decided not to use as sources).
- I have started to write the annotations for 5 of the sources in my bibliography

Criteria B - Planning

- I have submitted "Establishing Criteria / Design Specifications" that I will use to self-evaluate the quality of my final product (FORM #2)
- I have started making a process journal
- I have at least 5 entries in my process journal

Criteria C - Taking Action

- I have started creating my final product
- I know what I need to do in order to complete my final product
- I have started thinking about how I will present my final product on exhibition night (TBD)

Moving Forward

- I understand that the outline for my annotated bibliography should be completed by mid-February.
- I understand that I must complete the Academic Honesty Form and submit it to Ms. Balaciano by March 8, 2021
- I understand that ALL PARTS (the process journal, the final product and the final report) of my project must be submitted on or before March 8th, 2021