

Due to your Supervisor MARCH 8TH, 2016

1. Your Report
2. Your Product (or artifacts of the product in the Appendix of the report—should demonstrate 20 hours)
3. Your Journals (in the Appendix of the report)

Due to your English Teacher MARCH 8TH, 2016

1. Your signed checklist

Questions for Mrs. Eldridge? Email: teldridge@washoeschools.net

MYP Stage 4 Final Checklist

	Check these off as completed and then get your supervisor's initials	Supervisor Initials
Predicted Grade Sheet	Ask your supervisor for your predicted grade sheet on or around February 3 rd . This sheet will give you an idea of where your supervisor is scoring you so far based on the evidence you have provided. You can also look at the grading rubrics on ManageBac or at http://woostercolts.com/ib/myp (click on the assessments tab)	UP TO YOU TO ASK SUPERVISOR FOR THIS FEEDBACK
Proposal correctly updated in ManageBac	Supervisors cannot update your checklists or give you an MYP project score unless your ManageBac proposal has been entered. All official MYP project scores must be entered into ManageBac to count toward the off-campus pass or certificate. Ask your supervisor if you need help or see Mrs. Eldridge in the IB office.	
Title Page	<input type="checkbox"/> Includes your First and Last name <input type="checkbox"/> Title of your Personal Project <input type="checkbox"/> Supervisor name <input type="checkbox"/> Date <input type="checkbox"/> Word count	
Project Format	<input type="checkbox"/> 1 inch margins <input type="checkbox"/> Double spaced <input type="checkbox"/> Header with last name <input type="checkbox"/> Page numbers <input type="checkbox"/> Meets word count requirements (see page 3)	
Organization	<input type="checkbox"/> Paper should be stapled in the correct order or in a folder which contains each of the following <input type="checkbox"/> Title Page <input type="checkbox"/> Report <input type="checkbox"/> Bibliography <input type="checkbox"/> Evidence of Product (Appendix) <input type="checkbox"/> Journals (part of the Appendix)	
Report Content: (divided into 4 sections)	A. Investigating <input type="checkbox"/> Clarify the goal, it's challenge to you and how it fits into which global context <input type="checkbox"/> Describe prior learning and subject-specific knowledge that is relevant	

	<ul style="list-style-type: none"> <input type="checkbox"/> Include your research regarding your goal and describe your research skills <p>B. Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create your criteria for evaluating the product/outcome <input type="checkbox"/> Plan and record the process (types of documentation vary depending on the goal but should be recorded in the process journal) <input type="checkbox"/> Self-management/time management—process journals should reflect this stage greatly and be referred to (but students should avoid repeating the journal entries directly) <input type="checkbox"/> Three supervisor meetings are described with examples of how they helped guide your process <p>C. Taking Action</p> <ul style="list-style-type: none"> <input type="checkbox"/> Describe your process in creating the product/outcome <input type="checkbox"/> Describe your creativity, your problem-solving, and critical thinking skills as they apply to your project <input type="checkbox"/> Discuss your communication and social skills as they contributed to your project. <p>D. Reflecting</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the quality of your product <input type="checkbox"/> Reflect on how completing the project has extended their knowledge and understanding of the topic and the global context (real world significance) <input type="checkbox"/> Reflect on personal development in the IB Learner Profile 	
<p>MLA bibliography</p>	<ul style="list-style-type: none"> <input type="checkbox"/> At least 4 sources <input type="checkbox"/> Cited with MLA format <input type="checkbox"/> Separate page labeled “Works Cited” <input type="checkbox"/> Hanging indents for entries that are longer than one line 	
<p>Appendix (including product artifacts and journals)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 10 dated and organized journals are a part of the appendix at the end of your report. (see sample paper Appendix for how this might look) <ul style="list-style-type: none"> <input type="checkbox"/> Journals represent all 5 ATL skills <ul style="list-style-type: none"> <input type="checkbox"/> Communication skills <input type="checkbox"/> Social skills <input type="checkbox"/> Collaboration skills <input type="checkbox"/> Thinking skills/problem solving <input type="checkbox"/> Research skills <input type="checkbox"/> Include any necessary artifacts that support your process <input type="checkbox"/> Each artifact is a separate page and labeled as “Appendix A, B C, etc” <input type="checkbox"/> Artifacts and journals are referred to in your paper as evidence 	

Word Count Requirements

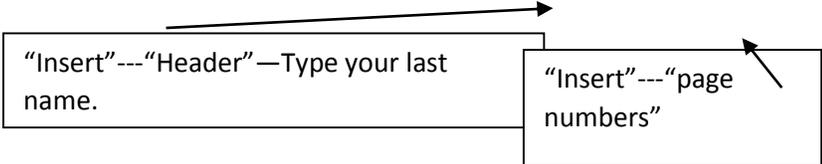
The report doesn't have to be written...it can be a blog, website, slideshow, podcast, recorded film. However, it must be separate from the product/goal. This means that if your goal was to create a website than your report cannot be the actual website (although you can include your report on the website if you want) but it should be a **separate piece of work from the product/goal**

Format	Length requirement (Excluding bibliography and other components. Only includes the report itself)
Written Report	1500-3500 words
Electronic Report (website, blog or slideshow)	1500-3500 words
Oral Report (podcast, audio recording or visual film)	13-15 minutes

If your report uses a **combination** of spoken and written, then please adhere to the following IB requirements:

Time (audio or audio-visual recording)		Word Limit
3 minutes	AND	1200-2800 WORDS
6 minutes	AND	900-2100 WORDS
9 minutes	AND	600-1400 WORDS
12 minutes	AND	300-700 WORDS

The following pages are a template for what your paper should look like—with instructions for each step, if needed



1st  Open Word Document by clicking on this icon. Format your paper by putting a check mark next to each of the direction boxes on this page

To double space:
Highlight text---right click---paragraph---under line spacing, select "double"

Font should be the same size and style throughout your paper. The most formal type is considered to be 12pt Times New Roman. This can be chosen in the Home menu at the top of your document

Firstname Lastname

Title of your Personal Project

Supervisor's Name

March 8th, 2016

Word Count

To find out your word count, highlight your paper (when you are finished) and click, "review"---"word count". DO NOT include your bibliography in the word count. Your final product should be 1500-2000 words

1 inch margins on all sides of the paper!
"Page layout" ---"Margins"---1"

Title of Your Project

Investigating:

This section must address all the questions from the outline that was given to you on yellow paper during stage 3 in math classes. You should type up your answers into a narrative that answers all the questions, but you should not necessarily type up each question with the answer separately. **Each section of your paper should be about 500 words long.** You need to cite research in your paper. In the MLA format, you must cite your research in parenthetical citations. This allows you to “acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper” (Gibaldi 142). Notice that in this brief citation the period goes after the parenthesis, and the parenthesis are after the quote. The information in parenthesis should include the author’s last name or a shortened title for unsigned works. If you used the key information (author’s last name or the title of an unsigned work) in your text, do not repeat it in the parenthesis.

Planning:

Again, you must address all the questions from your outline/checklist. **It is common to refer to your journals as evidence of your planning. For example, if you want to reference the first journal in your appendix, you would cite it like this (Appendix B).**

Taking Action:

This section is mainly about how you achieved your goal. Be specific as to your strengths and weaknesses and how you overcame challenges. Make sure you are discussing your ATL skills and referring to journals.

Reflecting:

This section is for you to think about your own learning process. Make sure you address all the questions in the outline in about 500 words.

How to write a "Works Cited" (Example on the next page)

After the last paragraph in an MLA style essay, force the document to begin a new page for the Works Cited page. The Works Cited page will still have the one-inch margins all the way around and have the heading of last name and page number. This page will also be double-spaced throughout with no extra space between entries. See the next page for an example. You must have at least 4 sources.

Links For help with Citations and creating your works cited/bibliography:

Click on the link or type into your web search: "Easybib MLA" Link is also on ManageBac

<http://www.easybib.com/>

OR

Purdue University's Online Writing Lab (<https://owl.english.purdue.edu/>).

HOW TO SET UP YOUR WORKS CITED PAGE IN MLA FORMAT

A Works Cited page should be set up in a very specific format.

- The Works Cited page should be **alphabetized** using the first letter of each entry.
- If you already have all of your sources listed on source cards or note cards, just remove the cards for any source that you do not plan to use in your paper.
- Arrange the remaining cards in alphabetical order by the first significant word on the bibliography or source card. (Disregard **an**, **a**, and **the** when they appear as the first word).
- The alphabetical list of your sources begins with a title centered one inch from the top of the page. After the title, double-space once and begin your list of entries following the forms given below.
- Each entry begins at the left margin, and any additional lines are indented five spaces or a standard tab key.
- The list should be double-spaced within each entry and double-spaced between each additional entry.

When a publication or database does not indicate the publisher, the place or date of publication, or the pagination, use the following symbols:

n.p. No place of publication given

n.d. No date of publication given

n.p. No publisher given

n. pag. No pagination given (pages are not numbered)

Works Cited (example)

Frazier, Ian. "Route 3." *New Yorker* 16 Feb. 2004: 10-17. Print.

Grabe, Mark. "Voluntary Use of Online Lecture Notes." *Computers and Education* 44.1 (2005): 409-21. *Wilson Web*. Web. 15 May 2008.

Graber, Kay, ed. *Sister to the Sioux: the memoirs of Elaine Goodale Eastman*. Lincoln: U of Nebraska Press, 1978. Print.

Hey, Kenneth R. and Peter D. Moore. *The Caterpillar Doesn't Know: How Personal Change is Creating Organizational Change*. New York: Free Press, 1998. Print.

Kolata, Gina. "New Conclusions on Cholesterol." *New York Times* 9 Mar. 2004: A1+A12. Print.

Lubell, Sam. "Of the Sea and Air and Sky." *New York Times*. New York Times, 26 Nov. 2008. Web. 1 Dec. 2009.

The Purdue Online Writing Lab (OWL). Purdue University, 2008. Web. 26 Sept. 2009.

Taylor, Patrick. *The Gardens of Britain & Ireland*. New York: DK Publishing, 2003. Print.

Tutton, Mark. "Designers Developing Virtual-Reality 'Cocoon'." *CNN*. Cable News Network, 11 Sept. 2007. Web. 11 Sept. 2008.

Tarleton, Timothy. Personal interview. Baltimore, MD 6 Sept. 2003.

What is CF? May 2003. Cystic Fibrosis Foundation. Web. 8 Sept. 2003. <<http://www.Cff.org>>.



You can add the url address of the website like this, BUT if you do this for one of your sources, you must do it for all –be consistent.

No author? Name of the Website and date of last update with "sponsor" of the site. If there is no "sponsor" or author of the site...that means no one was willing to take credit for the site and it probably isn't a very credible source.

Appendix A

Your MYP project must have an Appendix. Each page of your Appendix should be labeled, “Appendix A, B, C, etc” and should also have a clear title as to what that appendix is. Each artifact in your appendix (including your journals) should be referred to somewhere in your paper as it supports your process.

Appendix MUST include:

Your Appendix must include 10 journal entries (if your journals were uploaded to ManageBac, you can just print them from there and then refer to the journals as one artifact in your Appendix).

Appendix MIGHT also include (depending on your project):

1. The website URL and/or screen shots of the website you created
2. The brochure
3. Photographs
4. Surveys
5. Drawings/sketches
6. Video (uploaded to ManageBac is best but you can also upload to YouTube. This way your supervisor is able to view the video with ease. DVD’s are acceptable but you are responsible for ensuring the format is viewable for your supervisor)
7. Anything that demonstrates how far you got with your goal

Due to your Supervisor MARCH 8TH, 2016

4. Your Report
5. Your Product (or artifacts of the product in the Appendix of the report—should demonstrate 20 hours)
6. Your Journals (in the Appendix of the report)

Due to your English Teacher MARCH 8TH, 2016

2. Your signed checklist

Questions for Mrs. Eldridge?

Email: teldridge@washoeschools.net

The Purdue Online Writing Lab (OWL)

Suggested Resources

- Site Map
- Grades 7-12 Instructors and Students
- English as a Second Language
- Non-Purdue Instructors and Students
- Purdue Instructors and Students
- Professional Writers
- Parents
- Adult Basic Education (GED, ESL, Cover Letters, Résumés)



Welcome to the **Purdue OWL**. We offer over 200 free resources including:

- Writing and Teaching Writing
- Research
- Grammar and Mechanics
- Style Guides
- ESL (English as a Second Language)
- Job Search and Professional Writing



Purdue University students, faculty, and staff at our West Lafayette, IN campus may access this area for information on the award-winning **Purdue Writing Lab**. This area includes Writing Lab hours, services, and contact information.

Search the OWL

Most Popular Resources

- Purdue OWL Vidcasts
- APA Formatting and Style Guide
- MLA 2016 Formatting and Style Guide
- Avoiding Plagiarism
- Writing the Basic Business Letter
- Developing a Résumé

Featured OWL Resources



Read the *Purdue OWL News*.
[RSS Feed](#)



Purdue OWL Podcasts on Boilercast!

Contact the Purdue OWL

Site-related and technical questions: **OWL Webmaster Tony Bushner**

Content and copyright-related questions: **OWL Coordinator Daniel Kenzie**