

---

---

# Extended Essay and CAS Info for Parents

— Grade 11 Sept 2019 —  
Grade 12 Sept 2019

---

---

# Contact Information

Mr. Fraser Haig

Extended Essay Coordinator

[fraser\\_haig@wrdsb.ca](mailto:fraser_haig@wrdsb.ca)

Online appointments available for students on the Guidance page.

ManageBac and Google Classroom platforms are used.

# Key Features of the Extended Essay

- The extended essay is compulsory for all students taking the Diploma Programme.
- A student must achieve a D grade or higher to be awarded the Diploma.
- The extended essay is externally assessed and, in combination with the grade for Theory of Knowledge, contributes up to three points to the total score for the IB Diploma.
- The extended essay process helps prepare students for success at university and in other pathways beyond the Diploma Programme.
- When choosing a subject for the extended essay, students must consult the list of available Diploma Programme subjects published in the [\*Handbook of procedures for the Diploma Programme\*](#) for the session in question.
- We strongly recommend English or History EE, but other subjects are possible.

# Key Features of the Extended Essay Continued

- The extended essay is a piece of independent research on a topic chosen by the student in consultation with a supervisor in the school.
- It is presented as a formal piece of sustained academic writing containing no more than 4,000 words accompanied by a reflection form of no more than 500 words.
- It is the result of approximately 40 hours of work by the student.
- Students are supported by a supervision process recommended to be 3–5 hours, which includes three mandatory reflection sessions.
- The third and final mandatory reflection session is the *viva voce*, which is a concluding interview with the supervising teacher.

# Format for Teaching

- Students will be called out of class approximately one period each month as a group and will meet with students individually as needed
- EE coordinator will teach the process to the group
- Students will choose an EE supervisor who must be a teacher at CHCI
- Students must arrange to meet with their EE supervisor 3 or 4 times a year. This meeting can be done via google classroom or in person.

# Dates for Current Grade 11 Students

- Submit Proposal October 2018
- Find a Mentor October 2018
- Research Completed December 2018
  - Submit First Reflection
- Outline Submitted March 2019
  - Submit Second Reflection
- **Rough Draft April 2019**
- **Final Draft September 2019**
- ***Viva Voce* October 2019**
  - **Submit Third Reflection**

# Dates for Current Grade 10 Students

- Submit Proposal October 2019
- Find a Mentor October 2019
- Research Completed December 2019
  - Submit First Reflection
- Outline Submitted March 2020
  - Submit Second Reflection
- Rough Draft April 2020
- Final Draft September 2020
- *Viva Voce* October 2020
  - Submit Third Reflection

**\*Current Grade 10 Students may begin THINKING/READING about their topics over summer**

# Creativity, Activity, Service

“Unless this is done then an IB education will result in producing graduates who know a great deal but who do not care or act on what they know.”

**Contact Information: Julie Neeb, CAS coordinator**

[julie\\_neeb@wrdsb.ca](mailto:julie_neeb@wrdsb.ca)

**Coordinator communicates with students via ManageBac**



# The Nature of CAS

**Creativity:** arts, and other experiences that involve creative thinking.

**Activity:** physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the Diploma Programme.

**Service:** an unpaid and voluntary exchange that has a learning benefit for the student. The rights, dignity and autonomy of all those involved are respected.

# Timelines for CAS

- CAS must begin in September of Year 1 (11)
- CAS must continue for at least 18 months
- At CHCI, your CAS portfolio is due on April 1<sup>st</sup> of Year 2 (12)
- Grade 9 and 10 activities are encouraged, but you will not provide evidence or reflect formally on those activities.

**\*Full Diploma Students automatically earn requirement for Volunteer Hours for Ontario Diploma when CAS is completed.**

# How much is “enough”?

## **Guidelines over 2 Years (11 and 12):**

“Approximately the equivalent of half a day per school week, 3 to 4 hours per week, or approximately 150 hours in total, with a reasonable balance between creativity, action and service. Hour counting is not encouraged.”

# How to begin

- Check out the CAS pages on the CHCI website

[CHCI's CAS Guidelines](#)

- Between August 1st and September 15<sup>th</sup> of Grade 11, students are expected to begin adding CAS experiences to ManageBac
- As students add CAS experiences, they will be approved by Co-ordinator

# Following Through

- During grade 11 and grade 12, it is your responsibility to follow through with your CAS activities.
- Keep track of the activities in which you participate.
- **Add CAS experiences** regularly on ManageBac.
- **Gather evidence** of each experience and upload to ManageBac.
- **Reflect** on each activity when you are done check off appropriate Learning Outcomes on ManageBac.
- **Submit** experiences for approval to ManageBac.

# Responsibilities of Students

Students are **required** to:

- Self-review at the beginning of their CAS experience and set personal goal
- Plan, do and reflect over an 18 month period
- Undertake at least two interim reviews and final review with CAS advisor (we will meet at least 3 times)
- Take part in a range of activities, including at least one project, some of which they have initiated themselves, collaborated with others and one that “crosses over” between two areas
- Keep records of activities and achievements, including a list of the principle activities undertaken on ManageBac
- Gather evidence of achievement of the seven CAS learning outcomes (**Evidence and Reflections**)
- Complete your CAS portfolio by April 1<sup>st</sup> of Year 2 (Grade 12)**

# What *might* a CAS Programme look like?

Activity	Dates/Time Period	CAS Evidence	Learning Outcome
<b>Volleyball Team</b>	<ul style="list-style-type: none"> <li>-Sem 1 of grades 11 and 12</li> <li>-16 weeks, 4 x week, 1.5 hrs each time (practices and games)</li> </ul>	<ul style="list-style-type: none"> <li>-Action</li> <li>-photo/ reflection</li> </ul>	<ul style="list-style-type: none"> <li>-Collaboration</li> <li>-New skills</li> </ul>
<b>Arts Showcase</b>	<ul style="list-style-type: none"> <li>-Sem 2 of grades 11 and 12</li> <li>-12 weeks, 1.5 hrs per week (planning)</li> <li>-4 weeks, 2 hrs practice each wk</li> <li>-Leader of Publicity</li> <li>-Performer (poetry reading)</li> </ul>	<ul style="list-style-type: none"> <li>-Creativity/Service (leadership role/initiated)</li> <li>-brochure/ reflection</li> <li>PROJECT</li> </ul>	<ul style="list-style-type: none"> <li>-Planned and initiated</li> <li>-Awareness of strengths and weaknesses</li> </ul>
<b>KPL Volunteer</b>	<ul style="list-style-type: none"> <li>-October Grade 11 to December Grade 12</li> <li>-15 months, 4 hours per month</li> <li>-helps to organize summer reading program</li> </ul>	<ul style="list-style-type: none"> <li>-Creativity and Service Project</li> <li>-Journal and photos</li> <li>-Letter from KPL</li> </ul>	<ul style="list-style-type: none"> <li>-Issue of Global Importance (literacy)</li> <li>-Ethical Implications</li> <li>-Planned and Initiated</li> <li>-Collaboration</li> </ul>
<b>Community Hockey</b>	<ul style="list-style-type: none"> <li>-Sept to March Grade 11 and 12</li> <li>-4 + hours per week</li> <li>-Player and Assistant Coach for a younger team</li> </ul>	<ul style="list-style-type: none"> <li>-Action and Service</li> <li>-Practice/Game Schedule</li> <li>-Journals, Letter from Head Coach</li> <li>-Team photos</li> </ul>	<ul style="list-style-type: none"> <li>-New Challenge</li> <li>-Ethical Implications</li> <li>-Skill Development</li> <li>-Leadership</li> </ul>

# Assessment

- For OSSD, your CAS portfolio will be assessed to determine a final Grade in **GPP3OI (credit is earned)** and 50 hours of Community Service for **Ontario Diploma is granted**.
- For the IB Diploma, the CAS portfolio will be assessed as Complete or Incomplete—is there evidence of the 7 learning outcomes and were the activities sustained over the 18 month period, balanced between the 3 areas?
- CAS is compulsory to receive IB Diploma.**



# What is ManageBac?

- An online tool to record CAS activities, Extended Essay work and TOK presentation and essay.
- Students will be given their passwords in JUNE of Grade 10 so that they can begin using ManageBac over the summer between Grade 10 and 11.
- Date and Time stamped.
- Students need to update this platform regularly over Grade 11 and 12.
- SAMPLE MANAGEBAC ACCOUNT:

<https://chci.managebac.com/login>