
Extended Essay and CAS Info for Parents

— Grade 11 Sept 2019 —
Grade 12 Sept 2019

Contact Information

Mr. Fraser Haig

Extended Essay Coordinator

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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

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 1st 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 15th 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 1st of Year 2 (Grade 12)**

What *might* a CAS Programme look like?

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

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>