

Personal Project Submission Checklist

This checklist is to provide all Class of 2024 students with specifics on what must be submitted for your Personal Project on each of the deadline dates. Please use this submission checklist in order to make sure everything is turned in on time throughout your project.

For each supervisor meeting, bring your process journal or similar item with information to share with your supervisor as well as questions you need answered and a way to record notes from your meeting.

Supervisors must complete the Google Forms before the deadlines or a letter will be sent home.

Note: Supervisors cannot complete this unless the above requirements have been met.

August 26, 2021

Student Checklist:

- Final Project Proposal submitted. This includes:
 - Learning Goal
 - Product Goal

September 9, 2021

Student Checklist:

- First Supervisor Meeting- During this meeting be prepared to discuss the following points with your supervisor:
 - Learning Goal
 - Product Goal
 - Entry Point (Why you chose this project)
 - Process Journal Shared

Supervisor Form:

- [Google Form](#)

October 20, 2021

Student Checklist:

- Second Supervisor Meeting- During this meeting be prepared to discuss the following points with your supervisor:
 - Completed Success Criteria for Product
 - Action Plan including specific dates for completion of pieces of your product

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Supervisor Form:

- [Google Form](#)

November 9, 2021

Student Checklist:

- Third Supervisor Meeting- During this meeting be prepared to discuss the following points with your supervisor:
 - Identify ATL skill or skills you will focus on during your Personal Project

Supervisor Form:

- [Google Form](#)

November 30, 2021

Student Checklist:

- Fourth Supervisor Meeting- During this meeting be prepared to discuss the following points with your supervisor:
 - Reflect on project's impact on self
 - Reflect on project's impact on learning
 - If possible, reflect on project's impact on community/country/world
 - Approximately half of product complete

Supervisor Form:

- [Google Form](#)

January 12, 2021

Student Checklist:

- Fifth Supervisor Meeting: Be able to show your supervisor
 - Product Completed 100% (either be able to bring completed project, or pictures in the case that the product is too large, to supervisor's office)

You should also begin thinking about what items you will need for the exhibition. These include items such as a projector, a blackboard, mannequins, etc. You will need to provide a list of these items to your Personal Project Coordinator and/or MYP Coordinator before the exhibition.

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Supervisor Form:

- [Google Form](#)

January 18, 2021

Student Checklist:

- Exhibition- You will need to be in the AC all morning to show and discuss your product with guests who come to the event.

February 9, 2021

Student Checklist:

- First Draft of your PP Report- this is to be submitted on Schoology through the “Turnitin” link.

Supervisors will be emailed rough drafts

February 22, 2021

Student Checklist:

- Final Supervisor Meeting. Complete the following with your supervisor during this meeting:
 - Academic Integrity Form (this must be completed with signatures from you and your supervisor, then scanned and submitted through the link on Schoology by the end of the day)
 - Notes on First Draft from your supervisor

Supervisor Form:

- [Google Form](#)

March 3, 2021

Student Checklist:

- Final Report Submitted- Each of the following items must be submitted through the correct links on Schoology:
 - Complete Final Report (via Turnitin link)

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- Redacted Final Report
- Academic Integrity Form
- Separated Bibliography