

Personal Project Digital Workbook

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An Introduction:

The Personal Project is a special milestone in the IB Middle Years Programme as it is the culminating event completed in your time in the MYP at Millbrook High School. This project provides an opportunity for you to produce a truly personal and often creative product that demonstrates what you have learned about specific disciplines and the approaches to learning skills.

The MYP Personal Project allows you to experience the responsibility of completing a significant piece of work over an extended period of time, as well as the need to reflect on your learning and the outcomes of your work – key skills that prepare you for success in future study, the workplace, and the community.

A project of this caliber encourages you to engage in **principled action**. This means -

You will make choices and decisions that extend beyond your classrooms. As you complete your project, you may learn more about being socially responsible and taking thoughtful, appropriate actions in order to reach a goal. Principled action can take several forms and may include any of the following.

- Developing an area of interest beyond normal subjects
- Sharing new information with others including peers, family and teachers
- Changing your behavior in response to your learning and also realizing you can make a difference through the decisions you make
- Reflecting on the information you have learned and the action you have taken based on the new knowledge

Project Components:

The personal project has three major components:

Product	Written Report	Presentation
Allows students to implement the knowledge they gained through their research. Shows the tangible outcome of the process - what you create and make.	Allows for demonstration of Approaches to Learning Skills, explanation and documentation of product, and reflection on the learning process in a written format.	Oral presentation that includes commentary and evidence on the process and actions taken, and a reflection on what you've learned.

Completion of the MYP and awarding of the MYP Certificate are based on the successful completion of each component and completion of community service requirements. Each piece depends on the thorough completion of the other pieces; therefore, you should commit a significant amount of time to each aspect of the personal project. In order to be eligible for the MYP certificate, a student must earn at least 16 (B) on the rubrics for the paper and complete the required 10 MYP experiences.

Product & Documentation

Once you have learned about your topic, the next task is to decide what you are going to do with the information. You are expected to spend a minimum of 25 hours completing your Personal Project. The product is something that you MAKE using the knowledge that you gained through your research. **Products CANNOT be powerpoints, Google slides, prezis or trifolds.**

- Designing and sewing a piece of clothing
- Making a musical instrument
- Creating a blueprint for a building
- Recording a podcast series
- Building a personal computer

****Click [here](#) for additional product information and ideas.****

Documentation

Documentation and evidence of your product is **crucial**. You are responsible for including documentation throughout your Written Report. You will also utilize your process documentation (photos, videos, journal entries, etc.) in your **presentation**.

- **Digital Workbook:** You will be required to submit this fully-completed digital workbook at the end of the project.
- **Approaches to Learning (ATL) Skills:** You will identify [ATL skill categories](#) that you think will be useful in achieving your learning goal AND creating your product. It is strongly suggested that you have visual evidence of your use of these skills to include in your written report. Click [here](#) for examples of evidence that could be used for this section.
- **Process:** You will be required to show documentation of BOTH the **process** and the final product during your presentation. Make sure you are taking pictures, videos, etc. during the process and keeping any materials that might help.
- **Final Product:** You will be required to provide visual documentation of your FINAL PRODUCT within your paper and during your presentation. You also need to provide visual evidence to support your evaluation of each of your success criteria. For your paper, this could be pictures of your final product or a link to a video. For your presentation, this could mean showing your product or providing pictures, videos, etc.

****Make sure to save pictures, videos, or journal entries in multiple places.****

****Make sure you KEEP ALL Materials and Documentation BEYOND when the project is due. Teachers need to assess your project and evidence and we are required to submit materials to IB at the end of the year. We cannot do this if you have deleted digital files that you include in your paper/project.****

Written Report

Below is a basic explanation for the Written Report. A more thorough outline can be found later in this document. Click [here](#) to go directly to the outline.

In your written report, you will be introducing your learning goal and the product you worked to create. You will also discuss and provide evidence of the ATL skills you used to reach both your learning goal and to complete your product. You will give a detailed description of your final product, along with visual evidence of your final product and the process you took to get there. Finally, you will provide a reflection of the success of your product, the skills you have gained, and how your learning goal helped you grow throughout the process.

Presentation

Below is a basic explanation for the Presentation. A more thorough description and outline can be found later in this document. Click [here](#) to go directly to the presentation information.

You will finish the project by completing an oral presentation of your project. You will explain your learning goal, process, and product, the ATL skills you used along the way and a reflection of the project as a whole. This is your chance to show off the product you created. You will be required to show visual evidence of your product. This could mean showing the product itself or showing pictures or videos of the product.

Project Calendar & Deadlines for Personal Project 2023-2024

September 18 & 19 Introduction of Personal Project in English Classes

October 18 & 19 Supervisor Meeting #1: [Project Proposal](#) Due

October 20 - February 1	Conduct Research & Complete Product
November 14 & 15	Supervisor Meeting #2: Timeline Due
January 25 & 26	Supervisor Meeting #3: Product Progress Check

It is HIGHLY SUGGESTED that your PRODUCT is FINISHED by Supervisor Meeting #3 (January 25 & 26) in order to meet the remainder of the deadlines for this project.

Jan. 31 & Feb. 1 Deadline for Optional Rough Draft of Written Report*

February 12 & 13 Drafts Returned to Students

February 22 & 23 **Personal Project Written Report Due***

February 28 & 29 Supervisor Meeting #4: Required Practice Presentation

March 12-15 **Presentations**

*In order to complete the Written Report you must have completed the product.

Project Proposal

DUE: October 18 & 19

1. Complete the chart below.

PRODUCT	LEARNING GOAL
Describe your intended product . - PRODUCT: This should be a tangible product that you create throughout the course of the project.	What is the learning goal of your personal project? (What specific topics or skills do you need to learn in order to complete your product?)

2. **What is your motivation to take on this particular project?** Consider how your personal experiences, interests, and ideas relate to your learning goal. What influenced you to choose this topic?

3. Think about what your **final product** needs to look like/do in order to reach your overall goal. Provide 3 SUCCESS CRITERIA that, if reached, would make your **final product** a success. Here is a link to a slideshow with further details about how to create criteria: <https://bit.ly/2W1NseC>. **Success criteria MUST be measurable.**

	In order to be successful, my FINAL PRODUCT must:	Which <u>element of success</u> does this criteria align with?	How will you measure this? (example: poll, size measurement, etc.)	Why is this criteria necessary to demonstrate success?
1				
2				
3				

4. What do you already know about this topic? Where or from whom did you gain this knowledge?
5. What are the first **5 questions** you need to answer through your research in order to begin working on your project?
- -
 -
 -
 -
6. Think about what materials you will need to complete your product and research the costs. Fill out the chart below.
- NOTE: If you choose a food-related project, you will need to purchase enough materials to make the food MORE THAN ONCE. You must practice making the food at least once and you MUST bring the food in on presentation day.**

Material	Estimated Amount	Estimated Cost
TOTAL:		
Who is covering the cost of this project?		
Have you confirmed that the cost of this project can be covered?		

Research Collection

You will begin this project by conducting and collecting research on the topic you chose. As you conduct your research, you will use the charts below to collect the source information and any useful information you have gathered from that source. A couple of key items to remember as you conduct research:

- As you begin to research, you need to identify at least 5 research questions. These questions are meant to help you focus your research, reach your learning goal, and complete your product. Think about the smaller pieces of information or skills that you need to learn in order to reach your overall goal.

2. We have provided space for 3 sources, but you are encouraged to use as many sources as necessary to be successful. If you find more than three useful sources, simply copy and paste the charts from a previous source to collect your research.
3. Research can come from many different places. You are welcome to use the internet for research, but are not limited to using the internet only. You may use books, journals, or even a person you know that has a lot of knowledge about your topic. Think outside the box!
4. The research process is **NEVER DONE!** We put the research collection at this part of the workbook because this is where you will **START** researching, but you should continue to conduct and collect research until your product is **FULLY FINISHED!**

Research Collection Table			
Questions that you need answered within your research (see Proposal):	1.		
Source #	1	2	3
Title			
Author			
Type (Book, Website, YouTube Video, Interview, etc.)			
URL (If web-based)			
How do you know this source is credible and relevant? (link to evaluation guide)			
Useful Information/ Knowledge gained from this source:			
Which of the the questions (above) were answered from this source?			

To include more than 3 sources, copy and paste the template above for your next three sources.

Product Completion Timeline

DUE: November 14 & 15

You will need to decide on the specific tasks or activities that you will complete in order to reach certain milestones or interim stages. You should determine specific due dates for each task and make notes as you complete the tasks. Be

mindful of challenges and setbacks or things that accelerate your timeline. You will want to note these things and the changes you make to your timeline as you move through the process. An example timeline can be found [here](#).

Identify at least 7 tasks you need to complete for a successful product. Then assign projected due dates for each task. **This is a living document, meaning that you should be continually updating your task & to do list as well as adding progress notes throughout the process.**

Task	Dates	Success Criteria (copy/paste the criteria from your Proposal for each task)	Progress Notes

Your PRODUCT must be FINISHED in order to complete the Written Report. It is HIGHLY SUGGESTED that your PRODUCT is FINISHED by Supervisor Meeting #3 (January 25 & 26) in order to meet the remainder of the deadlines for this project.

Outline for Personal Project Written Report

- **Written Report CANNOT be more than 15 pages.**
- **Written Report Template:** Click [here](#) to find the paper template. Make a copy of this document and it will become your Written Report document. Make sure to change the title of the document.
- **Full rubrics can be found [here](#).**
- **A full exemplar paper can be found [here](#).**

Section A: Planning

Requirements	Instructions
1 Learning Goal	State a learning goal (skill or skills you must learn). Provide a detailed description of the connection between personal interest(s) and your learning goal including reasons and causes. (See question #1 and #2 of your Project Proposal)

<p>2 Product Goal & Success Criteria</p>	<p>State your intended product and present multiple appropriate, detailed success criteria for the product. (See questions #1 & #3 in your Project Proposal)</p> <ul style="list-style-type: none"> • Explain both why the three success criteria are appropriate for your product and how you will objectively measure the criteria. The criteria should be specific and rigorous
<p>3 Plan & Success Criteria</p>	<p>Present a detailed plan for achieving the product and its associated success criteria</p> <ul style="list-style-type: none"> • Provide a detailed explanation of your plan for completing your product. • Explain how you plan to achieve your success criteria (see paragraph #2).

Section B: Applying Skills

Requirements	Instructions
<p>4 ATL Skills: Learning Goal</p>	<p>Describe how the Research ATL skill(s) (see Project Proposal) was/were applied to help achieve your learning goal, with reference to examples or evidence.</p> <ul style="list-style-type: none"> • You must include your completed Research Chart within this section of the paper. • Additionally, you must also explain how your research directly contributed to you successfully achieving your learning goal. <ul style="list-style-type: none"> ○ SUGGESTION: Use some of the terminology from the ATL Skills column to support your response.
<p>5 ATL Skills: Product</p>	<p>Describe how the ATL skill(s) (see Project Proposal) was/were applied to help achieve their product, with reference to examples or evidence.</p> <ul style="list-style-type: none"> • Choose ONE ATL Skill Category & Cluster (NOT Research) and provide a detailed explanation of how you used that skill in order to complete your product. <ul style="list-style-type: none"> ○ It is strongly suggested that you include visual evidence of the application of the ATL skill within this section of the paper. This could include: screenshots, pictures, links to videos (if you are providing a link, please use a link shortener such as bit.ly or tinyurl). Include an explanation of HOW the visual evidence demonstrates the ATL skill you stated. ○ SUGGESTION: Use some of the terminology from the ATL Skills column to support your response

Section C: Reflecting

Requirements	Instructions
<p>6 Process & Final Product</p>	<p>Describe your product/outcome in response to the learning goal.</p> <ul style="list-style-type: none"> • Provide a detailed account of your process with visual evidence to support the stages. • In detail, describe (not evaluate) the final outcome of your product with visual evidence of your completed product. <ul style="list-style-type: none"> ○ Visual evidence could include: <ul style="list-style-type: none"> ■ Pictures: Pictures should be embedded in the essay. ■ Links to videos: If you are providing a link, please use a link shortener such as bit.ly or tinyurl. Check the share settings to make sure “Anyone” has access to view the videos.

<p>7 Success Criteria Evaluation</p>	<p>Evaluate your product based on the success criteria.</p> <ul style="list-style-type: none"> ● Critique your product against the three specific criteria that were listed in <i>Section A: Planning</i>. <ul style="list-style-type: none"> ○ Provide separate visual evidence that supports your evaluation of EACH criterion. ● Based on your analysis above, evaluate the extent to which your product met your overall goal.
<p>8 Impact of the Project</p>	<p>Describe the impact of the project on yourself and/or your learning.</p> <p><i>Impact of the Project</i> may refer (but is not limited) to:</p> <ul style="list-style-type: none"> ● Any aspect of having done the project (i.e. inquiry, action, and/or reflection) ● Progress made toward the goal ● The ways in which you have grown as a learner (i.e. IB Learner Profile attributes or improvements in ATL skills that were NOT covered in Section B) ● The ways in which you have (personally) grown or changed as a result of the project.

****You must provide a bibliography at the end of your paper. Click [here](#) for further instructions.****

[Click Here for Personal Project Presentation Information](#)

FINAL DEADLINES

Written Report:

Wednesday, February 22 & Thursday, February 23

Presentations:

March 12-15