

**INTERNATIONAL BACCALAUREATE:
Reflective Project (SENIORS)**

Obtain appropriate initials on the line provided to the left.

September

- RP Coordinator (RPC) meets with all students to discuss the reflective project and ethical issues arising from their career-related studies, and to discuss timelines and expectation
- Students should begin studying the various areas of ethics to find ideas for their reflective project.

October

- Students submit **Reflective Project Contract** form to the RP Coordinator identifying **area of ethics to be explored**.
- RPC will meet with all RP Student Supervisors (RPSS) to discuss timeline, expectations, and responsibilities; Students should have a teacher/mentor to help them review their reflective project.

November

- **Reflective Project Topic:** Supervisor conference should be held before this date; student works with Supervisor and/or RP Coordinator on the process of topic clarification and potential mediums of presentation via Edmodo/Email. Students submit **Reflective Project Topic** with proposed **format** to RPC, who will insure that project is in the spirit of the IB.
- RPC will meet with students to discuss research strategies and questions, outlining and the annotated bibliography with supervisor/mentor.
- **Project Proposal:** Supervisor conference has been held; students turn in **Research Question and Thesis** to Supervisor and RPC.

December

- **Annotated Bibliography & Preliminary Outline:** Students submit one copy of an Annotated Bibliography and 1 copy of the **Preliminary Outline** of the project to the Supervisor and to the Reflective Project Coordinator. Supervisors should submit a progress report to the IBCP Coordinator.
- **Turn in the Introduction to RPSS.** Introduction should be 200 to 300 words. This will provide the Supervisor with a substantial piece of writing to evaluate. Supervisors and students will discuss a detailed plan for winter break research, a meeting before the winter break of school for feedback on the introduction, an exchange of information (email addresses) so that students may contact their advisor and the coordinator during the winter break if the need should arise. A progress report is due to the IBCP Coordinator by the Supervisor.

Winter Break Students work independently on the papers.

January

- **First Draft:** Students submit one copy of the first draft to the Supervisor. Students and Supervisors set a date to discuss first drafts. Students who do not submit the rough draft may be removed from the IBCP Program.

February

- **Final Draft:** Students submit two hard copies, in selected format, of their completed Reflective Project and one copy to the RPC and one copy of the final draft and email to their Supervisor.

March- Viva Voce:

- A short interview with the student and supervisor. Viva Voce serves the following purposes:
 - A check on plagiarism and malpractice in general
 - An opportunity to reflect on successes and difficulties in the research process
 - An opportunity to reflect on what has been learned
 - An aid to the supervisor's final report

March

- Supervisors submit RP with final report and predicted grade.
NOTE: Supervisors may hold as many conferences as are necessary.