

REFLECTION**What do I need to do?**

D1 Evaluate the quality of service as action against the proposal

D2 reflect on how completing the project has extended their knowledge and understanding of service learning.

D3 reflect on their development of ATL skills

How?

1. Evaluate the quality of the product/outcome against the proposal (your action plan).
2. Reflect on the learning process.
3. Reflecting on how your knowledge of the topic and global context has changed.
4. Reflecting on your development as an IB Learner.
5. Complete the academic honesty form.
6. Complete the ATL checklist.

IMPORTANT: By now you should have completed section 1-5 according to instructions and deadlines. You need to pay attention to the **deadline for the Reflective Essay, which is three days after your presentation. The same deadline goes for completing Academic Honesty Form and ATL Skills checklist.**

At this point your Yu should be confident in your time-management skills.

Example: If you present on a Monday, you need to submit the reflection, Academic Honesty and ATL checklist by Thursday. If you present on Friday, your deadline is Monday.

GUIDELINES:**What makes a good reflection?**

Reflection should be ongoing, occurring at all stages of your project. To reflect at a deeper level, you should consider taking time to reflect together with other active participants in your project.

REFLECTION (in an essay form)

Introduction (refer to your introduction of the CP):

- Why did you choose the topic and your community?
- How has the project extended your knowledge and understanding of the topic/global context?
- What Global context(s) did you use to approach to the Community Project work? In what ways was the topic significantly connected to them?
- Who and what helped you the most?

Body:

- How well did you follow the process of the community project? (according to your journal guidelines)
- How satisfied are you with the chosen community/ies?
- Did they benefit from your help? How do you know? What evidence do you have?
- What were the difficulties you encountered and the solution chosen?
- What was surprising / interesting about your work / about your findings?
- What were your strengths?
- What were your weaknesses?
- What knowledge and skills have you gained for life?

Conclusion:

- If you were to start over again, would you have chosen this topic again?
- What would you do differently if you could start again?
- How good was your time-management?
- How successful were you in communication with your mentor?
- Did you find the answer to your guiding question?
- Reflect on at least 3 IB learner profile attributes.
- What new questions have arisen from your research that you would like to explore further?

Use this checklist while working on your Project. Tick off the things that you have done and make sure that you complete the things that you haven't ticked off. Finally, mention all the things that you have ticked off in your report!

Over the whole working process

Self-management skills: Set goals, find strategies to achieve them and record the process on a regular basis

- I have set a basic/ high/ highly challenging goal
- I have found a system to file all the information I need for my project
- I have met all my deadlines

Research skills: Work with primary and secondary sources and using the conventions of the MLA appropriately

- I have chosen appropriate (and sufficient) primary sources for my project
- I have chosen appropriate (and sufficient) secondary sources for my project
- I have evaluated the credibility of my sources and found them to be credible

Thinking skills: Use strategies to generate ideas, identify challenges and practice thinking

- I have used brainstorming and visual thinking strategies to generate new ideas
- I have considered multiple alternatives in the development of my project
- I have created an innovative product/solution to a problem
- I have identified and overcome obstacles and challenges by thinking
- I have taken and managed risks

Collaborative skills: Use intercultural understanding, negotiation and conflict-management to collaborate

- I have collaborated with other people
- I have negotiated well

Social skills: Be empathetic and fair, and give and receive meaningful feedback

- I have practiced empathy with the people I worked with
- I have made fair decisions and taken responsibility for my own actions

Reflective skills: Identify strengths and weaknesses of personal learning and report on developments

- I have evaluated the effectiveness of my learning strategies and changed them when needed

Class Notebook

Self-management skills:

- I have regularly updated the work in my Class Notebook
- I have documented my working progress

Collaborative skills:

- I have had a constructive discussion with my mentor

In the report

Self-management skills:

- I have handed in the report on time

Research skills:

- I have followed the formal criteria for writing the report
- I have cited sources according to the MLA

Communication skills:

I have used appropriate language in my report

Reflective skills:

I have formulated a goal and a global context

I have mentioned all relevant sources and evaluated how relevant they are

I have reflected on how my sources helped me achieve my goals

I have discussed the impact of the product in relation to the goal and chosen context

I have discussed how the project has extended my understanding of the topic and the global context

I have reflected on my development as a learner through the process of completing the project

My reflection was ongoing, and completed after each process step