

Personal Project Timeline and Checklist

Due Date	Expectations
September Completed by 9/30/23	<ul style="list-style-type: none"> ❖ Complete <i>Personal Project Proposal</i> form and Preliminary Process Journal (PPJ). ❖ Submit your Personal Project Proposal to your Supervisor.
October Completed by 10/31/23	<ul style="list-style-type: none"> ❖ Attend your first supervisor meeting to discuss specifics of your project. See <i>Supervisor Meeting Agendas</i> on page 9 to see what's expected of you at this meeting. Start working on your project based on your conversation at your supervisor meeting. <ul style="list-style-type: none"> o Start writing in your Process Journal. Before your second meeting, finish, at a minimum, all prompts for Criterion A. o Start your research on your project. Keep track of sources for your bibliography. o Begin work on your final product. o While researching and working on your final product, continually review your Success Criteria and the Approaches to Learning skills you identified at your first supervisor meeting. o Prepare for your second supervisor meeting by reviewing <i>Supervisor Meeting Agendas</i> on page 9. There are some specific things you should be working on. o Write down questions you might have for your supervisor at the next meeting. Email your supervisor and/or the IB Coordinator if you have immediate questions that need answers before you continue with your project. ❖ Attend your second supervisor meeting to discuss specifics of your project and obtain first signature on the Academic Honesty Form. See <i>Supervisor Meeting Agendas</i> on page 9 to see what's expected of you at this meeting. ❖ Prepare for your November supervisor meeting by reviewing <i>Supervisor Meeting Agendas</i> on page 9 ❖ Begin your draft of the first two sections of your report (<i>Planning and Applying Skills</i>). It will be due at the November meeting.
November Completed by 11/30/23	<ul style="list-style-type: none"> ❖ Attend your third supervisor meeting to discuss specifics of your project. See <i>Supervisor Meeting Agendas</i> on page 9 to see what's expected of you at this meeting. A draft of the first two sections of your report is due! ❖ Prepare for your January supervisor meeting by reviewing <i>Supervisor Meeting Agendas</i> on page 9. ❖ Begin your draft of the last section and bibliography of your report (<i>Reflecting</i>). It will be due at the January meeting.
January Completed by 1/31/24	<ul style="list-style-type: none"> ❖ Attend your fourth supervisor meeting to discuss specifics of your project and obtain second signatures on the Academic Honesty Form. See <i>Supervisor Meeting Agendas</i> on page 9 to see what's expected of you at this meeting. A draft of the final section of your report, plus the bibliography, is due at this meeting! ❖ After meeting, continue refining your report and bibliography. ❖ Prepare for your final supervisor meeting in February by reviewing <i>Supervisor Meeting Agendas</i> on page 9. At this meeting, all required elements will be turned in to your supervisor.
February Completed by 2/29/24	<ul style="list-style-type: none"> ❖ Attend turn-in meeting with your supervisor & get remaining signature on the Academic Honesty Form. Turn in the following: <ul style="list-style-type: none"> o Completed Process Journal o Final product/outcome o Final report and bibliography o Completed Academic Honesty Form
March - April Completed by 4/30/24	<ul style="list-style-type: none"> ❖ Work with IB staff to create a display board for the IB/Fine Arts Expo.
May 1, 2024 Completed by 4/30/24	Personal Project Showcase on Wednesday, May 1, 2024 (along with the 8th Grade Community Project and the 6th-10th Grade Art Exhibit)