

CAS Interview 1: General Instructions

A. Before Interviewing the Student...

1. On managebac, review the student's PSR briefly. This is especially important if you do not know the student personally, as it will allow you to ask more personable questions about the student's goals and help them if they appear stuck and ask for help or ideas for an activity or project later.
2. Print off and have ready a set of general rubrics and the extended project rubrics to fill out. It is not absolutely necessary to fill these out and place them in the student's folder since you are logging comments in on managebac for the coordinator to see; however, it scaffolds the interview nicely for a new advisor who prefers a checklist of sorts.
3. At the very least, briefly look at the list of activities and the general descriptions of the activities the students has on their CAS page prior to the interview. Have the page open on your computer when the student sits down to interview.

B. During the Interview...

1. Let the student take the lead. They should propose activities one by one, focusing on goals, timelines for completion, a more practical breakdown of the smaller steps to complete the activities.
2. Make sure students are providing a supervisor agreement form for each activity or project, unless they are asking you to fill one out for them for a solitary activity. Be comfortable with the method of documentation they propose.
3. Ask questions when necessary. The attached list of questions will provide some helpful feedback to students.
4. At the end of the interview, briefly discuss the importance of reflections online and documentation. Remind students that it is necessary they begin CAS **by the end of September** and begin this documentation. It might be helpful to discuss the best times to talk to you about issues that arise.

C. After the Interview...

At the conclusion of the interview, the CAS advisor must do the following in order for the IBO to have a recorded meeting between the student and the advisor:

1. Click directly on each activity you wish to approve for the student. Near the bottom, click "Approve Activity" for the student. Do NOT click "Complete Activity," as this will lock the student out of reflections. If you are approving all activities for the student, there is a "Approve All Activities" button for on the main CAS page for each student.
2. Click on the "Meeting Log" button to the far right under "Add CAS Activity." Under Meeting, please type, "Initial CAS Interview." For comments, write two to three sentences on your initial feelings about the interview, trying to stay constructively positive whenever possible. If you recommend the student meet with the CAS coordinator to discuss issues, please indicate here. Finally, indicate today's date. Click "Log a Meeting." This logs that the meeting took place and will show up on the CAS progress worksheet that the IBO will pull for audit on students.
3. On the main CAS page for each student, there are a set of emblems and flags following the question, "How is ___'s progress?". Please click on the appropriate indicator, which will give me immediate feedback on every student. This is especially important if you are not filling out a paper rubric.
4. Place all supervisor agreement forms and paper rubrics inside the student's folder.

D. From September to December...

During this time, students will be completing the approved CAS activities and projects and preparing for the second round of interviews. Please plan on visiting your students' pages every three to four weeks and make it a point to respond briefly to at least one reflection. This will encourage students to stay up to date.