

## UAIS CAS Reflections Policy

The following excerpt from the IB CAS guide highlights the importance of students documenting reflections as part of their CAS programme:

“Students should document their CAS activities, noting in particular their reflections upon their experiences. As previously indicated, this documentation may take many forms, including weblogs, illustrated displays and videos, and written notes. Its extent should match the significance of the particular activity to the student. While it is important to encourage students to make an early start on their CAS log, there is no point in writing lengthy accounts about relatively routine experiences” (Online Curriculum Centre 2010).

CAS reflections are requirements to demonstrate the eight learning outcomes necessary to complete the programme. By the conclusion of the eighteen months, each student must be able to provide a sample of ten high-quality sample reflections from a larger number of reflections from their activities during an IBO audit. Therefore, TOK classes will allot reflection time every six to seven weeks during the eighteen-month window for CAS. The [uais.managebac.com](http://uais.managebac.com) site allows students a place to permanently store CAS reflections and other documentation necessary for the completion of CAS. UAIS students are expected to use only this method for writing reflections. A personal journal or series of word documents stored on one's flash drive—which can be lost or corrupted—are not acceptable storage places for CAS reflections. The O365 cloud is also not permitted as a storage place. Students who abandon the managebac storage place for reflections will be placed on levels of intervention.

### CAS Culmination Essays

In the rare event that students fail to complete CAS reflections during TOK, students will write an essay for each activity and project demonstrating their achievement of the required eight learning outcomes. Furthermore, they will address and clearly answer the questions provided on the [uaiscas.com](http://uaiscas.com) website under “student handouts” and the form “CAS reflection essays.” Each essay will be at least three-typed pages in length.

These essays are due at the end of the junior year for activities no longer active for CAS, or prior to the fifth and final March interview during senior year to complete the CAS requirement. **Failure to meet the minimum length, requirements, or answer them on time will result in forfeiture of the IB diploma.**

## CAS Reflection Essays

For students who do not meet the responsibilities of reflecting for a particular activity or project, they will be required to write and turn in an essay for at the completion of said activity/project demonstrating the student's engagement of the learning outcomes. Solitary activity (running, knitting, etc.) essays must be at least two pages in length. All other essays must be at least three-typed pages typed in length, double-spaced, addressing the questions below in paragraph form. All CAS reflection essays are due by upload to your managebac CAS page for your advisor during the first week of school. Any senior CAS reflection essays are due on managebac by your final interview.

**Failure to meet the minimum length and demonstrate through your answer the Eight Learning Outcomes will result in forfeiture of the IB diploma.**

Type a paragraph for each of the following categorical questions:

*1. Summarize what you did to initiate the activity, and how you interacted with others.* – This question is always important to answer because it will help your advisor get a clear picture of what occurred and how you made this activity your own. Basically, provide narrative details answering the following: who, what, when, where, why. How did you “initiate yourself” in a way that allowed the activity or project to be a new experience rather than “more of the same” of what you have previously done as 9<sup>th</sup> or 10<sup>th</sup> grader?

*2. Explain what you accomplished through this activity/project.* – Explain what your original goal was and whether or not you achieved it. Which organization did you help? Why help this organization? What were you looking at improving, learning, or developing? How did your work benefit the community/school/organization you worked with? Who helped you and in what ways (feedback, training/mentoring, help in numbers)? Was this an issue of global importance—how do you know?

*3. What difficulties did you encounter and how did you overcome them?* - If you experienced no difficulties, speculate as to why things went so smoothly. What piece of your preparation contributed the most to the activity's “smooth sailing”? Was this, perhaps, not a challenging activity to begin with? If so, will this experience inform future choices you make for CAS activities? If difficulties did occur, what were they? Why did they occur? Were they self-inflicted (organization, planning, execution), situational (weather-related, technical difficulties), or arose from working with others (other students, a supervisor, another person)? Explain.

*4. What did you learn about yourself and what did you learn about others through this activity? What abilities, attitudes, and values have you developed?* - This is an important opportunity to reflect and give insight into any learning that you earned from this activity. If you did not learn anything, what stood in your way? What would you need to do next time to gain more from this experience? What abilities, attitudes and values have you developed about yourself or about others around you through this activity? You must be thoughtful of this while you do the activity so that you can appreciate others or yourself for what you have accomplished.

*5. What ethical implications arose as a result of this activity?* If a problem arose between individuals, explain how you resolved it. How did you know that provided proper closure to the service that you were providing? If necessary, did you strive to pass on your project/activity to someone else, and if so, how did you achieve this? What issues of confidentiality arose during this process? Did you have to lie or withhold the truth at any time for any reason, and was this justified? Did you unknowingly cause harm at any time to someone associated with your activity/project, and if so, what did you learn, or how did you resolve it? Did you disagree with anyone during this process, and if so, how did you know you were in the right? What would you have done differently the second time around if you had the chance, and why?