

Senior Checklist for Completing CAS

Final CAS interviews are upon us! This list details your responsibilities for completing all paperwork, reflections, and the final interview. You are allowed to complete CAS at any time during the month of March, but you must complete your final interview no later than Friday, March 28th.

Please follow these steps as soon as possible to ensure that you are prepared for your interview:

- ___ 1. Complete all reflections or reflection essays for your activities first. Remember that once you submit your completion form, the activity is frozen.
- ___ 2. Check dates, accuracy of hours, and correct supervisor information before submitting completion forms to your supervisor.
- ___ 3. When everything is the way you want it, submit requests for supervisor completion forms. Provide at least two weeks' notice to supervisors, especially those outside UAIS. This means all reflections need to be done by mid-March at the latest. Follow-up with supervisors if no response is heard within a week.
- ___ 4. Collect all documentation and artifacts to bring to your final interview.
- ___ 5. Schedule your interview with your advisor.
- ___ 6. Go to the uascas.com website and click on the page "Rubrics and Evaluation Forms." Download the "Rubric for CAS Exit Interview" form. Make sure that you are meeting or exceeding expectations for every portion of the rubric.
- ___ 7. Conduct your interview. You're done! 😊

Remember, in order to schedule your final interview, you must have the following submitted beforehand:

- A. All reflections complete and posted on managebac**
- B. If applicable, any CAS reflection essays electronically posted under "CAS documents"**
- C. All necessary supervisor completion forms, resulting in green checks on your CAS page**

see next page...

Other Important Notices

1. CAS Athletic Days

Due to the continued weather conditions and the difficult challenge of gym usage for Heritage's springs sports schedule, we will not be able to adequately provide enough dates to conduct post-tests for the UAIS Athletic Days. Attempting only to provide one date after school on a day where weather conditions may not be safe or ideal means that we will be cancelling the post-tests.

Instead, the small group of UAIS seniors who participated in these will be permitted to close these activities out provided that they reflect appropriately on the activities and provide any additional documentation—such as logs—that their advisor requested last fall. Students are NOT expected to begin creating a log if the advisor and student had not previously agreed upon it. Remember, meeting your original goal does not qualify you for the hours. This is only a benchmark for your reflections.

2. Key Clubbers

Those seniors wishing to earn service hours through Key Club must be in attendance at our upcoming meetings to place stickers on the appropriate posters and complete time sheets. The process for earning CAS hours through Key Club will be revisited at these meetings, so please make sure that you attend the next two meetings.

3. Supervisor Completion Form Issues

You are expected to have a strong enough relationship with your supervisors for them to complete the necessary forms for CAS. This was a responsibility of ours upon establishing the relationship. If you are having difficulty getting a completed supervisor form after multiple attempts to contact him/her, please see Mr. Spear in his office no later than Friday, March 21st. Those supervisor forms that are completed offline can be faxed directly to me: Justin Spear, at 586-797-3101. I will call you down to my office to have you pick them up.

If you have any questions, please see Mr. Spear at your earliest convenience.

Thank you all for an incredible 18 months of impressive work. It's been an honor to see what amazing work you've done for our community!

Mr. Spear