

Myers Park High School's

International Baccalaureate Program



Service as Action (SA)

Handbook

2020-2021 Academic Year

Myers Park High School
2400 Colony Road
Charlotte, NC 28209

www.myersparkib.org

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Welcome to the 2020-2021 Academic Year!

We are excited to begin this journey with you. SA is an important part of the IB experience and this handbook will serve as a reference point for you throughout the year. Ramifications from the Covid-19 pandemic continue to provide challenges for us and updates regarding this will be posted to Managebac so be sure to check in to Managebac regularly. Please note that you should follow safety protocols and know that you are welcome to complete CAS experiences virtually.

This document is hyperlinked to the specific topics and back to the Table of Contents for easy navigation. If you find that you still have questions regarding CAS, don't hesitate to reach out.

Sincerely,
Ms. Willett and the MPHS IB Community

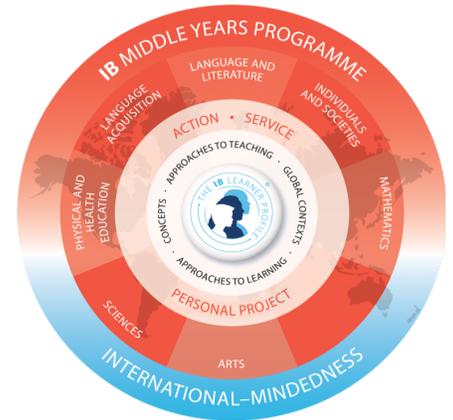
Service as Action (SA)

The Service as Action (SA) is a requirement for the IB Middle Years Programme. The IB believes that action (learning by doing and experiencing) is key to the learning process and that through SA you'll become more confident, self-directed learners. SA also assists you in developing personal understandings, sense of self, and your role and responsibilities in your communities.

There is no one-size fits all approach to SA. You may find yourself taking action by

- ◆ feeling empathy towards others
- ◆ making small-scale changes to your behavior
- ◆ undertaking large or more significant projects
- ◆ acting on your own
- ◆ acting collaboratively
- ◆ taking physical action
- ◆ suggesting modifications to an existing system to the benefit of all involved
- ◆ lobbying people in more influential positions to act

The opportunities are endless. It is important for you to see SA as a way to invest in your own personal and academic growth.



Seven Learning Outcomes

The seven learning outcomes are closely associated with the IB Learner Profile attributes and the Approaches to Learning (ATL) skills.

7 Learning Outcomes

1. Awareness	Become more aware of your strengths and areas for growth
2. Global Value	Develop international-mindedness through global engagement, multilingualism, and intercultural understanding
3. Perseverance	Perservere in action
4. Collaboration	Work collaboratively with others
5. Ethics	Consider the ethical implications of your actions
6. Initiative	Discuss, evaluate, and plan ongoing or new activities
7. Challenge and New Skills	Undertake challenges that develop new skills

Be sure that you can reflect on these outcomes from your SA experiences

MPHS SA Requirements and Guidelines

9th Grade (Class of 2024) Requirements:

9th Grade (Class of 2024) SA students must:

- Create a Managebac account by August 31, 2020
- Record at least **three meaningful activities** for the 2020-2021 school year that meet at least **three of the learning outcomes** by May 15, 2021 in Managebac
-
- Record at least **three meaningful activities** for the 2021-2022 school year that meet at least **four of the learning outcomes** by May 15, 2022 in Managebac.

10th Grade (Class of 2023) Requirements:

10th Grade (Class of 2023) SA Students must:

- Record at least **three meaningful activities** that meet at least **three of the learning outcomes** by December 31, 2020 in Managebac
- Record at least **three meaningful activities** for the 2021-2022 school year that meet at least **four of the learning outcomes** by May 15, 2021 in Managebac.

** Please check Managebac for up to date information on deadlines*

** Transfer / new students please reach out to the IB Coordinator to establish appropriate dates for your IB experience*

“Meaningful” experience indicates that you should be able to write in the context of the learning outcomes. There is no hour requirement for the experiences. Rather, successful completion is expressed qualitatively (what you’ve learned), rather than quantitatively (by the amount of hours spent).

You must have met all seven of the learning outcomes by the end of your MYP experience (end of 10th grade). There may be some experiences where you’ll meet more than one or more of the seven learning outcomes.

You will keep a record of your SA experiences in an online portfolio that is kept through the online management system called Managebac.

Planning SA Experiences

SA is unique to you and your interests for personal and academic growth so you can be creative in how you plan your experiences. However, there are some limitations to what can count for SA.

- You cannot get “paid” for an experience. This includes monetary benefits and receiving a grade in classes for it. (*This includes paid internships, babysitting, chores for money, etc.*)
- Assisting family members is not a service; it is being a part of the family (*This includes taking out the trash, washing the dishes etc.*)
- Another student cannot service as your supervisor for the experience.
- The activity cannot be solely for personal benefit like college visits, receiving tutoring etc.

For this reason, the first step in recording your SA experiences is to get approval to record that experience as SA. When in doubt be sure to reach out to the IB Coordinator to ask for guidance in your SA experiences. You can do this in-person by dropping by the office or online via Managebac.

SA and Covid-19

IB expects students to participate in SA learning activities as a part of their IB experience. These activities must address the SA learning outcomes and must be documented by quality/ meaningful reflection of the service with evidence of participation. Students are welcome to participate in face-to-face activities as a their families permit from a safety perspective. (*It should be noted that face-to-face service is not required.*) A variety of virtual service opportunities can be found linked on Managebac, the Myers Park IB website or through bit.ly/CMS-IB.

Recording SA Experiences

All SA experiences go through the following process:

1. Log on to Managebac
2. Submit activity for approval
3. Reflect and submit evidence of experience
4. Supervisor Review

Reflecting on your experience is important. This is where you'll connect the 7 outcomes to your experience

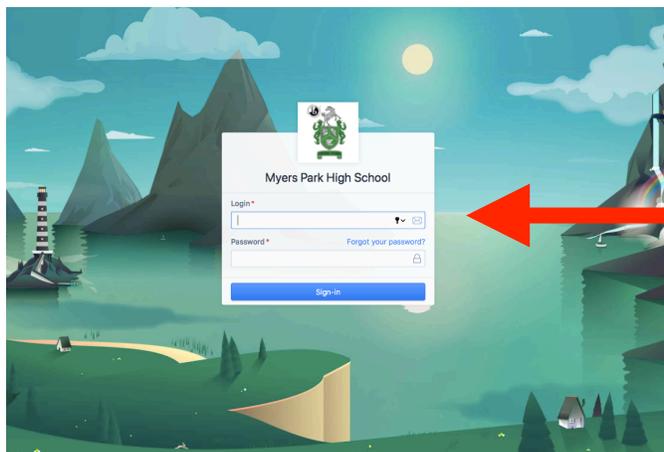
You may have already done the activity. Approval indicates that the activity will count for SA.

You'll need a non-family member to serve as your supervisor.

To add a NEW SA experience in Managebac

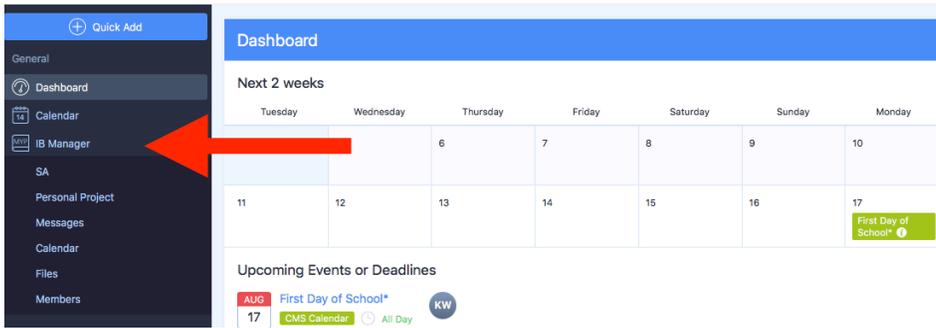
Follow this step by step guide for logging your SA experiences.

1. Log on to Managebac: (<https://myerspark.managebac.com/login>)

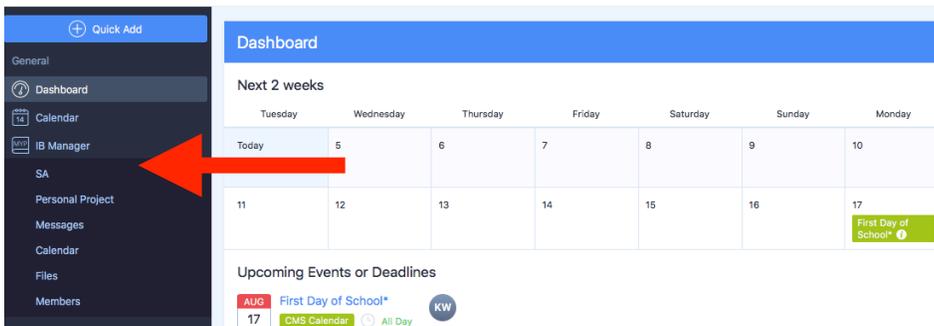


If you've forgotten your password, email the IB Coordinator so that she can send you an email from Managebac to assist you in resetting your password.

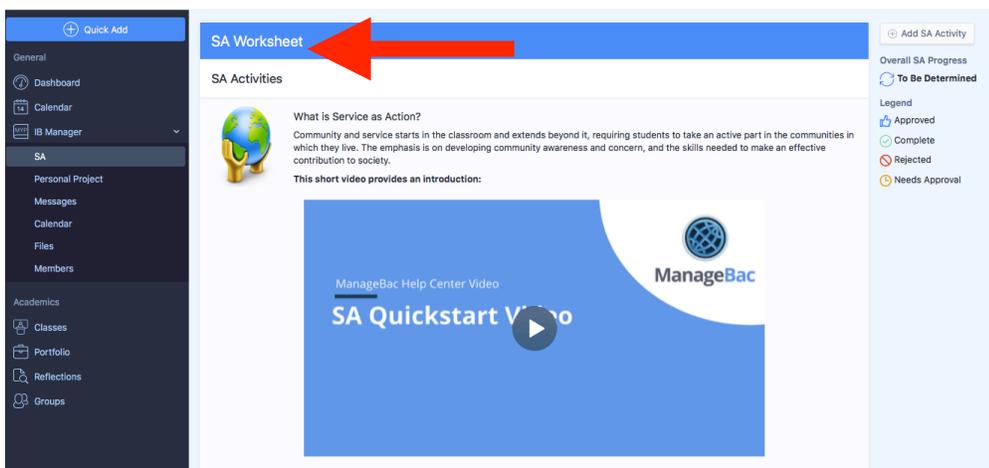
2. Navigate to the top left and click on **IB Manager**



3. Click on the **SA** link

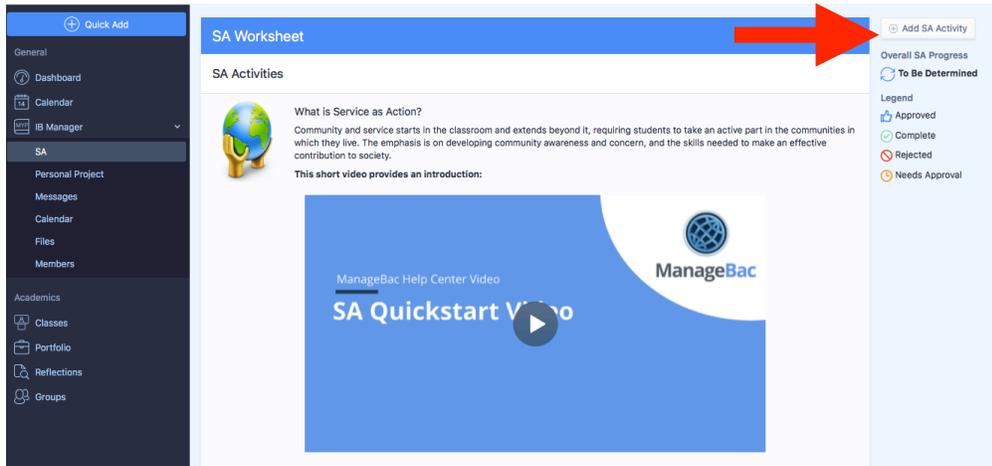


4. This takes you to the SA **Worksheet** area where you will record your CAS experiences and reflections.



There aren't any CAS experiences on this page yet, so there is a video that explains how to get started. Your recorded experiences will appear on this page.

4a. Navigate to the upper right hand corner or bottom of the screen (depending on which browser you use) and click on the (grey button) **Add SA Experience**.



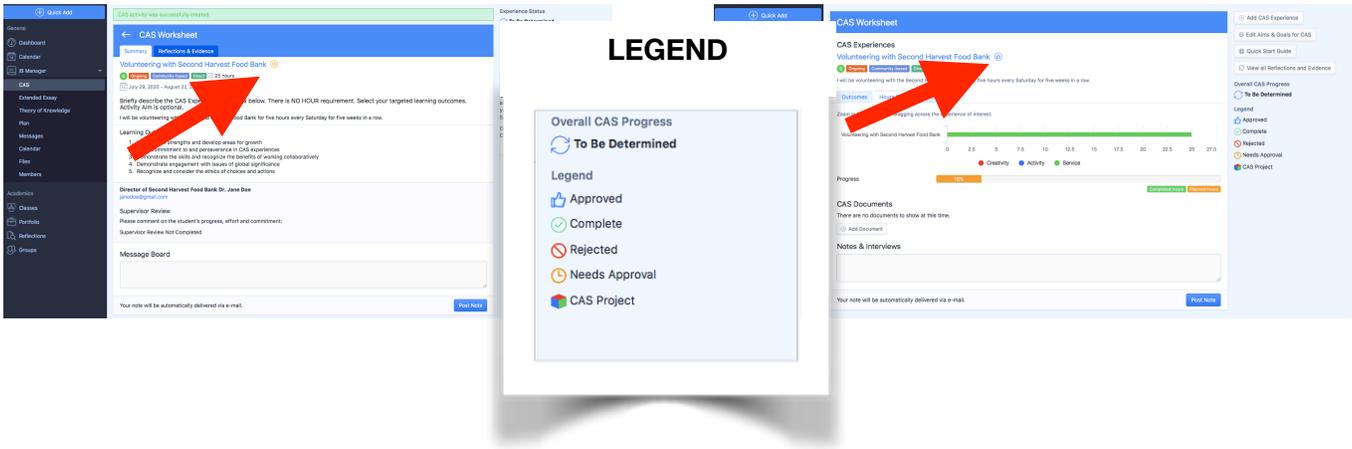
5. Answer the questions on the form. Be sure to include:

- A. **Activity Name** (What will you be doing?)
- B. Select **“In-School”** or **“Out-of-School”**
- C. Add **Start Date** and **“End Date”**
- D. Complete Supervisor Name and Supervisor Email
Note: Title and Contact Number are optional
- E. Describe the Activity in the box provided
- F. Select the Targeted Learning Outcomes
- G. Click Add SA Activity

The 'Add SA Activity' form contains the following fields and options:

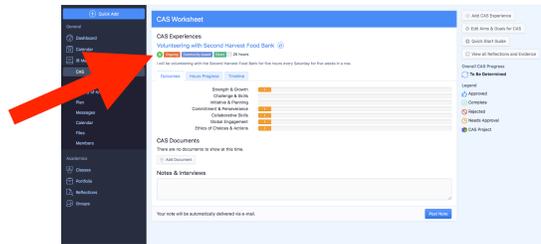
- Activity Name *
- Location *
 - In-School
 - Out-of-School
- Service as Action
- Start date * (August 4, 2020) | End date * (August 4, 2020)
- Supervisor Name | Supervisor Title
- Supervisor E-mail | Supervisor contact number
- Description and Goals (text area)
- Please select your target learning outcomes:
 - Awareness
 - Global Value
 - Perseverance
 - Collaboration
 - Ethics
 - Initiative
 - Challenge & New Skills
- Organisation
- Activity Aim

6. Wait for your activity to be approved.

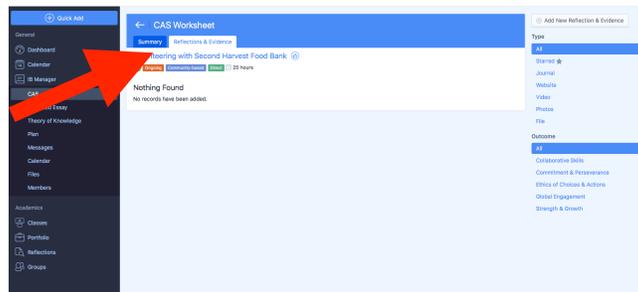


To add REFLECTIONS and EVIDENCE for an approved experience

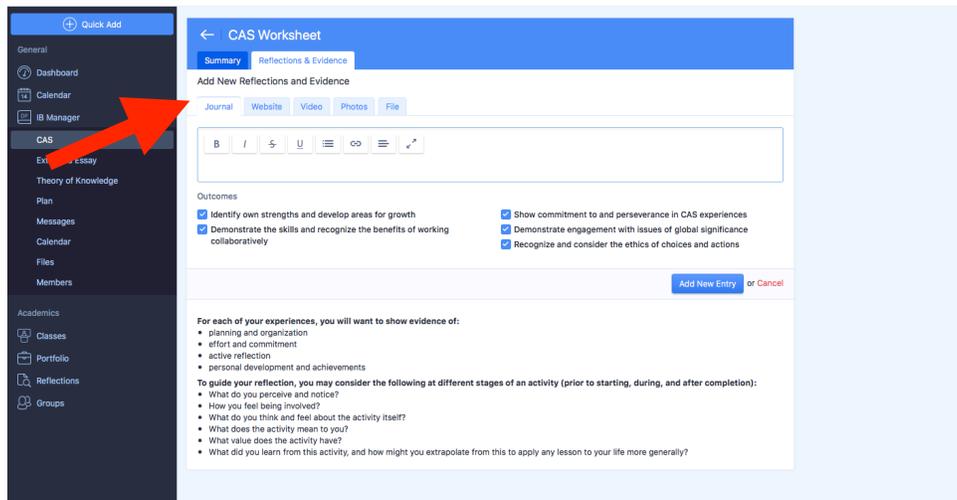
1. Follow the directions to get to the SA Worksheet. Once there, you'll see the titles of your experiences as hyperlinks. Click on the experience name to get to the worksheet for that specific experience.



2. Towards the top, click on the Reflections and Evidence tab:



2a. You'll have a choices for how to record your evidence and reflections including journaling, images, websites etc.



3. You must record at least **one reflection** and provide at least **one piece of evidence** for each experience that you complete.

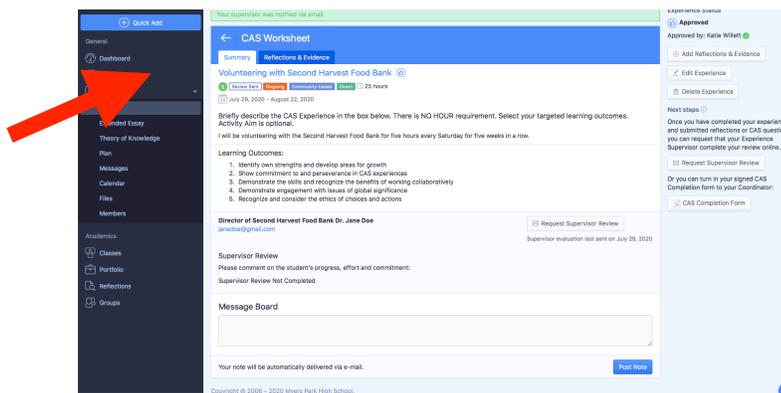
You are encouraged to continually reflect as this assists in development of personal growth.

Requesting Supervisor Reviews

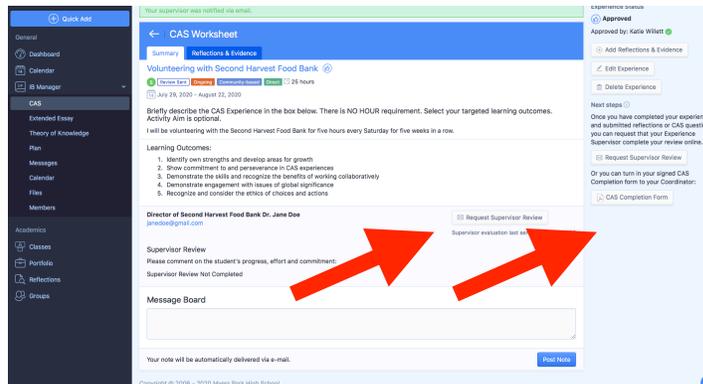
There are two ways that students can request a supervisor review and both originate in Managebac.

1. You must have completed at least one reflection or one piece of evidence prior to requesting the supervisor review.

1a. Once you've done this you can then navigate back to the summary tab for the individual SA experience.



2. On the summary tab, there will now be a Request Supervisor Review and a SA Completion Form on this page.



2a. If you wish to send an email form for your supervisor to fill out, you will click the Request Supervisor Review button. This will automatically send a form for your supervisor to fill out. They do not need to have a Managebac account to do this and their answers will automatically be uploaded to your SA worksheet. (Note: You must have put an email address for your supervisor in to use this feature.)

2b. If you wish to have your supervisor fill out a paper form, you can click the SA Completion Form. This will generate a PDF that you can print out and give to your supervisor. They will fill it out and then hand it back to you. You then are required to bring that paper to the IB Coordinator and leave it with her. (Note: this will be your responsibility to drop off and ensure the IB Coordinator receives it)

Resources

IBO MYP From Principles in to Practice

All images sourced from www.pixabay.com