



CAS Booklet

2009-2010

CAS

What does CAS mean for an ISWA IB Candidate?

CAS means *Creativity Action Service.*

CAS means *Meaningful Ethical Education.*

CAS means *Reflection.*

CAS means *creating a better and more peaceful world.*

CAS means *a personal journey of self discovery that includes experiences that are profound and life-changing.*

CAS means to *"think globally, act locally."*

A successful ISWA CAS candidate should epitomise the feeling of John Halls' poem

"Real Evaluation"

*Is anybody happier because you passed this way?
Does anyone remember that you spoke to him today?
The day is almost over, and its toiling time is through;
Is there anyone to utter now a kindly word to you?
Can you say tonight, in parting with the day that's slipping fast,
That you helped a single person of the many that you passed?
Is a single heart rejoicing over what you did or said?
Does the person whose hopes were fading, now with courage look ahead?
Did you waste the day, or lose it? Was it well or sorely spent?
Did you leave a trail of kindness, or scar of discontent?
As you close your eyes in slumber, do you think someone will say,
"You have earned tomorrow by the work you did today?"*

The Heart of the Diploma Programme-CAS

CAS is one of the three essential elements of the Diploma Programme. At ISWA every candidate will be involved in a variety of activities both individual and group. Over the 18 months candidates will ensure the three CAS strands of Creativity, Action and Service are covered.

Definitions:

Creativity: arts, and other experiences that involve creative thinking.

Action: physical exertion contributing to a healthy lifestyle.

Service: an unpaid and voluntary exchange that has a learning benefit for the student.

Taken from IBO CAS Guide

How ISWA defines the three CAS strands:

CREATIVITY is imagination. Creativity involves creating or making something. It is your own, not something someone else will do. If there is no imagination involved, it is probably not creative. Music is creative if you are involved in writing a composition or score and then have it performed publicly. If you are following someone else's creations, then it is not creative; it's learning a skill.

ACTION means to carry out or execute a plan of some sort. Action is not going to a club meeting and sitting in the corner watching the clock. Action implies movement. You DO something.

SERVICE means you met a need in the community at large, you helped someone. Think: charity, environment, help someone, going beyond the school.

How ISWA determines if a CAS activity is acceptable:

All CAS activities should involve:

- Real, purposeful activities, with significant outcomes.
- Personal challenge-tasks must extend the student and be achievable in scope
- Thoughtful consideration, such as planning, reviewing progress, reporting

- Reflection on outcomes and personal learning.
- Learning experiences that give opportunities to achieve the eight learning outcomes. (CAS booklet)

The Eight Learning Outcomes

Taken from IBO CAS Guide

Learning outcomes are differentiated from assessment objectives because they are not rated on a scale. The completion decision for the school in relation to each student is, simply, "Have these outcomes been achieved?"

As a result of their CAS experience as a whole, including their reflections, there should be evidence that students have:

- **increased their awareness of their own strengths and areas for growth**

They are able to see themselves as individuals with various skills and abilities, some more developed than others, and understand that they can make choices about how they wish to move forward.

- **undertaken new challenges**

A new challenge may be an unfamiliar activity, or an extension to an existing one.

- **planned and initiated activities**

Planning and initiation will often be in collaboration with others. It can be shown in activities that are part of larger projects, for example, ongoing school activities in the local community, as well as in small student led activities.

- **worked collaboratively with others**

Collaboration can be shown in many different activities, such as team sports, playing music in a band, or helping in a kindergarten. At least one project, involving collaboration and the integration of at least two of creativity, action and service, is required.

- **shown perseverance and commitment in their activities**

At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise in the course of activities.

- **engaged with issues of global importance**

Students may be involved in international projects but there are many global issues that can be acted upon locally or nationally (for example, environmental concerns, caring for the elderly).

- **considered the ethical implications of their actions**

Ethical decisions arise in almost any CAS activity (for example, on the sports field, in musical composition, in relationships with others involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisers.

- **developed new skills**

As with new challenges, new skills may be shown in activities that the student has not previously undertaken, or in increased expertise in an established area.

All eight outcomes must be present for a student to complete the CAS requirement. Some may be demonstrated many times, in a variety of activities, but completion requires only that there is **some** evidence for every outcome.

This focus on learning outcomes emphasizes that it is the quality of a CAS activity (its contribution to the student's development) that is of most importance.

CAS is not formally assessed but successful completion of CAS is a requirement for the award of IB Diploma.

How ISWA students meet their CAS element.

All ISWA candidates must complete the following:

- Attend the CAS introductory course at the start of the school academic year.
- Conduct a self-review at the start of their CAS experience. Candidates must set personal goals for what they hope to achieve through their programme. (see Form A)
- Meet all deadlines as set out by the CAS Coordinator. These include interviews, both interim and final review, dates for submissions of reflective forms and school website records.
- Candidates plan, do and reflect on their CAS activities. (see Form B)
- Candidates take part in a range of activities, including, one group project initiated by ISWA, as well as own initiated activities.
- Candidates must show evidence of achievement of the eight CAS learning outcomes.(see Form C)
- Candidates must keep reflective records of all their activities and achievements. Records to be kept on the ISWA's server.(see electronic portfolio policy)

Reflections

- Reflective pieces are written for each activity.
- This is a self-evaluation of your personal performances and should reflect:
 1. The extent to which you develop personally as a result of the activity.
 2. The understanding, skills and values you acquired through the activity.
 3. The benefit you consider the activity was or may be to others.
 4. Reflections should consider the eight learning outcomes.
- Reflections are to record changes, successes and challenges during the program. It is NOT meant to be merely a record of time spend and/or activities undertaken.

- Record keeping must be approved by *the CAS Coordinator, Mrs. Burnfield.*
- Self-evaluation of the eight learning outcomes must be completed. See Form C

Reflection Guide Questions

- What types of activities did you choose and why did you choose them?
- What did you learn about the people with whom you worked?
- How have your experiences broadened your understanding of other ethnic or cultural viewpoints? A culture may include institutions, clubs, communities, etc.
- To what extent did contact with people having differing viewpoints and experiences broaden your own views?
- What did you learn about yourself through your participation in CAS activities?
- All CAS activities must be approved before the activity begins if you want credit for them. You must submit a separate CAS activity form for each activity for which you are requesting credit. *CAS forms are available from the CAS Coordinator, Mrs. Burnfield or can be downloaded from the school's web site.*
- All candidates must be active participants on the major group activity for part of their ISWA's CAS requirement.
- Self initiated CAS activities must have a qualified, designated, approved adult leader or recognised supplier. You must provide the leader's name, address, and telephone number if the leader is not a member of ISWA's staff. The leader must be present at the times when the activity is being carried out. The CAS leader must complete an evaluation form for each CAS student at the end of each activity. (see Form D) The CAS leader must have a "Working with Children check."

CAS Diploma Requirement

- Failure to fulfil the above requirements means IBO will not award an IB Diploma.

Suggested CAS Activities:

Creativity

Art Club

Band/Orchestra

Ceramics

Choreography

Chorus/Madrigals

Debating

Drama & Theatre

Literary Magazine

Running a Co curricular activity

Marine Club

Writing Club

Yearbook

Action

Baseball

Basketball

Cheerleading

Cross Country

Crew

Cycling

Dance

Field Hockey

Football

Golf

Horse Back Riding

Track

Softball

Soccer

Softball

Swimming

Tennis

Volleyball

Wrestling

Service

Student Council

Beach Preservation

Community Group

Computer Club

International Club

Library Association

Running Co-curricular activities

Peer Counselling

Scouting Service

Student Government

Tutoring

Volunteering In

Camps

Day Care Centres

Elementary Schools

Women's Shelters

Nursing Homes

Soup Kitchens

CAS General Information and Rules

- Any questions or concerns regarding a CAS project should be directed to the CAS Coordinator Mrs. Burnfield.
- Creativity, Action and Service should be broken down into each section; requests to do more of one activity should be discussed with the CAS Coordinator.
- No duplicate forms - each CAS self evaluation form should have unique answers for that particular activity.
- Try to do a variety of activities for your CAS and spread them out over the eighteen months; don't try to squeeze them all into one summer or one semester of school.
- Sports teams: credit is given only after consultation with CAS Coordinator.
- Theatre productions: credit is given for time spent performing, choreographing and/or composing.
- Lessons for dance, music, art outside of ISWA count for lesson/instruction/performance time only, not for rehearsal time.
- Clubs can count; extra involvement in a club such as being an officer can earn additional CAS credit if they are documented.
- Band and Chorus can count toward CAS credit.
- Taking lessons such as karate, dance, horseback riding, etc. can count toward action credit.
- Students working toward a specific certification may count – to be discussed with the CAS Coordinator.
- Students can work on the yearbook– to be discussed with the CAS Coordinator.
- Classes at ISWA that do not count toward your diploma may go towards CAS credit.
- Working/volunteering with a political campaign and or lobbying group may not count toward CAS credit.

Form A: CAS Plan/Personal Goals

Name of student:

Name of CAS adviser:

Outline your CAS plan.

In addressing this question, think about what you have learnt during the introductory CAS session. Look at the eight learning outcome, list your CAS goals, review, the school's pledge and the IB learner profile.

Form B: CAS Activity/Project

Name of candidate:

Name of CAS adviser:

1. Summarise what you intend to do in this activity/project.

2. Explain what you hope to accomplish through this activity/project.

3. What do you have to do before you can commence your activity/project?

4. What do you hope to learn about yourself through this activity/project?

5. What abilities, attitudes and values do you hope to achieve by doing this activity/project.

6. How will this activity/project benefit others?

7. How will this activity/project help you in other life situations?

Candidate's name:

CAS Activity:

Student's Signature:

To be completed by the CAS Coordinator

CAS Activity approved

CAS Coordinator signature

Date:

Comments:

Form C: CAS Individual Student Completion form

Adapted from IBO CAS Guide

Name of student:

Name of CAS adviser:

Learning Outcome	Achieved	Evidence	CAS Coordinator Signature
Increased their awareness of their own strengths and areas of growth.			
Undertaken new challenges			
Planned and initiated activities			
Worked collaboratively with others			
Shown perseverance and commitment in their activities			
Engaged with issues of global importance			
Considered the ethical implications of their actions			
Developed new skills			

Form D: CAS Advisor Evaluation Form

(To be completed by the activity/project leader)

Date:

Name of Candidate:

Name of CAS Adviser:

Contact details:

Punctuality and attendance of candidate

Effort and commitment of candidate

Further Comments:

The activity/project was (circle the desired response)

Satisfactorily completed

Not satisfactorily completed

Signature of CAS Adviser:

Date:

Form E: Progress Form

Adapted from IBO CAS Guide

Name of student:

Name of CAS Coordinator:

Event	Date	Signature	Comments
Student has declared an acceptable plan for CAS activities			
First consultation between CAS adviser and student			
Second consultation between CAS adviser and student			
Student has submitted reflective work			
Third consultation between CAS adviser and student			
Student has submitted final reflections			