

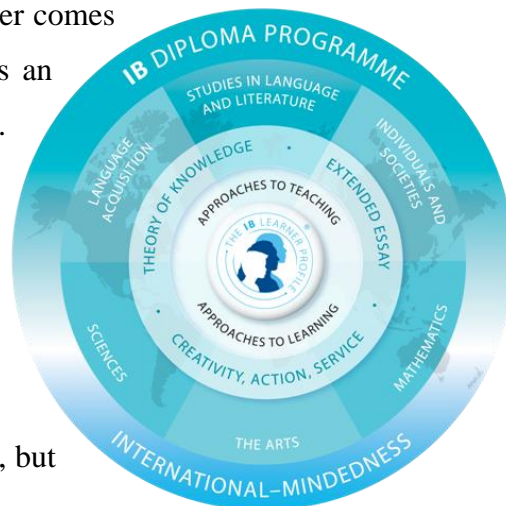


CAS guide 2018

1. What is CAS?

CAS is short for the three strands **C**reativity, **A**ctivity and **S**ervice. It is a framework for **experiential learning**, designed to involve students in **challenging new roles**. The emphasis is on learning by doing **impactful tasks** that have **real consequences** for the student and others involved. Ahead of the action phase lies research and preparation and after comes reflections in order to achieve **personal development**. This is an excellent opportunity to extend what is learned in the classroom.

When you look at the IB Diploma Programme icon you see that **CAS is centrally placed** (along with TOK and EE). You are therefore expected to take CAS seriously and allocate the appropriate time for CAS outside your ordinary time table.



The CAS programme is not assessed using the 7 scale, but to pass CAS:

You must be CAS active on a **weekly basis** throughout at least **18 months** of the Diploma Programme (not including holidays!). You must engage in several tasks hereby targeting and with thoughtful **reflections** prove the achievement of the following **7 learning outcomes**

1. Identify own strengths and develop areas for growth
2. Demonstrate that challenges have been undertaken, developing new skills in the process
3. Demonstrate how to initiate and plan a CAS experience
4. Show commitment to and perseverance in CAS experiences
5. Demonstrate the skills and recognize the benefits of working collaboratively
6. Demonstrate engagement with issues of global importance
7. Recognize and consider the ethics of choices and actions

Some of these are targeted in several CAS experiences while others will be displayed a **minimum of two times**. As a rule of thumb one CAS experience targets **only 1-2** of the above learning outcomes in order to keep focus on reflections and securing a varied CAS programme!

As a guideline a total of roughly **180 hours** (equivalent to 2-4 hours per school week!) is expected to be spent in the three strands - with time distributed reasonably evenly between C, A and S. We distinguish between **experiences** (=single events) that last for a limited period (normally around 5 hours) and **projects** (=sequence of events) that stretch over at least a month (and last for 10-15 hours or more). You are encouraged to aim for projects and avoid experiences lasting for less than 3 hours (since these often give rise to only limited personal development. Exceptions do exist!). One **mandatory project involving learning outcome 3 and 5** and lasting a minimum of 2 months must be completed. Each experience/project will have its own natural length. It has to be long enough

for you to get comfortable and gain experience which you can learn and develop from, and not so long that you do not have time for the other experiences/projects necessary to give **balance to your programme**. As a general rule we suggest an interval of 10 to 25 hours.

Since **service** experiences/projects take up a special part of CAS we require that each student during the CAS programme completes a project **helping out an official voluntary organisation in the local community**.

From the above “hour counting” might seem like the most important aspect of CAS. This is however NOT the case. **You should think of CAS as quality, not quantity!** (the number of hours is just a guideline).

The school will offer some experiences/projects for students which meet the aims of CAS, but to ensure a variety of experiences/projects and an interesting individual balanced programme it is much better that students bring forward their **own ideas** and arrange experiences/projects which meet their **own interests**. The three strands of CAS may be carried out separately, or even better two or three strands could be integrated into the same experience/project.

The three strands are explained below:

Creativity provides students with the opportunity to explore their own sense of original thinking and expression. It is interpreted as imaginatively as possible to cover a wide range of visual and performing arts and other activities **outside** the normal IB-curriculum (e.g. music, drama/theatre, dancing, painting, blogging etc.). These experiences may also include creative thinking in the design and carrying out/planning of activity and service experiences/projects.

Activity is any experience that can **promote lifelong healthy habits** related to physical well-being. Eg. participation in expeditions, individual and team sports, and many different kinds of physical exertion which may also be involved in carrying out creativity and service experiences/projects.

Service encourages the students to understand their capacity to make **a meaningful contribution** to their community and society. It involves interaction such as the building of links with individuals or groups in the community and providing aid where there is **an authentic need**. The community may be the school, the local district, or it may exist at national or international levels. Service experiences/projects should not only involve doing things for others, but also doing things with others and developing a real commitment with them and is often the most transforming element for CAS students!

When students are involved in C/A/S projects, **the five CAS stages** (see chapter “5. Carrying out CAS”) prove useful: **1) Investigation** (curiously looking into the new area), **2) preparation** (getting ready for taking on a challenging project and setting goals), **3) action**

(implementing the idea/plan), **4) reflection** (critical/worthy moments are briefly described and related feelings/emotions expressed - before, during and after the action phase!) and **5) demonstration** (clearly argumentation for the achievement of the targeted learning outcome(s) supported by incontestable documentation).

The CAS coordinator and advisors of the school are responsible for documenting, evaluating and approving each student's CAS programme. This is done using the **CAS Managebac** software and at **3 CAS reviews** where the student presents, reflects on and documents experiences/projects completed.

At the end of the CAS programme you will be writing a *CAS student final summary* (an essay of approximately 1000 words) covering general critical reflection and personal development from the most important experiences/projects in your CAS-programme. That is why it is essential to maintain good records as you go along!

Morten Brejner Freitag

CAS-coordinator

Kolding Gymnasium & HF-Kursus & IB School

2018

We make a living by what we get, but we make a life by what we give.

Winston Churchill

2. CAS is not

It might prove difficult for you as a student to decide whether an experience/a project is appropriate for CAS or not. Therefore there are some general rules about that (please also read chapter 6 before getting started with an actual experience or a project!).

CAS is not:

- any experience or project which is already part of the student's Diploma Programme
- any experience or project which is already part of the student's every day life (must be a challenging and new role!)
- an experience or project for which the student is personally rewarded either financially or with some other benefit (unless this benefit is passed on in full to a worthy cause)
- doing simple, tedious and repetitive work
- a passive pursuit, such as a visit to a museum, theatre, art exhibition or sports event unless it clearly provides inspiration for work in a related experience or project with which the student is already engaged
- any form of activity or chore within the closest family
- religious or political devotion and any activity which may be considered as 'proselytizing'
- an experience or project where there is no supervisor (adult/responsible person) on site to evaluate and confirm the student's performance
- teaching a friend/fellow student (exceptions exist – ask the CAS-coordinator/advisor)
- an experience or project that cannot be documented incontestably

The manner of giving is worth more than the gift.

Pierre Corneille

3. Why CAS?

The International Baccalaureate Diploma Programme is more than an educational programme. The organization is motivated by a mission to create a better world through education. This is captured in their **mission statement**:

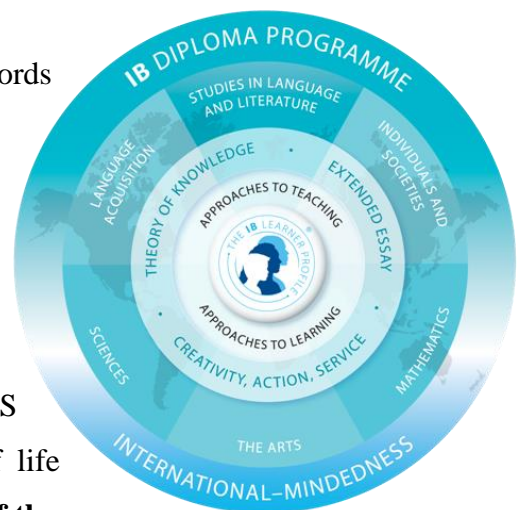
“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right”.

As a CAS student you must also be familiar of the 10 key words found in the **IB learner profile** guiding students to become: **Inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.**

Where the six subject groups and extended essay (EE) and theory of knowledge (TOK) focus on the academic part, CAS at the heart of the icon takes seriously the importance of life outside the world of scholarship enabling **the development of the whole person.**



4. The CAS-coordinator and advisors

The **CAS-coordinator** is the person appointed by the school to help you fulfil your programme and successfully meet the CAS requirements necessary to be awarded the Diploma. The CAS coordinator is assisted by 2 **CAS advisors** and each person is responsible for a group of students. **It is also a coordinator's job to evaluate students' programmes and, if necessary, to report to the IBO that a student has not done CAS properly and so cannot be awarded the IB Diploma.** It is therefore a very good idea to keep in touch with the CAS-coordinator/advisors, to discuss your plans and progress **regularly**, and to seek support and advice whenever you have the needs.

You should see the coordinator/advisors as the persons who going to help you to realize your ideas and ensure they meet the criteria in the IBO CAS guidelines.

For many experiences/projects the CAS-coordinator/advisors can act as the supervisor if adequate documentation is presented, but for external experiences/projects **external supervisors** are preferred!

Regular timetabled blocks for CAS (refer to Lectio) is used to bring CAS students together for meetings with the CAS-coordinator/advisors, the IB-coordinators or sub-committee meetings. They may also be used for school based creativity, activity or service experiences/projects when these are arranged.

The CAS-coordinator/advisors don't have office hours every week, but you can anytime contact him/her by e-mail (Lectio or the Managebac note system!) or try and catch him/her informally if it's a simple matter/urgent problem. Meetings can always be scheduled!

E-mails:	CAS-coordinator:	Morten Freitag: mf@kolding-gym.dk
	CAS-advisors:	Cathrine Press Walter: cpw@kolding-gym.dk
		Mette Ulrich: mul@kolding-gym.dk

5. Carrying out CAS

Before starting out with a new experience/project, you should run through the checklist below to ensure that it is appropriate for your CAS-programme.

- Is this experience/project **new and challenging** for me? Yes No
- Is it a **real, impactful experience/project with significant outcome**? Yes No
- Will I **develop personally** from getting involved? Yes No
- Is there an **adult/responsible supervisor** who can evaluate me? Yes No
- Can the experience/project be **documented** incontestably? Yes No
- Will I be targeting 1-2 of **the 7 learning outcomes**? Yes No

After having done the above considerations you will have to contact the supervisor and explain to him/her what CAS is all about (official school letter is available!). The supervisor is an important person, as he/she will confirm that you have completed the experience/project and also evaluate your performance. A supervisor is always an adult person (**students and family members can never supervise!**). If suitable documentation is provided, your CAS coordinator/advisor can supervise any experience/project, but it is preferred that **the supervisor is a person who is often around when the experience/project is carried out!** This makes evaluation of your performance and feedback possible (supervisor e-mail needed!)

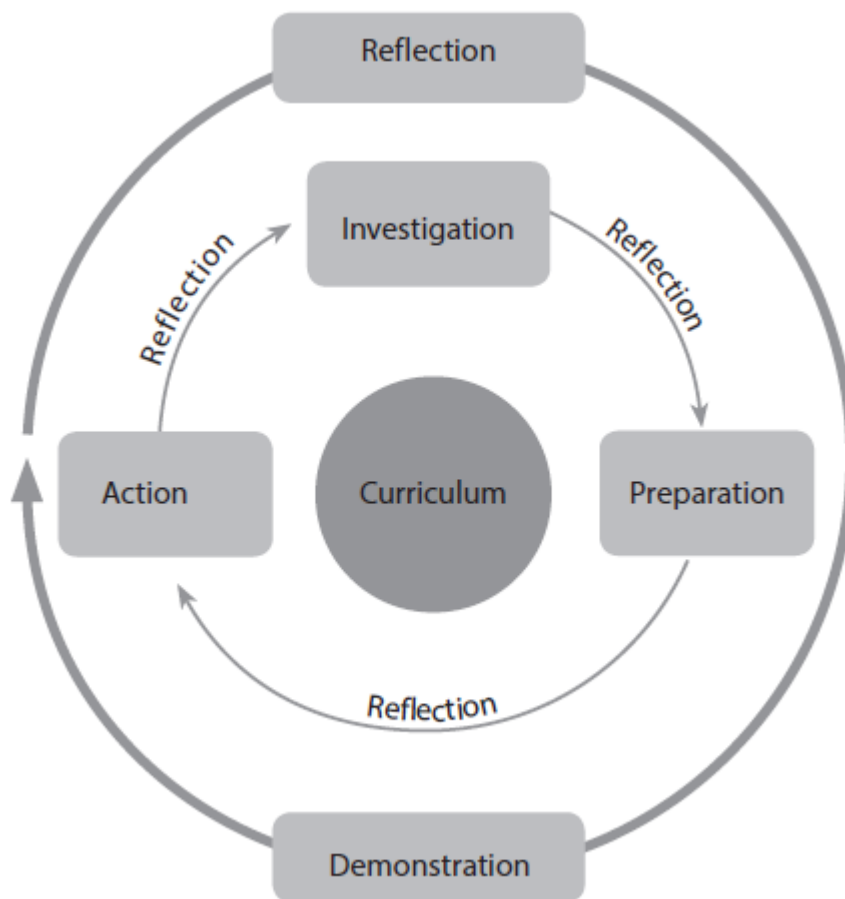
After this you can apply using the **CAS Managebac** (further explanations on the CAS introduction in mid August!). Your CAS coordinator/advisor will ASAP approve your experience/project and clearly state how you should document it.

For each experience/project you must apply using CAS Managebac. Pay attention to the description (What am I going to do?) and goal(s) (What do I hope to learn/achieve?) which should be **written in full sentences and include significant details and in future tense**, so when reading it, it makes sense to the CAS-advisor and the IBO moderators (please refer to “9. Checklist on how to carry out CAS” on page 13).

You should never start an experience/project without the approval of the CAS advisor!

While carrying out the experience/project you must keep track of the number of hours spent by keeping your **CAS log book** up to date (please refer to “10. CAS Student Log Book” on page 14).

Before, during and after your project you should be reflecting (again using CAS Managebac!) on the things you have experienced by taking on this challenge. **Reflections are thoughts that help you to develop personally!** They are not just a description of what you have been doing! Reflecting is not easy to everyone, but the following the 5 stage model¹ might prove useful:



- 1) Briefly describing the memorable moment and why it was important/influential/difficult....
- 2) Express your feelings/thoughts related to that moment
- 3) Rethink/re-examine the moment – what did you learn from this and how can you benefit from this in the future?
- 4) Ask questions (Why...? How? What if...?) to prompt further thinking and ongoing inquiry

Again – quality over quantity! The good reflections don't necessary have to be long – 10 to 20 lines as a rules of thumb! **Choosing the appropriate moment making worthy reflections possible is a delicate balance!** If you attend a project make sure **regularly to upload reflections and documentation!**

¹ IBO Creativity, activity and Service Guide

Is it important to write reflections? **YES – reflections are the primary evidence used by the CAS-coordinator/advisor to determine whether the student has achieved the targeted learning outcome(s) and thereby in the end is able to pass CAS!!!** So no short cuts here.....

Besides written reflections you will present incontestable evidence. Examples include photos, video clips (up to 30 seconds), official letter, e-mails, diplomas, screen shots, receipts/invoices and many more!

6. The CAS reviews

You will have a total of 3 CAS reviews during the minimum of 18 months – two in the first year and one in the second year (please refer to the CAS Student Log Book p. 15).

Well ahead of the reviews we will publish a **schedule on the IB notice board** in front of the IB-office and also notify you via **Lectio e-mail** about the time and place. It is *important* that you don't miss your appointment because arranging these interviews is a heavily time-consuming process. If you are unable to show up at the scheduled time please try to swop with a friend and please notify the CAS-advisor! If something comes up at the last minute, don't forget to send your apologies (phone or e-mail).

Preparation for each review is expected and you will be informed ahead!

Agenda for:

1st review:

- What are your interests/passion outside the school?
- How would you like to develop your present skills and personality?
- Ideas for experiences/projects in the future 4 months of CAS?
- Comfortable with using MB?

2nd review:

- Checking up on regular CAS attendance, MB and log book
- Evaluating quality of evidence (reflections and documentation)
- Ideas for future CAS taking into account the current balance of C/A/S and the learning outcomes?

3rd review:

- Checking up on regular CAS attendance, MB and log book
- Evaluating quality of evidence (reflections and documentation)
- Ideas for future CAS taking into account the current balance of C/A/S and the learning outcomes?
- Making sure that all requirements will be met before the internal deadline.

Besides the three CAS review the CAS coordinator/advisor will be doing regular check ups to make sure that any especially regular CAS attendance and evidence is in place. These will appear as assignments in Lectio and absence will be given if deadlines are not respected.

7. Communications

We are well aware of the problems we face with gathering IB students together within the school day due to the fullness of the academic timetable. For this reason, we have established a number of means of giving CAS information and support to help you to get the best out of the programme

We will circulate information on CAS and other IB issues in the following three ways:

- **CAS classes scheduled in Lectio** – it is mandatory to attend all CAS events arranged within the time table and attendance lists will be recorded.
- **IB notice board** – opposite to the IB office in the V-sector.
- **E-mail** – important messages will be e-mailed to students using **Lectio**.

It is expected of you that you **check your e-mail daily** and that you **regularly pass by the IB notice board!**

LET'S KICK CAS.....

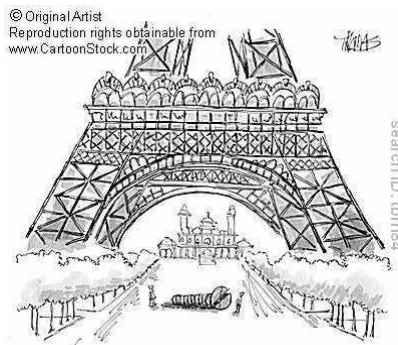
8. CAS failing conditions

You cannot be awarded the IB Diploma without passing CAS! **If you follow the guidelines given by the CAS-coordinator/advisors you will never fail CAS.....**

Based on past experiences **special attention** should be giving to:

- not keeping the CAS Student Log Book up to date
- not attending the scheduled reviews
- showing up at the reviews unprepared
- not carrying out CAS regularly for a total of 18 months (several empty weeks in the log book)
- cheating with the documentation of experiences/projects
- not respecting internal deadlines
- not targeting (and documenting this!) each of the 7 learning outcomes at least two times
- not regularly updating CAS Managebac
- not having a project exceeding 2 months in length and targeting learning outcome 3 and 5
- not having a high quality service project helping out an official voluntary organisation in the local community
- not attending the Lectio scheduled CAS classes/events

Normally **warnings** will be given first time crossing the above criteria. Crossing them twice you will seriously jeopardize your IB Diploma – at least getting it on time!!!



Is jeopardizing the quality of your work really worth it?

9. Checklist for carrying out CAS

Please run through the checklist below before getting started with your CAS-experience/project!

Before applying

- It is a proper CAS experience/project (challenging, impactful and personal developing?)
- I have an adult, responsible person (not student/family related!) who will be present during the action phase and who can supervise and evaluate me? If not the CAS-advisor can supervise if incontestable documentation can be provided!
- The experience/project can be properly documented to IBO.

Applying to get started via <https://kolding.managebac.com/login>

- I have filled in **all** the boxes in MB “Add CAS experience” (experience name, CAS-project?, approaches?, dates, full supervisor info).
- I have estimated the no. of hours going to be spent in C/A/S (and if relevant specified type of service)
- I have stated the description using full sentences in such a way that a person who is not familiar with my CAS-programme can understand what I will be doing (future-tense!) and goals. Please include informative details!
- I have stated which of the **7 learning outcomes** are being targeted (1-2 per experience/project!).

During the experience/project and until it stops

- I am saving and uploading the documentation requested by the CAS advisor.
- I have “Add new reflections” during and on completion of the experience/project addressing the learning outcomes targeted (proving/arguing for the fulfilment of them!) via Managebac.
- I am keeping my **handwritten or electronically log book** up to date.

Before requesting Supervisor review

- I have uploaded the requested documentation via Managebac (file, photo or scan).
- I have adjusted the estimated no. of hours to the **actual no. of hours** spent

Requesting for Supervisor review

- Request for the supervisor to review your effort via Managebac

After doing so the Managebac programme will automatically contact the supervisor via e-mail and request for a comment on your performance (so please instruct your supervisor to respond to the e-mail received!) and finally the CAS-advisor will complete the experience/project (it will be locked and cannot be modified further!)

10. CAS Student Log Book (handwritten or electronically filled!)

2018	Experience/project name	C	A	S	Hours
Week 33 (2i)	1 st day in school				
Week 34	Introduction to CAS				
Week 35	Introduction to CAS				
Week 36	Introduction to CAS				
Week 37					
Week 38					
Week 39					
Week 40	1 st review				
Week 41	1 st review				
Week 42	Midterm break				
Week 43					
Week 44					
Week 45					
Week 46					
Week 47					

L/2

2018	Experience/project name	C	A	S	Hours
Week 48					
Week 49					
Week 50	CAS check point 1				
Week 51					
Week 52	X-mas break				
2019					
Week 1					
Week 2					
Week 3					
Week 4					
Week 5	2nd review				
Week 6	2nd review				
Week 7	Winter break				
Week 8					
Week 9					
Week 10					

L/3

2019	Experience/project name	C	A	S	Hours
Week 11					
Week 12					
Week 13	Easter break				
Week 14					
Week 15					
Week 16					
Week 17					
Week 18					
Week 19					
Week 20	CAS check point 2				
Week 21					
Week 22					
Week 23					
Week 24					
Week 25					

L/4

2019	Experience/project name	C	A	S	Hours
Week 26	Summer break starting				
Week 27					
Week 28					
Week 29					
Week 30					
Week 31					
Week 32 (3i)	Summer break ending				
Week 33					
Week 34					
Week 35	Check point 3				
Week 36					
Week 37					
Week 38					
Week 39					
Week 40	3 rd review				

L/5

2019	Experience/project name	C	A	S	Hours
Week 41	3 rd review				
Week 42	Midterm break				
Week 43					
Week 44					
Week 45					
Week 46					
Week 47					
Week 48					
Week 49					
Week 50	Check point 4				
Week 51					
Week 52	X-mas break				
2020					
Week 1					
Week 2					
Week 3					

2019	Experience/project name	C	A	S	Hours
Week 4					
Week 5					
Week 6					
Week 7	Winter break				
Week 8	Mock exams				
Week 9	Mock exams				
Week 10	Final check point				
Week 11					
Week 12					
Week 13	Deadline for approval of CAS 31st of March 2020				
Week 14					
Week 15					



Dear CAS supervisor

A CAS student from Kolding Gymnasium's IB education has asked you to supervise his/her CAS experience!

CAS is short for Creativity, Activity and Service and is a mandatory part of the IB program which takes place outside the ordinary timetable of the student. The program is designed to involve the student in meaningful, challenging and personally rewarding experiences that the students choose to get involved in.

As a CAS supervisor you will have personal contact with the student regularly during the experience and thereby be able to confirm that the experience took place, including the approximate number of hours spent and that one or two of the following learning outcomes has/have been targeted and achieved:

- 1. Identify own strengths and develop areas for growth**
- 2. Demonstrate that challenges have been undertaken, developing new skills in the process**
- 3. Demonstrate how to initiate and plan a CAS experience**
- 4. Show commitment to and perseverance in CAS experiences**
- 5. Demonstrate the skills and recognize the benefits of working collaboratively**
- 6. Demonstrate engagement with issues of global importance**
- 7. Recognize and consider the ethics of choices and actions**

After the student has completed the experience you will receive an e-mail requesting you to confirm the above, as well as write a brief comment on the student's progression, effort and commitment.

If you have any further questions feel free to contact me.

Best regards

A handwritten signature in blue ink that reads 'Morten Freitag'.

Morten Freitag
CAS coordinator at Kolding Gymnasium's IB education
mf@kolding-gym.dk or mobile phone 26455547