

CAS Two Year Plan

Month	11 th Grade Year	12 th Grade Year
August	<ul style="list-style-type: none"> • Introduction to CAS, CAS handbook, and ManageBAC • Complete CAS Planning documents by First Advisor Meeting (Appendices 1, 2, 3 and 11) • Complete at least one Experience Proposal Form in ManageBAC (Use appendices 4 and 5 to determine if the experience is good) 	<ul style="list-style-type: none"> • CAS CHECK- Five activities (including the project) are either completed or ongoing by August 29th • Summer hours due to your Advisor by 8/31 on Managebac
September	<ul style="list-style-type: none"> • Sept 1st CAS starts for all students • First Interview with CAS Advisor • Begin Experiences and start CAS Portfolio • 2 reflections and 1 piece of evidence are entered into ManageBAC by the end of this month • August hours due by <u>9/30</u> (edit the experience and add hours) 	<ul style="list-style-type: none"> • Third Interview- brief scheduled chat with CAS Advisor(Review of ManageBAC) • August hours due on 9/30 • 2 new reflections and 1 piece of new evidence is entered into ManageBAC by the 10th
October	<ul style="list-style-type: none"> • September hours updated in ManageBac by <u>10/30</u> • 2 reflections and 1 piece of evidence are entered into ManageBAC by the end of this month • <i>First Quarter CAS CHECK-Two experience are either completed or ongoing, Appendix 1, 2, and 3 are submitted to your TOK Teacher.</i> • Two journals are complete (150-300 words) 	<ul style="list-style-type: none"> • September hours due 10/31 • 2 new reflections and 1 piece of new evidence entered into ManageBAC by the 10th • Two journals are complete (150-300 words)
November	<ul style="list-style-type: none"> • October hours are updated in managebac by <u>11/29</u> • 2 reflections and 1 piece of evidence are entered ManageBAC by the end of this month 	<ul style="list-style-type: none"> • Evidence planned for all 7 learning outcomes • October hours due to your Advisor by 11/29 • 2 reflections and 1 piece of evidence are entered ManageBAC by the end of this month
December	<ul style="list-style-type: none"> • November hours due in managebac by <u>12/31</u> • 2 reflections and 1 piece of evidence are entered into ManageBAC by the end of this month* • At least one CAS board experience completed for the semester • <i>Second Quarter CAS CHECK-three experience are either completed or ongoing, reflections and evidence entered into ManageBAC</i> 	<ul style="list-style-type: none"> • CAS CHECK- Six activities are either completed or ongoing • November hours due to your Advisor by 12/31 • 2 reflections and 1 piece of evidence are entered into ManageBAC by the end of this month • <i>Second Quarter CAS CHECK- Project paperwork submitted, project started or completed, five journals complete</i>
January	<ul style="list-style-type: none"> • December hours due to your Advisor by <u>1/31</u> • 2 reflections and 1 piece of evidence are entered into ManageBAC • Two new journals are complete (150-300 words) 	<ul style="list-style-type: none"> • CAS CHECK-Supervisor review on 5 activities are complete • December hours due 1/31

		<ul style="list-style-type: none"> • 2 new reflections and 1 piece of new evidence is entered into ManageBAC by the 10th • Two journals are complete (150-300 words)
February	<ul style="list-style-type: none"> • January hours due by 1/31 • 2 reflections and 2 pieces of evidences are entered in ManageBAC by the end of this month 	<ul style="list-style-type: none"> • January hours due 1/31 • 2 new reflections and 1 piece of new evidence entered into ManageBAC by the 10th
March	<p><i>CAS CHECK- End of Third Quarter- five experiences completed or ongoing, hours turned in, reflections and evidence entered into ManageBAC</i></p> <ul style="list-style-type: none"> • February hours due by 3/31 • 2 reflections and 1 pieces of evidences are entered in ManageBAC by the end of this month* 	<ul style="list-style-type: none"> • Final Interviewwith CAS advisor(have appendix 7 completely filled out before interview) • CAS CHECK-All Activities and the Project must have evidence, reflections, and supervisor review before exit interview • February hours due 3/31
April	<ul style="list-style-type: none"> • March hours due by 4/29 • 2 reflections and 1 piece of evidence are entered into ManageBAC by the end of this month • Project Paperwork Due! • One new journal are complete (150-300 words) 	<ul style="list-style-type: none"> • March hours due 4/29
May	<ul style="list-style-type: none"> • At least one CAS board experience completed • Second Interview with CAS Advisor completed • April hours due by 5/23 • 2 reflections and 1 piece of evidence are entered into Managebac by the end of this month 	
June/July	<ul style="list-style-type: none"> • Evidence and Reflections of participation in CAS Project/Activities entered into ManageBAC throughout the summer • Must show 2-3 hours per week, every week • Summer hours due 6/30 and 7/31 	