Personal Project 2018-19
<u>TASK #1</u> Creating Your Process Journal

One of the first and most important steps of the Personal Project is to create a process journal.

<u>What to include in your journal</u>

Every time you work on your project, you simply record it your process journal. Your process journal is a place to keep:

- *Brainstorming (EVERY IDEA YOU HAVE!)*
- *Research notes (your notes are a must!)*
- *Answers to reflection questions*
- *Summaries of what you did/learned that day for your project (ex. "Today I bought the materials to build my model rocket. After speaking to the salesperson I was surprised to find out that… ")*
- *Questions you have*

<u>Acceptable formats for process journals</u>

Your process journal can take many forms. It can be a booklet, a notebook, a folder, an online google doc, a blog, or any combination of these. **Be sure that every entry includes a date and record of any resources you used.**

<u>Why the process journal is important</u>

The reflection and thinking that you do in your process journal will be a huge help in writing your final project report. It is how you will demonstrate self-management skills and document your learning. PART OF YOUR FINAL REPORT INCLUDES YOUR PROCESS JOURNAL!!!

Included are types of entries you can make. At this point, thinking and research and reflection entries are all possible. We have even given you reflection questions to help with the final report!

Examples of Process Journal Entries

Consider using the following template to keep track of the work you do during the personal project. Remember, your Journal can take on any form – review it with your sponsor teacher

Entry Type #1 – You've made a decision/have an idea about the project

Date	Resources used	What I *did/learned/decided/read/researched/reflected on* today

June 24th[th], 2018	None	**What I decided today:**
		
		Today I decided on my topic for my personal project. I have decided to organize a fundraising campaign for building a well in a community in Western Africa. This is important to me because I have been learning about how different areas of the world are affected by poverty and I want to be a part of the solution.
		
		Reflection questions I can answer today:
		
		What personal interest topic did you select?
		    o I selected a social issue (poverty)
		Why did this topic interest you?
		    o I believe that it is our responsibility as people in a "have" community to help those in "have not" communities. Also…

Entry Type #2 – You had a meeting with your supervisor and you're recording what was discussed

Date	Resources used	What I *did/learned/decided/read/researched/reflected on* today

December 10th[th] 2018	N/A	Today I met with my teacher supervisor. We talked about the specifications for my project. Because I'm making an informative website, we looked at some popular websites together and we brainstormed what makes them good websites. We came up with the following list of criteria:
		
		    o memorable web address
		    o clear font (size, colour)
		    o interesting and pertinent pictures
		    o different sections: home page, about, gallery, contact, etc
		    o links to other sites
		
		When I make my website I will be sure to consider all of these aspects as well as…

Task #1 SAMPLE

Entry Type #3 – You worked on your project today and you're making a record of it

Date	Resources used	What I *did/learned/decided/read/researched/reflected on* today
November 5th 2018	Bob Smith (customer service agent at Rona)	**What I did/learned today:** Today I went out to Rona to buy the materials to build my model plane. I thought I would need a strong wood like oak, but I was actually surprised to learn that I needed a lighter wood like balsa! I also talked to some people who work at the store and they gave me some advice on how to attach the wings to the plane. For example, they said to…

Entry Type #4 – You did some research today and you're writing down your notes

Date	Resources used	What I *did/learned/decided/read/researched/reflected on* today
January 19th, 2018	Wesbites: www.psychology.com www.adolesecthealth.ca Books: *Treating Depression*. Smith, Dr. Bob, (2007)	**What I researched today:** I did some research today on depression in adolescents for my extended essay and I discovered some interesting statistics. For example… 100% of students who don't put their notes in their process journal don't have a record of their note taking and thus lose marks on their final report! Some of the sources I looked at were not helpful. They either had an American focus (and I've decided to use Canadian statistics) or they were not only about adolescents. Some websites that I visited that were not helpful in the end were…

Entry Type #5 – You have finished some aspect of your project and are completing the associated reflection questions

Date	Resources used	What I *did/learned/decided/read/researched/reflected on* today
January 12th, 2019	N/A	**What I reflected on today:** Today I completed my product! It has taken me 5 months, but I am finally finished writing my book of poetry. **Reflection questions I can answer today:** Were you able to complete your goal? o Yes! Originally I had wanted to make a poetry book with at least 10 poems, but I was actually able to write 15! I am most proud of the poem called…

Questions to help with Process Journal Entries

Objective A: Investigating

Defining a goal and context
- What personal interest topic did you select?
- Why did this topic interest you?
- What global context did you choose for your project?

Identifying prior learning/knowledge
- How much prior experience or understanding of this topic did you have?

Research
- What resources did you investigate for your project? Why?
- Were some resources better than others?
- Did you have any difficulties finding or using resources? What was valuable about them?
- What printed resources did you use? Why did you use them?
- What electronic resources did you use? What was valuable about them?
- What human resources did you use? Why? What did you find valuable?
- How did you make your choices about what information to use and what to discard?

Objective B: Planning

Developing criteria
- What specifications did you put in place to help you successfully complete your investigation?

Self-Management Skills
- How did you stay organized throughout the project?
- What was helpful about meeting with your supervisor?

Objective C: Taking Action

Creating the product/outcome

- Was your completed product/outcome what you expected it would be?
- Did you adjust or alter your original goal as the project developed?
- If you made changes, why did you make the changes?

Communication and Social Skills

- What kind of feedback did you receive from your project supervisor?
- Were you always able to clearly explain your ideas to others?

Thinking Skills
- What challenges arose as you completed your project? How did you solve them?
- In what ways were you creative during the project process?

Objective D: Reflecting

Evaluating the quality of the product/outcome
- Did you have to alter your specifications much during the process? Did you achieve your goal?
- How effective were the criteria you chose in helping you to evaluate the product?

Reflecting on new knowledge and understanding
- What did you learn from your investigation?
- What new skills did you learn as you went through each stage of the project?
- What would you improve the next time you do a similar project?

Reflecting on myself as an IB learner
- What did you learn about yourself as a person through doing this project?
- What are your final comments about your experience with the project?