Organisational Structure of the Personal Project at ISNS

At the International School of Nanshan Shenzhen, the Personal Project is managed by the Coordinator, who is supported by the MYP Coordinator.

Timeline of Key Events:

Date	Action
September	• Finalise Person Project Topics • Introduce the Personal Project to MYP/DP teachers. • Assign Personal Project Supervisors • Student/Supervisor Meeting #1 • MYP Hour (3x)
October	• Personal Project Parent Workshop • Register all Year 5 students (IBIS) for external moderation (MYP Coordinator) • Student/Supervisor Meeting #2 • MYP Hour (3x)
November	• Student/Supervisor Meeting #3 • MYP Hour (3x)
December	• Part A & B Draft Due • Student/Supervisor Meeting #4 • MYP Hour (2x)
January	• Product/Outcome Due • Student/Supervisor Meeting #5 • MYP Hour (3x)
February	• Student Meetings with PP Coordinator • Full Draft Report Due (Part A, B, C, D) • Student/Supervisor Meeting #6 • MYP Hour (2x)
March	• Final Report Due (bibliography, appendix, and proof of product) • Supervisors standardise and mark reports • MYP Hour (2x)
April	MYP Hour (2x)
May/June	• Personal Project Exhibition • Personal Project Introduction Session with Year 4.

Description of Key Events:

Personal Project Introduction (Teachers)
When: Early September
Where: During an MYP/DP horizontal meeting. Coordinate with MYP/DP Coordinator & Principals

Who: Personal Project Coordinator/MYP Coordinator

The PP is introduced to ISNS MYP/DP teachers during a Wednesday horizontal team meeting in early September. A brief overview of the projects timeline, key components, and criteria is reviewed. Teachers are also informed of the roles of a supervisor as many will act as PP supervisors for our Year 5 students.

Personal Project Supervisor Workshop
When: Early September
Where: Online/In-person workshop
Who: Personal Project Coordinator

This will be a more in-depth Personal Project workshop that will review all criteria strands of the project (using the *Further Guidance* IB document). Supervisors should be aware of project expectations, the roles of a supervisor (as outlined by *IB Projects Guide)*, and overall project timeline. A meeting agenda will be provided for supervisors by the PP Coordinator.

Personal Project Introduction (Parent Workshop)
When: Late September/Early October
Where: After school (3:30-4:30)
Who: Personal Project Coordinator

The ISNS parent community are invited to join an after school Personal Project Workshop. The aim is to get as many Year 4 & Year 5 parents to attend the workshop as possible. Parents will be introduced to the key components of the project, the project timeline, and given examples of how they can support their child from home.

Personal Project Introduction (Year 4)
When: May or early June
Where: Year 4 MYP Hour. Coordinate with the Community Project Coordinator
Who: Personal Project Coordinator

The is the initial student introduction to the Personal Project. The introduction will include an overview of the project and discussion about potential topics. The students are expected to return to school in Aug/Sept with a concrete idea for the project. Students will be given a copy of the ISNS Personal Project Student Handbook and access to the ISNS Personal Project website.

MYP Hour
When: As scheduled by the MYP Principal and Coordinator. The Personal Project Coordinator will have the grade 10's approximately 2 - 3 times each month.
Who: Personal Project Coordinator/MYP Counsellors/Librarian

MYP Hour is used to reinforce ATLs in the Middle Years Programme. The Personal Project Coordinator will have access to the majority of the Year 5 MYP Hour classes, which will be used to reinforce ATLs in the project and review specific phases of the project (as outlined in the student PP handbook). Below is a basic breakdown:

Month	MYP Hour Content
September	ManageBac & the Personal Project Process Journal & Academic Honesty - Supervisor Meetings ATL Focus: **Research**
October	ATL Focus: **Research** • reference list • research questions & method • source evaluation
November	ATL Focus: **Self-Management** • Produce criteria & specifications • Action plan • Affective & reflective skills
December	ATL Focus: **Thinking** • Visible thinking • Problem solving • Transfer skills
January	ATL Focus: **Thinking Skills** • Articulating thinking skills in the Personal Project (process journal) • Reflection
February	ATL Focus: **Social & Communication** • Articulating social & communication in the Personal Project (process journal) • Reflection
March	**ATL: Self-Management** • Preparation for the Exhibition

Process of Standardisation
When: Mid-Late March
Who: Personal Project Supervisors (guided by PP & MYP Coordinator)

The Personal Project Coordinator will conduct a review of all assessments strands, using samples provided by IB to show student work based on a variety of achievement levels. Supervisors will mark their students report and standardise with 2 other teacher supervisors. When a best-fit mark is agreed on by the three teachers, the supervisor will submit the Personal Project Assessment form, with marks and comments, to the Personal Project Coordinator.

The Personal Project Coordinator will record all marks and comments to ManageBac and, with the help of the MYP Coordinator, upload sample reports to IBIS for external moderation.

Personal Project Topics at ISNS

Year	Topic
2020-2021	• Song arrangement on the guitar • Documenting my perspective of the world through photography • Digital art using ProCreate • Handmade accessories (jewelry) • Music production representing school spirit • Motivational lego stop-motion • Coding a video game • Video series on cooking traditional Chinese food • Infographic on Chinese Culture • Video tutorial series on commonly used applications in the MYP • Animation
2019-2020	• Photography exhibition on student life • Information website on psychology • Anime music video • Program a 3D video game • Landscape paintings of homeland • Stop-motion about bullying • Animation video on student life • School basketball hype video • Fashion design • Write a script for a play • Graffiti art (digital) • Sustainable living vlog • Cookbook • Stop motion animation (kindness) • Create a unique dance video • Design a VR game (for relaxation) • Writing a novel • Booklet about recycling & waste management • Deep learning educational booklet
2018-2019	• Art book • Documentary on the influence of AR/VR • Art (statue) based on consumption • Israel-Gaza magazine • Historical video series on China • English course for children • Interactive board game • Build a shelter for homeless cats • Art based on different cultures • Flower arrangement exhibition • Computer cooling system build • School soccer program • Online mathematic system (for testing students level) • Mental health documentary • Song/album production • Muscle memory program • Rap album • Math dance (dance based on math equations)

Year	Topic
2017-2018	• Compose a song • Write a script for a play • Design and write a comic book • Design a model house in VR • Upgrade a laptop video performance with external graphics card • Fashion design influenced by traditional Chinese culture • Develop computer software for remote user-assisted exploits • Math tutorial videos • Motivational fitness vlog • Build a robot • Design a 3D interior house (digitally) • Podcast • Build a 3D printer • Build a desktop gaming computer (inside a desk) • Create a family receipt book • Law and social affairs blog