



Trondheim International School

**Service as Action Handbook
2016 - 2017**

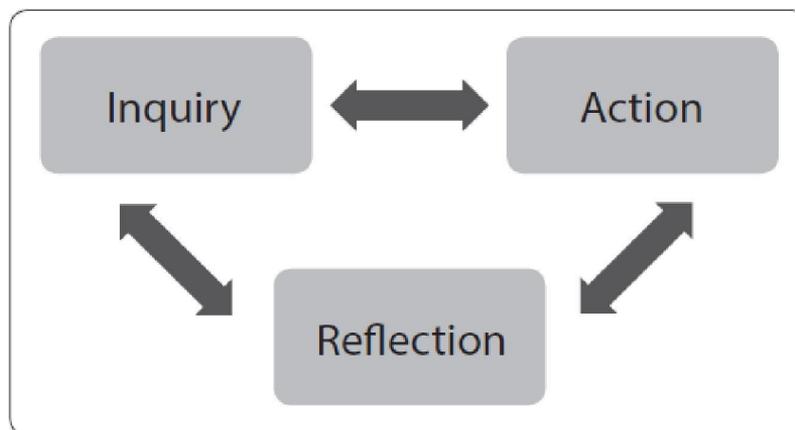


Service as Action

In MYP students need to keep record of the actions that they have taken. These actions should be recorded in your service as action tab of managebac. (S&A)

They need to propose the action and have it approved by their contact teacher. They need to describe what they intend to do in line with the Service as Action objectives. Once they have approval teachers will be checking regularly on the progress of these students. Students will automatically be sent reminders when they are not logging into managebac or reviewing their service as action tasks throughout the year.

The amount of hours spent is not as important as the process. Both will be included in your reports during the year.



Planning (Inquiry): You need to identify and make a proposal to your advisers before taking an action for approval via ManageBac. In most instances this will be your Contact Teacher. This involves researching to find out where help is needed. Good proposals should include achievable goals, how you are planning to benefit the community, and the reason why you want to do the activity. What, how, and why are you doing this?

Action: This is the part you actually take action to benefit your community! You are expected to demonstrate responsibility and communication skills. You should show effort and respect to the community throughout your activity or project via updates in ManageBac.

Reflection: This is the opportunity for you to think about what you have achieved and enter your reflection in ManageBac for final consideration. How did you benefit the community? What did you learn from the experience? Would you take different action if you were to encounter the same situation, and if so, why?

Each stage of Service as Action activities will be assessed (by you and your supervisor) using one of three categories; **Introductory**, **Developing** and **Proficient**. Please reference "**THIS Service Activity Self Assessment rubric for students**" to understand the expectations for each category and self check your work prior to beginning each stage.

Service as Action activities **MUST** be supervised by an adult leader who will assess your participation and provides confirmation of your participation to the school upon completion of the activity. Students can print a form off managebac for the supervisor to sign.

MYP Learning outcomes for service:

With appropriate guidance and support, MYP students should, through their engagement with Service as Action:

- Become more aware of their own strengths and areas of growth
- Undertake challenges that develop new skills
- Discuss, evaluate and plan student initiated activities
- Persevere in action
- Work collaboratively with others
- Develop international-mindedness through global engagement, multilingualism and intercultural understanding
- Consider the ethical implications of their actions

These learning outcomes identify the substance of student's self-reflection on service as action. All of these learning outcomes are closely associated with IB learner profile attributes and ATL skills. Through their learning participation in service, students can become more confident, self-regulated learners. (*Principles to Practise, 2014, pg 24*)

All Service as Action activities **should not be for personal profit or part of normal house chores**. The Service as Action needs to be approved by your contact teacher in most instances. It would be ideal, but not necessary for students to have a combination of both 'in school' and 'out of school' Service as Action.

What doesn't qualify for Service as Action?

Basically anything that you are required to do or get some kind of a reward for doing (money, present, etc) does not qualify as a Service as Action. The following is a list of example activities that are **NOT** valid Service as Action activities:

- any activity that you receive some form of reward
- any activity that is part of your regular classes (i.e. homework, required summative tasks)
- household duties (i.e chores, babysitting, etc.)
- required duties associated with your religious affiliation

What may qualify for Service as Action at school?

- any activity that comes from units of work that is not part of a summative task, this needs to be an enrichment and extension driven by students
- activities from Student Council but need to be an enrichment and extension driven by students
- activities contributing to a Dugnad
- activities contributing to school assemblies either as a class or an individual not associated with a grade
- activities that include collaborating with the school community and planning whole school events; ie Winter Sports day (Yr 7/8), Cross country running (yr 9/10)
- activities such as babysitting during school events
- activities in which student take initiative to model and promote good behaviour for others

What may qualify for Service as Action outside of school?

- Visiting elderly homes
- Being a host family for international visitors
- Being part of a fund raising activity outside of school
- Working with a charity
- Participation in a club event
- Helping others with homework

Why do we do Service as Action?

It is an opportunity for you to share your talents and interests with others to benefit a community. Through Service as Action, you will meet new people – people who can enrich your understanding of the wider world while demonstrating the IB Learner Profile in action. Service as Action activities should be fun and rewarding for you, not only for receiving smiles and thanks from the community but is the chance for you to learn from experience, and the opportunity for you to build connections between your classroom and the outside world.

At THIS the Service as Action program you see students:

- become more aware of your own strengths and areas needing further growth
- increase your ability to act on your own
- undertake challenges that develop new skills
- plan, act and evaluate self-initiated activities
- learn to work collaboratively with others
- gain valuable first-hand experiences from activities that benefit others
- consider the ethical implications of your actions

Will Service as Action activities be planned for me?

There will be a few activities planned and offered to you for participation in outside of your regularly scheduled classes. However, these activities will not be enough to meet all the expectations for Service as Action. You are expected to locate Service as Action activities on your own which many of our scheduled lessons, particularly Global Engagement, may inspire. Additionally, your local kommune can be a good source of information for activities; searching on the Internet or asking your teachers can help as well.

Ideally, **you** will organize and participate in activities that **you** are interested in. If you have a great idea about how you can make the world a better place, GREAT - get started! You can even recruit your friends to help you and they too will have an opportunity to gain Service as Action experience but you need to follow the processes mentioned earlier in this demonstrating inquiry, action and reflection documented in ManageBac.

Minimum expectations of the Service As Action 2016 - 2017

Year Level	Requirements
MYP 7	4 service activities with no more than 2 at the introductory level
MYP 8	5 service activities with no more that 1 at the introductory level
MYP 9	6 service activities with at least 1 proficient level and no introductory levels
MYP 10	6 service activities with 2 proficient levels and no introductory levels

What are the expectations of Service as Action for each grade?

The Service as Action expectations for each grade level from Grade 7 -10 are listed in the chart above. Note that these figures are the minimum expectations; you are encouraged to participate in Service as Action activities as much as you can. It is the school's expectation that you would be involved more in Proficient Level activities towards the end of the year.

When must my Service as Action expectations completed by?

Reflections along with the evidence of your participation for your Service as Action must be included to in ManageBac as you complete the activity.

First activity identified with Planning and Action in ManageBac	On or before the 4th week in October
Half of your yearly SA completed in ManageBac	1 week before the end of the 1st Semester
All of your yearly SA complete in ManageBac	2 weeks before the end of the 2nd Semester

- It is best to add reflections as you complete each activity so that your adviser and the coordinator know of your progress.
- Any activities and reflections submitted after the final deadline **will not** be counted towards your Service Action for this school year.
- You may continue participating in Service Action activities after the deadline and such participation will be counted towards your Service Action for the following year.

How do I keep track of my Service as Action activities?



You should keep track of your Service as Action progress in ManageBac. Guidance on how to do this is shown on page 6

What happens if I do not complete my Service as Action requirement?

A comment will be included with the *Semester Report* for students in Grades 7-10 to communicate your Service as Action participation. In MYP 10 there may be a risk of not gaining an official IB grade in the Personal Project.

One final reminder: Service as Action should be an enjoyable way for you to learn new things through experience and help make the world a better place to be!

How to do this in Managebac

1. Log into managebac. You will see your opening dashboard. If you go to This IB Program you will see Plan, SA and Personal Project. Click on SA to go to Service as Action

Trondheim International School | MYP Student

Dashboard | Profile | THIS IB Program | Classes | Groups

Welcome MYP!

Next 2 Weeks

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Today	29	30	1	2	3	4
5	6	7	8	9	10	11

Upcoming Events or Deadlines

Event	Time	Activity	Days Away
Event	8:30am	Student-led activities: Leaders Nikita & Eric	Friday, 5 days away
Event	3:45pm	Humanities Skype Interview with Park Ranger Yosemite National Park	Tuesday, 16 days away
MYP Activity	(all day)	OD Day	Thursday, 32 days away

Top SA Activities

Building a slip and slide for the neighbours Out-of-School
 5 hours Service as Action
 To access some water proof material long enough to allow for a slip and slide. I have never created a slip and slide so I will need to do some research and find out what's popular and what are some of the design features. I'll also need to make sure that the neighbours actually don't mind having their children playing on this.

Emptying the recycle bins at school In-School
 To commit to something for more than 1 week and be responsible to do this task regularly without reminders from others.

2. The Service as Action (SA) worksheet then comes up. Here is where you can:

- Add SA Activities
- Review the Quick Start Guide
- You're able to join a group for SA (See below)
- Review all the SA outcomes that have been covered
- Review all Reflections and Evidence

Overview | Plan | **SA** | Personal Project | Messages | Calendar | Files | Members

SA Worksheet

MYP Student

Activity	Outcomes	Reflections	Status
Building a slip and slide for the neighbours	2	2	✓
Emptying the recycle bins at school	1	0	✓

Outcomes

Challenge & New Skills	Collaboration	Commitment
1	1	1

SA Documents

CAS Completion Form - MYP Student - Building a slip and slide for the neighbo...
 Uploaded September 28, 2014

Notes & Interviews

Richard Chandler
 8:18 am on August 6, 2013

Virginia Neilsen
 m: +47 46789669
 virginia.neilsen@this.no

3. If you complete Service as Action outside of school you will need to have the adult supervising sign your completion form. These can be generated from the SA worksheet. Just click the activity that is outside of school. On the right side there is a PDF file called 'SA Completion Form'. Generate this and give it to the adult supervising your action. This needs to be returned to your contact teacher for it to be completed on managebac.

Back to: [Worksheet](#)
[Edit Activity](#) | [Delete Activity](#)

Building a slip and slide for the neighbours 5 hours Service as Action Out-of-School

Description and Goals:
 To access some water proof material long enough to allow for a slip and slide.
 I have never created a slip and slide so I will need to do some research and find out what's popular and what are some of the design features.
 I'll also need to make sure that the neighbours actually don't mind having their children playing on this.

Activity Aim:
 To create a slip and slide out of recycled materials for the neighbours during the hot summer months. This is something to help them keep their children entertained and so they can relax a little. Maybe I can provide a service to my neighbourhood for 1 hour a day during the summer.

June 15, 2014 to June 15, 2014

Supervisor: This Parent (Miss) [✉ thisparent@this.no](mailto:thisparent@this.no)

Learning Outcomes:

1. Undertake challenges that develop new skills
2. Working collaboratively with others

Activity Status

To Be Determined

Approved

Completed

[Add Reflections & Evidence](#)

Student Info

MYP Student
mypstudent@this.no

Select activity: Building a slip and s...

Summary

Reflections & Evidence

Next steps

Once you have completed your activity and submitted reflections or SA questions, you can request that your Activity Supervisor complete your review online.

Request Supervisor Review

Or you can turn in your signed SA Completion form to your Coordinator:

[SA Completion Form](#)

Journal

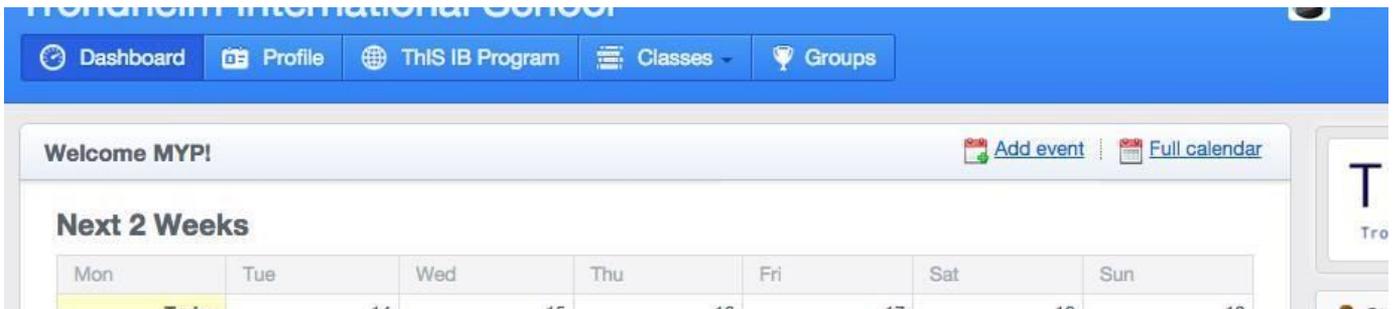
New note by MYP Student

[Save note](#)

How to Create or Join a Group for Service as Action

Joining a group is also possible for Service as Action. You may also initiate your own group. You can create your own group by asking for a teacher to be supervisor and asking them to set up a group or you can join the groups that are already created by the teachers. Once they are locked it means that teachers or students do not want any more participants. See below for how to create or join a group.

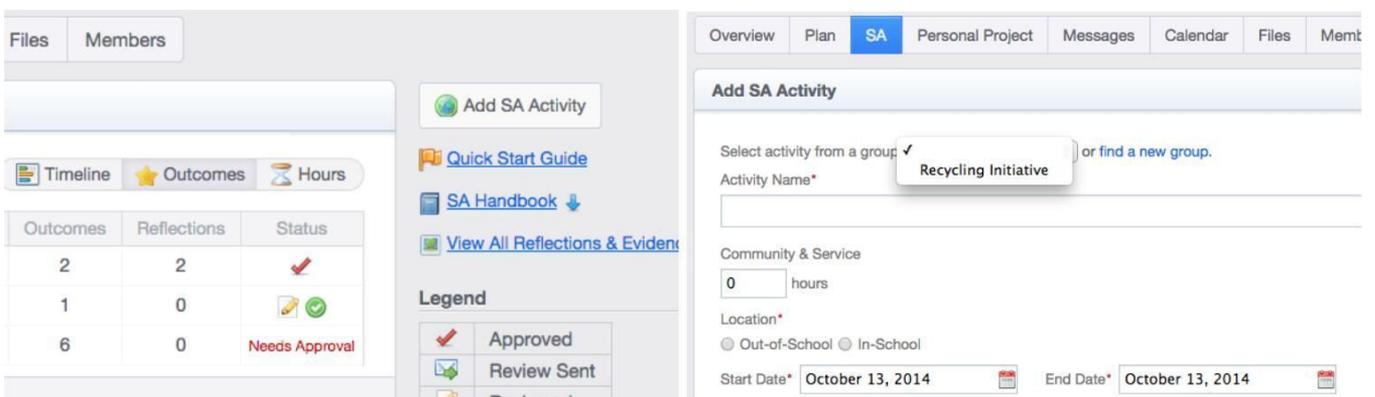
1. Click on the tab Groups from your login dashboard



2. Join the Group you are interested in



3. Go back you to your SA through your IB Program tab. Click on Add SA Activity and choose the group from the drop down list. Complete the rest of the worksheet as per other instructions.



Service as Action Self-Assessment

Student		Activity	
Criteria	Introductory (Approximately 2 hours per activity)	Developing (Approximately 3-4 hours per activity)	Proficient (Approximately 4-5 hours per activity)
Planning	<ul style="list-style-type: none"> • I was directed to participate in the activity by a teacher or another adult • I have included limited documentation my plans and goals • Other students were not involved in my plans 	<ul style="list-style-type: none"> • I chose to join the project/activity • I consistently documented plans and worked toward achieving my goals • Other students were able to participate in the project/activity 	<ul style="list-style-type: none"> • I helped to create or begin a project or activity • I documented plans and developed plans with specific, achievable goals • I research a problem in my community (school, city, country, world) and found a way to help address it. • I actively involved others in the project/activity
Action	<ul style="list-style-type: none"> • The project was completed it with inconsistent effort and attention • The impact of my actions was limited • I had difficulty managing time and tasks, and was late to activities • I rarely communicated with peers or advisors 	<ul style="list-style-type: none"> • I completed the project/activity, demonstrating consistent effort throughout • I acted to benefit others • I accepted responsibility and was usually punctual, respectful, and open to criticism • I consistently communicated with peers and advisors • I supported others in their efforts with the project/activity 	<ul style="list-style-type: none"> • I demonstrated sustained attention and effort, maintaining involvement throughout the entirety of the project/activity • I made a significant contribution to the community • I accepted responsibility and was always punctual, respectful, and open to criticism • I communicated with peers and advisors effectively
Reflection	<ul style="list-style-type: none"> • The impact of my action in relation to others was only briefly explored, or not mentioned at all • I didn't acknowledge my strengths and weaknesses in completing the project • I rarely used evidence to support my reflections • I wasn't able to show evidence of personal growth • I described only challenges briefly • I didn't identify areas for improvement 	<ul style="list-style-type: none"> • The impact of my action in relation to others were not fully explored • I tend to focus on strengths, but omit weaknesses • Some of my assertions or opinions were not supported by evidence • I demonstrated that I understood the opportunity for personal growth, but presented an incomplete description • I identified some challenges in the activity • I identified some areas for improvement 	<ul style="list-style-type: none"> • I fully explored the impact of my work on others • I acknowledged both strengths and weaknesses • I consistently used evidence to support opinions and assertions • I demonstrated understanding of personal growth • I identified challenges and why they posed difficulties • I identified areas for improvement, and cited strategies to do so

Comments:

