

# International Baccalaureate

## The CAS Handbook



### WHAT?

**C**reativity: paint, perform, write, cook, dance, compose, photograph, act...

**A**ctivity: throw, catch, stretch, run, ski, kick, skate, peddle, tackle...

**S**ervice: fundraise, research, advocate, organize, help your city, save the whales, save the world...

### WHO?

- Anyone doing the IB Diploma in grades 11-12 and anyone who wants to (even if you aren't doing anything else in IB).

### WHY?

- Fulfilling all CAS requirements is necessary for the completion of the IB Diploma.
- CAS is great way for everyone to develop their skills, broaden their experiences and bolster their CVs.

### GOALS?

- The goal of CAS is to push your boundaries and take risks, even in those areas where you may already excel. To do this, you should work in stages:
  - INVESTIGATE: what do I want to do? How do I get better at my sport -- my music -- my art? What does my school -- my neighborhood -- my city need from me?
  - PREPARE: What kind of activity or project would work? Can I really do it? What kind of help do I need?
  - ACT: Do it.
  - REFLECT: Write it down or put it in pictures. How did the activity or project go? What would you do differently next time? Did you learn anything?
  - DEMONSTRATE: Show and tell someone else what you did.

## International Baccalaureate

### HOW?

- Sign up for CAS with the IB Coordinator at the end of Grade 10 or beginning of grade 11.
- Get a CAS advisor and have your first meeting. Ask yourself these questions:
  - What am I good at? What do I want and need to do better?
  - What have I always wanted to do but never did?
  - How can I make my school -- my neighborhood -- my city -- my world a better and more interesting place?

### MANAGEBAC AND THE CAS PORTFOLIO

- Get onto Managebac and start entering your CAS experiences. Describe the activity, decide which category it belongs to and which goals you hope to achieve within it. You want a balance not only between CREATIVITY ACTIVITY SERVICE but also between your approach:
    - Group vs. individual
    - One-time vs. ongoing
    - School based vs. community based
- For service, you'll also need to consider:
- Local vs. global
  - Advocacy vs. research/learning
- For each experience, you can decide what you want to learn and achieve. Choose which of these learning outcomes best describes your goals (you can choose more than one):
    - Strength and growth
    - Initiative and planning
    - Collaboration
    - Ethics of choice and action
    - Challenge and skills
    - Commitment and perseverance
    - Global engagement
  - Your advisor will check in from time to time and see how you are doing, approve your experiences and ask questions.
  - As you finish an experience, provide your reflection. This can be in the form of a short text, a video of the activity, photos, a recording of your music or your thoughts – whatever it is that both helps you to think about your work and helps your advisor to understand it. (Please see “Reflection” below.)
  - Once you have finished the experience and the reflection, your advisor can mark it as “complete.”

### CAS PROJECT

- Although you will have many CAS experiences, one of them must be a team project in which you collaborate with others. This project should take at least one month to plan and execute and can be from any one or more of the CAS sections (for instance: C, CA, CS, SA or CAS).
- On Managebac, label this project with the CAS Project Cube.

# International Baccalaureate

## REFLECTION

Looking back at what we have done is something we rarely do at school --we finish an assignment and move onto the next one. But reflecting on what we accomplish -- or fail to -- is what allows us to get better the next time, to make changes, to avoid mistakes. Reflection is a required part of CAS (and of the IB generally) so that we – students and teachers – learn to make this process a normal part of our lives. It may seem like a challenge or a burden at first, but when talking with our graduates, almost all of them say that learning to reflect helped them to make positive changes for future activities and that they are actually surprised by what they learned.

Questions to help you look back:

- Summarize the experience. What happened? You can use text, photos, drawings, whatever makes the most sense to you.
- What problems did you face? How did you solve them (or not)?
- What went well? Can you learn from any mistakes you made? What would you do differently next time?
- How did your experience impact others? Was the impact you wanted?
- Were there ethical issues that you expected or any that surprised you? What did you do about them (or not)?
- How did the experience make you feel?
- The idea here is to be honest and discover what was (or was not) valuable about the activity.
- You do not get a grade on your reflection, nor is your advisor there to judge what you think.

## EXAMPLES

- CREATIVITY: play a duet at the IB Cultural Evening • join a choir • learn to cook from the nice Grammy next door • write a poem for a literary magazine
- ACTIVITY: go for a run once a week with your best friend • go to your sport club's regular practices • join a Zumba class • get your father to play squash with you on Saturdays
- SERVICE: research and advise how to reduce food waste at school • collect supplies for a disaster relief • tutor some younger kids at school (obviously, if you get € , it ain't service)
- Some activities score two-CAS-in-one:
  - CA (teach your friend to play guitar)
  - AS (organize a volleyball tournament at school)
  - CS (make a literary magazine for the school)
- Some CAS activities are things you were doing before you even knew about CAS, like sport class, piano lessons, art class, student council, tutoring the neighbor's kid...
- CAS is a great opportunity to mix things up: swap music lessons with a friend, coach the little people in your sport club or organize German classes for the refugees you met last week.

## International Baccalaureate

### SUPERVISION

You CAS advisor will meet with you for at least formal interviews over the course of the 2 school years. This is chance to talk about the success and challenges you have faced in CAS and to make sure you are on the way to satisfying all requirements.

ANY QUESTIONS? Write us at [ib@bebe-dresden.de](mailto:ib@bebe-dresden.de)