NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

Below please find a list of TASKS that should have been completed, and stored in your IBCC-ATL binder. If completed, make sure they are filed under the correct tab. If not completed, please complete ASAP, as your grade will be based on their completion. If you have any questions, contact me during or after class. To be checked by your partner, and submitted to me by Wednesday, November 5th. Please make efficient use of your lab time to complete all the tasks, to print handouts and assignments, to organize your binders, and to check your partner's work. The goal is to support your partner, and to help them be successful!

Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| TASK | DESCRIPTION | Y / N | PTS |
| 1. BINDER | Student has a binder with cover page. |  | /2 |
| 2. TABS | Student has installed tabs with proper headings. |  | /2 |
| 3. IBCC BINDER COVER PAGE | Completed and place on the front of your IBCC binder |  | /2 |
| 4. LEARNER PROFILE TRAITS HANDOUT (10) | Student has completed (both sides) IB Learner Profile Traits handouts, total of 10, and has filed in under the correct binder tab. |  | /2 |
| 5. JOURNAL ENTRY ON IB LEARNER TRAITS | Student has completed their reflective journal entry on IB Learner Profile Traits, and has filed under the correct tab. |  | /2 |
| 6. SELF-ASSESSMENT RUBRIC | Student completed their self-assessment survey on IB Learner Profile Traits. |  | /2 |
| 7. PICTURE OF IB LEARNER PROFILE TRAIT ACTIVITY WITH CAPTION | Student has taken a picture of their activity product, provided a caption, and filed under the correct tab. |  | /2 |
| 8. PICTURE OF ATL ANCHOR CHART WITH CAPTION | Student has taken a picture of their ATL activity product, provided a caption, and filed under the correct tab. |  | /2 |
| 9. REFLECTIVE PROJECT NOTES FROM POWERPOINT | Student has taken notes from RP powerpoint and filed under the Reflective Project tab. |  | /2 |
| 10. TWO BLOG ENTRIES ONLINE | Student has view videos on class website, reflected on their main ideas, and posted two comments on the blog page. |  | /2 |
| 11. ATL anchor chart poster | Picture of group project has been taken and placed in your IBCC  binder under the ATL tab. |  | /4 |
| 12. Left vs. Right Brain survey | Online survey has been completed, the results printed and placed in your IBCC binder under the ATL tab. |  | /4 |
| 13. Personality Report | Personality report has been taken online, and the results printed and placed in your IBCC binder under the ATL tab. |  | /4 |
| 14. Timetoast Timeline Project www.timetoast.com | Your Timetoast timeline has been completed online, provided a hyperlink to access, and provided a short reflection/summary. |  | /4 |
| 15. Emotional Intelligence notes | Handout, notes and summary of Goleman's four components of Emotional Intelligence have been completed, and placed in the IBCC binder under the ATL tab. |  | /4 |
| 16. Covey's 7 Habits | Annotated handout with 8th habit outlined placed in IBCC binder placed under the ATL tab. |  | /4 |
| 17. Covey's 7 Habits | Picture of group project maind map poster placed in IBCC binder placed under the ATL tab. |  | /4 |
| 18. Self-evaluation and process development plan. | Completed self-evaluation plan of student skills worksheet and personal qualities checklist. Place in IBCC binder under the ATL tab. |  | /4 |
| 19. Article Review (teacher provided) | Annotated article with one page typed review along with rubric. Placed in IBCC binder under the ATL tab. |  | /4 |
| 20. Article Review (student selected on Personal Development) | Annotated article with one page typed review along with rubric. Placed in IBCC binder under the ATL tab. |  | /4 |
|  |  |  |  |
| TOTAL POINTS |  |  | /60 |

COMMENTS: