

# Getting Started With CAS - Sophomore Checklist

There are three assignments that will be graded for completion and included in your marking period 4 Health/Fitness grade. **They are written in red.**

## (1) Review CAS Information

[www.bths.mcvsd.org/cas](http://www.bths.mcvsd.org/cas)  
(linked from Guidance Page)

- **CAS Handbook** - Designed as reference, it is not intended to be read cover to cover. Rather, it is something that you should refer to throughout the duration of CAS. Skim through the CAS Handbook, especially Section One: CAS Overview (pages 3 through 11)
- **Quick Start Guide** - Condenses and summarizes all of the essential information in the CAS Handbook. Read the Quick Start Guide very carefully to ensure that you understand all of the key aspects of the CAS Program.
- **Advisor Assignments** - Check the spreadsheet to see who your assigned advisor is.
- **Activity Ideas** - Various suggestions for potential activities
- **Resources** - Read the sample Reflections & Activity Logs from former Biotech students.

## (2) CAS Folder Set Up

- **Create your CAS Folder through Google Drive**
- Step by step directions begin on page 23 of the CAS Handbook

## (3) Pre-Planning

- **Complete the CAS Planning Guide**
- The CAS Planning Guide is your proposed plan of the activities that you intend to participate in over the 18 months of CAS.
- Download the CAS Planning Guide from the “Forms & Documents” page of the CAS Webpage
- When Planning your CAS Program, be mindful of the following guidelines / requirements:
  - Complete a minimum of 150 total hours, with a reasonable balance between Creativity, Action, and Service (50-50-50).
  - Achieve the eight Learning Outcomes
  - Participate in one Continuous Activity that begins during junior year and extend into senior year (must be at least 20 hours)
  - Participate in one Integrated Activity that incorporates two or more of Creativity, Action and/or Service and demonstrates collaborative work with others (must be at least 10 hours)
  - A single CAS activity/project cannot be counted as more than 30 hours.
  - CAS activities are real and purposeful with significant and tangible outcomes.
  - All CAS activities must take place outside of school day hours.

## (4) Self-Evaluation

- **Complete the Pre-IB Inventory**
- The Pre-IB Inventory is a self-assessment in which you will examine your current activities, set personal goals and evaluate how you demonstrate the IB Profile Attributes.
- Download the Pre-IB Inventory from the “Forms & Documents” page of the CAS Webpage