

**Barnard Supervisors Responsibilities**

1. The advisor should keep scheduled appointments with the student and contact students in advance when unable to keep an appointment.
2. The advisor should contact parents and/or the MYP Coordinator via e-mail or telephone when the student does not initiate or keep appointments.
3. The advisor should help the student to establish and maintain the focus of the Community Project and ensure that it is proceeding as planned.
4. The advisor should suggest a variety of resources and relevant sources of information the student may use to develop the project. The importance of research should be emphasized.
5. The advisor should encourage the student to keep written records of meetings in his or her Process Journal. During each meeting students should record ideas discussed, decisions made, and next steps agreed upon.
6. The advisor should provide feedback on the student’s progress, continuously review the student’s Process Journal and document meetings ,
7. The advisor should help the student focus on the organization and presentation of the final piece of work, advising the student to be thorough and methodical.
8. Advisors are invited and encouraged to attend the MYP Community Project Showcase in the spring when all Projects are exhibited and which students also attend.

1. Ensure the chosen MYP project topic satisfies appropriate legal and ethical standards
2. Confirm the authenticity of the students work
3. Assess the project using the MYP project criteria
4. Participate in the standardization of assessment process established
5. Give students feedback on the oral presentation prior to Project Showcase