

## IB ASIA PACIFIC REGIONAL WORKSHOP AGENDA

DP Coordinators (Category 1)  
Grand Copthorne Waterfront Hotel, Singapore  
Friday - Sunday, 15 – 17 January 2010

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### Workshop Leader

#### **Urs Jungo**

Urs is currently DP Coordinator/Curriculum Coordinator at ISS International School Singapore, where he is also Subject Group Leader for Languages and teacher of Theory of Knowledge. Urs' involvement with the Diploma programme goes back to 1994 and he has since held positions as DP teacher (French A1, A2, B, Ab Initio, German A1, Ab Initio, Spanish Ab Initio and Theory of Knowledge), Head of Modern Languages, Project leader for the introduction of the DP, CAS Coordinator and DP Coordinator. His postings have led him to Switzerland, the UK, Portugal, Indonesia, Thailand, China and Singapore.

In addition to his current responsibilities as DP Coordinator, Urs is also an Assistant Examiner for French B Internal Assessment. He holds a Bachelor of Education degree (University of Fribourg, Switzerland) and a Master's degree in International Education (University of Bath, UK).

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### **All participants are requested to bring with them the following:**

- A copy of this Agenda
  - The *Handbook of Procedures for the Diploma Programme 2010*. This document is available on the On-line Curriculum Centre (OCC) as a pdf version. As DP Coordinator it is essential that you are familiar with this document, and we will be referring to it constantly during the sessions. Please make yourself acquainted with the document before you arrive at the workshop. Please, in the interest of our forests, do not print out the whole Handbook!!
  - Participants are strongly encouraged to bring a laptop computer and an USB thumb drive; we will aim to keep the paper flow as low as possible!
  - IB Standards and Practices document (electronic version preferred)
  - Log-in details for IBNET, IBIS and OCC, if available
  - A copy of your school's organizational chart, (proposed) DP subject offerings and any other relevant information
  - A sense of humour!
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*Please note: session topics are subject to change based on needs of the group*

Friday, 15 January

0830 - 0900

**Welcome & Introduction**

0900 - 1000

**Session 1: Introduction**

- Presentations
- How much do you know already?
- Overview: The IBO Mission & Philosophy
- The IB Learner Profile

1000 - 1030

Morning Break

1030 - 1200

**Session 2: The IB Continuum of International Education**

- The IB Continuum of International Education
- Why offer the IB Diploma programme? – From Principles to Practice
- Programme Standards and Practices
- Language Policy, Assessment & Reporting Policy
- Academic Honesty Policy

1200 - 1300

Lunch

1300 - 1430

**Session 3: The IBDP Coordinator: Pedagogical leadership, roles, responsibilities**

- The job description of the DP Coordinator...or is there one?
- Responsibilities: school community, IBCA/IBAP
- Roles: Pedagogical leadership, managing change, communicating with the school community and outside agencies
- Standards & Practices: Application/implementation of the DP programme, One-Year Feedback, Five-Year Review
- Connecting with other accreditation processes (CIS/WASC/NEASC/NCCT etc.)

1430 - 1500

Afternoon Break

1500 - 1630

**Session 4: Your first DP students**

- Selection of students and subjects; DP regulations
- Monitoring students, reporting progress
- Tailoring a DP programme to students' needs
- The language challenge: A1 (incl. self-taught languages), A2, B, Ab Initio

1630

End of Day 1

Saturday, 16 January

0830 - 1000

**Session 5: Practical considerations**

- Dates & deadlines for DP students and teachers; assessment calendars

- Working within your budget: resources, T & D, marketing the DP programme
- Wearing different 'hats': Coordinator, teacher, counsellor etc

1000 - 1030

Morning Break

1030 - 1200

**Session 6: The DP core: TOK, Extended Essay & CAS**

**Theory of Knowledge:**

- What it is and why we are teaching it
- The role of the DP Coordinator within the TOK programme
- All DP teachers are TOK teachers
- Models of organization, possible approaches
- Making connections, international perspectives

**Extended Essay:**

- Regulations
- Supervising an EE and collaborating with the DP Coordinator
- EE organization (topic selection) and student support
- The issue of Academic Honesty

1200 - 1300

Lunch

1300 - 1430

**Session 7: The DP core: TOK, Extended Essay & CAS (cont.)**

**Creativity, Action and Service (CAS):**

- Why do CAS?
- Setting up and monitoring the programme: CAS coordinator, CAS advisors/Activity supervisors, DP coordinator
- Student CAS profile
- The IB Community Theme

1430 - 1500

Afternoon Break

1500 - 1630

**Session 8: The Handbook of Procedures – preparing for an examination session**

- Internal Assessment and related planning
- Predicted Grades
- Registration of candidates: D, C, A & R
- Mock/Simulation examinations
- Examination schedules & procedures
- Follow-up after publications of results

1630

End of Day 2

Sunday, 17 January  
0830 - 1000

**Session 9: IBNET, IBIS, OCC: Where to find what**

- Accessing the sites and finding your way around
- Internal Assessment & Predicted Grades
- Pre-registration requirements; communicating with IBCA

1000 - 1030	Morning Break
1030 - 1200	<p><b>Session 10: Coordination &amp; Curriculum Support</b></p> <ul style="list-style-type: none"> <li>▪ Support for Special Needs students</li> <li>▪ Student academic profiles &amp; monitoring</li> <li>▪ Collaboration with Pastoral Counsellors, Homeroom teachers</li> <li>▪ The importance of the Learning Resource Center; developing information literacy</li> </ul>
1200 - 1300	Lunch
1300 - 1430	<p><b>Session 11: Professional development</b></p> <ul style="list-style-type: none"> <li>▪ How to develop &amp; monitor a PD framework in your school</li> <li>▪ General Q &amp; A session about topics covered throughout the workshop</li> </ul>
1430 - 1500	Afternoon Break
1500 - 1600	<p><b>Session 12: Workshop review</b></p> <ul style="list-style-type: none"> <li>▪ What do you remember?</li> <li>▪ Final thoughts/remaining questions</li> <li>▪ Workshop feedback</li> </ul>
1600	Workshop Closes and Award of Certificates*

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\* An official "IB Certificate of Attendance" is awarded to participants who have attended all sessions of a workshop. Please ensure that travel arrangements do not preclude candidacy for a certificate.