United World College Costa Rica
(UWC Costa Rica)

Co-Curricular Department

Co-curricular Policies and Procedures
# Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Tech Writer</th>
<th>Comments</th>
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<tbody>
<tr>
<td>0.1</td>
<td>25apr18</td>
<td>Luis Abarca</td>
<td>New document. Antoine Levie, Danilo Gleichmann, Geraldine Paredes and Luis Abarca provided input for this process.</td>
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<tr>
<td>0.2</td>
<td>30jun18</td>
<td>Luis Abarca</td>
<td>Some information was added to align this process with the Activity Leading Process</td>
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<tr>
<td>0.3</td>
<td>26ago18</td>
<td>Nancy Solís Acuña</td>
<td>Title of the document has been changed to align it with the educational philosophy of the three areas of the school.</td>
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<tr>
<td>0.4</td>
<td>26jul19</td>
<td>Nancy Solís Acuña</td>
<td>Change of title and Introduction to align the document with the educational updates of the department.</td>
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<tr>
<td>0.5</td>
<td>30jul19</td>
<td>Luis Abarca</td>
<td>Modifications have been incorporated.</td>
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<tr>
<td>0.6</td>
<td>31aug19</td>
<td>Nancy Solís Acuña</td>
<td>Modifications regarding restorative actions on introduction have been incorporated.</td>
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1. Introduction

This document helps United World College Costa Rica (UWCCR) students be informed on how their participation and performance in any of the Co-curricular activities are evaluated as part of the requirements for their International Baccalaureate (IB) Diploma, and as a fundamental component of the UWC mission and vision. A minimum of 240 hours of Co-curricular activities during the two years are required. Beside those hours, students must comply with the following requirements:

- 1 activity of each station (Learn by Experience (LbE), Community Service (CS), Citizens of the World (CoW) and Agents of Change (AoC)) per semester during their 2 academic years
- 4 activities per semester (a minimum of 1 activity per station), completing a minimum of 75% of attendance.
- Attendance and active participation during their annual Service Week (2 times in total during their academic years)
- Portfolio completion (narrative and evidence of students’ Co-curricular activities)
- Restorative hours if needed

**NOTES**

- **These hours can be mandatory if students do not comply with the established requirements and/or activities.**
- **The Co-curricular Department has adopted a restorative approach instead of a punitive one. Students should complete community service hours as a way to compensate the community in case of lack of commitment.**
2. Process Description

<table>
<thead>
<tr>
<th>Co-curricular-UWC Owner</th>
<th>Facilitator</th>
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<tr>
<td>Non-Co-curricular UWC Owner</td>
<td>Students</td>
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**Purpose**: To inform UWCCR students about the procedures to get involved on activities and requirements to complete the Co-curricular program.

**Requirements**: Requirements vary depending on the activity.

**Meetings**: As required.

**Templates and Forms**: None.

3. Process Flowchart

4. Process Details

1. Choose Activity
   - Students choose desired activity depending on their time availability, likes, strengths, tasks, etc.
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- Students must be part of at least 4 activities per semester to have a balance among the four stations: LbE, CoW, CS and AoC.

**NOTES**

- Students’ progress is tracked by hours. Activity leaders provide attendance reports to add hours to the students’ records.
- The Co-curricular Department schedules individual meetings with all students to evaluate their learning process.
- If students complete the required hours and activities during the first year or during their third semester (second year), they are still expected to participate in all mandatory activities organized by the Department to keep themselves as active members of the community.
- Activity leaders receive 1.5 hours per actual hour due to their extra responsibilities (reports, meetings, etc.) as leaders of activities.

2. **Review Requirements**

   Students review requirements (attendance, schedules, meetings, tasks, hour allocation, etc.) for activity to verify their availability.

   **NOTE**
   The Co-curricular Department approves activities if they are aligned to the learning requirements of the department.

3. **Agree on Details?**

   - If students agree on activity details, proceed to Step 4.
   - If students do not agree on activity details, return to Step 1 to choose a more suitable activity.

4. **Schedule Meeting with Activity Leader and Participants**

   Activity leaders and participants have a meeting to review specifications of the activity as well as the hour allocation.

   **NOTES**
   - Activity leaders must add their activity and its overview to the Activity Catalog, so participants can have easy access to the activity specifications (schedule, location, date, time, etc.)
   - The Co-curricular Department provides activity leaders with Activity Catalog format as required.

5. **Register Hours**

   Activity leaders register hours in the respective shared document according to students’ participation, performance and final product.

   The process ends.