

Class of 2024 - Extended Essay Timeline

Missing any deadline will be reflected in your A1 status by the EE Coordinator.

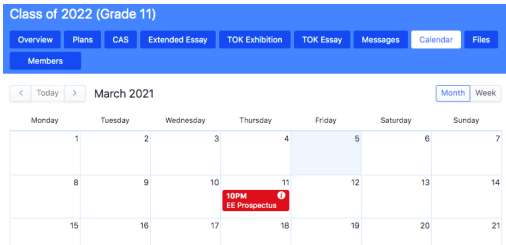
Useful links for Supervisors

Link to [Subject Guide](#)

Due Date	Student To-Do List	Supervisor To-Do List
August 13, 2022	Junior Information Session <ul style="list-style-type: none"> Mandatory for all students to attend 	
Sept. 1-2, 2022	EE Coordinator Lesson 1 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none"> Subject areas for EE Guidelines to remember for all subjects Topic Examples 	
Oct. 5-6, 2022	EE Coordinator Lesson 2 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none"> Referencing Skills Lit Review Research Methods 	
Nov. 8-9, 2022	EE Coordinator Lesson 3 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none"> Generating Research Questions 	
Nov. 30, 2022	Subject Proposal Due <ul style="list-style-type: none"> Open the Document called "EE Proposal" 	Department Meeting Subject Approval <ul style="list-style-type: none"> In Department meeting, teachers will discuss

	<ul style="list-style-type: none"> • Make a copy; name it with your name followed by EE Proposal <ul style="list-style-type: none"> ○ EX: Culea Abraham- EE Proposal • Fill out the Google Form linked in the Managebac Calendar and upload your proposal forms <ul style="list-style-type: none"> ○ EE Coordinator will send proposals to each department for consideration <p>NOTE: There are three proposal forms in the document. Please fill out at least two, in case you are not accepted for your first subject area.</p> <p>Failure to submit will result in A1 status AND email to parents.</p>	<p>proposals from students</p> <ul style="list-style-type: none"> ○ Accepting proposals means that student will complete his/her EE in your subject area <ul style="list-style-type: none"> ■ Can begin working on assigning students to supervisors at this time ○ Declined proposals means students will have to write a proposal for a different subject area <p>Subject Approvals due to EE Coordinator by Jan. 13, 2023</p>
Dec. 5-6, 2022	<p>EE Coordinator Lesson 4 During TOK classes, Ms. A will discuss:</p> <ul style="list-style-type: none"> • Assessment Criteria 	
Jan. 27, 2023	<p>Supervisor Assigned</p> <ul style="list-style-type: none"> • Check Managebac to find out who your EE supervisor will be. 	<p>Supervisor Assigned</p> <ul style="list-style-type: none"> • Check Managebac to find out who your EE student(s) will be.
Feb. 3, 2023	<p>Topic & Initial Research Question</p> <ul style="list-style-type: none"> • Go to Managebac- Extended Essay page • Click “Edit Proposal”. • Complete “Topic” and “Research Question” sections. Click “Save Changes”. 	<p>Supervisor Tasks:</p> <ul style="list-style-type: none"> • Check Reflection #1 on Managebac

<p>Feb. 9, 2023</p>	<p>Supervisor Check-in Session #1</p> <ul style="list-style-type: none"> ● It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had. ● record your reflection in the Researcher's Reflection Space on Managebac 	<p>List of Guiding Questions for you to ask your student.</p> <p>Supervisors' Task: Check Reflection #1 on Managebac</p> <p>Student met with you and wrote Check-in Session Reflection, Flag On-track</p> <p>Did not, then flag Concern.</p>
<p>Feb 22 & 23, 2023</p>	<p>EE Coordinator Lesson 5</p> <p>During TOK classes, Ms. A will discuss:</p> <ul style="list-style-type: none"> ● What is a Prospectus? ● How to Write a Prospectus ● Check in- How is it going so far 	<p style="background-color: #cccccc;"> </p>
<p>Mar. 10, 2023</p>	<p>Prospectus due</p> <ul style="list-style-type: none"> ● See this document for what a Prospectus is. ● Here is a video explaining the Prospectus. ● Here is an exemplar. ● Open this Prospectus document. ● Make a copy and name it with your name followed by Prospectus. <ul style="list-style-type: none"> ○ EX: Culea Abraham- Prospectus ● Then upload to Managebac Calendar so that your Supervisors can check. 	<p>Supervisor Verifications</p> <p>Supervisors, please look at prospectus before first formal reflection meeting, taking into account these points:</p> <ul style="list-style-type: none"> ● Student's level and ability in their subject matter ● Possibility of success with proposed EE topic ● Method student wishes to approach <p>Mark students as on track if they have submitted or concern if they have not in Managebac.</p> <p style="background-color: #ffcc00;">You can ask questions in the meeting based on this information as well as use it to determine if the student's research is approved (part of next deadline).</p>



Failure to meet deadline will mean being placed on Warning Status
 -Email to your parents indicating how far along you are if not submitted

Mar. 31, 2023

First Formal Reflection Session Due (RPPF #1)

- It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had.
- Talk to supervisor about plan for research (prospectus)
- Record reflection of meeting in ManageBac (RPPF)
- Go to Managebac → Extended Essay → Planning and Progress Form → Complete first reflection

Failure to comply: Warning Status- Email to your parents indicating how far along you are if not submitted

RPPF Exemplars (These are RPPFs that scored the maximum 6 marks for Criterion E: Engagement)

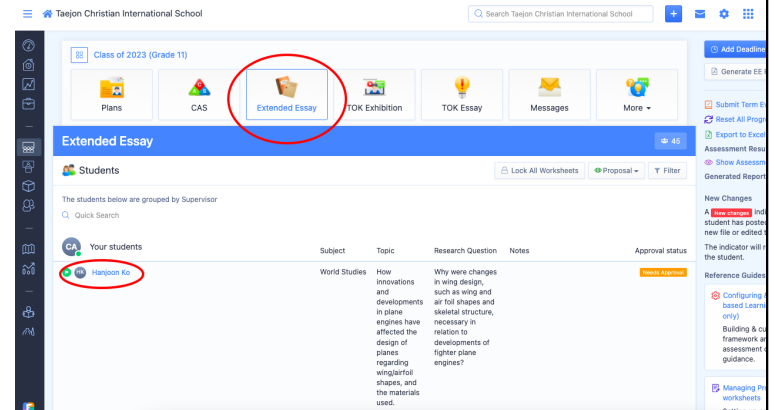
1. [Exemplar 1 \(Theater\)](#)
2. [Exemplar 2 \(Geography\)](#)

First Formal Reflection Session

- [Guiding Questions for Supervisor](#)

To approve students in Managebac:

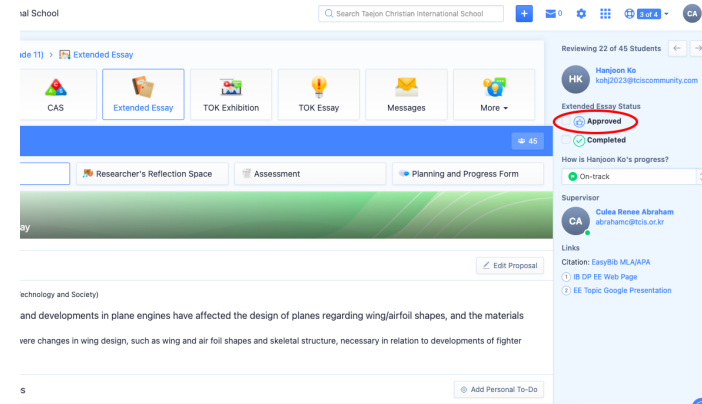
1. Find your student's name in the Extended Essay tab on Schoology.



2. In the right hand column click the checkbox next to

3. [Exemplar 3 \(Philosophy\)](#)

“Approved”.



If a student's RQ is not ready, do not approve them. I will meet with them individually after this date to discuss options.

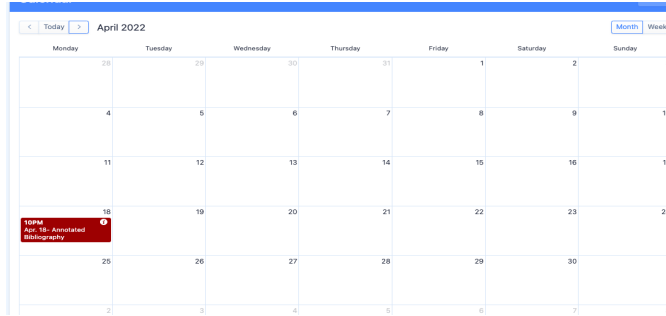
Mark students on track or concern based on completion of RPPF.

Apr. 18, 2023

Annotated Bibliography

You need 4 academic sources in your Annotated Bibliography. That means books, journal or database articles, or magazine/newspaper articles from credible, authoritative sources such as the New York Times, Scientific American, The Economist, etc. Of course, this is only the beginning of your bibliography/works cited, and you'll add more as you continue researching. When you have finished your AB, download it as a PDF document, then upload it to the assignment Dropbox in the

Managebac Calendar. Click [here](#) for more information including exemplars.



-Upload in ManageBac Calendar

***Initial Probation if not submitted on time**

May 8,
2023

Outline (approximately 1,000 words)

-Upload in ManageBac

- Read the [“Outlining your Extended Essay”](#) document

Here are some exemplars for reference

- Exemplar #1 - [Biology EE Outline](#)
- Exemplar #2 - [Business EE Outline](#)
- Exemplar #3 - [English EE Outline](#)
- Exemplar #4 - [Physics EE Outline](#)

You will be sharing your outline with your Supervisor during the Supervisor Check In 2 meeting.

***Official Probation if not submitted on time, or if does not meet 1,000 words**

May 25,
2023

Supervisor Check in 2

- It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the researcher's reflection space should be updated, NOT when the meeting should be had.

This is an informal check with your supervisor before summer break to make sure you are prepared to begin writing. Be sure to go over these documents with your supervisor:

- Annotated Bibliography
- Outline (approx. 1,000 words)
- Record meeting notes and reflection in Researcher's Reflection Space

Supervisor Check in 2

- Give students feedback on their Annotated Bibliographies and their Outlines in Managebac
 - Go to the Extended Essay Worksheet for your student and scroll down until you reach "Extended Essay Documents".

The screenshot shows the Managebac interface for a student named Hanjoon Ko. The 'Extended Essay' section is highlighted with a red circle. Below it, the 'Worksheet' tab is also highlighted with a red circle. The main content area displays a proposal for a World Studies project on plane engines, including a topic, research question, and notes.

The screenshot shows the 'Extended Essay Documents' section in Managebac. A red circle highlights the 'Extended Essay Documents' header. Below it, a list of documents is shown, including 'EE_Outline.pdf', 'Hanjoon_Ko_EE_Annotated_Bib.pdf', 'Hanjoon_Ko_EE_Proposal.pdf', and 'Hanjoon_Ko_EE_Research_Proposal.pdf', each with an upload date and time.

- Discuss with the student what their next steps are for the summer and how they plan to achieve these steps.

Mark as "on track" or "concern"

Use Summer Vacation to write your First Draft

<p>Aug. 11, 2023</p>	<p>Probation Check In Students who are on probation need to submit 1,600 words to supervisors and meet with DP coordinator/EE coordinator to make sure they are on track.</p>	
<p>Aug. 17, 2023</p>	<p>Interim Reflection with Supervisor/Write reflection in RPPF #2</p> <ul style="list-style-type: none"> • It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had. • Recorded in ManageBac (RPPF) • Go to Managebac → Extended Essay → Planning and Progress Form → Complete second reflection <p>Failure to comply: Warning Status- Email to your parents indicating how far along you are if not submitted</p> <p>RPPF Exemplars (These are RPPFs that scored the maximum 6 marks for Criterion E: Engagement)</p> <ol style="list-style-type: none"> 4. Exemplar 1 (Theater) 5. Exemplar 2 (Geography) 6. Exemplar 3 (Philosophy) 	<p>Interim Reflection with Supervisor</p> <ul style="list-style-type: none"> • Students will schedule a meeting with you to discuss their progress so far. • You will find reflection questions to ask the students in the document “Interim Reflection Session” • Here’s a video from the IB that goes over the reflection session. <p>After the deadline, you will go into Managebac and flag them “On track” if they’ve met with you and written their reflection and “Concern” if they have not.</p> <p>I will follow up with students who are of concern.</p>
<p>September 7, 2023</p>	<p>Rough Draft Check/Supervisor Check in 3 (Approx 2000 words) -Upload in ManageBac -Guidelines for Rough Draft</p>	<p>Supervisor Check in 3 Make sure you are able to access the student’s rough draft through Managebac (Documents or Calendar)</p>

	<p>-Email to your parents indicating how far along you are if not submitted</p> <p>Checklist- Make sure your rough draft includes the following:</p> <ul style="list-style-type: none"> - Title Page (RQ, Subject, Area of Study - World Studies ONLY-, Word Count) - Table of Contents - Correctly formatted in-text citations - Works Cited page 	<p>Check that student's writing is focused on his or her topic Mark in Managebac if student is "On Track" or "Concern"</p>
<p>October 5, 2023</p>	<p>First Draft (Approx 3000 words) Upload in ManageBac Supervisor Marking Rubric</p> <p>Removal of DP Candidacy if not submitted on time!!!</p>	<p>Supervisor Provide Feedback on First Draft</p> <ul style="list-style-type: none"> ● Access the student's first draft through Managebac ● Use Supervisor Marking Guidelines to provide feedback to students ● Feedback should be provided at the Supervisor Check in 4 Meeting
<p>November 2, 2023</p>	<p>Supervisor Check in 4 -Recorded in RRS on ManageBac</p>	<p>Supervisor Provide Feedback on First Draft</p> <ul style="list-style-type: none"> ● Use Supervisor Marking Guidelines to provide feedback to students
<p>January 11, 2024</p>	<p>Final Draft Upload in ManageBac</p> <p>-If appropriate, will use your First Draft as submission to IB if not submitted on time -Possible removal of DP Candidacy if not submitted on time</p> <p>Checklist- Make sure your final draft includes the following:</p>	<p>EE Marking</p> <ul style="list-style-type: none"> ● Needs to be completed BEFORE Viva Voce meeting with student ● Use the Assessment Criteria marking sheet provided here.

	<ul style="list-style-type: none"> - Title Page (RQ, Subject, Word Count) - Table of Contents - Correctly formatted in-text citations (if you have any questions on this, please speak with Ms. Abraham!) - Works Cited page 	
February 15, 2024	<p>Viva Voce (interview w/Supervisor) (RPPF #3)</p> <ol style="list-style-type: none"> 1. Schedule an interview with your EE Supervisor before this date. 2. Upload final reflection on Managebac. <ul style="list-style-type: none"> • Questions that your teacher might ask you. 	<p>Viva Voce Guiding Questions</p> <ul style="list-style-type: none"> • Supervisor Comments
March 7, 2024 (For supervisor s only)	<p>Instructions for Supervisors</p> <ol style="list-style-type: none"> 1. Upload Extended Essay to IBIS. <ol style="list-style-type: none"> a. It needs to be the Final Draft of the essay that has been run through Turnitin. Make sure there aren't any academic integrity issues. Please double check for the following: b. Make sure that Title page includes: <ol style="list-style-type: none"> i. Subject * ii. Research Question iii. Word Count <p>*If World Studies, include the two subjects utilized and the theme:</p> <ol style="list-style-type: none"> 1. Conflict, peace, and security 2. Culture, language, and identity 3. Environmental and/or economic sustainability 4. Equality and inequality 5. Health and development 6. Science, technology and society c. Contents page (which is page numbered) 	

d. Introduction

e. Main body of essay (research, analysis, discussion and evaluation). There must be evidence of in-text citations

f. Conclusion

g. References/works cited/bibliography

h. There is a section to list Supervisor Hours. It shouldn't exceed five hours. The hours of supervision stated should not include any lab supervision necessary for safety reasons. The hours stated should include only one-to-one time spent discussing the progress of the extended essay.

i. Ensure you also upload the RPPF which is the planning form that is primarily completed by the student and has your final supervisor comments. This will have been completed on Managebac.

j. On IBIS, you will need to input their predicted grade based on this rubric [EE - Assessment Criteria.pdf](#) and [Extended Essay Grade Descriptors.pdf](#)