

Class of 2025 - 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](#)

*Warning Status= an email to students explaining that missing future deadlines will result in either probation or removal of DP candidacy; A1 status and mandatory O block with EE Coordinator

**Probation= immediate A1 status, one week mandatory O blocks in second floor library (apart from when HL hours are required), AND meeting with EE Coordinator and DP Coordinator

Due Date	Student To-Do List	Supervisor To-Do List
Aug. 11, 2023	Junior Information Session <ul style="list-style-type: none">• Mandatory for all students to attend	
Sept. 11-12, 2023	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. 12-13, 2023	EE Coordinator Lesson 2 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none">• Referencing Skills• Lit Review• Research Methods	

Nov. 14-15, 2023	EE Coordinator Lesson 3 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none"> • Generating Research Questions 	
Jan. 12, 2024	Subject Proposal Due <ul style="list-style-type: none"> • Open the Document called "EE Proposal" • 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 comply: A1 status AND email to parents.</p>	Department Meeting Subject Approval <ul style="list-style-type: none"> • In Department meeting, teachers will discuss proposals from students <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. 31, 2024</p>
Jan. 18-19, 2024	EE Coordinator Lesson 4 During TOK classes, Ms. A will discuss: <ul style="list-style-type: none"> • Assessment Criteria 	
Feb. 2, 2024	Supervisor Assigned <ul style="list-style-type: none"> • Check Managebac to find out who your EE supervisor will be. 	Supervisor Assigned <ul style="list-style-type: none"> • Check Managebac to find out who your EE student(s) will be.
Feb. 16,	Topic & Initial Research Question	Supervisor Tasks:

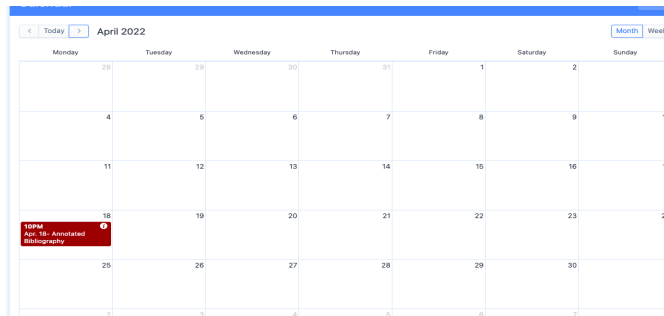
2024	<ul style="list-style-type: none"> Go to Managebac- Extended Essay page Click “Edit Proposal”. Complete “Topic” and “Research Question” sections. Click “Save Changes”. <p>Failure to comply: A1 Status and Mandatory O block with EE Coordinator.</p>	<ul style="list-style-type: none"> Check Reflection #1 on Managebac
Mar. 8 2024	<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>Failure to comply: A1 Status and Mandatory O block with EE Coordinator.</p> <p>- Email to your parents notifying them of student progress</p>	<p>List of Guiding Questions for you to ask your student.</p> <p>Supervisors’ Task: Check Reflection #1 on Managebac</p> <p>Mark as Approved if student’s research question is approved and on the right track.</p> <p>Student met with you and wrote Check-in Session Reflection, Flag On-track.</p> <p>Did not, then flag Concern.</p>
Mar. 5-6, 2024	<p>EE Coordinator Lesson 5</p> <p>During TOK classes, Ms. A will discuss:</p> <ul style="list-style-type: none"> Next Steps- Annotated Bibliography, Prospectus, Outline Annotated Bibliography (due Mar. 22) <ul style="list-style-type: none"> Examples Expectations Prospectus (due Apr. 26) <ul style="list-style-type: none"> What is a Prospectus? How to Write a Prospectus Outline 	

- Expectations
- Structure
- Check in- Have you talked to your supervisor at all?

Mar. 21,
2024

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

Failure to comply: *Warning Status (next step- Probation)

Mar. 21,
2024

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)
- Recorded in ManageBac (RPPF)
- Go to Managebac → Extended Essay → Planning and Progress Form → Complete first reflection

Failure to comply: *Warning Status (next step- Probation)
- Email to your parents notifying them of student progress

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

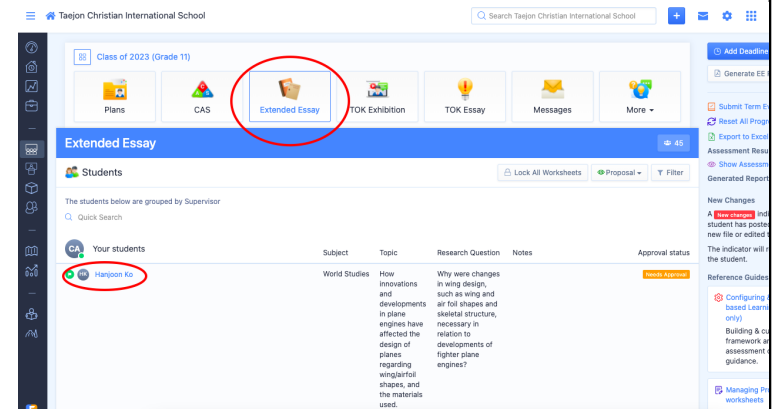
1. [Exemplar 1 \(Theater\)](#)
2. [Exemplar 2 \(Geography\)](#)
3. [Exemplar 3 \(Philosophy\)](#)

First Formal Reflection Session

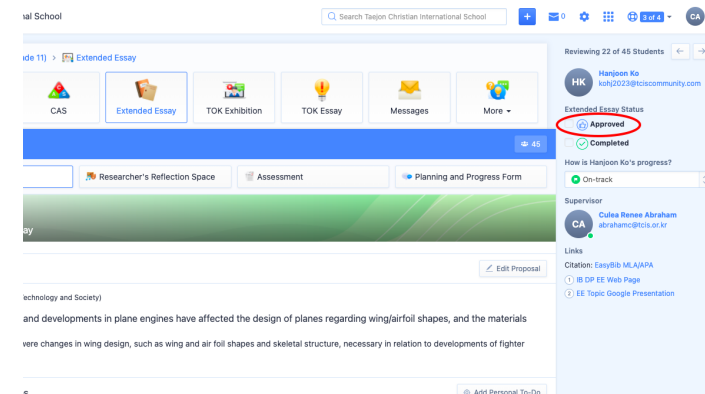
- [Guiding Questions for Supervisor](#)

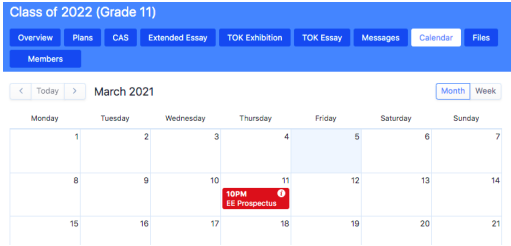
To approve students in Managebac:

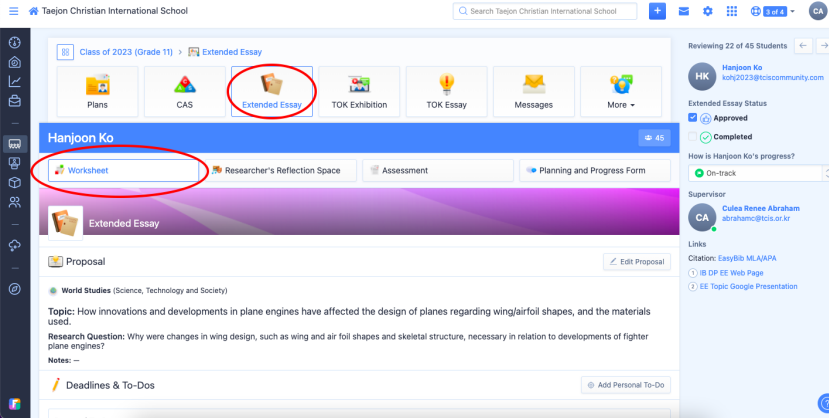
1. Find your student's name in the Extended Essay tab on Schoology.

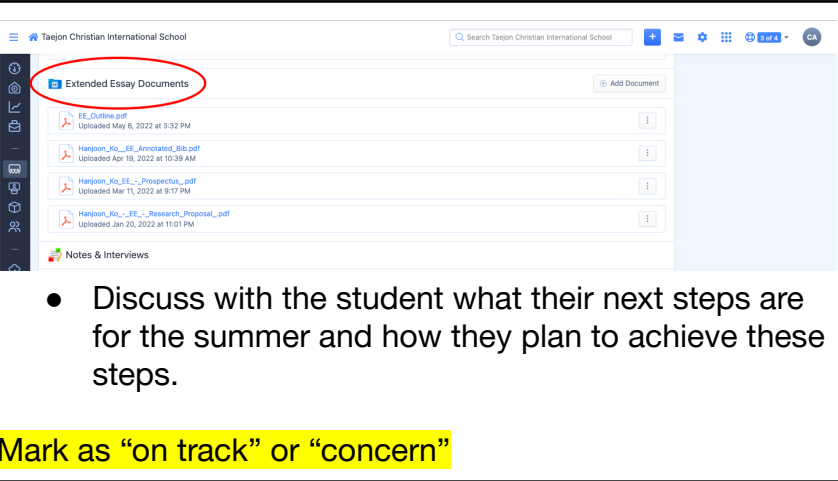


2. In the right hand column click the checkbox next to "Approved".



		<p>If a student's RQ is not ready, do not approve them. I will meet with them individually after this date to discuss options.</p>
<p>Apr. 12, 2024</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>Failure to comply: *Warning Status OR **Probation - Email to your parents notifying them of student progress</p>	<p>Supervisor Verifications</p> <p>Supervisors, please look at prospectus, 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>Set up a meeting with the student if their methodology or process looks to be lacking or impossible.</p> <p>Student's Prospectus looks promising, flag On-track.</p> <p>If you see issues or have questions about how the work will be completed, then flag Concern.</p>
<p>May 17, 2024</p>	<p>Outline (approximately 1,000 words)</p> <p>-Upload in ManageBac</p> <ul style="list-style-type: none"> ● Read the "Outlining your Extended Essay" 	

	<p>document</p> <p>Here are some exemplars for reference</p> <ul style="list-style-type: none"> ● Exemplar #1 - Biology EE Outline ● Exemplar #2 - Business EE Outline ● Exemplar #3 - English EE Outline ● Exemplar #4 - Physics EE Outline <p>You will be sharing your outline with your Supervisor during the Supervisor Check In 2 meeting.</p> <p>Failure to comply: *Warning Status OR **Probation - Email to your parents notifying them of student progress</p>	
<p>May 24, 2024</p>	<p>Supervisor Check in 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. 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: <ul style="list-style-type: none"> - Annotated Bibliography - Outline (approx. 1,000 words) <p>If marked concern by the supervisor, the student will have a mandatory O block meeting with the EE coordinator and DP coordinator, where it will be determined if the student should be placed on Official Probation. Parents notified of findings.</p>	<p>Supervisor Check in 2</p> <ul style="list-style-type: none"> ● Give students feedback on their Annotated Bibliographies and their Outlines in Managebac <ul style="list-style-type: none"> ○ Go to the Extended Essay Worksheet for your student and scroll down until you reach “Extended Essay Documents”. 

		 <ul style="list-style-type: none"> ● Discuss with the student what their next steps are for the summer and how they plan to achieve these steps. <p>Mark as “on track” or “concern”</p>
<p>*Use Summer Vacation to write your First Draft*</p>		
<p>Aug. 12, 2024</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. 22, 2024</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 (next step, removal of DP candidacy)</p>	<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</p>

	<p>- Phone call to your parents notifying them of student progress</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>reflection and “Concern” if they have not.</p> <p>The EE coordinator will follow up with students who are of concern.</p>
<p>Aug. 29, 2024</p>	<p>Rough Draft Check/Supervisor Check in 3 (Approx 2000 words)</p> <p>-Upload in ManageBac -Guidelines for Rough Draft</p> <p style="text-align: center;">Failure to comply: **Probation</p> <p>- Parents meeting scheduled</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>Supervisor Check in 3</p> <p>Make sure you are able to access the student’s rough draft through Managebac (Documents or Calendar)</p> <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>Oct. 3, 2024</p>	<p>First Draft (Approx 3000 words)</p> <p>Upload in ManageBac Supervisor Marking Rubric</p> <p style="background-color: red; color: black;">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

		<ul style="list-style-type: none"> Feedback should be provided at the Supervisor Check in 4 Meeting
Nov. 8, 2024	Supervisor Check in 4 -Recorded in RRS on ManageBac	Supervisor Provide Feedback on First Draft <ul style="list-style-type: none"> Use Supervisor Marking Guidelines to provide feedback to students
Jan. 17, 2025	Final Draft Upload in ManageBac -If appropriate, will use your First Draft as submission to IB if not submitted on time (if first time offense) OR -Possible removal of DP Candidacy if not submitted on time (if two or more warning status/probation status throughout the EE process) Checklist- Make sure your final draft includes the following: <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 the EE coordinator!) - Works Cited page 	EE Marking <ul style="list-style-type: none"> Needs to be completed BEFORE Viva Voce meeting with student Use the Assessment Criteria marking sheet provided here.
Feb. 21, 2025	Viva Voce (interview w/Supervisor) (RPPF #3) <ol style="list-style-type: none"> Schedule an interview with your EE Supervisor before this date. Upload final reflection on Managebac. <ul style="list-style-type: none"> Questions that your teacher might ask you. This is a requirement for IB Submission!!	Viva Voce Guiding Questions <ul style="list-style-type: none"> Supervisor Comments

Failure to comply: A1 Status and Mandatory O block with EE Coordinator and DP Coordinator

Mar. 10, 2025 (For supervisors only)

Instructions for Supervisors

1. Upload Extended Essay to IBIS.

- 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:
 - i. Subject *
 - ii. Research Question
 - iii. Word Count

*If **World Studies**, include the two subjects utilized and the theme:

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.

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| | <ul style="list-style-type: none">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 |
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