Extended Essay Timeline
Class of 2018

January 26, 2017: Introductory Meeting during TOK class
- Scheduled by EE and SP Coordinators and TOK instructor
- Introduction to the Extended Essay and Senior Project

February 17, 2017: Research Session with EE Coordinator during TOK class
- To help you decide which IB subject to choose for your Extended Essay, educate yourself by reading these IB documents (all available on the WSA Library EE Guide):
  - IB Assessment Criteria for the EE
  - Relevant EE Subject Guide(s), including World Studies
  - IB's ethical guidelines related to academic honesty, citing and referencing, and (if applicable to your subject and topic) research and fieldwork, and use of animals

February 28, 2017: Mandatory meeting with EE Coordinator during lunch period
- Introduction of:
  - Required Three Reflection Sessions
  - World Studies Extended Essay
- Expectations for individual check-in meeting with EE Coordinator

March 13-17, 2017: Individual check-in meetings with EE Coordinator
- Scheduled during school week (March 13-15) or coinciding (before or after) a student's conference (March 16-17)
- Be prepared to answer these questions:
  - Have you chosen an IB subject area of research, or do you know the two subjects your would choose for a World Studies Extended Essay?
  - What IB subject area do you see this research fitting into?
  - What sparked your interest in this subject area?
  - What background reading have you done so far?
  - How are you planning on organizing your research, notes, ideas, etc. so that you'll be able to access them when you're ready to write?
  - Do you have a provisional research question that will fit in with your chosen subject?
  - What are the next steps in conducting your research?

March 24, 2017: DUE: IB subject area choice, and topic list DUE to Susan Trower via email by 3:30 PM on 03/24/2017
DUE: Student shares NoodleTools EE Project with Susan Trower
- Each citation should include an annotation with a summary and/or an evaluation of each source
- Each annotation should answer questions such as: What was in the source? How was the source useful? [and sometimes] How has the source changed your thinking?
- Worth 50 points towards Spring Semester EE Grade
March 28, 2017 Extended Essay Supervisors Assigned

April 10-14, 2017 **FIRST REFLECTION SESSION WITH SUPERVISOR**  
As preparation for the initial reflection session, students should do the following:

1. Think about subjects and areas of particular personal interest and do some initial background reading into a subject and topic of their choice.
2. Using this as a starting point, explore a variety of possible research topics.
3. Read the subject-specific section of the Extended essay guide for the subject they are interested in, paying particular attention to the nature of the subject and the treatment of the topic.
4. Undertake further background reading and begin to gather information around their area of interest. This exploration should give rise to a variety of topics and questions that students can consider for further research. At this stage it is important that students consider the availability of reliable and valid sources for the topic under consideration. All of this should be recorded in their Researcher’s reflection space.
5. Begin developing a research proposal which might include a MindMap® of ideas, an annotated article or preliminary bibliography. Additionally, students must already be thinking in terms of the following questions.
   a. Is my topic appropriate for the subject I am considering?
   b. Why am I interested in this area and why is it important?
   c. What possible questions have emerged from my initial reading?
   d. Are there any ethical issues that I need to consider?
   e. What possible methods or approaches might be used for research in this area and why?

April 17, 2017 **DUE: First reflection (150-175 words) due to Susan Trower via email**  
- Emailed reflection must arrive by 3:30 PM on 4/17/2017
- Worth 50 points towards Spring Semester EE Grade
- Late reflection = 0 points

April 20, 2017 Research Session with EE Coordinator during TOK class
- Use this time to prepare for your next check-in with your supervisor by:
  o Doing background reading on your topic
  o Formulating a preliminary research question
  o Locating the information you will need for your research
  o Creating annotated citations for every source you find, using your referencing style of choice
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- Using your RRS (Researcher’s reflection space) to record reflections on what you are reading, writing and thinking

May 1-5, 2017  
Check-in Session with Supervisor  
- Planning for June Term work on Extended Essay  
- Final Approval of Research Question  
- Scheduled by student in advance at discretion of supervisor  
*DUE: Student brings an annotated bibliography and/or Researcher’s Reflection Space materials for review*

June 5, 2017  
*DUE: 5 pages of draft due to Supervisor and Susan Trower*  
- Emailed document must arrive by 3:30 PM on 6/05/2017  
- Worth 100 points towards Spring Semester EE grade  
- Late paper = 0 points

June 6-9, 2017  
Check-in Session with Supervisor  
- Meeting with Supervisor regarding quality of preliminary draft  
- Planning for summer work on Extended Essay  
- Scheduled by student in advance at discretion of supervisor  
*DUE: Student brings an annotated bibliography and/or Researcher’s Reflection Space materials for review and written plan for summer work on Extended Essay*

Summer Break

September 11, 2017  
*DUE: Additional 5 pages due to Supervisor and Susan Trower*  
- Emailed document must arrive by 3:30 PM on 9/11/2017  
- Worth 100 points towards Fall Semester EE grade  
- Late paper = 0 points

September 12-15, 2017  
SECOND REFLECTION SESSION WITH SUPERVISOR  
- meeting with Supervisor regarding quality of preliminary draft (no editing)  
- In preparation for the interim reflection session, students should have:
  - attempted to refine a focused and appropriate research question  
  - significantly deepened their research and recorded pertinent evidence, information or data in the Researcher’s reflection space  
  - reviewed and consolidated the methodologies they are using  
  - formulated arguments based on the evidence that they have collected  
  - added to the working bibliography for their research.

September 18, 2017  
*DUE: Interim reflection (150-175 words) due to Susan Trower via email*
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- Emailed reflection must arrive by 3:30 PM on 9/18/2017
- Worth 50 points towards Fall Semester EE grade
- Late reflection = 0 points

October 23, 2017

**DUE: Complete draft due to Susan Trower by 3:30 PM**

- Two (2) printed copies and an emailed digital copy required by 3:30 PM on 10/23/2017
- Draft must conform to IB Formal Presentation Requirements as provided to Candidate
  - Required components: Title Page, Table of Contents, Introduction, Body of Paper, Conclusion, Works Cited
  - Required format: Arial font, 12 point font size, double-spaced text, numbered pages, indented paragraphs, appropriate margins (1" on all sides is acceptable)
  - Acceptable file type: DOC or DOCX.
- Worth 100 points towards Fall Semester EE grade
- Late paper = 0 points

Week of Oct. 30 - Nov. 3, 2017

**Mandatory draft (revision) conference with Supervisor**

- Scheduled by student in advance at discretion of Supervisor
- Set aside minimum of 1 hour for meeting

December 4, 2017

**FINAL COPY DUE to Susan Trower by 3:30 PM**

- Emailed digital copy required by 3:30 PM on 12/04/2017
- Final copy must conform to IB Formal Presentation Requirements as provided to Candidate (see note above)
- Worth 100 points towards Fall Semester EE grade
- Late paper = 0 points

December 4-8, 2017

**FINAL REFLECTION SESSION WITH SUPERVISOR (VIVA VOCE)**

- Final session with supervisor, scheduled by student in advance at discretion of Supervisor
- Students should bring the following to this session:
  - extracts from their RRS that illustrate how they have grown as learners through the process of reflection
  - a willingness to share their personal experience and to discuss the skills and development of conceptual understandings that they have acquired through the completion of the extended essay.

December 11, 2017

**DUE: Final reflection 150-175 words) due to Susan Trower via email**

- Emailed reflection must arrive by 3:30 PM on 12/11/2017
- Worth 50 points towards Fall Semester EE grade
- Late reflection = 0 points