Extended Essay Timeline  
Class of 2019

August 30, 2017:  Introductory Meeting during Junior Seminar/Research Skills Lab class
• Introduction to the Extended Essay and Senior Project

Fall, 2017
Junior Seminar/Research Skills Lab class time devoted to:
• Introduction to WSA Library EE Guide, and IB documents:
  o IB Assessment Criteria for the EE
  o Relevant EE Subject Guide(s), including World Studies
  o 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
• Introduction to EE Assessment criteria
• Research methods, referencing skills, literature review skills
• Generating research questions

October 2-6, 2017
Individual check-in meetings with EE Coordinator
• Scheduled during Junior Seminar class
• Be prepared to answer these questions:
  o Have you chosen an IB subject area of research, or do you know the two subjects you would choose for a World Studies Extended Essay?
  o What IB subject area do you see this research fitting into?
  o What sparked your interest in this subject area?
  o What background reading have you done so far?
  o 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?
  o Do you have a provisional research question that will fit in with your chosen subject?
  o What are the next steps in conducting your research?

November 28, 2017  
DUE: 'Student Undertaking Contract' to Susan Trower, signed by both student and parent, by 8:20 AM on 11/28/2017  
DUE: 'Proposed Subject and Topic Form' to Susan Trower by 8:20 AM on 11/28/2017
• Include one or two proposals, each with:
  o EE Subject
  o Specific topic area or initial research question
  o Rationale for choosing this topic area  
DUE: 'Feasibility and Viability Report' to Susan Trower by 8:20 AM on 11/28/2017
• Include one report for each proposal:
  o 5-10 Sources
  o Correctly referenced in chosen citation style
  o Five of the sources must have at least two notes each
  o Notes must include:
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- Summary of key points, bullet points of themes, ideas, research, etc.
- Quotes as appropriate, page numbers, new references, paths of investigation, etc.
- Headings, with:
  - any information that has been extracted from the source that relates to the EE topic/question
  - Highlighting of possible paragraph topic sentences / thesis statements for inclusion in the paper
- Notes may be submitted using the ‘Note cards' tool in NoodleTools
  - Goal is to prove viability of proposed research question

December 14, 2017
Extended Essay Supervisors Assigned

January 16-25, 2018
Schedule appointment with supervisor and meet for first time
Students should be prepared to discuss the following in their first advisory session:

1. **Criteria:** you should go over the subject-specific assessment criteria

2. **Research question:**
   a. At this initial meeting, work with your supervisor to narrow your topic/question down to a manageable scope (capable of being covered in 4,000 words)
   b. Investigate the viability of your topic. Will there be need for special equipment? Are the needed resources available locally? (This is especially important if the nature of your question requires you to conduct primary research.)
   c. If you have a wildly interesting but impractical question: be prepared to heed the advice of your supervisor!
   d. It's up to you. Your supervisor will not prescribe or create a research question for you.

3. **Exemplars:** ask for exemplars in your chosen subject from the EE coordinator or your supervisor.

4. **Library:** Be sure to check with the WSA Librarian for help in getting access to publications or online journals that would apply to your topic.

5. **Structure:** Work with your supervisor to devise a plan as to how your research question could be structured or go to the session with a proposed structure you have in mind for review (chapter headings, for instance.) MindMap® of ideas, flow charts, and other models could prove useful here to help you visualize your structure at this early stage.

6. **Time Management:** If you are finding it difficult to plan your time due to other assessment pressures or extra-curricular demands,
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then it may be useful to speak to your supervisor with regards to creating a structured research timeline or more specific timetable to help you to see exactly what is required and when.

January 29, 2018

**DUE:** Research Readiness Form* to Susan Trower, signed by both student and supervisor, by 3:30 PM on 1/29/2018
- Worth 50 points towards Spring Semester EE Grade
- Late form = 0 points

**DUE:** First reflection (150-175 words) due to Susan Trower via email, by 3:30 PM on 1/29/2018
- Worth 50 points towards Spring Semester EE Grade
- Late reflection = 0 points

February - March, 2018

Meet with supervisor at least two more times (10-20 minute sessions)
- Things to be prepared to discuss with your supervisor:
  - **Passivity** - If you haven't done as much as you had hoped for since your first meeting, discuss the reasons and causes for this with your supervisor and ways to overcome or avoid this in future sessions.
  - **Reading** - Discuss your reading and/or research. What have you found out? Any surprises? Any useful lines of thought or approaches to the question?
  - **Notes** - Do you have a workable note-taking system in place?
  - **Essay plan** - Go over how to best structure your essay.
  - **Exemplars** - Try marking up a pre-existing essay with the assessment criteria, then go over this with your supervisor. This will allow you to write with the assessment criteria firmly in mind.
  - **Time-management** - Be prepared to adjust your normal routines to accommodate any delays or issues with your EE so far. Sticking to deadlines will ensure you get this done!
  - **Writing** - Commit to getting started on your writing!
  - **Research question** - Tweaking at this point is OK, but not big changes to your topic area or question.
- Continue to use your **RRS (Researcher's reflection space)** to record reflections on what you are reading, writing and thinking

April 9-13, 2018

**Meet with supervisor to discuss:**
- Completion of planned reading and/or research (Is further reading and/or research needed?)
- Challenges encountered in EE process
- EE presentation to Supervisors and Class of 2020 on May 1
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April 16, 2018  **DUE:** 'Writing Readiness Form' to Susan Trower, signed by both student and supervisor, by 3:30 PM on 4/16/2018

- Worth 50 points towards Spring Semester EE Grade
- Late form = 0 points

April 27, 2018  **DUE:** Digital file of final version of Extended Essay Presentation, emailed to BOTH EE Supervisor and Susan Trower, by 3:10 PM on 4/27/2018

May 1, 2018  **Extended Essay Presentations to Supervisors and Class of 2020**

- Multimedia presentation, 8-10 slides, 5 minutes (PowerPoint, Keynote, etc.)
- Presentation of your most up-to-date findings and research
- Scheduled during Advocacy and All School meeting time on May 1 in two groups; one in Parke 1 (Ms. Outlaw's room) and one in Parke 4 (Ben's room)
- Includes:
  - Subject and research question
  - Background (what your EE is about)
  - Research conducted so far
  - Planned research for the summer
  - Working outline of the final contents page
  - Detailed summary of one or two chapters or sections
  - Problems encountered / solutions found
  - Bibliography, accurately referenced with chosen citation style
- Worth 100 points towards Spring Semester EE Grade
- No presentation = 0 points

May 1, 2018  **DUE:** Student brings signed 'Extended Essay Progress Check Form' to be completed by supervisor after the presentation.

- Worth 50 points towards Spring Semester EE Grade
- Late form = 0 points

June 1, 2018  **DUE:** 5 pages of writing due to Supervisor and Susan Trower

- Emailed document must arrive by 3:30 PM on 6/4/2018
- Worth 100 points toward Spring Semester EE grade
- Late paper - 0 points
- Options:
  - 5 pages of 'Body' of paper, based on the essay outline presented to EE Supervisors and the Class of 2020 on May 1, OR
  - 5 pages of writing total, comprised of paragraphs analyzing the information from at least 5 of the primary and/or secondary sources to be used for the paper. For this approach, Eric Bright's worksheets for analysis of historical primary and secondary sources
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can be used to help with deciding how to structure the writing.

June 4-7, 2018  
**Meet with supervisor to discuss:**
- Quality of preliminary writing submitted on June 1
- EE assessment criteria (Students would benefit from reading Chapter 7. Assessment [maximizing marks], in *Oxford Extended Essay Course Companion*, before this meeting)
- Summer plans for completing writing on EE

June - August, 2018  
**Students write first draft of their Extended Essay**

Summer Break

September 4, 2018  
**DUE: First 10 pages due to Supervisor and Susan Trower**
- Document must be submitted to Turmitin by 3:30 PM on 9/4/2018
- Worth 100 points towards Fall Semester EE grade
- Late paper = 0 points

September 10-14, 2018  
**SECOND REFLECTION SESSION WITH SUPERVISOR**
- Meeting with Supervisor regarding quality of writing
- 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 17, 2018  
**DUE: Interim reflection (150-175 words) due to Susan Trower**
- Reflection must be submitted to Turnitin by 3:30 PM on 9/17/2018
- Worth 50 points towards Fall Semester EE grade
- Late reflection = 0 points
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October 22, 2018

**DUE: Complete draft due to Susan Trower by 3:30 PM**
- Two (2) printed copies and a copy submitted to Turnitin by 3:30 PM on 10/22/2018
- 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

Oct. 29 - Nov. 2, 2018

**Mandatory draft (revision) conference with Supervisor**
- Scheduled by student in advance at discretion of Supervisor

December 3, 2018

**FINAL COPY DUE to Susan Trower by 3:30 PM**
- Document must be submitted to Turnitin by 3:30 PM on 12/03/2018
- 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 3-7, 2018

**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 10, 2018

**DUE: Final reflection 150-175 words) due to Susan Trower via email**
- Reflection must be submitted to Turnitin by 3:30 PM on 12/10/2018
- Worth 50 points towards Fall Semester EE grade
- Late reflection = 0 points