Fall, 2018: Juniors in Music Ensemble or Study Hall during 6th Period will go to the Conference Room for five sessions with the EE Coordinator, Susan Trower.

Class time will be devoted to:

- Introduction to Extended Essay (EE) and Senior Project (SP)
- Introduction to WSA Library EE Guide, and IB documents:
  - 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
- Introduction to EE Assessment criteria
- Research methods, referencing skills, literature review skills
- Generating research questions

Class sessions:
- September 13, 2018
- October 5, 2018
- October 19, 2018
- November 29, 2018
- January 10, 2019

Nov 29, 2018  
**DUE:** 'Student Undertaking Contract' to Susan Trower, signed by both student and parent, by 8:20 AM on 11/29/2018

**DUE:** 'Proposed Subject and Topic Form' to Susan Trower by 8:20 AM on 11/29/2018
- Include one or two proposals, each with:
  - EE Subject
  - Specific topic area or initial research question
  - Rationale for choosing this topic area

**DUE:** 'Feasibility and Viability Report' to Susan Trower by 8:20 AM on 11/29/2018
- Include one report for each proposal:
  - 5-10 Sources in a bibliography created in NoodleTools
  - Correctly referenced in chosen citation style
  - Five of the sources must have at least two notes each
- Notes must include:
  - Summary of key points, bullet points of themes, ideas, research
  - Quotes as appropriate, page numbers, new references, paths of investigation.
  - 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. The goal is to prove viability of the proposed research question.
Extended Essay Timeline
Class of 2020

Jan 10, 2019  Extended Essay Supervisors Assigned

Jan 14-25, 2019  **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, 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.

Jan 28, 2019  **DUE:** *Research Readiness Form* to Susan Trower, signed by both student and supervisor, by 3:30 PM on 1/28/2019
- Worth 50 points towards Spring Semester EE Grade
- Late form = 0 points

**DUE:** *First reflection (150-175 words)* due to Susan Trower submitted to Turnitin, by 3:30 PM on 1/28/2019
- Worth 50 points towards Spring Semester EE Grade
- Late reflection = 0 points

Feb - Mar, 2019  Meet with supervisor at least two more times (10-20 minute sessions)
- Discuss your plans for your Extended Essay Café presentation during the week of April 8-12.
- Other issues 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.
Extended Essay Timeline
Class of 2020

- **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 8-12, 2019  **Extended Essay Presentations to Supervisors, Class of 2020, and Class of 2021**

- PowerPoint presentation, 7 slides, using template provided by EE Coordinator:
  - Slide 1: Introduction
  - Slide 2: Subject and Research Question
  - Slide 3: Background (what your EE is about)
  - Slide 4: Chapter Headings/Working Outline
  - Slide 5: Detailed summary of one or two chapters or sections
  - Slide 6: Problems encountered / Solutions found
  - Slide 7: Bibliography, accurately referenced with chosen citation style

  - Worth 100 points towards Spring Semester EE Grade
  - No presentation = 0 points

April 15, 2019  **DUE: 'Writing Readiness Form' to Susan Trower, signed by both student and supervisor, by 3:30 PM on 4/15/2019**

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

May 1-6, 2019  Meet with supervisor (10-20 minute session)

  - Discuss your plans for the first EE writing assignment due June 1.

May 16, 2019  **DUE: 'Extended Essay Progress Check Form' to Susan Trower, completed and signed by supervisor and signed by student, by 3:30 PM on 5/16/2019.**

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

June 3, 2019  **DUE: 5 pages of writing due to Supervisor and Susan Trower**

  - Document submitted to Turnitin by 3:30 PM on 6/03/2019
Extended Essay Timeline
Class of 2020

- 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 Classes of 2020 and 2021 in April, 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 can be used to help with deciding how to structure the writing.

June 10-12, 2019  **Meet with supervisor to discuss:**
- Quality of preliminary writing submitted on June 3
- 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 - Aug, 2019  **Students work on first draft of their Extended Essays**

Summer Break

Sept 3, 2019  **DUE: First 10 pages due to Supervisor and Susan Trower**
- Document must be submitted to Turnitin by 3:30 PM on 9/3/2019
- Worth 100 points towards Fall Semester EE grade
- Late paper = 0 points

Sept 9-13, 2019  **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.

Sept 16, 2019  **DUE: Interim reflection (150-175 words) due to Susan Trower**
- Reflection must be submitted to Turnitin by 3:30 PM on 9/16/2019
- Worth 50 points towards Fall Semester EE grade
- Late reflection = 0 points
Extended Essay Timeline
Class of 2020

Oct 21, 2019  **DUE: Complete draft due to Susan Trower by 3:30 PM**
- Two (2) printed copies and a digital copy uploaded to Turnitin by 3:30 PM on 10/21/2019
- 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, DOCX or PDF.
- Worth 100 points towards Fall Semester EE grade
- Late paper = 0 points

Oct 28-Nov 1, 2019  **Mandatory draft (revision) conference with Supervisor**
- Scheduled by student in advance at discretion of Supervisor

Dec 2, 2019  **FINAL COPY DUE to Susan Trower by 3:30 PM**
- Digital copy submitted to Turnitin by 3:30 PM on 12/02/2019
- 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

Dec 2-6, 2019  **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.

Dec 9, 2019  **DUE: Final reflection 150-175 words) due to Susan Trower**
- Reflection must be submitted to Turnitin by 3:30 PM on 12/9/2019
  - Worth 50 points towards Fall Semester EE grade
  - Late reflection = 0 points