

Extended Essay Timeline Class of 2020

Dates with Mandatory Meetings: 2/27, 3/27 and 4/24 (make arrangements with coaches, sponsors, work, or rides; plan to be at the meeting from 1:45 – 2:30)

December Goal: Students will be introduced to the Extended Essay process and select their EE subject area and broad topic of interest.	
December 3	Extended Essay Presentation during Period 1.
Week of December 3	IB teachers will discuss the EE guidelines in their subject area and give examples of appropriate and inappropriate investigations/questions in their subject area.
Weeks of December 10 and 17	Students will have time in TOK to read the EE and Subject Area Guidelines. They will complete a handout as they read the information. They will select a subject area and broad topic of interest to research.
Winter Break	Students will read a book or listen to a series of podcast episodes on their chosen broad topic.

January Goal: Students will create and present a 3-5 minute narrated, digital presentation on their broad topic. They will use this background research to narrow their topic into a more appropriate investigation for the 4000-word EE.	
Week of January 14	Students will have time in TOK to research for their digital presentation. Sources can include Wikipedia, YouTube, textbooks, books, and general websites. A rubric will be provided.
Week of January 28	Students will present digital presentation to peers and instructor for evaluation based on the rubric provided earlier in the month.

February Goal: Students will begin researching scholarly sources and write an Investigative Summary of their topic. The Investigative Summary will be used to help assign supervisors and students will have their first mandatory meeting with a supervisor.	
Beginning of February	Students will learn how to access databases of scholarly articles through the resources they have on their Launchpad. Students will begin searching for peer reviewed sources and write their notes on 3 x 5" index cards.
February 13	A hard copy of the typed Investigative Summary is due.
February 20	Teachers review Investigative Summary and supervisors are assigned.
Week of February 25	Bibliography and 25 research cards due.
February 27	First meeting with supervisors. The purpose of the meeting is to discuss the suitability of the topic chosen for investigation and the student's research thus far. In the following TOK class, students will write their first formal reflection in the RPPF on Manage Bac.

March Goal: Students will be finished with a majority of their research. They will create a detailed outline of their essay and meet with their supervisor for a second time.	
Beginning of March	Students will learn how to create an outline for their essay.
Week of March 11	Bibliography and 75 research cards due.
March 27	Second meeting with supervisors. The purpose of the meeting is to discuss the EE outline, which will be turned in during the following TOK class. The outline should include details for as many sections of the paper as possible (the more details, the more feedback the supervisor will be able to provide).
End of March	Students will learn how to do in-text citations and a Works Cited page in either APA or MLA format.

April Goal: Students will write 1000 words of their essay (the section of the essay will vary by subject area). The 1000 words should demonstrate students' abilities to analyze, interpret and evaluate their research, in addition to doing in-text citations correctly. Students will meet with their supervisor for the third and final time this school year.	
Week of April 1	Bibliography and 125 research cards due.
Week of April 8	1000 words of essay is due. The students should include in-text citations in either APA or MLA format.
April 24	Third meeting with supervisors. The purpose of the meeting is to discuss the 1000 words the students.
End of April	After the April 24 th meeting with their supervisor, students will fill out their second RPPF entry on Manage Bac.

May Goal: Students will use the guidance they received from their supervisor, teachers, the IB supervisor reports and the IB subject area guidelines to type their full rough draft.	
Beginning of May	Bibliography and 150 research cards due.
May 22	Full rough draft due to turnitin.com and Manage Bac.

August & September Goal: Students will review rough draft with supervisors and will make appropriate revisions. Students will turn in their final 4000 word EE.	
Weeks of August 19 and 26	Students will meet with their supervisors to do a full review of their rough draft. Students will then use the guidance they received to make revisions.
September 19	Final copy of the EE is due. A hard copy will be turned in to school in the morning and a digital PDF copy will be submitted on Manage Bac

October Goal: Students will complete the EE process by meeting with their supervisor for the viva voce.	
Month of October	Students will meet with their supervisors for their viva voce (exit interview). Students will reflect on the EE experience with their supervisors and will complete the final reflection in the RPPF on Manage Bac.