Extended Essay Timeline for 2018-2019

The following timeline is meant to help you to organize the process of researching and writing the Extended Essay (EE) into manageable tasks. Taken separately, they are not overwhelming. Time management and following deadlines is the key!

Monday December 11
First Steps in your EE
11:15 - 11:30 Room P303 Ms Baertschy & Ms. Kathy

Tuesday 6 Feb All G11
EE Overview & Subject Specific Topic search
Due: Navigating Your Interests homework
1:10 - 3:15 Room P303 Ms Baertschy & Ms. Kathy

Wednesday Feb 21 G Group - 8:00AM P303 (Day G)
Thursday Feb 22 A Group - 2:15PM P303 (Day B)
Ms Baertschy & Ms. Kathy
EE Topic refinement ; Research & Reflection
  ❑ DUE: ManageBac Notes to document your work

Friday Feb 23 G Group - 2:15PM P303 (Day H)
Wednesday Feb 28 A Group - 11:25AM P303 (Day D)
Research skills session - Ms Baertschy & Ms. Kathy
  ❑ DUE: ManageBac Notes to document your work

Feb 20-26
Set up Interviews with a potential Supervisors Show potential supervisor:
  ❑ DUE: Topics of Interest Form to document your work in ManageBac
  ❑ DUE: ManageBac Notes to document your work
  ❑ DUE: EasyBib bibliography to document your work linked to ManageBac

Monday March 5
  ❑ DUE: Topic of Interest Form to Ms. Baetschy with Supervisor’s name

*Supervisors are allowed to say “no” when you approach them!
Week of March 12

*First official meeting with Supervisor*

- DUE: **Rough Draft Research Question Form** to Supervisor in **ManageBac**
- Record meeting on EE/RPPF *required for student AND Supervisor*
- Record meeting decisions and discussions in **ManageBac**

Wed March 28

- DUE: **Extended Essay Proposal** in **ManageBac**

Wed April 4

- DUE: **Annotated Bibliography Form** in **ManageBac**
  - Supervisor will provide feedback in **ManageBac**
  - Librarian will provide feedback in a scheduled meeting

*Set up meetings with Supervisor if needed during this time of the EE process*

Monday April 23

- DUE: **Outline Form** to Supervisor in **ManageBac**
  - Supervisor will provide feedback in **ManageBac**
  - Begin working on first draft

Friday April 27

- DUE: **Final Research Question Form** to Supervisor in **ManageBac**
  - Supervisor will provide feedback in **ManageBac**
  - Working on first draft

*May → Make contact with Supervisor during this time of the EE process to review RQ, bibliography, research direction, summer strategies*

*June/July*

- Completing the first draft
Week of 20 August

- Second (interim) official meeting with Supervisor
- DUE: A progress report (writings, reports, lab work, contacts, interviews, research, scaffolding etc.) your testimony to work on your EE to be discussed with your supervisor
- Upload on ManageBac what you can of info, this is not a draft to be read by your supervisor (A written draft is kept by you- the only draft your supervisor may read and comment on is due OCTOBER 1)
- This interview is formally recorded on your EE/RPPF
- Set up meeting with Librarian to go over in-text citations and bibliographies

August/September

- Now you are implementing feedback from your Interim meeting--revising, editing, checking bibliography and structure toward final draft
- Go to Library to get Self-Assessed Unpacking the Criteria and complete
- Continue pre-Final Draft discussions with Supervisor and Librarian

Monday 29 October

- DUE: FINAL DRAFT to Supervisor in ManageBac
  - Supervisor can read, annotate and provide written comments on this draft only of the Extended Essay (but does NOT edit the draft)
  - Supervisor: Editing, rewriting, and proofreading are specifically barred after this draft.
- DUE: Self-Assessed Unpacking the Criteria to Supervisor by paper
- After this date the Supervisor will provide oral feedback only.

October/November

- Oral feedback / finalization with Supervisor & set up meeting with Librarian
- Finalize your Final EE--this is IT!

7 December

- DUE: Submit Final EE to ManageBac which submits to Turn-it-In for Originality Report

Week of 10 December

- DUE: Final Supervisor session in the form of a viva voce
- DUE: RPPF Form filled out by Supervisor and Student
- Submit final EE to IB with Cover Sheet and RPPF (Instructions will follow)
NOTES

- 3 Supervisor Sessions required. Additional meetings as needed and agreed upon before the final draft
- Schedule appointments with Librarian as needed before the final draft
- *If you want to write your essay on a subject that we don’t offer (film, dance, human rights, politics, world studies, or psychology for example), you must have a detailed rationale that explains your knowledge, interest, and willingness to work.
- Roxy’s email: roxy@concordian.ac.th