

Following you will find **key dates for your Extended Essay**, in chronological order, to assist you to plan and write your essay on time.

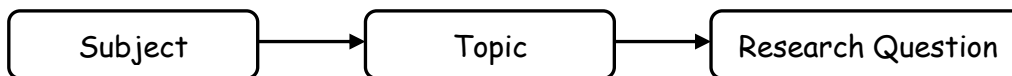
Your supervisor will also give you more **specific dates regarding the submission of the Reflections**, as these are completed after each of the three reflection meetings (the third is the viva voce).

January 31st, 2019 (where: Theater, when: 13:30)

- This marks the beginning of the process that will end with the final Extended Essay
- **IB Diploma coordinator meeting** with all grade 11 IB Diploma students to:
 - Introduce the Extended Essay
 - Distribute timeline
 - Discuss deadlines
 - Answer initial questions

January 31st, 2019 – March 15th, 2019

- Students should read and do research on their own, as well as consult teachers of various subjects during this period, in order to find a topic and prepare the focus for their essay.
- A possible approach is:



- Create **Researcher's Reflection Space – RRS** (to be used over the entire EE process)

March 15th, 2019

- All students must **submit their Extended Essay Form** to the IB Diploma Coordinator **by Friday, March 15th**. This is the final deadline for confirming your Extended Essay Subject / Topic and Supervisor. Make sure you start early and you do not approach teachers too late, in order for the process to flow smoothly.

March 15th, 2019– end of May, 2019

- Begin **formal meetings / check in sessions with supervisor**
- Ensure that you discuss the Extended Essay requirements specific to the subject area you have chosen with the chosen supervisor
- Review literature, conduct research, collect data (as applicable for each subject)
- An **action plan** must be developed and presented to the Supervisor for monitoring
- Keep adding to RRS
- **1st mandatory reflection session**
- **1st reflection form** must be completed and sent to supervisor right after the mandatory reflection session
- Preliminary writing

End of May, 2019

- All students will be required to present a 1-2 minute progress talk on their Extended Essay in the theatre. The specific day, time and location will be confirmed in due course by the DP coordinator.

Mid-End of June 2019

- **Preliminary writing** to have been done and sent/shown to supervisor before the 2nd mandatory reflection session so your progress is visible
- **2nd mandatory reflection session**
- **2nd reflection form** must be completed and sent to supervisor right after the mandatory reflection session
- Students should meet with their Supervisor to generate a summer work plan for their Extended Essay.
- Students should send a copy of their plan / outline to the IB Diploma Coordinator via email before summer vacation.

June 2019 – August 2019

- **Writing of Draft 1** of the Extended Essay.
- In addition to EE preparation, students are also expected to revise all DP subjects and follow the summer work plan as specified by subject teachers.

First week of classes- September 2019

- **Draft 1 is due** the first week of school, and it is sent by email to the Supervisor for feedback. Students are expected to meet with their Supervisors to discuss the 1st draft and their supervisor's comments. **Draft 1 must be a Full Draft of the Essay** and should **not be fewer than 3,500 words** in order to be considered a full draft. Supervisors are only required to formally comment on one full draft. The final should be up to 4,000 words (excluding references/bibliography, appendices- see EE subject guide).

End of October 2019

Draft 2 is due (with consideration of prior supervisor feedback). Check with supervisor for exact deadline for Draft 2 to be sent by email to supervisor. A Draft 3 may be done if necessary (discuss with your supervisor).

December 2019

- Students work on their final corrections.
- Students are expected to turn in their final draft of their Extended Essay to the supervising teacher in electronic form (Word, PDF). Details on the required format and naming of files for submission will be provided by the supervising teacher.

January 15th, 2020

- All **Final Extended Essays** submitted to supervisors.

Mid-End of January 2020

- **3rd and final reflection session (viva voce)**

REMEMBER:

- ✓ **READ THE ISA EE HANDBOOK, THE ASSESSMENT CRITERIA, AND THE SUBJECT SPECIFIC INFORMATION BEFORE YOU BEGIN RESEARCHING AND WRITING**
- ✓ **FOLLOW THE INSTRUCTIONS PROVIDED IN THE EE HANDBOOK**
- ✓ **CONSULT WITH LIBRARIAN AND SUPERVISOR ON WHERE TO FIND RESOURCES**
- ✓ **WHEN YOU ARE PLANNING AND WRITING THE EXTENDED ESSAY REFER TO THE ASSESSMENT CRITERIA TO MAKE SURE YOU ARE PROVIDING EVIDENCE THAT WILL ALLOW YOU TO ATTAIN A GOOD MARK IN THESE**
- ✓ **KEEP YOUR RESEARCHER'S REFLECTION SPACE UPDATED THROUGHOUT THE PROCESS**
- ✓ **ARRANGE AND CONSISTENTLY ENGAGE IN THE REFLECTION SESSIONS AND CHECK-IN SESSIONS WITH YOUR SUPERVISORS. DO NOT MISS APPOINTMENTS. BRING RRS TO THESE MEETINGS**
- ✓ **MAINTAIN A BACK UP OF YOUR EE AS IT PROGRESSES AT ALL TIMES TO AVOID ANY LOSS OF WORK**
- ✓ **ENSURE ACADEMIC HONESTY IS MAINTAINED. ACKNOWLEDGE SOURCES AS YOU USE THEM AND DON'T WAIT UNTIL YOU ARE FINISHED TO GO BACK AND DO SO.**
- ✓ **USE THE CITATION FORMAT THAT IS APPROPRIATE TO THE SUBJECT OF THE EE. CITE CORRECTLY WITHIN TEXT AND IN THE BIBLIOGRAPHY/REFERENCES AT THE END.**
- ✓ **SUBMIT REFLECTION FORMS AND DRAFTS / FINAL ON TIME WITHOUT EXTENTIONS. RESPECT DEADLINES AND YOUR SUPERVISOR'S TIME.**

See Ms. Lea Pateras for questions regarding timeline