Planning the Extended Essay – May 2016 Diploma Candidates

Each Diploma Programme student must keep a journal of his/her work on the extended essay. Each entry in the journal should include the date, a brief description of the work done (i.e. meeting with EE Supervisor, choice of research question, notes taken) and the approximate time involved, and the signature (where appropriate) of the EE Supervisor or DP Coordinator. The EE Supervisor or IB DP Coordinator may write appropriate comments as necessary in the student’s journal. The student is expected to bring the journal to every scheduled meeting with either the EE Supervisor or the IB DP Coordinator and is expected to turn it in with the final copy of the Extended Essay. Students will be expected to spend approximately 40 hours on your Extended Essay. The EE Supervisor will typically spend between 3-5 hours with the student.

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| BY THIS DATE: | ACTION: |
| 17 October 2014 | Student turns in a signed copy of EE contract, with proposed subject request, to the IB DP Coordinator. |
| 24 October 2014 | Coordinator confirms choice of subject with student and EE supervisor. |
| 21November 2014 | Student choose research topic; submits draft of “research proposal form.” |
| 15 December 2014 | Formulation of EE research question / thesis statement. Student submits final version of research proposal form and updates EE journal. |
| 23 January 2015 | EE draft bibliography due. Student updates EE journal. |
| 13 February 2015 | EE draft outline due. Student updates EE journal. |
| 6 March 2015 | EE final outline and final bibliography due to EE supervisor. Student updates EE journal. |
| 13 March 2015 | EE supervisor updates IB DP Coordinator about student’s progress. |
| 20 March 2015 | 1,000 words written. “Interim reflection” due to EE supervisor – send electronic copy. |
| 13 April 2015 | 2,000 words written. |
| **15 May 2015**  **8:20 am** | **EE First Draft**: 2 copies of EE plus updated journal due to IB DP Coordinator. IB DP Coordinator will then pass 1 copy on to EE Supervisor. |
| 29 May 2015 | By this date, the student meets with EE Supervisor to discuss student's progress to date and comments on first draft. EE supervisor updates IB DP Coordinator about student’s progress and signs EE journal. |
| **First day of school, Fall 2015**  **8:20 am** | **EE Final Paper**: 3 copies to be turned in by student to IB DP Coordinator (1 to be sent to IBO, 1 for DP Coordinator files, 1 for EE Supervisor). |
| 7 September 2015 | “Final reflection” due to EE supervisor – send electronic copy. Student also turns in completed EE journal to DP Coordinator. |
| 11 September 2015 | *Viva voce* (concluding interview). |

* Consult your EE Supervisor at each stage.
* Refer frequently to the Extended Essay Guide. Check your work against the EE criteria.
* Your EE Supervisor will not choose your topic, correct or edit your drafts, or check your calculations. The Supervisor may suggest approaches or sources for you to consider, but the decision to take or reject advice is YOURS. The essay is for YOU to plan, design, and write. YOUR SUPERVISOR IS **NOT** RESPONSIBLE FOR ITS SHORTCOMINGS OR FOR ITS SUCCESS.
* IF YOU ARE CARELESS ABOUT CITING WORKS OR OTHER MATERIAL THAT YOU HAVE USED OR CONSULTED, YOUR ESSAY MAY BE REJECTED FOR PLAGIARISM. DO **NOT** TAKE THIS RISK. **AVOIDING PLAGIARISM, WHETHER INTENTIONAL OR OTHERWISE, IS YOUR RESPONSIBILITY.**
* Planning your essay is VERY IMPORTANT. DO NOT LEAVE THINGS TILL THE LAST MOMENT. Plan time in your schedule for unexpected delays, so that you can still meet the above deadlines.
* An extended essay cannot be done by sticking to your textbook. You must read WELL beyond the basic requirements to pass your subject.