

## IB1 Extended Essay Schedule 2016-17

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| Wednesday,<br>October 12,<br>2016    | <p>Meeting for all IB1 Students: <b><u>Wednesday, October 12 (Day 8) 8:30am</u></b> (as part of IB1 student grade level meeting). Please arrive on time.</p> <p><b>To be discussed:</b> EE procedures, choosing a topic, schedule / major deadlines and supports available.</p>  |
| By<br>Monday,<br>October 31,<br>2016 | <p>Review Subject Resources from subject teachers and the Library.</p> <p>Select <b>two IB Diploma subject areas</b> for your EE (a first choice and second choice). They <b>must</b> be chosen from the IB Diploma courses you are currently taking as part of your program. Your Higher Levels are strongly recommended, but not required. Indicate your topic of interest for each subject.</p> <p><b><u>Submit 2 EE subject choices by 9:00am, Mon. Oct. 31 (Day 5).</u></b> You will receive a link by email to an online 'subject declaration' form which you must complete by this date.</p> <p>A Supervisor will be assigned to you -- in one of the two subjects selected -- by the end of November.</p>  |
| End of<br>November 2016              | <b>Finalization of Supervisor assignment.</b> You will be notified via email by Ms. Hewson.  |
| October –<br>January 2016            | <p>Compulsory Library &amp; Centre for Learning workshops for EE.</p> <p>Everyone must attend <b><u>ONE</u></b> workshop. These will be organized by subject. You will be notified of the times via email.</p>   |
| Throughout<br>October –<br>January   | <p><b>Things to do to prepare for your 1<sup>st</sup> reflection session:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Explore subject &amp; topic of choice</li> <li><input type="checkbox"/> Read subject-specific EE guide</li> <li><input type="checkbox"/> Attend compulsory subject-specific Library/CfL workshops</li> <li><input type="checkbox"/> Undertake further background reading &amp; info gathering</li> <li><input type="checkbox"/> Begin developing a research proposal</li> <li><input type="checkbox"/> Meet with supervisor as needed</li> <li><input type="checkbox"/> <b>For Science EEs:</b> during this time, through discussions with your supervisor, you will develop your draft research question, procedure and equipment and material needs.</li> </ul>  |
| January 30,<br>2017                  | <p><b><u>Submit completed EE Proposal (Research Question + Bibliography + Rationale) to the Haiku EE course page (pdf) by 9:00am, Monday, January 30 (Day 8).</u></b> You will receive further instructions via email.</p> <p><b>If not submitted by this date, parents and House Advisers will be informed.</b></p>   |
| By mid-<br>February, 2016            | <p><b>Mandatory 1<sup>st</sup> Reflection session with supervisor</b> (<i>it is up to the student to arrange a meeting time with his supervisor</i>)</p> <ul style="list-style-type: none"> <li>• You must access your <i>Reflections on Planning and Progress</i> form electronically in this session; you must have the first section complete before your meeting.</li> <li>• Your supervisor will need to electronically sign and date this form at the end of your meeting.</li> <li>• You should have a research and writing timeline/plan by the end of this session.</li> </ul>  |
| Throughout<br>February &<br>March    | <p><b>Things to do to prepare for your interim reflection session:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seek/engage in informal conversations with other resources – i.e. subject teachers, IB coordinator, Librarian, CfL or your supervisor</li> <li><input type="checkbox"/> Ensure that you are progressing with your research and writing timeline/plan</li> <li><input type="checkbox"/> Try to refine a focused and appropriate research question</li> <li><input type="checkbox"/> Deepen your research and record pertinent evidence, info or data</li> <li><input type="checkbox"/> Review and consolidate the methodologies you are using</li> <li><input type="checkbox"/> Formulate arguments based on evidence collected</li> <li><input type="checkbox"/> Add to your working bibliography</li> <li><input type="checkbox"/> <b>Science EEs - Thursday, February 23:</b> mandatory individual appointments scheduled with lab supervisors (all day, various times)</li> <li><input type="checkbox"/> <b>Science EEs - Thursday, March 2:</b> final list of materials and procedure due to EE Supervisor</li> </ul> |
| Beginning of<br>March                | <b>EE Subject-specific meetings</b> (led by department chairs)   |

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| By end of March/before EE week        | <p><b>Mandatory Interim reflection session with supervisor</b> (<i>it is up to the student to schedule this with his supervisor</i>)</p> <ul style="list-style-type: none"> <li>• During this session, you need to demonstrate the progress you have made in your research</li> <li>• Be prepared to discuss any challenges you have encountered, and offer potential solutions and seek advice as necessary</li> <li>• Discuss the next steps needed to create the 1<sup>st</sup> draft of your EE</li> <li>• You must access your <i>Reflections on Planning and Progress</i> form in this session; you must have the second section complete before the meeting.</li> <li>• Your supervisor will need to electronically sign and date this form at the end of the meeting.</li> </ul>  |
| April 4-7, 2017<br><br><b>EE Week</b> | <p><b>EE Week</b></p> <p>Meet with your Supervisor as the need arises.</p> <p><b>You are excused from assembly, house meeting, and classes from Tuesday to Friday, but not from other activities</b> in order to work on your extended essay.</p>   |
| April 10, 2017                        | <p><b>A completed first draft of your essay is due on Monday, April 10 (Day 6) at 9:00am.</b></p> <p><b>You must submit an electronic version of your first draft to the Haiku EE course page (pdf) by this deadline.</b> Instructions to follow.</p> <p><b>A completed draft includes:</b> a title page, contents page, introduction, body (methods, results), conclusion and bibliography.</p> <p><b>If 1<sup>st</sup> draft of EE is not submitted, parents, House Adviser and Supervisor will be informed. Student will also serve an in-house detention beginning on Tuesday, April 11 (Day 7) in the Library.</b> Participation in all classes <u>and</u> activities will be suspended, and student will be required to work at school on their EE. In-house detention will continue every weekday until the draft is complete.</p> |
| April 24, 2017                        | <p><b>Feedback on first draft from EE Supervisor</b></p> <ul style="list-style-type: none"> <li>• At this point, your EE will have been reviewed by your Supervisor and comments for improvements will be provided.</li> <li>• <b>Make sure that you schedule a meeting with your Supervisor to review your EE.</b></li> </ul>  |
| May 8, 2017<br><br><b>EE Day</b>      | <p>On Monday, May 8 (Day 8) you are excused from assembly, house meeting, and classes, but not from other activities, for the purpose of finishing your final draft of the EE.</p> <p>Computer labs will be made available for your use on that day.</p>  |
| May 9, 2017                           | <p><b>On Tuesday, May 9 (Day 1) your Final Extended Essay is due at 9:00am.</b></p> <p><b>You must submit an electronic version of your final EE to the Haiku EE course page (pdf) by this deadline.</b> Instructions to follow.</p> <p><b>If final EE is not completed and submitted, parents, House Adviser and Supervisor will be informed. Student will also serve an in-house detention beginning on Wednesday, May 10 (Day 2) in the Library.</b> Participation in all classes and activities will be suspended, and student will be required to work at school on their EE. In-house detention will continue every weekday until the draft is complete.</p> <p>Please note that your final EE grade from UCC will appear on your June 2017 report card.</p>  |
| By end of May                         | <p><b>Final reflection session/viva voce</b> (<i>schedule this with your supervisor</i>)</p> <ul style="list-style-type: none"> <li>• No changes can be made to an EE after the final reflection session.</li> <li>• This session is a celebration of the work that you have created. Be prepared to share and discuss your experience throughout the entire EE process and the skills you have acquired because of it</li> </ul>   |
| End of May                            | <p><b>Immediately after your final reflection session, you must complete your <i>Reflections on Planning and Progress</i> form</b> and submit it to your supervisor.</p> <p>This form will be submitted to the IB, along with your final essay, for final grading.</p>  |