**Utica Academy for International Studies: Extended Essay Timeline[[1]](#footnote-1)**

**Class of 2018 Schedule**

**Task Dates and Times**

**Junior Year**

**EE Student Training Session #1 (180 minutes)** Wednesday, October 12, 2016 (PM)

* Students receive, read, and T4 general EE manual A Lunch
* Overview/Description of EE, EE/TOK point matrix
* Responsibilities of school, supervisors, students
* RRS/RPPF
* Supervisor selection process
* Eligible subject areas and corresponding limitations and exceptions
* Overview of internal UAIS timeline
* Subject Preference Seminar overview

**Subject Preference Seminars** **(20 minutes each)** Friday, October 14, 2016 (AM)

* IB faculty present ideas regarding EE requirement in their area: A lunch

 Sample topics and questions, subject-specific rubric details, examiner

 reports in subject area, benefits/challenges to writing in your field, Q&A

**EE Student Training Session #2 (180 minutes)**  Friday, October 14, 2016 (PM)

 10:30 am-2:11 pm

* Description and Brainstorming of Topics of Interest
* Continued overview of internal UAIS timeline
* Glossary of (EE) Command Terms
* Writing an effective EE research question
* Grading scale and general assessment criteria
* Academic misconduct and plagiarism

**Assignment:**

**Science and Foreign Language subjects must meet with corresponding teacher**

**prior to November 3rd. No meeting = Cannot request subject**

**All students: Two Topics of Interest (due no later than Friday, November 4th)**

**→Topics of Interest Due to EE Coordinator** (basket in counseling office) by Friday, November 4, 2016

Rationale for two possible areas of study in different subject matters

Late/Incorrect proposals will be considered last in selection process!

**→**Staff PD: Supervisor assignments process begins Tuesday, November 8, 2016

Staff to divide students among supervisors

Departments then internally assign supervisors based on areas of expertise

Final lists submitted to EE coordinator

**→**Supervisors announced to students on managebac.com by Monday, November 14, 2016

**Assignment: To be arranged by department and communicated**

**by supervisor to student via email or meeting; student to schedule meeting**

**with supervisor via means set by supervisor**

**Supervisor Conference 1: Initial Meeting (15-20 minutes)**  November 21-December 7, 2016

* Discussion of topic or research question ideas
* Discussion of possible background reading, reading log,

and/or researching tips,

* Discussion of Researchers Reflection Space (RRS)
* Indicate manual style: MLA, APA, Chicago

**Assignment: EE Proposal, Preliminary Reading, Background Reading**

**and/or Preliminary Research, RRS**

**Supervisor Conference #2: Research Question and RPPF #1 (15-20 minutes)** January 23-31/February 1-10, 2017

* Student to bring RRS material and review
* Review assignments from last meeting
* Solidify final research question
* Discuss current research and future researching goals
* ***RPPF #1 at end of conference***

 **Assignments: RRS; Official Research; See department specifics**

**EE Student Training Session #3** March 3 and 6 - lunch sessions

* The EE Subject Specific Guidelines
* Students to Bring Printed Copies of subject EE Rubric

**Assignments: RRS; T4 Rubric/questions for supervisor**

**Supervisor Conference #3: Research Process and Rubric** **(15-20 minutes)** March 27-31/April 17-28, 2017

* Student to bring RRS material and review
* Students to bring relevant questions and concerns to conference
* Discuss current research/background reading to this point
* Bring subject rubric for review and questions

**Assignments: Potential-Working Outline or first 1,500 words of**

**EE Body (do NOT include introduction); See department specifics; RRS**

**→Science EEs: Deadline to Propose Scientific Procedure and supply list** April 13 - May 1, 2017

**to Science Teachers**

**Supervisor Conference #4: Initial Draft and RRPF #2 (15 minutes)** May 15 - June 2, 2017

* Student to bring RRS material and review
* Due (Except Science EEs): Current Bibliography, a Working Outline or

 the First Five Pages of the Essay (roughly 1,500 words)

* ***RPPF #2 at end of conference***

**Assignment: Full quality draft of Extended Essay and Quality**

**Draft checklist due first day of school; RRS**

**→Science EEs: Window to Conduct Science Procedures/Experiments and** Summer 2017

**write rough draft of EE.**

**Senior Year**

**Completed EE Quality Draft and checklist Due to Yeokum** First day of school September 5, 2017

* 1 copy paper clipped with checklist on front
* Uploaded to MB night before
* Uploaded to Turnitin night before

Supervisor reads draft and uses rubric to score September 5 -October 4, 2017

**Official Supervisor Revision Conference (20-30 minutes)** September 25 –October 6, 2017

* Student brings clean rubric and copy of paper for notetaking
* Supervisor provides general comments to student’s draft
* Teacher keeps marked copy of draft/rubric - do not give to student

**Assignment: Final draft of the Extended Essay (Due date established**

**by individual supervisors); RRS**

**Final Draft and citation seminar** AM ½ day of PSAT October TBD 2017

* Peer Edit and final Presentation
* Citation self-review

**Final Draft and checklist of EE to Supervisor and Yeokum** **on or before November 30, 2017**

* Verify checklist complete and accurate -**established by supervisor**
* Upload to Mangebac and Turnitin.com
* One copy of EE to Yeokum
* One copy of EE and checklist to supervisor

**Viva Voce and RPPF #3** **(30 minutes)** January 3rd -12th, 2018

* Student to bring RRS material and review
* ***RPPF #3 at end of conference***

Supervisors upload predicted scores and final RPPF to e-coursework system Date TBD

1. While most dates are exact, some may change and will be communicated to student via Managebac. [↑](#footnote-ref-1)