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

**Class of 2019 Schedule**

**Task Dates and Times**

**Junior Year**

**EE Student Training Session #1 (7:20 – 2:14 pm)** Thursday, October 19, 2017

* Students receive, read, and T4 general EE manual B 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
* Subject preference begins-Subject specific guidelines
* Overview of internal UAIS timeline

**EE Student Training Session #2 & Subject Preference** Friday, October 20, 2017

**Seminar Groups 1, 3, 5 (7:20 – 2:14 pm)** B lunch

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

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

 reports in subject area, benefits/challenges to writing in your field, Q&A (Groups 2, 4, 6 presents during class time prior to October 25th)

* Description and Brainstorming of Topics of Interest
* 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 1st. No meeting = Cannot request subject**

**All students: Two Topics of Interest (due no later than Thursday, November 2nd)**

**→Topics of Interest Due to EE Coordinator** (basket in counseling office) by Thursday, November 2, 2017

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 November 14, 2017

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 most students on managebac.com by November 16, 2017

**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 28-December 6, 2017

* 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)** February 5-16, 2018

* 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 (90 minutes) TOK class March TBA**

* 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 19-29/April 9-18, 2018

* 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 1 - May 1, 2018

**to Science Teachers-See supervisor for specific dates and details.**

**Supervisor Conference #4: Initial Draft and RRPF #2 (15 minutes)** May 21 - June 1, 2018

* 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 2018

**write rough draft of EE.**

**Senior Year**

**Completed EE Quality Draft and checklist Due to Yeokum** First day of school September 4, 2018

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

Supervisor reads draft and uses rubric to score September 4 -September 21, 2018

**Official Supervisor Revision Conference (20-30 minutes)** September 24 –October 5, 2018

* 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 (7:20 – 10:24 am)** AM ½ day of conferences October 2018

* Peer Edit and final Presentation
* Citation self-review

**Final Draft, checklist, and rubric of EE to Supervisor** **on or before November 30, 2018**

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

**Viva Voce and RPPF #3** **(30 minutes)** January 3rd -12th, 2019

* 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)