

Utica Academy for International Studies: Extended Essay Timeline¹ Class of 2020 Schedule

Task Junior Year

Dates and Times

EE Student Training Session #1 (9:30 – 2:14 pm)

- Students read, and T4 general EE manual
- Overview/Description of EE, EE/TOK point matrix
- Responsibilities of school, supervisors, students
- Academic misconduct and plagiarism
- Overview of internal UAIS timeline
- UAIS Research site and Managebac

Thursday, September 27, 2018 (1/2 day)

B Lunch

EE Student Training Session #2 (7:20 – 2:14 pm)

- RRS/RPPF
- Eligible subject areas and corresponding limitations and exceptions
- Subject preference begins-Subject specific guidelines
- Description and Brainstorming of Topics of Interest
- Subject requirements *UAISresearch.com
- Grading scale and general assessment criteria

Thursday, October 18

B lunch

EE Student Training Session #3

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

- 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**)
- Supervisor selection process
- Glossary of (EE) Command Terms
- Writing an effective EE research question
- Past EE results

Friday, October 19

B lunch

Assignment:

Science, Math 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 Friday, November 2nd)

→**Topics of Interest Due to EE Coordinator (basket in counseling office)**

Signatures (if required), subject, topic and potential research question
Late/Incorrect proposals will be considered last in selection process!

on or before Friday, November 2

→Staff MTG: Supervisor assignments process begins

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 21st

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)

- 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

November 26-December 6

Assignment: EE Proposal, Preliminary Reading, Background Reading and/or Preliminary Research, RRS

¹ While most dates are exact, some may change and will be communicated to student via Managebac.

Supervisor Conference #2: Research Question and RPPF #1 (15-20 minutes) February 4-15, 2019

- 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 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 18-29

RQ form due

- 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 to Science Teachers-See supervisor for specific dates and details. April 1 - May 1

Supervisor Conference #4: Initial Draft and RPPF #2 (15 minutes) May 20 - May 31

- Student to bring RRS material and review
- First 1,500 words or working outline (per supervisor)
- 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 write rough draft of EE. Summer 2019

Senior Year

Completed EE Quality Draft, Rubric and checklist Due to Yeokum First day of school September 3

- 1 copy paper clipped with checklist and rubric on front
- You fill in rubric scores (self-assess)
- Uploaded to MB night before
- Uploaded to Turnitin night before

Supervisor reads draft and uses rubric to score September 3 -September 22

Official Supervisor Revision Conference #5 (20-30 minutes) September 23 -October 4

- 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

- Peer Edit and final Presentation
- Citation self-review

Final Draft, checklist, and rubric of EE to Supervisor on or before November 30, 2019 -established by each supervisor

- Verify checklist complete and accurate
- Upload to Mangedbac and Turnitin.com
- One copy of EE, checklist and rubric to supervisor

Viva Voce and RPPF #3 (30 minutes) January 2020

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