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

**Class of 2021 Schedule**

**Task Dates and Times**

**Junior Year**

**EE Student Training Session #1 (9:30 – 2:14 pm)** MONDAY, September 23, 2019 (1/2 day)

* Students read, and T4 general EE manual B Lunch
* 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

**EE Student Training Session #2** **(7:20 – 2:14 pm)** MONDAY, October 14

* RRS/RPPF B lunch
* 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

**EE Student Training Session #3**  TUESDAY, October 15

**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**)

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

**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 Wednesday, November 6)**

**→Topics of Interest Due to EE Coordinator** (basket in counseling office) on or before Wednesday, November 6

Signatures (if required), subject, topic and potential research question

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

**→**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 17th~~

**Assignment: To be arranged by department and communicated Snow Day – December 3rd**

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

**with supervisor via means set by supervisor**

SDD December 6th – Begin work for your subject area per supervisor

**Supervisor Conference 1: Initial Meeting (15-20 minutes)**  ~~November 18-December 26~~

* Discussion of topic or research question ideas and SDD assignment January 2 – 10, 2020
* 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 *\*\*\*TOK 2 BLOCKS: JAN 21-31 TBD***

**Supervisor Conference #2: Research Question and RPPF #1 (15-20 minutes) ~~February 3-14, 2020~~**

* Student to bring RRS material and review **February 10- 14**
* 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) *\*\*\*2 TOK BLOCKS* Week of March 9-13**

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

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

**Supervisor Conference #3: Research Process and Rubric (15-20 minutes)** March 23-April 1

**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**

***\*\*\*1 TOK BLOCK WEEK OF APRIL 13-17***

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

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

**Supervisor Conference #4: Initial Draft and RRPF #2 (15 minutes)** May 1 - May 29

* 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** Summer 2020

**write rough draft of EE.**

**Senior Year**

**Completed EE Quality Draft, Rubric and checklist Due to Yeokum** August Student Registration Day

* 1 copy paper clipped with checklist and rubric on front Library 9 am – 12 pm
* You fill in rubric scores (self-assess)
* Uploaded to MB
* Uploaded to Turnitin

Supervisor reads draft and uses rubric to score August -September 18

**Official Supervisor Revision Conference #5 (20-30 minutes)** September 21 –October 2

* 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**

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

* Peer Edit and final Presentation
* Citation self-review

**Final Checklist for submission seminar November TOK - 3 blocks**

**Final Draft, checklist, and rubric of EE to Supervisor/Viva November 30 – December 11th**

**Viva Voce and RPPF #3** **(30 minutes)** -**established by each supervisor**

Verify checklist complete and accurate

* Upload to Mangebac and Turnitin.com
* One copy of EE, checklist and rubric to supervisor
* ***RPPF #3 at end of conference***
1. While most dates are exact, some may change and will be communicated to student via Managebac. [↑](#footnote-ref-1)