

# Utica Academy for International Studies: Extended Essay Timeline<sup>1</sup>

## Class of 2024 Schedule

### Task

### Dates and Times

#### Junior Year

#### EE Student Training Session #1 & #2 (PT10)

- Academic Integrity
- Responsibilities of school, supervisors, students
- Overview/Description of EE
- Writing the EE

May

#### EE Student Training Session #3

- Overview of internal UAIS timeline and process
- UAIS Research site, Managebac & Schoology Group
- Turnitin - register
- Subject preference begins
- Description and Brainstorming of Topics of Interest
- *Begin background reading and read examples*

Monday, October 10, 2022

#### EE Student Training Session #4 & #5 (TOK class)

- RRS & RPPF
- Glossary of (EE) Command Terms
- Writing an effective EE research question

October 11- 21<sup>st</sup>

#### Assignment:

Science, Math and Foreign Language subjects must meet with corresponding teacher prior to October 21<sup>st</sup>. No meeting = Cannot request subject; All students: Two Topics of Interest (**due no later than Wednesday, November 2<sup>nd</sup>**); Read Examples of EEs, Do background reading, Work on TOI,

#### →**Topics of Interest Due to EE Coordinator**

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

on or before Wednesday, November 2<sup>nd</sup>

→Staff MTG: Supervisor assignments process begins

week of November 7, 2022

→Supervisors announced to most students on managebac.com

by Monday November 14th

**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**

**On or before December 9<sup>th</sup>**

#### Supervisor Check-in #1: Initial Meeting (30 –45 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

January 9 -20, 2023

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

#### EE Student Training Session #6

- Grading scale and general assessment criteria

TBD February/March 2023

*\*TOK class*

#### **Supervisor Check-in #2: Research Question and RPPF #1(30 –45 minutes)**

**March 19– March 31, 2023**

- Student to bring RRS material and review
- Review assignments from last meeting
- Work toward revising research question
- Discuss current research and future research goals
- **RPPF #1 at end of conference**

**Assignments: RRS; Official Research; See department specifics; possible Annotated Bibliography**

#### **Supervisor Check-in #3 (at supervisor’s discretion date and work due as well as any assignment)**

**April 2023**

#### **Supervisor Conference #4: Research Process - Summer kick off (30-45 minutes)**

May 15 –31<sup>st</sup>

- **Rough RQ form due with signature**

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

- Type in **MB Topic and Research Question**
- 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**

**Supervisor Conference #4: Initial Draft and RPPF #2 (20-30 minutes)**

May 23 - 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 at registration; RRS**

Summer 2023

→Science EEs: Window to Conduct Science Procedures/Experiments and write rough draft of EE.

**Senior Year**

**Completed EE Quality Draft, Self-assessed Rubric and checklist Due to Yeokum**

TBD: Registration or August 29

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

**Official Supervisor Revision Conference #5 (45-60 minutes)**

September-October

- 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 Day after Thanksgiving Break in TOK class)**

**Final Draft and signed checklist of EE to Yeokum**

Monday, November 27, 2023

In TOK Class

Tuesday, November 28, 2023

- Upload to Manglebac and Turnitin.com
- One copy of EE, checklist

**Viva Voce and RPPF #3 (30-45 minutes)**

Before December 15, 2023

determined by each supervisor

- **RPPF #3 at end of conference**