

# Utica Academy for International Studies: Extended Essay Timeline<sup>1</sup> Class of 2025 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 (SDD)

- General Subject Exploration
- Research Site: Subject Guide, Examiner Comments, Samples
- Q&A Rotation with Seniors
- Overview of internal UAIS timeline and process

Monday, October 5, 2023

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

- Managebac (calendar and tabs)
- Schoology Group & Turnitin - Enroll
- Subject preference begins – Topic of Interest Form
- Description and Brainstorming of Topics of Interest
- *Begin background reading and read examples*
- Writing an effective EE research question

October 17 – 25th

#### Assignment:

Science, Math and Foreign Language subjects must meet with corresponding teacher **prior to October 31st**. No meeting = Cannot request subject

All students: Two Topics of Interest (**due no later than Thursday, November 9th**).

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 the selection process!

on or before Thursday, November 9th

→Staff MTG: Supervisor assignments process begins

→Supervisors announced to most students on managebac.com

by November 17<sup>th</sup> (if all works well)

#### Supervisor Check-In #1-

To be arranged by department and communicated by supervisor to student(s) via email or meeting;

November 20 - December 15

- Supervisor's expectations communicated
- Assignment given to students

#### Supervisor Check-in #2: Meeting (30 –45 minutes)

January 8 -19, 2024

- 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

#### EE Student Training Session #6 \*TOK Class

TBD February/March

- Grading scale and general assessment criteria

#### Supervisor Check-in #3: Research Question and RPPF #1 (30 –45 minutes)

March 11– March 22

- 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;

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

**Supervisor Conference #4: (30-45 minutes)**

**April 22 -30**

- **Rough RQ form** due with signature
- **Type in MB Topic and Research Question**
- Student to bring RRS material and reviews
- First 1,500 words or working outline (per supervisor discuss preference for next meeting)
- **Due (Except Science EEs):** Current Bibliography, a Working Outline or the First Five Pages of the Essay (roughly 1,500 words)

**Supervisor Conference #5: Summer kick off (40-60 minutes)**

**May 22 -30**

- **Type in MB Topic and Research Question if changed since last meeting**
- Student to bring RRS material and reviews
- **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 2024

→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 21, 2024**

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 2024

- 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**

December 9 or 10, 2024

In TOK Class

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

**Viva Voce and RPPF #3 (30-45 minutes) determined by each supervisor**

December 10, 2024 - January 10, 2025

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