



Marvin Ridge High
International
Diploma Programme



School
Baccalaureate

2016 IB Diploma Candidate

EXTENDED ESSAY TIMELINE & FORMS

International Baccalaureate Coordinator
Extended Essay Coordinator
Theory of Knowledge (TOK) Teacher

Ms. Ann Yochem
Ms. Chris Riddle
Mr. Patrick Ankenbruck

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.





International Baccalaureate

Extended Essay Timeline

JUNIOR YEAR

IBC	IB Coordinator
EEC	Extended Essay Coordinator
EESA	Extended Essay Subject Teacher Advisor

Timeframe	Description	Action/Form
January 28, 29, 30 2015	Extended Essay Timeline, Expectations, and Responsibilities: TOK teacher, EEC, and IBC will meet with all Year 1 students to discuss timeline, expectations, and overview of requirements. Criteria for topic selection will be given. Students should begin studying the various subject areas to find topics for their essays. Be prepared with 3 possible research topics.	Develop 3 research questions for possible topics-
February 6, 2015 Media Center “Lock in”	Topic Selection: IB teachers, EEC, and IBC meet with all juniors to discuss available resources for proper topic investigation and subject area selection. Narrow focus to one topic and develop draft research question.	Required
February 16, 2015	Extended Essay Subject Area Contract: Students submit signed Extended Essay Contract to <u>TOK</u> teacher identifying research question and subject area with contact information.	Form #1 checked by EEC & given a grade in TOK .
February 17-19, 2015	Extended Essay Subject Advisors Assigned: Students will be assigned EESAs by IBC and EEC. Subject specific criteria will be generated for each advisor and student. Students must schedule a meeting with their advisor prior to 2 nd week of March.	EESA assigned and given subject specific guides by IBC
March 12, 2015	Extended Essay Topic: EESA conference should be held before this date . Student works with EESA on the process of topic clarification and potential sources of information. EESA’s complete Form 5 for every meeting.	Form 5 document used by EESA for each meeting.
March 12, 2015	Research Proposal: Students turn in Research Question and Thesis statement to TOK teacher initialed by EESA	Form #2
March 24, 2015	Annotated Bibliography	Checked by EEC Grade in TOK
March 27- April 2, 2015	EESA Meeting: EESA will meet with student to discuss research strategies and questions, outline, bibliographic references	Document meeting
April 23, 2015	Outline: Students submit one copy of the outline of the paper to TOK teacher, plus 5 notecards. EESA evaluates and provides feedback.	Form #3 to TOK teacher for assessment
May 11, 2015	First Draft: Due to EESA for review.	Assessed/TOK
May 18-28, 2015	EESA meets with students to review First Draft and discuss a detailed plan for summer research. There will be an exchange of information-- email addresses, telephone numbers--so students may contact their EESAs and the IBC during the summer given specific dates.	Form #4
Summer	Independent Work: Students work independently on the papers.	



International Baccalaureate Extended Essay Timeline

SENIOR YEAR

Timeframe	Description	Action/Form
September 21, 2015	Second Draft: Students submit one copy of the second draft to the EEC. <u>Students who do not submit the second draft can not be registered as an IB Diploma Candidate.</u>	
October 13-17, 2015	EEC /Student conference: 2nd draft discussion Advisors submit subject specific category/student to IBC for registration	<u>IBIS Registration</u>
November 16, 2015	Final Extended Essay: Submit to advisors one copy of EE for marking and results of “Turn It In” Advisors will read and assess using subject specific criteria and generate predicted grade All paperwork in folder to Advisor	
December, 2015 (scheduled over a 2 week period)	Viva Voce: A short interview with the student, /EESA and EEC/or IBC. At least two members of the faculty will be present. The <i>viva voce</i> serves the following purposes: <ul style="list-style-type: none"> • A check on plagiarism and malpractice in general • An opportunity to reflect on successes and difficulties in the research process • An opportunity to reflect on what has been learned • An aid to the EESA’s final report 	
January 2016 (first week back from break –date to be determined)	Submit EE Cover Sheet and Final Essay: Students submit three hard copies to IBC (file/submission/advisor). EESA revise predicted grade if necessary.	EESA submit Predicted grade to IBC
February, 2016	IBC to submit EE Cover Sheet with final extended essay and predicted grade to IBC.	Extended Essay mailed to IB examiners



FORM 1

**International Baccalaureate Program
Marvin Ridge High School IB World School
Extended Essay Contract**

Please Print

Name of Candidate _____

Essay Subject Area: _____

Research Question: Topic: _____

Student email address: _____ Student Phone # _____

I have read and understand the regulations and guidelines for the International Baccalaureate Extended Essay. I will adhere to the regulations and guidelines and the deadlines prescribed in the contract. I will contact my advisor and IBC should there be any modifications in the above indicated information. I understand that I must complete the Extended Essay in order to continue enrollment in the IB curriculum, to have recommendations written based on IB candidacy and to be registered for May exams.

Date _____ Student Signature _____

TO: IB Parents of 2015 Diploma Candidates:

I have read and understand the regulations and guidelines for the International Baccalaureate Extended Essay. I will offer my parental support to see that my child adheres to the regulations and guidelines and the deadlines prescribed in the contract. I understand that my child must complete the Extended Essay in order to continue enrollment in the IB curriculum, have recommendations written based on IB candidacy, and to be registered for May exams.

Date _____ Parent Signature _____

Parent email address: _____ Parent Phone # _____

This form must be returned to the TOK Teacher by: **February 16, 2015**

Extended Essay Student Advisors will be assigned upon receipt of Form #1.



FORM 2

International Baccalaureate Program Marvin Ridge High School IB World School Research Proposal

Name _____ Date: _____

Subject: _____ Extended Essay Subject Advisor _____

Research Proposal

Topic: _____

Title: _____

Thesis Statement: _____

Comments:

_____ EESA INITIAL

(once initialed by EESA, turn into TOK teacher)



FORM 3

**International Baccalaureate Program
Marvin Ridge High School IB World School
Annotated Bibliography and Preliminary Outline**

Name _____

Date _____

Extended Essay Advisor _____

Subject: _____

Title: _____

Thesis Statement: _____

EESA : Comments on preparation/meetings prior to this submission:

Annotated Bibliography

Is annotated bibliography detailed and sufficient for the proposed essay? If not, why?

Preliminary Outline

Is the preliminary outline sufficient for the proposed essay? If not, why?

EEC



FORM 4

**International Baccalaureate Program
Marvin Ridge High School IB World School
First Draft**

Name _____ Date: _____

Extended Essay Advisor _____ Subject: _____

Title: _____

Thesis Statement: _____

Introduction

(To Be Completed By EESA)

Is the introduction in line with the assessment details? Does it provide the reader with a clear understanding of the research goals? If not, what needs to be corrected?

Content Analysis

(To Be Completed By EESA)

Does the first draft provide a solid framework for an excellent extended essay? If not, why?

Strengths and Weaknesses

FORM 5
Timetable Completion/Documentation of Conferences
International Baccalaureate Program
Marvin Ridge High School IB World School

Description of conference	Date	Time	Comments	EESA Intials

Student Name: _____ **Subject Area:** _____ **Year:** _____

Extended Essay Advisor: _____ **Total Conference Tme:** _____



Timetable Completion/Documentation of Conferences