Class of 2020 Extended Essay Detailed Timeline

- Bold dates are required deadlines
- Indented dates pacing dates. You should meet these, but not hard deadlines

- Nov 2018: Introduced to the Extended Essay
- Jan 11, 2019: Turn in student/parent contract and EE Scavenger Hunt
- Jan 14: Submit proposed subject and topic on Google Form
- Feb 11: Submit updated proposed subject, topic on Google Form

✓ March 1: Supervisor are assigned and students are notified of approved Subject and Topic
✓ March 15: First informal meeting with Supervisor Due Date – Informal meeting with Supervisor. Discuss Subject Area and begin narrowing your topic. Discuss research question process and your initial thoughts on your research question. (Submit RSS Entry on ManageBac with contents of Informal Meeting)
✓ March 15-May 3: You will need to do research. Finalize a specific research question. Check in with Supervisor with the development of your Research Question

- May 10: Initial Required Mandatory Supervisor Meeting Due Date - Initial Mandatory RPPF Meeting
  Review the Initial Meeting prep on WPHS EE Website: http://wphsib.weebly.com/supervisor-resources.html
  Verify Research Question with Supervisor
  (Submit Mandatory RPPF Reflection on ManageBac on your Planning and Progress Form)
  (Submit initial outline and annotated Bibliography by adding to EE Document on ManageBac on your EE Worksheet page)

✓ May and the Summer: Continue your research and work on completing your First draft, including table of contents and works cited. Know that any significant changes in your research question MUST be reapproved by your supervisor and Mr. Blackmon before you move forward.

- Aug 12: Welcome Back Cats
  First Draft Due Date – The first draft is supposed to be as close to a finished product as possible. Theoretically, it could be the final copy. It should include, in the following order: title page, table of contents, body of paper, works cited and appendix (if necessary). Your First Draft should show evidence of completed research and investigation into topic. (Submit Digital Copy of First Draft on ManageBac under the deadline on the calendar)

***If you have not completed your First draft by this date, you will need to come into school during this week to finish your ROUGH draft before the first day of school.

✓ Aug 26 - Second informal meeting with Supervisor Due Date – Discuss progress of your First draft, and the direction of your research in respect to your Research Question. Verify you are still on track with your Subject, Topic, Research Question, research, outline, work cited, and First draft. Supervisor is not expected to read your First draft
  (Submit RSS Entry on ManageBac with contents of Informal Meeting)

- Sept 30: Second Draft Due Date - The 2nd DRAFT should be as close to the completed product as possible. Your EE Supervisor WILL read this 2nd DRAFT and will be the topic of discussion in your Interim Reflection Meeting
  (Hard copy must be turned into Ms. Close by 7:25am)
  (Submit Digital Copy of First Draft on ManageBac under the deadline on the calendar)

- Oct 31: Interim Mandatory Supervisor Meeting Due Date - Interim Mandatory RPPF Meeting
  Review the Interim Meeting prep document on WPHS EE Website: http://wphsib.weebly.com/supervisor-resources.html
  Schedule your Interim Required meeting with your Supervisor before the deadline. You will meet with your supervisor and go over suggested revisions.
  Review your Turnitin.com Originality Report on ManageBac
Remember that the supervisor is not allowed to edit your paper; they are there to guide you and discuss areas you need to look at.
It is highly suggested that you take your own printed copy of your EE and mark it up as you go over your EE with your supervisor.
Pay close attention to issues related to citation and subject as they can both cause failing conditions for your paper and/or risk your diploma.

(Submit Mandatory Interim RPPF Reflection on ManageBac on your Planning and Progress Form)

➢ Dec 2
Final Extended Essay Due Date - Seniors turn in one final printed copy and one electronic copy of the paper before 1st period!
• The printed copy is turned in to Ms. Close in the IB office Room 261.
• The Digital Copy must be submitted on ManageBac under the deadline on the calendar.
• You must have done both to meet the deadline.
• Some EE supervisors may ask you to give them a second printed copy of your paper with the changes you have made since the 2nd Draft and this final draft, HIGHLIGHTED.
• If a final version of the essay has not been turned in to Ms. Close and uploaded by this Jan 14 deadline, the student will need to choose after school detention and/or Saturday School until the paper is completed and turned in.

(Hard copy must be turned into Ms. Close by 7:25am)
(Hard copy must be turned into your EE Supervisor)
(Submit Digital Copy of Final Extended Essay on ManageBac under the deadline on the calendar)

➢ Jan 17
Final Mandatory Supervisor Meeting Due Date – Viva Voce – This will be our official FINAL MANDATORY REFLECTION MEETING for the RPPF.
• Review the Final Meeting prep document on WPHS EE Website: http://wphsib.weebly.com/supervisor-resources.html
• Contact your EE supervisor to set up an appointment for your last reflection meeting.
• It is your last conversation with your supervisor before they validate your work for IB World.
• If you do not meet with them for your Viva Voce, your paper cannot be validated and will not be sent for grading.
• Following the viva voce, complete and submit your final reflection for this meeting on ManageBac on your Planning and Progress form.
• Your RPPF should now be completed.
• The supervisor adds the final comment to authenticate the process by signing and dating.
• A blank or un-submitted RPPF will score a 0 for criterion E.

(Submit Mandatory Final RPPF Reflection on ManageBac on Planning and Progress Form)

** All needed resources can be found on the WPHS IB Resource Page - http://wphsib.weebly.com
** Link can be found on the WPHS School website under “Academics” and the IB pages
** All Informal and RPPF entries are made on your ManageBac account