WPHS Extended Essay

Contract

Return this form, with your Scavenger Hunt Assignment to the IB office by January 11th, 2019.

Name of Candidate

As a student writing the extended essay… I understand that I have the right to:

• Have clear guidelines about the formal presentation of the extended essay and marking criteria from the extended essay coordinator
• Receive guidance and support during the research process from the extended essay coordinator and my extended essay supervisor
• Receive subject specific advice from my extended essay supervisor
• Receive verbal comments on my draft essay (but I also understand my extended essay supervisor is NOT allowed to correct or edit my work or read through it more than once).

I understand that I also have the responsibility to:

• Make and keep appointments with my extended essay supervisor
• Work around my extended essay supervisor’s schedule
• Work steadily throughout the period and keep to deadlines
• Consult my extended essay supervisor or extended essay coordinator as soon as I realize I have a problem
• Check all grammar, punctuation, spelling etc. (DON’T rely on the spellchecker)
• Avoid plagiarism and malpractice by utilizing appropriate citations
• Spend about 40 hours in total on this work.

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 also understand that the Extended Essay is part of the IB diploma and as such a portion of my Diploma Programme and will reflect fulfillment of the expectations listed on the timeline. Students must complete the extended essay in order to continue enrollment in the IB curriculum.

Student Signature

Parent Signature
Class of 2020 Timeline Summary
• Bold dates are required deadlines
• Indented dates with the “Check marks” are 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.
✓ 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 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.

- Aug 12 Welcome Back Cats
  (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
  (Submit RSS Entry on ManageBac with contents of Informal Meeting)

- Sept 16 Second Draft Due Date
  (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 21 Interim Mandatory Supervisor Meeting Due Date - Interim Mandatory RPPF Meeting
  (Submit Mandatory Interim RPPF Reflection on ManageBac on your Planning and Progress Form)

- Dec 2 Final Extended Essay Due Date
  (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)

- Dec 20 Final Mandatory Supervisor Meeting Due Date – Viva Voce – This will be our official FINAL MANDATORY REFLECTION MEETING for the RPPF.
  (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