

Extended Essay Timeline and Deadlines -CLASS OF 2022

February/ March 2021

Students:

- Choose a topic and guide for which you have a passion and in which you have some expertise (IB or AP course, or other special training)
- **Complete 3 Proposals- DUE 3/31/2021**

April 2021

Students:

- Continue Initial research
- Request a supervisor with expertise in your guide in person or via email (bring/send proposals)
- Bring supervisor contract to an initial meeting
- Return signed copy of supervisor contract to TOK teacher
- Create draft outline

Supervisors:

- Recommended: Accept only 4-5 supervisor requests
- Make sure you are a good fit for the topic
- Inquire about why they picked the topic and their plan for the next step in their research
- Receive Draft outline from students

May 2021

Students:

- **Schedule Formal Session #1 with supervisor for 20-30 minutes by May 21st. Fill out reflection # on RPPF (on managebac) to bring to the meeting.**
- **Email first 1500 words to TOK teacher and supervisor by May 26th.**
- **Submit signed reflection RPPF form to TOK Teacher by May 26th.**

Supervisor:

- Conduct 1st reflection session # 1 20-30 minutes. The meeting must be documented on Managebac.
 - Review Extended Essay Criterion
 - Students must complete the RPPF form
 - **RPPF form must be signed by the supervisor by May 26th.**
 - **May 26th Recieve first 1500 words from student**

Summer 2021

Student:

- Continue research and work on 2nd 1500 words.
- **Check-in with TOK teacher by email during the week of June 21st and July 19th by submitting “EE check in the form”.**

August 2021

Student:

- **Due August 25th:** email first 3000 words to TOK Teacher and Supervisor

Teacher:

- Receive first 3000 words.
- Begin reading 1ST 3000 words

September 2021

Student:

- **Set up check-in meeting with supervisor 20-30 minutes** (Informal meeting)

Teacher:

- **Have 1st 3000 words read for an informal meeting**
- Give feedback and inquire about the progress

October 2021

Student:

- Complete Research
- Be ready to complete your rough draft
- Schedule informal check-in meeting

Teacher:

- Informal Check-in meeting

November December 2021

Student:

- **DUE November 17th:** complete rough draft- Email to supervisor and TOK teacher
- **Schedule formal reflection session #2 with supervisor for 20-30 minutes by December 10th**
- **Fill out reflection #2 on RPPF to bring to the meeting**
- **Due December 13th:** Submit signed RPPF to TOK teacher

Teacher:

- Read and have feedback ready on Rough draft **by the end of Thanksgiving Break (Nov 26)**
- Conduct 20-20 minuted formal reflection # 2 meeting by **December 10th**
- Sign Student RPPF Form

January/ February 2022

Student:

- **DUE January 28th-** FINAL EXTENDED ESSAY email to supervisor and TOK Teacher
- Fill out reflection #3 on RPPF to bring to Meeting
- Schedule Formal Reflection Session #3 VIVA-VOCE with supervisor 20-30 minutes during the **week of January 31 or February 7th.**
- **Due February 14th-** Final RPPF with reflections #1-3 to Supervisor and TOK teacher.

Teacher:

- Read and have feedback ready on final EE by final reflection session/viva voce
- Conduct 20-30 minute formal reflection meeting #3/viva voce by **February 11th**
- **Due February 28th-** RPPF with SUPERVISOR COMMENTS AND PREDICTED GRADE (ON GOOGLE FORM NOT ON RPPF)

***** Please note: Students are not allowed to make any changes to their EE after the VIVA VOCE/ Final reflection session.

March 2022

Early March- IB Coordinator and TOK teacher will upload Extended Essay and RPPFs to Managebac/Ibis