

TIMELINE: EVENTS AND DEADLINES

DATE	TASK	FURTHER DETAILS
May 2020	Introduction to Extended Essay	Consider interests and decide upon a subject and a topic for the Extended Essay.
May 14, 2020	EE Workshop	Developing a research question (RQ); accessing information in the library; recording sources for future exploration; academic honesty; reflections
Until May 31, 2020	EE subject area/Supervisor EE Contract	Consult with a teacher to be your supervisor and to initiate the EE process Submit EE contract (completed and with supervisor name) to Ms. Toope via email.
May 31, 2020		NOTE: no changes in your subject area can be made after Friday, May 31.
June 1-15, 2020	First Reflection Meeting (20-30 mins) with supervisor to refine your RQ	Complete the first section of the RPPF (Reflections on Planning and Progress Form) at the end of this meeting in front of your supervisor
June - Sept 11, 2020	Research/Writing	Further in-depth research, experimentation, notes, writing
June 12 - 22, 2020	Formal Check-In	EE progress check with supervisor - discuss research so far, notes, evolution of working outline, direction of work over the summer
June to September 2020	Research/Writing	Write the draft essay and finalize any research. NOTE: Your draft must be completed by the beginning of your senior year.
September 11 - 18, 2020	Formal Check-In	EE progress check with supervisor - discuss progress of draft, address any questions that have arisen.
Fall 2020 (exact date TBA)	EE Workshop 3: Referencing, Presentation and Academic Honesty	Also, look at how to start the writing process: Purdue OWL (Online Writing Lab) guide to this https://owl.english.purdue.edu/owl/resource/677/01/
October 29, 2020	Submit complete First Draft	EE will be submitted to EE Supervisor to read and advise of any revisions to be made.
November 2 -9. 2020	Second Reflection Meeting (20-30 mins)	There must be proof of progress and you should have written your introduction, research findings/literature review, the bulk, if not all of your first draft by now. Complete the comments for the Interim Reflection Session on the RPPF at the end this meeting.
November 9 - December 18, 2020	Revising/Proofreading	Final modifications to the essay. Citations accurate and consistent. The essay must be properly formatted with a title page, contents page, numbered pages and chapter headings. PROOFREAD!
December 18, 2020	SUBMIT FINAL DRAFT	It's done! NO FURTHER CHANGES TO YOUR ESSAY ARE PERMITTED
January 11 - January 29, 2021	Viva voce/Final Reflection (20-30 mins with Supervisor)	Complete the comments for the final reflection session on the RPPF during this meeting. Supervisors complete their RPPF comments
February 18, 2021	Digital copy of EE and RPPF submitted to IB Coordinator	All EEs and RPPFs uploaded to IBIS system to be sent to examiners and graded.

Please note that other arranged informal check-in sessions with your supervisor are fine, but the formal ones in the EE Timetable must be adhered to. **There are no exceptions to this rule.**