

Extended Essay – supervision with timelines 2020/2021

Student: _____

<i>Date</i>	<i>Event</i>	<i>Action</i>	<i>Responsible person</i>	<i>OUTCOME (features of EE defined or agreed on)</i>	<i>TASK (what student has to complete for next meeting)</i>	<i>Supervisor's signature obtained</i>
24 April 2020	1st session with the IB coordinator	Introduction to the extended essay	Coordinator	Students have an overview of what is expected, including the EE calendar	Select the subject and contact the respective teacher / supervisor	
May 2020	Subject specific session on EE	Subject specific information and criteria. Discussion on possible topics within the subject	Subject teachers, students	Decision on the selected EE subject and allocation of supervisor	Prepare/discuss/write motivational intro on one or two possible topics!!!	
29 May 2020	1 st formal reflection session IB EE/RPPF form	Discussion on / evaluation of possible topic(s)	Supervisor and student	Topic selected, registration form signed, reading list suggested	Preliminary search for resources	Signature required: _____
1 June 2020	EE registration	Submission of EE registration form	Student and home-room teacher	Student have selected their subject and topic and submit the signed registration form	Prepare suggestion of their research question	
By 15 June 2020	2 nd formal meeting between supervisor and student	Discussion on RQ proposed by student and possible directions of investigation /research /experiment	Supervisor and student	Draft of RQ	Draft of the expected process: sources, introduction and design of investigation / experiment	Signature required: _____
Summer vacation		Perform independent investigation / research / experiment	Student	Sources / information / data collected	Presentation of undertaken research/investigation/ experiment/bibliography	

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By 25 September 2020	3rd formal meeting between Supervisor and Student	Discussion on the outcome/results of the undertaken research, strength/weaknesses, structure of the draft	Supervisor and student	Clear idea what has to be changed, improved, added. Instructions on organization of EE	Prepare 1 st draft: introduction, RQ, body of the essay: results/data/discussion, conclusion, bibliography, formal presentation	Signature required: _____
By 16 November 2020	4th Meeting between Supervisor and Student – Interim reflection IB EE/RPPF form	Revise 1 st draft and suggest improvements	Supervisor and student	Draft EE with comments from supervisor, final suggestions on improvement, clear details on formal presentation	Work on final refinements and prepare final version	Signature required: _____
Report to parents and IB Coordinator			<i>Supervisors to coordinator</i>			
Mid January 2021	Class with librarian	Turnitin instructions	Librarian and students	Instructions on opening Turnitin account	Turnitin originality report	
18 January 2021	5 th Meeting between supervisor and student	Student submits final written EE in two identical copies & Turnitin originality report	Supervisor and student	Instructions on Viva voce		
22 January 2021		Viva voce	Student and committee	IB EE/RPPF form signed		