

Timeline – Class of 2018

Nov. 1, 2017	RPPF – First Reflection – 100 words
Dec. 1, 2017	Rough Draft due to Google Drive
Feb. 1, 2018	RPPF – Interim Reflection – 150 words
Feb. 15, 2018	RPPF – Viva Voce Reflection – 250 words
Mar. 1, 2018	Supervisor’s Report

Suggested Timeline – Class of 2019

Lessons (Research components in red)

1. Choose an available Diploma Programme subject for the extended essay.
2. Read the following materials:
 - a. The assessment criteria
 - b. The relevant subject-specific chapter of the *Extended essay guide*
3. Setting up Researcher’s Reflection Space (RRS)
4. Identify which system of academic referencing they will use, ensuring that this meets the minimum requirements for the IB.
 - a. IB’s ethical guidelines
 - i. Citations
 - ii. Other policies
5. Online Encyclopedias and other similar websites including Wikipedia
6. Choose a topic and undertake some background reading on it.
7. Formulate a preliminary research question. Try to incorporate an IB command term in the research question if possible
<https://www.uww.edu/Documents/colleges/coeps/academics/18%20Command%20Terms%20from%20the%20International%20Baccalaureate%20January%202015-16%20workshop.pdf>
8. **Due Date** – Feb 28, 2018
 - a. **Student contract due to Janet Boltjes**, signed by both student and parent, by 8:30 am.
 - b. **Proposed Subject and Topic Form to Janet Boltjes** by 8:30 am.
 - i. Include EE subject
 - ii. Include specific topic area or initial research question
 - iii. Included rationale for choosing this topic area
 - iv. Include a personal timeline proposal for the research and writing process. Take into consideration LHS’s internal EE guidelines
9. Online Search Strategies
 - a. Advance Google Searches
 - b. Other search engines
10. Evaluation of Internet sites
 - a. Authority
 - b. Audience

- c. Reliability and Credibility
 - d. Accuracy
 - e. Objectivity
 - f. Currency
11. Online Databases
 12. Using Social Media to search for information
 13. Plan a structure for the essay. This may change as the research develops but it is useful to have a sense of direction from the start.
 14. Undertake some preparatory reading in light of the proposed research question.
 15. **Due Date – March 29, 2018**
 - a. Select Supervisor
 - b. Initial Research including Researcher’s Reflection Space (RRS)
 - i. 5-10 Sources
 - ii. Correctly referenced in chosen citation style
 - iii. Each source with one or two notes which include:
 1. Summary of key points, bullet points of themes, ideas, research, etc.
 2. Quotes as appropriate, page numbers, new references, paths of investigation, etc.
 3. Headings, with:
 - a. Any information that has be extracted from the source that relates to the EE topic/question
 - b. Highlighting of possible paragraph topic sentences / thesis statements for inclusion in the paper
 16. **Due Date April 9-12, 2018** – Schedule appointment with supervisor and meet for the first time
 17. **Due Date April 19, 2018**
 - a. **Research Readiness Form** to Janet Boltjes, signed by both student and supervisor by 3:30 pm
 - b. **First reflection** due to Janet Boltjes via email by 3:30 pm
 18. **April 19 – May 2018**– meet with supervisors at least 2 more times (10-20 minute sessions)
 19. **Due Date – May 30, 2018** 5 pages of writing emailed to Supervisor and Janet Boltjes by 3:30 pm
 20. **June – August, 2018** – Write rough draft
 21. **Due Date – August 30, 2018** – First 10 pages due
 22. **Due Date – September 10-14, 2018** – Interim reflection session with supervisors
 23. **Due Date – September 17, 2018** – Interim reflection due
 24. **Due Date – October 22, 2018** – Complete draft due
 25. **Due Date** – October 29 – Nov 2, 2018 – Mandatory draft (revision) conference with Supervisor
 26. **Due Date** – December 3, 2018 – Final Copy due

27. **Due Date** – December 3-7, 2018 – Final Reflection Session with Supervisor
(Viva Voce)
28. **Due Date** – December 10, 2018 – Final Reflection due to Janet Boltjes
29. **Due Date** – January 17, 2019 – Supervisor’s Report due to Janet Boltjes