

TIMELINE: EVENTS AND DEADLINES

DATE	TASK	FURTHER DETAILS
April 2019	Introduction to Extended Essay	Consider interests and decide upon a subject and a topic for the Extended Essay.
April 5 2019	EE Workshop	Developing a research question; accessing information in the library; recording sources for future exploration; academic honesty; reflections
April 15, 2019	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 signed by supervisor) to Ms. O'Connell or Ms. Toope
May 18-20, 2019	Victoria Day weekend	NOTE: no changes in your subject area can be made after Friday, May 18.
May 21 – 31, 2019	First Reflection Meeting (20-30 mins) with supervisor to refine your research question.	Complete the first section of the RPPF (Reflections on Planning and Progress Form) at the end of this meeting in front of your supervisor.
April – September 9, 2019	Research/Writing	Further in-depth research, experimentation, notes, writing
June 4 – June 15, 2019	Formal Check-In	EE progress check with supervisor - discuss research so far, notes, evolution of working outline, direction of work over the summer
June 4 - Sept. 6, 2019	Research/Writing	Write the draft essay and finalize any research. NOTE: Your draft must be completed by the beginning of your senior year.
October 1 – Oct. 15, 2019	Formal Check-In	EE progress check with supervisor - discuss progress of draft, address any questions that have arisen.
October, 2019	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 28, 2019	Submit complete First Draft	EE will be submitted to EE Supervisor to read and advise of any revisions to be made.
November 4-8, 2019	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.
Nov. 8 - Dec. 16, 2019	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 16, 2019	SUBMIT FINAL DRAFT	It's done! NO FURTHER CHANGES TO YOUR ESSAY ARE PERMITTED
January 13 – February 1, 2020	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, 2020	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.**