

## Extended Essay Timeline

South Texas Business, Education, and Technology Academy

Jan. 13 <sup>th</sup>	EE Proposal	
May 29	min. 750 words (approx. 1 ½ pgs)	
May 30	min. 750 words (approx. 1 ½ pgs)	Hand in min. 2,000 words by 4 p.m.
May 31	min. 1,000 words	
August 30 <sup>th</sup> – Sept. 20 <sup>th</sup>	remaining words, then check spelling, punctuation & grammar	Hand in full final draft by 4 p.m.

### Extended Essay Calendar

Date	Student's Action(s)	What students must do next
<b>Year 1</b> Nov.	Extended Essay Information Evening – for students and parents	<ul style="list-style-type: none"> <li>Decide on the Group and Subject you want to do your EE on</li> </ul>
Jan.	Give the IB Coordinator your chosen EE subject (EE Proposal)	<ul style="list-style-type: none"> <li>Begin to research suitable topic areas that interest you.</li> <li>Print out the IB guidance on EE and read it.</li> </ul>
Feb.	Submit proposal for EE supervisor	<ul style="list-style-type: none"> <li>Decide on at least three suitable topics within the subject area, so you have suggestions for your supervisor</li> <li>Print out the IB Assessment Criteria for the EE and read it</li> </ul>
Feb.	Extended Essay Day – group sessions on the EE assessment process, arrange a time to meet with your Supervisor, IB Co-ordinator and Librarians	<ul style="list-style-type: none"> <li>Finalise your research topic and precise research question</li> </ul>
Feb.	Give the IB Coordinator and your Supervisor your chosen research questions	<ul style="list-style-type: none"> <li>Start researching: meet your supervisor, discuss with Library which books are needed/Technicians what equipment will be needed</li> </ul>
By the end of April	Have all your research, data collection, and annotated bib completed	<ul style="list-style-type: none"> <li>Discuss how to write up your report with your supervisor</li> <li>Read the Assessment Criteria again carefully</li> </ul>
Last week in May	Extended Essay Week – this week is for writing your essay not for research or data collection - hand in first 2,000 words to your supervisor by last day in May 4 p.m.	<ul style="list-style-type: none"> <li>Write up your report</li> <li>Keep the Assessment Criteria in mind</li> <li>Arrange time to meet with your supervisor to discuss the first 2,000 words</li> </ul>

<b>Year 2</b> Sept. 20	Hand in the final draft of your whole EE to your supervisor by 4 p.m. and electronically to the IB Coordinator (in case it goes missing)	<ul style="list-style-type: none"> <li>• Arrange meeting with supervisor before end of term to discuss draft of whole EE</li> <li>• Check you are following the Assessment Criteria</li> </ul>
Sept. – Oct.	Edit, polish and refine your final version	<ul style="list-style-type: none"> <li>• Finish final version</li> </ul>
First week in Nov.	Hand in your final version of your Extended Essay by 4 p.m. electronic copies to your supervisor and the IB Coordinator and three printed off versions to Library by 3 p.m.	<ul style="list-style-type: none"> <li>• Now the writing is done, congratulate yourself</li> <li>• Start thinking about the vive voce</li> </ul>
First week in Dec.	Vive Voce Interviews	<ul style="list-style-type: none"> <li>• Relax. It is all over now.</li> </ul>