

Class of 2019: EXTENDED ESSAY AGREEMENT

The current status of all junior IB students is that of ANTICIPATED CANDIDATE. **In order to qualify to register for senior year IB exams and the status of DIPLOMA CANDIDATE, the anticipated candidate must successfully complete all the tasks in the timeline listed below.**

The IB Extended Essay (EE) is a requirement for all Diploma candidates. Students who do not submit an EE in accordance with the guidelines set by the International Baccalaureate Organization (IBO) and in accordance with the timeline set by the Hardaway High School International Baccalaureate Programme will not qualify to earn the IB Diploma regardless of scores on the IB exams.

Students should make every effort to produce quality work without overstressing themselves. This can be accomplished with prior planning and not procrastinating. Students must receive a passing score on the EE to be eligible for the Diploma. It could determine whether or not the student earns the IB Diploma.

THIS TIMELINE IS SUBJECT TO CHANGE WITH ADVANCE NOTICE.

IB EXTENDED ESSAY TIMELINE

<u>Due Date</u>	<u>Task/Event</u>
Jan. 8-31, 2018	Specific guidelines for the EE will be introduced in TOK. Students begin initial research on the EE. You should begin by deciding what subject interests you most and about things in that subject that have made you curious. Begin gathering resources.
Feb 12, 2018	Brainstorm Sheet Due to TOK teacher. You MUST complete some preliminary research on the topics you propose on your Brainstorm Sheet. You will receive feedback by February 9. Be prepared to resubmit as soon as possible if none of your initial topics are appropriate.
Feb 26, 2018	Research Proposal Due. Proposal is due to your TOK Teacher in class and the EE Coordinator, Ms. Crenshaw, via e-mail by 11:59PM – crenshaw.ERICA.l@muscogee.k12.ga.us . Schedule an appointment with your desired EE supervisor to discuss your proposal and determine if he/she is willing and able to supervise your EE.
March 12, 2018	EE Agreement & Approved Proposal Due. Agreement is due to your TOK Teacher. This MUST be signed by you, a parent, AND your EE supervisor. The proposal you submitted on 19 February must be initialed by your supervisor and submitted with the agreement to your TOK Teacher.
March 19-30, 2018	Mandatory meeting with supervisor to discuss research process & begin refining your focus. You should discuss the types of resources you need to seek out and use. This meeting MUST be documented on the EE Progress and Planning Form which should be e-mailed to your TOK Teacher and Ms. Crenshaw, the EE Coordinator – crenshaw.ERICA.l@muscogee.k12.ga.us .
April 2018	Continue research and note-taking in order to better understand and further refine your topic. You will be expected to bring all of your research materials to the May meeting with your supervisor. Consult your EE Supervisor as needed.
May 1-11, 2018	Mandatory meeting your supervisor to review your notes and approve your research question. You must have a research question approved before leaving for summer break. Ask any final questions before you leave for break. Your revised research question should be submitted to your TOK Teacher by 11 May.
Summer 2018	Continue research and work on initial draft. Be sure you stay in contact with your supervisor and ask for advice as needed. If you are experiencing difficulties contacting your supervisor, contact Mr. Snow for assistance at snow.ashley.b@muscogee.k12.ga.us or 706-689-2593.
June 15, 2018	ALL science experiments MUST be completed for students writing a Group 4 EE. If supplies are ordered for your experiment, and you fail to conduct the experiment by this date, you will be responsible for reimbursing the cost of supplies and must begin the EE process all over in a non-Group 4 subject.

July 13, 2018	OPTIONAL EE Seminar in the HHS Media Center 10AM-2PM supervised by Mr. Snow. Students MUST RSVP for food purposes. Supervisors <i>MAY</i> be available during this time, but students are responsible for coordinating with them to arrange an appropriate meeting time.
August 1, 2018	Email draft to your EE supervisor and Ms. Crenshaw – crenshaw.ERICA.l@muscogee.k12.ga.us . You should also submit this draft through Canvas to your TOK Teacher. This MUST be a complete draft and submitted on time or your Diploma Candidate status may be in jeopardy. This draft must: <ul style="list-style-type: none"> • Be within 25% of the full word limit (this is 3000 words) • Be properly formatted (spacing, font, margins, title page, table of contents, headings, etc.) • Include proper in-text citations • Include a full bibliography of sources used If you do not meet these requirements or this deadline, you will be placed on contract to begin your senior year and risk removal from the IBDP and potential withdrawal from Hardaway.
August 13-24, 2018	Mandatory revision meeting with EE Supervisor. The student is responsible for arranging the meeting and developing specific questions for your supervisor. Your supervisor may only comment generally and address your questions regarding this draft.
September-October, 2018	Work to revise your EE based on supervisor meeting. Consult your EE supervisor as needed.
November 9, 2018	Email 2 nd DRAFT to your EE Supervisor and Ms. Crenshaw – crenshaw.ERICA.l@muscogee.k12.ga.us . You should also submit this draft through Canvas to your TOK Teacher. This is the ONLY full draft on which your EE Supervisor may comment in total, so it is crucial that it be as close to a final draft as possible. If you have not met minimum requirements as stipulated in the August 1 draft at this point, you risk being removed from the program with potential financial repercussions.
November 26 – December 7, 2018	Mandatory meeting with EE Supervisor to address any specific questions about the final draft. This meeting MUST be documented on the EE Progress and Planning Form which should be e-mailed to Ms. Crenshaw – crenshaw.ERICA.l@muscogee.k12.ga.us and your TOK teacher.
January 31, 2019	Final EE due to EE supervisor, Ms. Crenshaw and Mr. Snow via e-mail. You should also submit this draft through Canvas to your TOK Teacher. Diploma Candidate Status awarded ONLY to students who have submitted their Extended Essays.
February 2019	Mandatory meeting with EE Supervisor to complete the Viva Voce. It is the responsibility of the student to contact the supervisor and set up this meeting. It is at this meeting that your supervisor will authenticate your work. This meeting MUST be documented on the EE Progress and Planning Form which should be e-mailed to your TOK Teacher and Ms. Crenshaw – crenshaw.ERICA.l@muscogee.k12.ga.us .

Benjamin H. Hardaway High School
International Baccalaureate Programme (1351)
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Research Subject (not topic): _____

Supervisor Agreement

I have read _____'s Extended Essay proposal and agree to assist him/her with the Extended Essay process including the reflection component, ensuring that I will be available through the communication method(s) indicated below over the summer of 2018 and to meet at the required times as specified in the EE Timeline. I also understand that I am responsible for understanding the EE guidelines both generally and for my particular subject.

Supervisor's printed name Supervisor's signature Date

Supervisor's contact information during summer of 2017:

Phone Number: _____ Text message preferred
 E-mail: _____

Student Agreement

- *I have read all of the EE guidelines provided in this handbook.*
- *I have read the entire IB Extended Essay Agreement.*
- *I am aware that I am responsible for working with the above supervisor to complete the Extended Essay process and am responsible for initiating contact and meetings.*
- *I understand that the Extended Essay is an IB Diploma Programme requirement.*
- *I certify that I have received this timeline in January of 2018 and that it is my responsibility to meet the deadlines so that I may remain in good standing in the IB Magnet Programme at Hardaway High School and to qualify to take my IB exams.*
- *I realize that each IB school has the authority to set its own internal timeline for the EE.*
- *I am aware that the quality of my Extended Essay may determine whether or not I am awarded an IB Diploma.*
- *I understand that if my final Extended Essay contains any form of academic malpractice, it will not be submitted to IB, and I will forfeit my Diploma Candidate status.*
- *I know that no Extended Essay will be accepted after the final due date.*

Student's printed name Student's signature Date

Parent's printed name Parent's signature Date

Due to your TOK Teacher on 5 March, 2018.