Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2018: EXTENDED ESSAY AGREEMENT**

The current status of all junior IB students is that of ANTICIPATED CANIDATE. **In order to qualify to register for senior year IB exams and the status of DIPLOMA CANDIDIATE, 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**

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| Due Date | Task/Event |
| Jan. 26, 2017 | Specific guidelines for the EE will be introduced in TOK. |
| Feb 1, 2017 | **Brainstorm Sheet Due to homeroom teacher.** You MUST complete some preliminary research on the topics you propose on your Brainstorm Sheet. You will receive feedback by February 6. |
| Feb 19, 2017 | **Research Proposal Due**. Proposal is due to the EE Coordinator, Ms. Crenshaw via e-mail by 11:59PM – [crenshaw.erica.l@muscogee.k12.ga.us](mailto: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 6, 2017 | **EE** **Agreement & Approved Proposal Due.** Agreement is due to Mr. Black/Ms. Newer/Ms. McMichael in homeroom. 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. |
| March 20-31, 2017 | **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 Ms. Crenshaw, the EE Coordinator – [crenshaw.erica.l@muscogee.k12.ga.us](mailto:crenshaw.erica.l@muscogee.k12.ga.us). |
| April 2017 | 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 1-5, 2017 | **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. |
| Summer 2017 | 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](mailto:snow.ashley.b@muscogee.k12.ga.us) or 706-689-2593. |
| June 15, 2017 | **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, 2017 | **OPTIONAL** EE Seminar in the HHS Media Center 10AM-2PM supervised by Mr. Snow. Students MUST RSVP for food purposes. Supervisors *MAY* be available during this time, but students are responsible for coordinating with them to arrange an appropriate meeting time. |
| August 1, 2017 | Email draft to your EE Coordinator, Ms. Crenshaw – [crenshaw.erica.l@muscogee.k12.ga.us](mailto:crenshaw.erica.l@muscogee.k12.ga.us) – and Mr. Snow – [snow.ashley.b@muscogee.k12.ga.us](mailto:snow.ashley.b@muscogee.k12.ga.us). This MUST be a complete draft and submitted on time or your Diploma Candidate status may be in jeopardy. This draft must:   * 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 14-25, 2017 | **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, 2017 | Work to revise your EE based on supervisor meeting. Consult your EE supervisor as needed. |
| November 26, 2017 | Email 2nd DRAFT to your EE Coordinator, Ms. Crenshaw – [crenshaw.erica.l@muscogee.k12.ga.us](mailto:crenshaw.erica.l@muscogee.k12.ga.us) – and Mr. Snow – [snow.ashley.b@muscogee.k12.ga.us](mailto:snow.ashley.b@muscogee.k12.ga.us). 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. |
| December 4-15, 2017 | **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, the EE Coordinator – [crenshaw.erica.l@muscogee.k12.ga.us](mailto:crenshaw.erica.l@muscogee.k12.ga.us). |
| January 31, 2018 | **Final EE due to supervisor, Ms. Crenshaw and Mr. Snow via e-mail. Diploma Candidate Status awarded ONLY to students who have submitted their Extended Essays.** |
| February 2018 | **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 Ms. Crenshaw, the RP Coordinator – [crenshaw.erica.l@muscogee.k12.ga.us](mailto:crenshaw.erica.l@muscogee.k12.ga.us). |

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**Class of 2018: EXTENDED ESSAY AGREEMENT**

Research Subject (not topic): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supervisor Agreement***

*I have read \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s Extended Essay proposal and agree to assist him/her with the Extended Essay process, ensuring that I will be available through the communication method(s) indicated below over the summer of 2017 and to meet at the required times as specified in the EE Timeline.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

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 understand that the Extended Essay is an IB Diploma Programme requirement.*
* *I am aware that the quality of my Extended Essay may determine whether or not I am awarded an IB Diploma.*
* *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 certify that I have received this timeline in January of 2017 and that it is my responsibility to meet the deadlines so that I may qualify to take my senior IB exams and remain in good standing in Hardaway’s IB Programme.*
* *I realize that each IB school has the authority to set its own internal timeline for the EE.*
* *I know that no projects will be accepted after the final due date.*

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Student’s printed name Student’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Parent’s printed name Parent’s signature Date

**Due to Mr. Black/Ms. McMichael/Mrs. Newer 6 March, 2017 in Advisement.**