Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2021: 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, being aware of deadlines established below, and not procrastinating.

**THIS TIMELINE IS SUBJECT TO CHANGE WITH ADVANCE NOTICE.**

**IB EXTENDED ESSAY TIMELINE**

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| Due Date | Task/Event |
| Jan. 13-31, 2020 | 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 7, 2020 | **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 12. Be prepared to resubmit as soon as possible if none of your initial topics are appropriate. |
| Feb 13-18, 2020 | **EE Workshops.** There will be a series of workshops in TOK to introduce/instruct in different research tools that you will be required to use for your paper. You will have research time to begin producing material that you can use for your paper during these sessions. |
| Feb 28, 2020 | **Research Proposal & Annotated Bibliography Due**. Proposal and annotated bibliography with *at least* EIGHT sources are due to be submitted through CANVAS by 11:59 PM. You will receive feedback by March 6. You may have to resubmit by 9 March if this version is deemed inadequate. |
| March 9, 2020 | **FINAL Research Proposal & Annotated Bibliography Due.** Proposal and annotated bibliography are due to be submitted through CANVAS by 11:59PM. Contact your desired supervisor to set up a meeting to review your proposal and *request* that they be your OFFICIAL supervisor. The quality of your final proposal may determine who your supervisor will be. |
| March 20, 2020 | **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 9 March must be initialed by your supervisor and submitted with the agreement to your TOK Teacher. |
| March 20- April 10, 2020 | **Mandatory** meeting with supervisor to discuss research process & begin refining your focus. You should discuss further types of resources you need to seek out and use and whether or not your focus is on the right track. This meeting MUST be documented on the **EE Progress and Planning Form** which should be submitted through CANVAS by 11:59 PM on 10 April. |
| April 2020 | Continue research and note-taking in order to better understand and further refine your topic. You will be expected to upload all of your research materials to CANVAS before the May meeting with your supervisor. Consult your EE Supervisor as needed. |
| April 20 – May 8, 2020 | **Mandatory** meeting your supervisor to review your notes and approve your research question. ***You must have met the following minimum standards before leaving for summer break:***   * Approved research question (should be based on research you have found to this point) * Annotated bibliography with at least 10 sources * Extensive notes from each of those sources * Fully developed outline with thematic ideas/headings (see example)   Ask any final questions before you leave for break. All of the above materials and a copy of your meeting notes should be submitted to through CANVAS by 8 May 2020. |
| Summer 2020 | 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, 2020 | **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 16, 2020 | **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, 2020 | **FIRST DRAFT DUE.** Submit your draft through CANVAS. 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 12-30, 2020 | **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. You will upload a copy of your meeting notes through CANVAS. |
| September-October, 2020 | Work to revise your EE based on supervisor meeting. Consult your EE supervisor as needed. |
| November 6, 2020 | **Submit your 1st OFFICIAL Draft through CANVAS by 11:59 PM.** 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 16 – December 11, 2020 | **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 submitted through CANVAS by 11:59 PM on 11 December. |
| January 31, 2021 | **Final EE due. You should submit this draft through Canvas. Diploma Candidate Status awarded ONLY to students who have submitted their Extended Essays.** |
| February 2021 | **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 submitted through CANVAS by 11:59PM on 28 February. |

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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 2020 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.*

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Supervisor’s printed name Supervisor’s signature Date

**Supervisor’s** contact information during summer of 2020:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Text message preferred

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Agreement***

* *I have read and understand all of the EE guidelines provided.*
* *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 2020 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.*

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Student’s printed name Student’s signature Date

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Parent’s printed name Parent’s signature Date