

IB World School

**INTERNATIONAL BACCALAUREATE
BOUNTIFUL HIGH SCHOOL
Extended Essay Packet**

***The Complete Guide to the
Extended Essay***

Bountiful High IB Coordinator: LeAnn Drake

(801) 402-3927

ldrake@dmail.net



INTERNATIONAL BACCALAUREATE:

EXTENDED ESSAY TIMELINE

Junior Year:

TOK 2nd semester IB Coordinator (IBC) meet with all juniors to discuss the extended essay, to distribute materials, and to discuss timelines and expectations.

By March 15

Extended Essay Contract w/ EE Supervisor (EES) and Subject: Students submit **Extended Essay Contract** form to the IBC identifying **EE Supervisor (EES) and subject area**.

Spring, 2012

IBC will meet with all EE Supervisors (EES) to discuss timeline, expectations, and responsibilities; Supervisors will receive extended essay handbooks.

Spring 2012

Extended Essay Topic: Supervisor conference should be held before this date; student works with Supervisor on the process of topic clarification. Students submit two possible **Extended Essay Topics** to IBC, who will insure that no two students are writing on the same idea. The International Baccalaureate Organization does **not** permit two students to write on the same idea.

Spring 2012

Advisor conference held to discuss **final topic and a list of possible resources**. A progress report is due to the IBC by the advisor.

By April 15

Research Question and Thesis: Supervisor conference has been held; students turn in **Research Question and Thesis** to Supervisor and IBC. This assignment involves the following: 1) the paper's title, 2) an opening paragraph of approximately 250 words explaining the general value of the topic (why it is important, what can be gained by studying it, and what the personal interest in the subject is), and 3) a follow-up paragraph of approximately the same length that describes the specific attributes of your subject. **This second paragraph should conclude with the central question that the paper will address.**

Fall 2012

Working Bibliography: Students submit a **Working Bibliography** for the paper to the EES and begin a preliminary outline. Supervisors should submit a progress report to the IBC. By January 5 **Preliminary Outline:** Students should submit one copy of a **Preliminary Outline** of the paper to the Supervisor and the Coordinator.

Fall 2012 **Extended Essay Research Proposal Form** should be completed and submitted to the IBC and the EES. Supervisors and students should discuss a detailed plan for continued research, a meeting before the end of February for feedback on the preliminary outline and Research Proposal, an exchange of information (e-mail addresses, telephone numbers) so that students may contact their advisor and the coordinator during the summer if the need should arise. A progress report is due to the IBC by the Supervisor.

Mar, Apr, May Additional meetings with supervisor and IBC to finalize outline and research
June, July, August Students work independently on the papers.

Senior Year:

1st term **Initial Draft:** Students submit two copies of the initial drafts and two copies of the revised and expanded bibliography of their Extended Essays – 1 each to the advisor and coordinator. Students and advisors set date to discuss initial drafts (conference to be held by Sept. 20).

2nd term **2nd Draft:** Students submit 2nd draft of paper to advisor. Students and advisors set date to discuss drafts (conference to be held by Oct. 15). Advisors send progress report to IBC by Oct. 20.

By February 1 **Final Draft:** Students submit 1 paper copy of their completed extended essays, including the abstract, all rough drafts, and a disk of the paper formatted in Microsoft Word to the IBC and their advisor;

Supervisors: Submit the time log sheet to the IBC.

NOTE: Supervisors may hold additional conferences, if necessary. The dates above list the minimum number of conferences required for the student to be well coached. The time spent with each student will usually be between 2 and 4 hours.

Bountiful High School

Extended Essay Contract

Please Print

Name of Candidate _____

Essay Subject _____

Essay Topic _____

Essay Title _____

Mentor _____

If the mentor is not a Bountiful High staff member, please complete the following additional mentor information and list a Bountiful High faculty member who will collaborate with you.

Professional Position _____

Address _____

Contact numbers (home/work/ FAX/ E-mail) _____

I have read and understand the regulations and guidelines for the International Baccalaureate Extended Essay. I will adhere to the regulations and guidelines and the deadlines prescribed in the contract. I will contact Mrs. Drake should there be any modifications in the above indicated information. I also understand that the 10 hours of my ToK class will be allotted to work on the extended essay as deadlines approach and that a portion of the ToK will reflect fulfillment of the expectations listed on the timeline. Students must complete the extended essay in order to continue enrollment in the IB curriculum, have recommendations written based on IB candidacy and be registered for May exams.

Date _____ Student Name _____

Student Signature _____

I have read and understand the regulations and guidelines for the International Baccalaureate Extended Essay. I will offer my parental support to see that my child adheres to the regulations and guidelines and the deadlines prescribed in the contract. I understand that students must complete the extended essay in order to continue enrollment in the IB curriculum, have recommendations written based on IB candidacy and be registered for May exams.

Date _____ Parent Signature _____

Please return a copy of the signed original to Diploma Programme Coordinator.

IB World School
EXTENDED ESSAY
RESEARCH PROPOSAL

NAME _____ ID # _____

DATE OF SUBMISSION _____

LANGUAGE PROPOSED _____

EXTENDED ESSAY SUPERVISOR _____

Community supervisor _____

(Provide name, address, business and home phone #)

RESEARCH PROPOSAL

Title:

Subject:

Research Question:

Research Hypothesis (upon direction of Supervisor):

Abstract (written after you complete your paper)

EXTENDED ESSAY COMPLETION TIMETABLE

This form is to be completed by the Candidate and Supervisor. Upon completion of each research stage specified below, submit a copy of the work with this initialed form to the Coordinator. The Supervisor and Candidate will keep additional copies.

Name _____ ID # _____

DATE OF SUBMISSION _____

EXTENDED ESSAY SUPERVISOR _____

COMMUNITY SUPERVISOR (OPT) _____

PROPOSED TITLE:

Research Stage	Estimated Date of Completion	Due Date to Coordinator	Supervisor's Initials	Coordinator's Initials
1st Conference • Supervisor('s) name(s) & initial(s)				
2nd Conference • Timeline				
3rd Conference • *List of sources				
4th Conference • *Preliminary Outline				
5th Conference • EXTENDED ESSAY RESEARCH PROPOSAL FORM				
6th Conference • *1st draft of completed essay with references • Diploma Candidate Status Form				
7th Conference • *2nd draft of completed essay with references				
8th Conference • Final draft of completed essay 4 COPIES – IBEE READY and electronic copy • Diploma Candidate Status Form				

SUPERVISOR CONFERENCES:

Date:

Date:

Date:

Date:

Date:

IB World School
DIPLOMA CANDIDATE STATUS FORM

This form is to be completed by the Candidate and Supervisor. Upon completion of the two research stages specified below, submit this initialed form to the Coordinator.

If the student chooses not to complete these 2 stages of the process, the student has chosen not to continue in the IB Diploma Program.

Name _____ ID # _____

DATE OF SUBMISSION _____

EXTENDED ESSAY SUPERVISOR _____

COMMUNITY SUPERVISOR (OPT) _____

TITLE:

1. 1st draft of completed essay with references

_____ The 1st draft of the Extended Essay has been completed and submitted to the Supervisor.

This student is eligible to continue as a Diploma Candidate in the IB Program.

_____ The 1st draft of the Extended Essay has not been completed and submitted to the Supervisor.

This student is NOT eligible to continue as a Diploma Candidate in the IB Program.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

2. Final draft of completed essay 4 COPIES - IBNET READY

_____ The Extended Essay has been completed. 4 copies, IBEX ready, have been submitted.
This student is eligible to be classified as a Diploma Candidate in Good Standing in the IB Program.

_____ The Extended Essay has been completed. 4 copies, IBEX ready, have been submitted.
This student is NOT eligible to continue as a Diploma Candidate in the IB Program.

Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

EXTENDED ESSAY: COMPLETION TIMETABLE

This form is to be completed by the Candidate and Supervisor. Upon completion of each research stage specified below, submit a copy of the work with this initialed form to the Coordinator. The Supervisor and Candidate will keep additional copies.

Name _____ ID # _____

DATE OF SUBMISSION _____

EXTENDED ESSAY SUPERVISOR _____

COMMUNITY SUPERVISOR (OPT) _____

TITLE:

*COPIES TO ENGLISH TEACHER AND SUPERVISOR

Bibliography Deadline Form

To: Extended Essay Supervisor

From: Diploma Programme Coordinator

Re: Bibliography deadline

Date:

- With the impending deadline, which will attach a mark for the first ToK grade, here are a few guidelines:
- **Bibliography Research Stage Estimated Date of Completion**
- **Due Date to Coordinator**
- **Supervisor's Initials**
- **Coordinator's Initials**
 - Supervisor('s) name(s) & initial(s)

(Spring Junior Year)

Supervisor Conference

- Timeline of tasks and completion dates determined. See student timeline form.

Date:

Supervisor Conference

- *List of sources

Supervisor Conference

- *Preliminary Outline – Date:

Supervisor Conference - Date:

- **EXTENDED ESSAY RESEARCH PROPOSAL FORM (SPECIFIED SECTIONS) students should have this to you before summer break.**
- **Bibliography:** A second look at the bibliography/works cited. The bibliography should show evidence of research and investigation into the topic. Student should be rated by how well think he/she would be able to write a research paper based on the sources provided and ensuing discussions with the student. Format is need not be perfect at this time.

Supervisor Conference (can be an email conference)

- *1st draft of completed essay with references
- Extended Essay Research Proposal Form (completed)
- Diploma Candidate Status Form

Senior Year - Supervisor Conference

- 2nd draft of completed essay with references
- Set date for final conference
- Instruct student on writing of abstract

Final Supervisor Conference

- Final draft of completed essay
- 4 COPIES - IB READY
- Diploma Candidate Status Form – **Date:**
- Formatting of Bibliography/Works Cited should be finalized at this time.
- Abstract is written (300 words maximum)

Bibliography Form

Due at 3rd conference

This is a preliminary bibliography to determine if student has the number of appropriate sources to begin outlining and organizing the paper. Will these sources provide sufficient insight and evidence into the question being researched. Fill out this form and submit to DP Coordinator who will turn it into the ToK teacher to add to student's ToK scores.

Grade criteria

- F Student has not turned in a bibliography.
 - D Student has turned in a bibliography with few sources.
 - C Student has turned in a bibliography with several sources, but does not have a range which would thoroughly explore the topic.
 - B Student has turned in a bibliography with several sources reflecting a wide range of references which will assist him/her in writing a good paper.
 - A Student has turned in a bibliography with several sources reflecting a wide range of references which will assist him/her in writing a thorough paper.
- Please complete this form by _____ and turn it in to DPC in IB Office. Scores will be given to ToK teacher to add to school ToK grade. Thank you.

Student has submitted a preliminary bibliography to supervisor junior year. Student understands this bibliography need not have perfect formatting, but all bibliographical information must be present. Student understands the purpose of this meeting is to determine quality and sufficiency of sources.

Date of Conference: _____

Student grade based on above rubric: _____

Student Name: _____

Student signature: _____

Supervisor signature: _____

Supervising Extended Essays

by Hugh Robertson, extended essay examiner

The extended essay is one of the most innovative features of the IB Diploma Programme. If a liberal education is what is left when the facts have been forgotten, the extended essay is its cornerstone. From my experience as an extended essay examiner over the past 20 years, I have noticed a close correlation between supervision and results.

When teachers are asked to supervise extended essays that are outside their areas of expertise, it creates difficulties for both supervisors and students. When these assignments further require supervisors to ensure ethical and legal standards, to teach research skills, to document procedures and to detect plagiarism, the difficulty of supervising students outside of their subject is compounded.

If we can match subject teachers with students writing about that subject, both student and supervisor will enjoy greater success. Subject teachers can offer competent advice on the suitability of topics, the formulation of appropriate research questions, the techniques of research and documentation and the application of assessment criteria. Another benefit is that subject teachers know which topics their students have selected for their Internal Assessment projects. Therefore, they can ensure that there is no overlap between these topics and their extended essays.

Subject teachers who know their students and who are in close contact with them will be in a better position as supervisors to control plagiarism. Plagiarism is not driven by indolence or improbity. Students are driven to plagiarize assignments largely because of confusion and apprehension caused primarily by lack of skills and lack of time. By promoting pre-IB skills instruction and encouraging the use of class time for monitoring assignments, supervisors can dramatically reduce the incidence of plagiarism.

Arranging for subject teachers to supervise extended essays may not always be easy to implement. However, careful and conscientious supervision is central to the successful completion of an extended essay and it merits serious discussion among administrators, coordinators and teachers.

PREDICTED GRADE FORM

To: **Extended Essay Supervisor**

Re: The Final Step

Date:

Please assign a grade to the extended essay based on the general criteria and the subject criteria. Please return the essays to my office on or before January 30th. Please do not mark on the paper or feel that you must make comments. At this point you simply read and assign a grade. Below please find a grade rubric which should be helpful:

A	Excellent 36-30
B	Good 29-23
C	Satisfactory 22-14
D	Mediocre 13-7
E	Elementary 6-0

The last step is to sign and date the cover sheet and indicate how many hours you have contributed to the effort. The number of hours is not a factor in determining the extended essay grade. Placing comments on the extended essay cover sheet is optional, but usually advised.

Candidate Grade

Many thanks again for your contribution of time, expertise, and care to our students.

Also find the following documents attached:

“The Extended Essay Subject Report”

General pages of instruction from the “Extended Essay Guide”

The “Extended Essay” section from the *General Handbook of Instructions*