2023-2024 Extended Essay Calendar

Dates may be Subject to Change

Date	Student's Action(s)	What students must do next
March–April 2023	Attend Extended Essay Information	· Declare Group & Subject of EE · Identify supervisors
February 24, 2023	Turn in the Subject Area Proposal (assigned on Google Classroom)	**DUE: EE Subject Area Proposal**
April	EE Research begins	· Begin to research topic area · IB EE notebook/textbook issued · Read through EE materials—become familiar with requirements
April	The EE Coordinator will tell you the name of your EE Supervisor	· Continue to read the IB Assessment Criteria for the EE
April 21, 2023	Extended Essay Day – group visit to the FMU library to familiarize students with librarians and collections	· Continue to work on research topics
By May 26, 2023	Meet with your supervisor for your first formal meeting	· Meet with supervisor to define your precise research question (First formal meeting—Complete RPPF #1)

June 1, 2023	Give the EE Coordinator your chosen research question	· **DUE: EE Research Question Declaration Due on Google Classroom (This is due after you have met with your supervisor.)** · **DUE: 1st Reflections on Planning & Progress (RPPF) on Google Classroom**
April-June	Use this time to research & begin writing. Be sure to take notes and keep up with citations for ALL sources.	· Start researching: meet your supervisor, discuss with librarian which books are needed/technicians what equipment will be needed
·**May 26, 2023**	Turn in your preliminary outline on Google Classroom	· **DUE: A complete outline for the EE on Google Classroom** ❏ **Set up an informal meeting with your supervisor to discuss your progress so far (Let them look at your outline)--You can do this via Google Meet, or you can message them through Google Classroom.**
June – July	Complete research/data collection and begin writing the EE.	● Discuss how to write essay with your supervisor ● Re-read the Assessment Criteria ● Write, write, write (I really encourage you to do the bulk of your writing during this time. You will not have a ton of extra time to write it your senior year.) ● Read through subject specific guidelines in guide
TBA if needed	Extended Essay Day – this day is for writing your essay not for	· Write your EE

	research or data collection	· Keep the Assessment Criteria in mind
August 4, 2023	Turn in your Annotated Bibliography on Google Classroom	**DUE: A complete Annotated Bibliography for the EE on Google Classroom**
September 8, 2023	Submit the first draft of your EE to the EE Coordinator and your individual supervisor	· **DUE: First Draft of EE (complete essay)—on Google Classroom** · Arrange meeting with supervisor to discuss draft of EE · Check you are following the Assessment Criteria
October 2, 2023	Must have completed the 2nd Formal Meeting with your Supervisor. During this meeting, you will need to discuss your Rough Draft.	· **Have discussed Rough Draft during meeting with supervisor** · **Turn in completed RPPF #2 on Google Classroom based on this second formal meeting**
September-November	Edit, polish and refine your final version	· Finish final version
December 4, 2023	Hand in your final version of your Extended Essay by 4:00 p.m. on Google Classroom. Deliver a printed version to your supervisor.	· **DUE: Final Draft of EE on Google Classroom and in print** · **DUE: Final EE Checklist** · **DUE: EE Assessment Sheet** · Now the writing is done, congratulate yourself! Then, start thinking about the Viva Voce.

January-February	Vive Voce Interviews	· **DUE: Final RPPF**
November-February	Attend and share.	· Share Session with next year's IB EE candidates (Mrs. Reynolds will schedule.)
February 2024	All RPPFs and RRS logs are due	· **Turn in all RPPFs in on Google Classroom, including needed revisions** · **Turn RRS logs in on Google Classroom or deliver printed/written copy to Mrs. Reynolds.**

RPPF—Reflections on Planning and Progress Form (3 reflections that cannot exceed 500 words total; these reflections should be based on your formal meetings with your supervisor, including the meetings in March, September, and your Viva Voce.

RRS—Researchers Reflection Space (This document is a log/journal that includes your own notes, plans, research, citations, reflections about the process, etc.; we are required to keep this document on file after you submit your essay to IB, so you will turn it in by February.) It can be digital or handwritten or a bit of both, but I must have access to it when we submit your essay to IB.