

AC Flora High School
International Baccalaureate
***Extended Essay
Handbook***

This Handbook Belongs to: _____

IMPORTANT: All students are required to maintain an EE notebook with signed forms, annotated bibliographies, drafts, and sources throughout the entire process of the Extended Essay. This handbook should be at the front of that notebook.



Dear IB Diploma Student,

Congratulations for continuing on the path toward the International Baccalaureate Diploma.

Researching and creating your extended essay (EE) will be one of the more empowering academic experiences you will have at AC Flora High School. The experience and skills you gain from your EE project will reward you many times over in college and beyond. Many college courses that you will take will require you to construct research papers similar to an EE and by gaining this research experience now, you'll be better suited to handle those similar challenges in college.

By now you realize that as a diploma candidate you have many responsibilities and activities to fulfill - one of these is your EE. It is vital that you approach your EE with as much dedication, discipline, and enthusiasm as you would do for your other IB diploma requirements.

As you get started with your EE, it is important to begin with an attitude of excitement. Have fun! Pick a topic and question for which you have passion and be passionate about it. You will be surprised about how much you will learn about your chosen topic and how much you will learn about yourself in the process.

This handbook was made to help you started on the right track and to provide a helping hand along your EE path. Through the process you will work with an EE Supervisor that will help to guide you in the right direction. It is important to maintain that relationship and communicate as you go through. As always, if you need assistance don't hesitate to get in touch.

Best of luck through your process of writing an exciting EE!

Sincerely,

Ms. Tate
IB Coordinator
AC Flora High School

vtate@richlandone.org
803.738.7300 ext. 2332

IB DP Extended Essay Timeline

IMPORTANT: All students are required to maintain and EE notebook with signed forms, annotated bibliographies, drafts, and sources throughout the entire process of the Extended Essay.

Due dates	Required items	Due to
November 13, 2014	Subject Area Choice & Subject Area Information <ul style="list-style-type: none"> • Student & Parent Agreement Form • Subject Proposal (2 copies) • Subject Specific Guidelines (printed, read, and annotated) 	Ms. Tate, IB Coordinator
November 20, 2014	Mandatory Supervisor Checkpoint Meeting #1 (due): <ul style="list-style-type: none"> • EE Supervisor Agreement Form • Subject Proposal signed by Supervisor • Five annotated sources to show supervisor • Meeting Verification form 	IB Coordinator
December 11, 2014	Mandatory Supervisor Checkpoint Meeting #2 (due): <ul style="list-style-type: none"> • Research Questions (2-3 to show supervisor) • Five annotated sources to show supervisor • Meeting Verification form 	IB Coordinator
January 15, 2015	Introduction & beginning of body due <ul style="list-style-type: none"> • Five pages of the EE with sources cited submitted to EE Supervisor via Turnitin.com • Hard copy of pages 1 – 5 with the provided cover sheet submitted to Ms. Tate. 	EE Supervisor / IB Coordinator
February 19, 2015	Mandatory Supervisor Checkpoint Meeting #3 (due): <ul style="list-style-type: none"> • Five page feedback form (meeting verification of supervisor meeting to discuss the first 5 pages of the EE) 	IB Coordinator
April 9, 2015	Rough draft due <ul style="list-style-type: none"> • Rough draft of at least 2500 words, fully formatted with citations, due to EE Supervisor via Turnitin.com • Hard copy with the provided cover sheet submitted to Ms. Tate 	EE Supervisor / IB Coordinator
April 29, 2015	Mandatory Supervisor Checkpoint Meeting #4 (due) <ul style="list-style-type: none"> • Rough draft feedback form (meeting verification of 	IB Coordinator

	supervisor meeting to discuss the rough draft)	
SUMMER 2015 (DUE AUGUST 15, 2015)	REQUIRED NEW DRAFT OF PAPER TO INCLUDE CORRECTIONS RECOMMENDED FOLLOWING THE ROUGH DRAFT <ul style="list-style-type: none"> Corrected rough draft of at least 3000 words, fully formatted with citations, due to EE Supervisor via Turnitin.com by August 15, 2015 	EE Supervisor
September 11, 2015	Mandatory Checkpoint Meeting #5 (due) <ul style="list-style-type: none"> Meeting Verification form 	IB Coordinator
October 2, 2015	Final Essay due <ul style="list-style-type: none"> Final draft, fully formatted and cited, due to EE Supervisor via Turnitin.com. One hard copy submitted to EE Supervisor One hard copy submitted to IB Coordinator 	
November 6, 2015	Viva Voce due <ul style="list-style-type: none"> Meeting verification form Candidate Self-Assessment Form Viva Voce form (to be submitted by Supervisor) 	IB Coordinator

What is the Extended Essay?

The extended essay (EE) is a mandatory research project for all diploma program candidates. The project culminates in a research paper that is 3,400-4,000 words in length. Candidates choose their EE topics from a list of approved DP subjects - usually the topic relates to one of the DP candidate's six core subjects. The goal of the EE is to provide each DP candidate with an opportunity to improve his/her research and writing skills and to augment his/her intellectual and creative abilities. While engaged in their research and writing of the EE, students work under the guidance of an AC Flora High School faculty member that acts as an EE supervisor. At the completion of the EE writing, students participate in a concluding interview known as a *viva voce* with their EE supervisor.

Once the EE is completed, it is forwarded to the IB organization for external assessment. The EE is assessed by external examiners against common criteria in ways appropriate to each subject. Resulting EE grades are combined with ToK grades to produce a combined grade that can contribute up to three points to the total score for the IB diploma. If a student fails to submit an EE, they will be disqualified from earning an IB diploma.

Overview of the Extended Essay Requirements:

Length & Format - All EEs should be between 3,500 and 4,000 words in length, they should not exceed 4,000 words. An EE requires an abstract, title page, table of contents, and bibliography. IB provides no specific format for the EE. Your supervisor, however, can inform you how papers in your subject matter are best formatted and documented. It is strongly suggested that students use standard MLA/APA guidelines which meet all IB EE guidelines.

Presentation - All graphs, diagrams, tables, maps, and other supporting material must be neatly presented, well-labeled, and easily understood. The EE should be logically presented and clearly ordered. A contents page or list of chapter headings should be added and all pages numbered clearly.

External Grading - Roughly two-thirds of your score will come from the IB general criteria and the remaining third will apply to the subject-specific criteria. According to the quality of work, the student's performance will fall into grade bands A – E (Elementary).

Note: The award of an 'E' for the Extended Essay or for ToK is a failing condition for the diploma - regardless of how many points are earned in the Group 1- 6 subject areas.

Topics: The topic for an EE must be derived from an IB-recognized subject or from one of the World Studies bands. Please remember you are at a significant disadvantage if you choose to write an EE in a subject in which you have not taken an associated IB course. You are assessed on your EE with the expectation that you are familiar with the terminology and curriculum of the subject area of your EE.

The World Studies essay is a good idea for students who are having a difficult time narrowing to one IB subject. An extended essay in world studies provides students with an opportunity to undertake an in-depth, interdisciplinary study of an **issue of contemporary global significance**. Students should choose to explore a topic from one of the following global themes:

- Language, culture and identity
- Science, technology and society
- Equality and inequality
- Conflict, peace and security
- Economic and/or environmental sustainability
- Health and development

Note: World Studies students are *required* to keep a reflective journal throughout the process of writing the Extended Essay.

Responsibilities of the Student:

It is **required** that students:

- choose a topic that fits into one of the subjects on the approved extended essay list (in the *Handbook of procedures for the Diploma Programme*)
- observe the regulations relating to the extended essay
- meet deadlines
- acknowledge all sources of information and ideas in an approved academic manner.

It is **strongly recommended** that students:

- start work early
- think very carefully about the research question for their essay
- plan how, when and where they will find material for their essay
- plan a schedule for both researching and writing the essay, including extra time for delays and unforeseen problems
- record sources as their research progresses (rather than trying to reconstruct a list at the end)
- have a clear structure for the essay itself before beginning to write
- check and proofread the final version carefully
- make sure that all basic requirements are met (for example, all students should get full marks for the abstract).

Formal Presentation of the Extended Essay:

The length of the extended essay

The upper limit is 4,000 words for all extended essays. This upper limit includes the introduction, the body, the conclusion and any quotations, but does **not** include:

- the abstract
- acknowledgments
- the contents page
- maps, charts, diagrams, annotated illustrations and tables
- equations, formulas and calculations
- citations/references (whether parenthetical or numbered)
- footnotes or endnotes
- the bibliography
- appendices.

Essays containing more than 4,000 words are subject to penalties and examiners are not required to read material in excess of the word limit.

Title

The title should provide a clear indication of the focus of the essay. It should be precise and not necessarily phrased in the form of a question.

Abstract

An abstract not exceeding 300 words must be included with the essay submitted. It does not serve as an introduction, but presents an overview of the extended essay, and should, therefore, be written last.

The inclusion of an abstract is intended to encourage students to examine closely the development of an argument within the extended essay and the pertinence of any conclusions that are reached. It is also designed to allow readers to understand quickly the contents of the extended essay.

The minimum requirements for the abstract are for it to state clearly:

- the research question being investigated
- the scope of the investigation
- the conclusion(s) of the extended essay.

The abstract should be presented on a separate sheet of paper, and placed immediately after the title page.

Contents page

A contents page must be provided at the beginning of the extended essay and all pages should be numbered. An index is not required.

Illustrations

Presentation and overall neatness are important, and it is essential that illustrative material, if included, is well set out and used effectively. Graphs, diagrams, tables and maps are effective only if they are clearly labelled and can be interpreted with ease. All such material that is incorporated into the extended essay

must be directly related to the text and acknowledged where appropriate. The use of photographs and other images is acceptable only if they are captioned and/or annotated and are used to illustrate a specific point made in the extended essay.

Bibliographies, references and citations

An extended essay must reflect academic honesty in research practices and provide the reader with the **exact** sources of quotations, ideas and points of view through accurate bibliographies and referencing. Producing accurate citations, referencing and a bibliography is a skill that students should be seeking to perfect. Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves and it shows the student's understanding of the importance of the sources used.

ASSESSMENT CRITERIA

A: research question - This criterion assesses the extent to which the purpose of the essay is specified. In many subjects, the aim of the essay will normally be expressed as a question and, therefore, this criterion is called the “research question”. However, certain disciplines may permit or encourage different ways of formulating the research task.

B: introduction - This criterion assesses the extent to which the introduction makes clear how the research question relates to existing knowledge on the topic and explains how the topic chosen is significant and worthy of investigation.

C: investigation - This criterion assesses the extent to which the investigation is planned and an appropriate range of sources has been consulted, or data has been gathered, that is relevant to the research question. Where the research question does not lend itself to a systematic investigation in the subject in which the essay is registered, the maximum level that can be awarded for this criterion is 2.

D: knowledge and understanding of the topic studied - Where the research question does not lend itself to a systematic investigation in the subject in which the essay is registered, the maximum level that can be awarded for this criterion is 2. “Academic context”, as used in this guide, can be defined as the current state of the field of study under investigation. However, this is to be understood in relation to what can reasonably be expected of a pre-university student. For example, to obtain a level 4, it would be sufficient to relate the investigation to the principal lines of inquiry in the relevant field; detailed, comprehensive knowledge is not required.

E: reasoned argument - This criterion assesses the extent to which the essay uses the material collected to present ideas in a logical and coherent manner, and develops a reasoned argument in relation to the research question. Where the research question does not lend itself to a systematic investigation in the subject in which the essay is registered, the maximum level that can be awarded for this criterion is 2.

F: application of analytical and evaluative skills appropriate to the subject

G: use of language appropriate to the subject

H: conclusion - This criterion assesses the extent to which the essay incorporates a conclusion that is relevant to the research question and is consistent with the evidence presented in the essay.

I: formal presentation - This criterion assesses the extent to which the layout, organization, appearance and formal elements of the essay consistently follow a standard format. The formal elements are: title page, table of contents, page numbers, illustrative material, quotations, documentation (including references, citations and bibliography) and appendices (if used).

J: abstract - The requirements for the abstract are for it to state clearly the research question that was investigated, how the investigation was undertaken and the conclusion(s) of the essay.

K: holistic judgment - The purpose of this criterion is to assess the qualities that distinguish an essay from the average, such as intellectual initiative, depth of understanding and insight. While these qualities will be clearly present in the best work, less successful essays may also show some evidence of them and should be rewarded under this criterion.

How to Write the Research Question

Refining your Research Question for IB Standards

A good research question is the central element of a well-written paper. It's a strong question that you can support with evidence or "grounds." You are likely to offer warrants, those general principles that explain why you think your evidence is relevant to your research question (and perhaps why your readers should believe you and change their way of thinking), and qualifications that will make your question and supporting evidence more detailed and precise. This is an opportunity for you to make connections between published research on your topic and what you think.

A research question is not simplistic. Your research question must be contestable in some way or you cannot proceed until it is. Your research question must lead your readers to think (because they've never before thought about your claim) or rethink (because they have long thought about your claim in a different way). Your research question is the product of your own critical thinking after you have done some preliminary research.

There is a difference between a topic and a question.

You may have found your topic, but within that topic you must find a question, identifying what you hope to learn. If your question does not work well, no matter how strong the rest of the essay, the essay is unlikely to be successful. Because of this, it is common to spend more time on the researching, conceptualizing and forming the research question than on any other part of the essay.

Your research question does ALL of the following:

- it defines the paper,
- it guides your arguments and inquiry, and
- it provokes the interests of the reader.

To write a strong research question, consider what interests you.

Examples: IBO has provided the following examples of research questions.

Language A:

Topic: Dance in Jane Austen's novels

Research question: What is the role and the significance of dance in *Pride and Prejudice* and *Emma*?

Biology:

Topic: Altitude and physical fitness

Research question: Can a program of training at high altitude have an impact on the fitness of an athlete?

History:

Topic: The influence of National Socialist ideology on the German school system in the late 1930s.

Research question: To what extent were Hitler’s educational aims fulfilled in the Uhland Gymnasium, 1937-1939?

ANNOTATED BIBLIOGRAPHY:

Students will submit a minimum of 10 annotated sources to the EE supervisor. This step in the process is essential because it requires that the student grapple with the material before the writing of the paper begins. Five sources are due at the first Checkpoint Meeting, and an additional five sources are due at the second checkpoint meeting.

Directions: Using MLA or APA format to create a citation for each source (use OWL Purdue website for format). Then summarize content and evaluate quality of resource. Complete for 10 resources.

Format:

Source citation (MLA or APA format):
Summary of Information (paragraph):
Evaluate Credibility and Usefulness (paragraph):

Extended Essay Proposal

Submit one copy to EE Supervisor and one copy to Ms. Tate

PART I. STUDENT INFORMATION	
Last Name:	First Name:
Date of Proposal:	Advisory Teacher:
Phone #:	Email:
PART II. EXTENDED ESSAY PROPOSAL	
What subject and topic will you focus on for your Extended Essay?	
Why are you interested in this topic?	
What do you already know, have experienced, or have accomplished in this area?	
What do you hope to discover while researching and writing this essay? (This is your research question)	
Identify at least 3 resources you have consulted about your topic before completing this proposal. (Cite sources – articles, dvds, textbooks etc.)	
Describe your commitment to this essay. What challenges do you foresee and how will you address them?	

Student Signature

Printed Name

Date

**AC Flora High School – IB DP Extended Essay
Student and Parent Agreement Form**
submit COPY to Ms. Tate

*The following document outlines the expectations and requirements of the IB Diploma Programme's
Extended Essay.*

Expectations: (please initial next to each statement)

_____ I understand that the Extended Essay is an IB requirement which must be completed in its entirety to be eligible for the IB Diploma.

_____ I understand that the Extended Essay is completed independently and will entail work to be done on my own time and I am aware of the Extended Essay timeline and due dates.

_____ I understand that integrity and honesty will be upheld throughout the completion of the Extended Essay. Any suspicion of plagiarism or dishonesty in any aspect of the Extended Essay will be referred to Administration and could lead to removal from the program. Any inauthentic work WILL NOT be submitted to IB.

_____ I understand that I am responsible for meeting deadlines for ALL Extended Essay requirements. Failure to meet requirements and deadlines will have a negative impact on my CAS/EE course grade. Failure to complete the rough draft in the junior year may result in removal from the IB Diploma Programme.

Requirements:

Subject Proposal	Five page draft
Supervisor Agreement	First Completed Draft
Research Questions	Final Extended Essay
3-5 hours of meeting	Viva Voce interview
Annotated Bibliography	

Student Agreement:

I, _____, currently enrolled in AC Flora's IB Diploma Programme, understand that the Extended Essay is a major requirement for the IB Diploma. By signing below, I acknowledge the expectations and requirements outlined above for the completion of the Extended Essay and recognize my responsibilities to the program.

Student Signature: _____

Date: _____

Parent Agreement:

As parent/guardian of _____, I am aware of the expectations and requirements of the Extended Essay and will remain abreast of deadlines and progress to ensure my son/daughter's success.

Parent Signature: _____

Date: _____

Parent Email: _____ Phone: _____

Extended Essay Supervisor Agreement Form

submit COPY to Ms. Tate

Date: _____ IB Diploma Student: _____

Subject Area: _____

Topic of Interest: _____

_____ **Yes, I agree to become your Extended Essay Supervisor**

I would prefer that you contact me via (check all that apply)

_____ school email: _____

_____ school telephone number: _____

_____ other email: _____

_____ other telephone number: _____

Turnitin.com Account Information: Supervisors must set up class - Extended Essay. Student must sign up. **Class ID:** _____ **Enrollment Password:** _____

EE Supervisor Signature Print Supervisor Name Date

Student Agreement: Discuss terms of agreement, initial and sign.

_____ I understand that I am responsible for meeting deadlines and scheduling meetings with my supervisor, coordinator(s) and primary resources as needed.

_____ I understand that the first draft MUST be submitted in a timely manner in order for my EE Supervisor to read and provide feedback on my essay.

Student Signature Print Student Name Date

Extended Essay Supervisor Meeting #1 Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

- _____ I have read and annotated the Subject Specific Guide
- _____ I have completed the required Annotated Bibliography and have at least 5 sources
- _____ I have completed the Subject Proposal
- _____ I have completed the Supervisor Agreement Form

Comments:

Explain why you are missing any of the expected tasks. Discuss and take notes about next steps with Supervisor.

Write down any questions you have for your Supervisor regarding the EE process, the tasks, the expectations, etc. Discuss and take notes.

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____

Extended Essay Proposed Research Questions

PART I. STUDENT INFORMATION			
Name:			
Date:			
EE Supervisor:			
PART II. EXTENDED ESSAY PROPOSED RESEARCH QUESTIONS			
Topic:			
Research question #1			
Research question #2			
Research question #3 (optional)			
PART III. EXTENDED ESSAY SUPERVISOR SUGGESTIONS			
(Student to take notes on suggestions from EE supervisor)			
PART IV. CHOSEN RESEARCH QUESTION			
Supervisor Signature:		Student Signature:	

Extended Essay Supervisor Meeting #2 Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

_____ I have completed the Research Question sheet and have submitted at least 2 possible research questions

_____ I have completed the required Annotated Bibliography and have at least 5 sources (for a total of 10 sources)

_____ I have discussed my questions with my supervisor and have chosen a research question.

Comments:

Explain why you are missing any of the expected tasks. Discuss and take notes about next steps with Supervisor.

Write down any questions you have for your Supervisor regarding the EE process, the tasks, the expectations, etc. Discuss and take notes.

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____

Extended Essay Five Page Draft Cover Sheet

Attach this sheet to the cover of your 5 page draft and submit to Ms. Tate.

PART I. STUDENT INFORMATION	
Name:	
Date:	
EE Supervisor:	
PART II: STUDENT CHECKLIST	
<i>Please initial to indicate that this draft includes the following:</i>	
	Five complete pages of researched information on my topic. (1/2 sheets do not count as complete pages)
	All sources cited within the text in MLA format
	My research question
	This draft HAS been submitted to Turnitin.com to my EE Supervisor
	NO PLAGARIZED INFORMATION (All work is my own)
	A Works Cited page in MLA format
PART III: STUDENT NOTES	
If your essay is missing any required elements or is being submitted LATE, please explain why.	
Student Signature:	

Extended Essay Supervisor Meeting #3 Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

_____ I have completed the five page draft of my Extended Essay.

_____ I have discussed the five page draft of my Extended Essay with my Extended Essay Supervisor.

Comments:

Explain why you are missing any of the expected tasks. Discuss and take notes about next steps with Supervisor.

Write down any questions you have for your Supervisor regarding the EE process, the tasks, the expectations, etc. Discuss and take notes.

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____

Extended Essay Rough Draft Cover Sheet

Attach this sheet to the cover of your 5 page draft and submit to Ms. Tate.

PART I. STUDENT INFORMATION	
Name:	
Date:	
EE Supervisor:	
PART II: STUDENT CHECKLIST	
<i>Please initial to indicate that this draft includes the following:</i>	
	A complete rough draft of my extended essay of no less than 2500 words.
	A formatted cover sheet.
	An abstract.
	A contents page.
	All sources cited within the text in MLA format
	My research question
	This draft HAS been submitted to Turnitin.com to my EE Supervisor
	NO PLAGARIZED INFORMATION (All work is my own)
	A Works Cited page in MLA format
PART III: STUDENT NOTES	
If your essay is missing any required elements or is being submitted LATE, please explain why.	
Student Signature:	

Extended Essay Supervisor Meeting #4 Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

_____ I have completed the rough draft of my Extended Essay and submitted it to Turnitin.com.

_____ The rough draft contains all required elements (cover sheet, abstract, contents, body, and works cited page).

_____ The rough draft is at least 2500 words.

_____ I have discussed the rough draft of my Extended Essay with my Extended Essay Supervisor.

Comments:

Explain why you are missing any of the expected tasks. Discuss and take notes about next steps with Supervisor.

Write down any questions you have for your Supervisor regarding the EE process, the tasks, the expectations, etc. Discuss and take notes.

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____

Extended Essay Supervisor Meeting #5 Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

_____ I submitted the updated copy of my rough draft to Turnitin.com by August 15.

_____ The rough draft contains all required elements (cover sheet, abstract, contents, body, and works cited page).

_____ The rough draft is at least 3000 words but does not exceed 4000 words.

_____ I have discussed the rough draft of my Extended Essay with my Extended Essay Supervisor.

Comments:

Explain why you are missing any of the expected tasks. Discuss and take notes about next steps with Supervisor.

Write down any questions you have for your Supervisor regarding the EE process, the tasks, the expectations, etc. Discuss and take notes.

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____

Extended Essay Supervisor Final Meeting Form

submit COPY to Ms. Tate

Meeting Date: _____ IB Student: _____

Check off Completed Tasks:

_____ I have submitted my final Extended Essay via Turnitin.com to my Extended Essay Supervisor.

_____ I have submitted my final Extended Essay in hard copy format to my Extended Essay Supervisor.

_____ I have submitted my final Extended Essay in hard copy format to Ms. Tate.

_____ I have completed the Viva Voce with my Extended Essay supervisor

**See Ms. Tate to complete the self-assessment once the viva voce has been completed.

Final Comments:

EE Supervisor (Signature): _____

Student (Signature): _____

Next Meeting Date: _____