

Extended Essay Planning and Progress Documentation

Students must understand that for a supervisor to authenticate the originality of an essay, he/she must have seen evidence of the writing **process**, not just the final product. Turnitin.com could not detect a student hiring another to draft an essay, therefore a student must work with a teacher to demonstrate their ongoing work. This form will serve as the primary piece of evidence that a student is submitting original work AND will help students pace themselves responsibly throughout the research and composition of the essay.

The ToK teachers enforce deadlines, but the supervisors are responsible for helping students with their research and writing and holding them accountable for diligence throughout the process (not just on the eve of each deadline). That said, the students will submit each step in the EE process to the ToK teacher, who will file it in a manila envelope. These will be placed in the supervisors' boxes a week or two prior to each meeting to allow the supervisors adequate time to review and assign an achievement level.

For every graded portion of the Extended Essay research and drafting process, your work will be assigned one of four levels:

1. **Accomplished (100%) – Completed with no more than minor errors or oversight.**
2. **Developing (80%) – Done, but with something fundamental to the task overlooked or performed inadequately.**
3. **Beginning (50%) – Clearly done in the past 24 hours, with obvious lack of prior reflection and/or significantly incomplete.**
4. **Not turned in (0%) – Where is it?**

Supervisors may ignore everything except for boxes shaded grey like this one. All other instructions are for students. For each of these, please circle the appropriate achievement level and initial next to it.

I. Extended Essay Timeline

Event	Timeframe		
Initial topic exploration	August-December	August	11th
Research question formulation	December	September	
Research proposal submission (Subject, topic, research question) (20 points)	1 st week of December	October	
First meeting with supervisor (10 points)	1 st early release in January	November	
Follow-up with supervisor (10 points)	Mid-January	December	
Develop bibliography (all useful, reliable sources to answer RQ) (20 points)	January	January	
Essay Outline (thesis, arguments, evidence—what points will you make where?) (20 points)	Early February	February	
Write first 2,000 words	Mid-to-late February	March	
Submit to supervisor bibliography, essay outline, and excerpts of 2,000 words	First week of March	April	
Second Meeting with supervisor	1 st early release after Spr. B.	May	
Update bibliography with sources recommended by supervisor at 2 nd meeting	Early April	June	
Submit complete rough draft to supervisor; present research findings to class	Mid-April	July	12th
Final revisions and polishing	August	August	
Submit final draft to Turnitin.com, TOK teacher, and Supervisor	Week of Halloween	September	
Viva Voce	November	October	
		November	

II. Planning and Progress Documentation

Initial Topic Exploration – November to December of 11th grade

Write below your topic ideas. What subjects are you interested in? What question that would require extensive academic research do you want to know the answer to? Just jot down notes and ideas.

Research question formulation – December of 11th grade

This will probably have to change, because students often pick RQs that are either too broad or would require too much expertise for them to be able to answer, but please write below the specific question that your research and essay will attempt to answer.

- The research proposal submission will be performed in your TOK class the first week of December. You will need to provide your essay's subject, specific topic, research question, and source of interest.
 - Example:
 - Subject – History
 - Topic – Franklin Delano Roosevelt's popularity
 - RQ – Was he becoming a de facto monarch?
 - Source of interest – I thought of this after a conversation with my dad where he pointed out that President Roosevelt had just been elected for the fourth time when he died. He asked, "Would he have been president 16 years, or 20, or more?"

First Supervisor Meeting Notes – First early release day after Winter Break Junior year

Date:

Please list below in bullet form every specific piece of advice and/or research recommendation that your supervisor gave you.

Accomplished	This should be awarded to any student who can demonstrate sustained thought and consideration of his/her EE topic and Research Question (RQ), and who has a specific tentative topic and RQ, even if you need to counsel significant revision, e.g., too broad, too narrow, too ambitious, etc...
Developing	Everything above except the student is too vague in topic and/or RQ. For example, if the student refers to his/her proposed topic with the expression, “something about” there has probably been inadequate thought and consideration.
Beginning	The student has nothing more than the subject area for the EE, having abandoned his/her original topic proposal without replacing it with anything.

Follow-up with Supervisor – prior to annotated bibliography

Date:

Accomplished	Should be awarded to any student who followed up with the supervisor to demonstrate respect for specific recommendations, e.g., sources looked at, angle of analysis decided, RQ changed, etc...
Developing	N/A
Beginning	Student follows up verbally, but without sufficient evidence that he/she actually acted on any recommendations made, i.e., the student is just trying to get this form filled out.

- **Annotated Bibliography** - From the very beginning of your research, you need to keep a running list of all the sources that you find **academically useful** in any way. This excludes sources like Wikipedia, About.com, History.com, etc...because even if the information is accurate, you will have to find a legitimate academic source to verify it. Always keep this test in mind: if the source of your information is not a person whose career would be hurt if he/she was exposed as factually inaccurate or inadequately rigorous with evidence, it is not an academic source. I call this the Capitalist Rule of Academic Reliability: Do not rely upon (let alone cite) any secondary source who could not lose his job for being wrong too much.

Annotated Bibliography – last TOK class day in January		Date:
Accomplished	The student's bibliography contains sources that adequately explain the journey of the student's research thus far. It contains a broad academic secondary source that could be cited for all general knowledge, several deeper (more specific) secondary sources, and primary source text(s) if applicable. All sources are listed in either MLA or APA format. For each source, 1-3 sentences explain its use to the student.	
Developing	The student's bibliography is missing any elements above.	
Beginning	The student's bibliography does not contain near enough academic sources for the information the student will need to answer his/her research question. The distinction between this achievement level and "Developing" is all in the name—does the student's research seem to be developing or does it seem to have begun last night?	

- **Essay Outline** – This should be the hardest part of the whole essay: when you plan in detail what you are actually going to write. Each paragraph should have a specific purpose, e.g., introduction, argument 1¹, analysis of first piece of evidence, consideration of counterargument to argument 1, refutation of counterargument, argument 2, etc... You should have a rough estimate of the word count for each of these paragraphs: 500 word introduction, 200 words for argument 1 and its explanation, etc...

Essay Outline – Second week of February (check w/ teacher)		Date:
Accomplished	The student shows unmistakable planning of the organization of the essay into its component parts. It includes enough specific details to distinguish the essay from others and guide the student throughout the actual writing of the content.	
Developing	The student's outline is incomplete or lacks sufficient detail to guide research.	
Beginning	The student's has done only the most basic outline without specific arguments, evidence/sources, etc... Clearly done hastily.	

- **First 2000 words** – Start replacing the bullets of your outline with sentences and paragraphs. Never write with the mindset, "I'll come back and fix this later" unless you have such terrible writer's block you need to, because many times that mindset proves to be delusional—you do not go back and fix it later. Write formally, and treat your subject with serious intellectual curiosity. Write with the authority that your research has earned. You're not writing what you think/guess; you're writing what you have discovered, or at worst the likeliest explanation given the evidence that you have reviewed (and will summarize, quote, and interpret further).

First 2000 Words of Paper – Last TOK class meeting in February		Date:
Accomplished	Student's first 4-5 pages of the paper are complete. There are no gaps, missing citations (student CANNOT plan to cite source(s) later!), incoherent sentences or completely irrelevant paragraphs.	
Developing	Student shows strong evidence of procrastination, e.g., obvious grammatical or spelling errors, quotations that are way longer than appropriate, and/or incoherent sentences or paragraphs.	
Beginning	Student shows strong evidence of extreme procrastination, e.g., too short, rambling, lack of focus from one paragraph to the next, long quotations with little analysis, etc...	

¹ Lest any procrastinators delude themselves, let me make it clear: your outline should be specific, i.e., not merely "Argument 1", but "Argument 1 – _____" with the first thing that you are arguing filled into that blank.

- **Submit to supervisor the bibliography, essay outline, and EXCERPTS of 2,000 words – Second week of March** - You cannot just give your supervisor all of the first 2,000 words of your essay; this would tempt him/her too much to correct specific grammatical and spelling issues, which they are not supposed to do. **Open your EE outline document (which you should have already handed in) and the Extended Essay outline document. Copy and paste no more than 500 words' worth of excerpts directly onto the outline where they belong. Your choice of what to excerpt should not be arbitrary; you should select crucial parts of your opening and first argument, e.g., where you describe in the introduction the significance of your research question—why it matters. Print out the outline with excerpts and give to your TOK teacher.**

Second Supervisor Meeting Notes	Date:
Please list below in bullet form every specific piece of advice and/or research or writing recommendation that your supervisor gave you.	
Supervisor, please apply the rubrics above to the bibliography, essay outline, and excerpts of the first 2000 words.	

- **Update bibliography based on supervisor recommendations** – Because if you do not, when your supervisor notices later she might doubt the point of all of her efforts, because nobody ever listens to her. Plus, your paper will probably stink.
- **Submit completed rough draft to TOK teacher and upload to Turnitin.com – Second week of April** - It is extremely important that students understand that this is the LAST point in which your supervisor can read what you have written and provide feedback for ongoing improvement. You may continue to talk about your paper, but no later draft can be read through so that your supervisor can confirm that you fixed whatever huge error was stressing him out. The next draft that your supervisor will read is your final draft being mailed to an IB examiner who-knows-where on earth, and at that point he is reading only to do two things: 1) confirm that to the best of his knowledge this is your work, and 2) be able to refer to your final product when you have your Viva Voce and discuss what you learned through the whole experience.

Your ToK teacher will deliver your EE to your supervisor, who will read and provide feedback in writing. Since April-May is the busiest time of the year for many Stanton teachers, supervisors will be given the summer to read the EEs and write up their feedback. Your ToK 2 teacher will give you your rough draft back along with the feedback sometime in the first few weeks of 12th grade.

- **Peer review – See ToK 1 teacher for specifics**

- **EE Research presentation – See ToK 1 teacher for specifics**
- **Final revisions and polishing** – After taking a nice long break from your essay in the early summer you must force yourself to come back to it and revise and polish. This will happen the first few weeks back after the summer. There is a strong likelihood that you will discover that even you, the author of the essay, cannot figure out what certain parts of the paper are trying to say. If you do not come back to your paper and fix these parts, your examiner will not know what you are trying to say, and this will not be good.
- **Submit final draft Turnitin.com and to ToK 2 teacher – Last ToK class meeting before Halloween** - The earlier that you get this done the better; it will be truly spooky if you wait until the week preceding Halloween to tweak and polish your final draft. Stanton supervisors need ample time to read, authenticate the essays (particularly since some are supervising a large number of students), and do the Viva Voce with you, therefore this is the Stanton deadline for final drafts, i.e., the IB Coordinator will not be replacing this draft with any later revisions. This is your final, final draft.

Viva Voce Notes	Date:
<p>Jot down specific things that you learned about your topic AND the process of writing a longer essay. Do this before, during, and after this meeting.</p>	