

# CAIRO AMERICAN C • O • L • L • E • G • E

## INTERNATIONAL BACCALAUREATE

### EXTENDED ESSAY TIMELINE

#### IB Diploma Candidates 2012

In an effort to encourage timely progress towards the successful completion of your Extended Essay (40 hours of independent learning), the following incremental deadlines have been set. Failure to meet IB deadlines may result in your withdrawal from the full IB diploma program at CAC. It is essential to work closely with your Extended Essay Supervisor and manage your time well within the guidelines provided for you.

**DUE DATES: All EE submission deadlines are for the IB Office and your Extended Essay Supervisor — please ensure that you meet with your EE Supervisor by the due dates so that you can meet the dictates of the schedule successfully.**

#### STEP ONE: August 22-31, 2010

Make an appointment to present your plan or question or hypothesis to a prospective EE Supervisor (10-30 minutes) **between 22-30 August**. If the faculty member agrees to supervise your work, s/he may recommend changes. The plan that your Supervisor accepts to oversee must be presented below. Submit this signed sheet to the Extended Essay Coordinator, Mrs. Fedorak no later than **August 31<sup>st</sup>**.

Plan of Investigation or Research Question

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Advisor \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date of Conference \_\_\_\_\_

Length of Conference \_\_\_\_\_

CANDIDATE: \_\_\_\_\_

EE SUBJECT: \_\_\_\_\_

IB ASSESSMENT CRITERIA: YES \_\_\_\_ NO \_\_\_\_

**STEP TWO: September 2010**

**Commence planning of investigation and data collection process. Undertake your analysis/research/ experimentation using primary and secondary sources. Keep a record of your sources!**

As soon as you have established a partnership with an EE Supervisor, you are to begin planning the process for collecting relevant data. You must record your data, begin writing an introduction and develop a bibliography.

You are to make an appointment with your EE Supervisor to discuss the initial steps of your investigation, no later than **October 7<sup>th</sup>**.

**STEP THREE: October 7<sup>th</sup>, 2010**

**Meet with your EE Supervisor to discuss the initial steps of your investigation, data collection, introduction and developing bibliography.**

Supervisor's signature \_\_\_\_\_ Date of Conference \_\_\_\_\_

Length of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP FOUR: October/November 2010**

**Continue collection of relevant data and begin initial steps to analyse the data. Finalise your introduction and bibliography.**

**STEP FIVE: December 1<sup>st</sup>, 2010**

Meet with EE Supervisor to discuss progress of data collection and analysis, introduction and bibliography.

Advisor's signature \_\_\_\_\_ Date of Conference \_\_\_\_\_

Length of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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**STEP SIX: January/February 2011**

Continue to collect and analyse relevant data and begin formulating some conclusions. Begin to write first draft of extended essay (minimum 2500 words).

**STEP SEVEN: March 13<sup>th</sup>, 2011**

**Submit first draft of EE to your EE Supervisor. The draft should be a minimum of 2500 words.**

Supervisor's signature \_\_\_\_\_ Date of Conference \_\_\_\_\_

Length of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
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**STEP EIGHT: May 1<sup>st</sup>, 2011**

**Submit second draft of EE to your EE Supervisor. This draft should be 3500 words. This should be accompanied with "your" marks for each EE criterion.**

Supervisor's signature \_\_\_\_\_ Date of Conference \_\_\_\_\_

Length of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP NINE: June – September 2011**

**Amend and develop your EE in light of feedback given to you by your EE Supervisor.**

**STEP TEN: September 15<sup>th</sup>, 2011**

**Submit final EE to your Extended Essay Supervisor and arrange an appointment for your Viva Voce before 30th September.**

Supervisor's signature \_\_\_\_\_ Date of Viva Voce \_\_\_\_\_

Length of Conference \_\_\_\_\_

Comments: \_\_\_\_\_

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**CONGRATULATIONS YOU HAVE SUCCESSFULLY COMPLETED YOUR EXTENDED ESSAY!! ☺**