



SCOTTISH HIGH
INTERNATIONAL SCHOOL



Extended Essay Handbook

Session 2015-2017

SCOTTISH HIGH INTERNATIONAL SCHOOL

EXTENDED ESSAY STUDENT HANDBOOK

Extended Essay - Meaning

The Extended Essay – a requirement of the IB Diploma Programme Core – is an independent research-based essay of approximately 4,000 words. The EE may be written in one of the many IB Subject Areas, though students are strongly encouraged to choose a Subject Area that is taught at Scottish High. All Extended Essays are assessed externally by a trained IB examiner. Extended Essay is to be mandatorily written by a Diploma Candidate. The Extended Essay is an essay, not a narrative or a report. It is not a summation of what is out there. EE has to involve the student's analysis in some way.

Marks contributed by EE towards Diploma

EE along with Theory of Knowledge essay contribute a total of three points. (Refer to EE& TOK matrix in EE guide.)

Length of EE

The upper limit of the Extended Essay is 4,000 words. The word count includes the introduction, the body, the conclusions and any quotations, but does not include the abstract, acknowledgements, the table of contents page, maps, charts, diagrams, annotated illustrations, tables, reference pages and appendices.

How will writing an Extended Essay help?

The Extended Essay demands an in-depth study of a student-chosen topic that is aligned with one of the IB Subject Areas. Writing an Extended Essay strengthens a student's skills in a variety of areas including:

- Conducting independent research
- Forming a clear and arguable research question/thesis
- Effectively using research to support the thesis
- Appropriately documenting sources used in the paper
- Managing an extended timeline for a project
- Communicating ideas and presenting arguments in an organized, logical and consistent manner
- Writing an Extended Essay helps a candidate to develop writing skills that will prepare them for writing assignments in college or university.
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How long does the whole EE process take?

Students are expected to spend approximately **40 hours** of independent research and writing to complete a quality Extended Essay. The process begins in first DP year with informational sessions, establishing the student/supervisor relationship and submitting a research plan and essay proposal by **the month of January in the first year**. A solid rough draft of at least 1500 words is due to the supervisor by **September of DP second year** and with the **final draft due in December**.

What Subject Areas can one choose from?

- The IB offers a variety of Subject Areas to choose from. Students are strongly advised to consider essay topic in subject that is taught at Scottish High, as we will be equipped to support such topics. It is advised that a student chooses a topic that they are interested in and is connected to a Subject Area they have studied themselves. For a detailed list of options, ask for a copy of the IB Extended Essay Guide from the IB Diploma Programme Coordinator. Highly recommended that students choose a subject they are studying since then they have been exposed to the “way” academic study in that field is done. Each one has specific requirements for the nature of the paper; e.g. EE in Math would look very different from one in English.

Is EE a persuasive essay or investigation?

- You develop an answer to your research question:
- You can only say what you can prove
- You can only prove what you can find evidence to support
- You can only find evidence that supports your question, if you can identify the experts in the field
- You can only identify experts in the field by searching who the people are who write on this field and who are respected; professors, writers
- So, you state a point, and find some evidence from a reputable, reliable source to back it up.

Criteria for good questions

However, certain disciplines may permit or encourage different ways of formulating the research task. Following makes a research question a good question.

- Can it be asked and answered (Is there an answer? Can information be found to answer?)
- Can sources be found in English? (Shouldn't be translated)
- Will you find experts whose words and work will support this? It can't be about how you feel or think...it is about what you can prove!
- Is it worthwhile to answer? Does it add to the discussion in the field?
- Is the topic focused? Can it be answered in only 4000 words?
- Is the topic broad enough to discuss in up to 4000 words? Not trivial or already answered.
- Can the topic be objectively treated? Not just conjecture or in “pseudo” areas
- Does the question fit squarely in the area of study
- Does the topic avoid hypothetical discussion? (No, what if ...didn't happen?)
- Are all terms in the question clearly defined and understood by all in the field.

What support does an Extended Essay Supervisor provide?

Recommended five hours maximum guidance

Your Extended Essay Supervisor provides important support as you research and write your essay. They are limited, however, in what they can do. According to the expectations of the IB, the Extended Essay Supervisor:

- Encourages and supports students as they research and write their EE;
- Offers advice and guidance regarding the research process;
- The Supervisor is a guide, asks questions, suggests sources or research strategies, and provides overall support throughout the process.
- Advice students on how to keep the essay compliant to the assessment criteria.
- Ensures the Extended Essay is the candidate's own work and has not been plagiarised.

- Conduct the Viva Voce interview with the student at the end of the process. This interview allows students to reflect on what they've learned throughout the process and offers the supervisor a chance to engage the student in conversation about their topic as well as monitor authenticity of student work.
- Completes the Supervisor's Report for submission to the assigned Extended Essay Examiner.
- The work done as part of your Extended Essay must be your own work; this includes all research, writing and documentation of sources used.
Your Extended Essay Supervisor cannot give you your research question or topic, do research for you, write or edit any part of your essay.
- Your Extended Essay Supervisor will read and comment on one draft only.

Responsibilities of a Student

- Choose an appropriate topic
- Observe the regulations relating to the EE
- Meet deadlines
- Read and understand IB Academic Honesty Policy
- Acknowledge all sources of information & ideas in an approved academic manner appropriate to the field of study (Which citing style).

Responsibility of Academic Honesty

- Important is that the Essay be based on a question for which there is no obvious answer.
- You cannot use someone else's question
- It cannot be based on a piece of work you did for assessment or evaluation in any other class
- It must be based on your own work
- It must include proper citations for any thoughts, ideas, used from others.

Definition of Malpractice

- Plagiarism
 - The representation of ideas or work of another person as the candidates own
- Collusion
 - Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work
 - The presentation of the same work for different assessment components and/or diploma requirements
- Any other behavior
 - Which gains an unfair advantage for a candidate or which affects the results of another candidate

Recommended things to avoid

Examiners' reports also mention these things to be avoided at all costs. Students **should not** work with a research question that is too broad or too vague, too narrow, too difficult or inappropriate. A good research question is one that asks something worth asking and that is answerable within 40 hours/4,000 words. It should be clear what would count as evidence in relation to the question, and it must be possible to acquire such

evidence in the course of the investigation. If a student does not know what evidence is needed, or cannot collect such evidence, it will not be possible to answer the research question.

In addition, students **should not**:

- forget to analyse the research question
- ignore the assessment criteria
- collect material that is irrelevant to the research question
- use the internet uncritically
- plagiarize
- Merely describe or report (evidence must be **used** to support the argument)
- repeat the introduction in the conclusion
- cite sources that are not used.

One further piece of advice is as follows: the more background a student has in the subject, the better the chance he or she has of writing a good Extended Essay. Choosing to write the Extended Essay in a subject that is not being studied as part of the Diploma Programme often leads to lower marks.

Presentation of the Extended Essay

Organization

All Extended Essays should include the three components of a research paper: (1) the introduction, (2) the body or development, and (3) the conclusion. The Extended Essay should be written in a clear, correct and formal style appropriate to the subject from which the topic is drawn.

Title Page

Place the title $\frac{1}{4}$ of the way down from the top of the page. Remember that the title is not the same thing as your research question or topic. Think of an informative title which conveys the essence of your essay. 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.

In the bottom right corner of your paper include the following:

Your Name

Your Session Number

Word Count

Date

Subject

Abstract

The abstract should be no more than 300 words. The abstract is not an introduction but presents a formal synopsis of your essay which explains the scope of your investigation and states the research question and conclusion. It must be written last after you have finished your EE. Include a word count for the abstract at the

bottom of the page. The abstract comes directly after the title page. The following should be stated clearly in the abstract:

- the research question being investigated.
- the scope of the investigation (how the investigation was undertaken)
- the conclusion/s of the Extended Essay

You can write your abstract in three paragraphs covering the above points.

Page Numbers

Page numbers must be included on each page except the title page. Start numbering on the page *after* the abstract. Make sure the readability of the essay is good (i.e. large spacing, no weird (orange, yellow) colours, headers and footers all sorted out -- that you have your name, candidate number, page number, and various other details on each page.

Table of Contents

The table of contents identifies each section of the paper (Abstract, Introduction, Body, Conclusion, Reference Page, Appendix, Illustrations, etc.) as well as topical subsections. Page numbers in the table of contents and the essay must match. Include section and subsection headings labelled in bold throughout the essay to guide the reader and identify the different sections of the essay.

Introduction

Although not listed as a criterion of assessment, an introduction is an important component of an Extended Essay. The research question or purpose of the essay should be clearly spelled out and the thesis or argument should be succinctly stated. Introduce the topic and provide enough information about your topic in order to enable the reader to comprehend the significance of your research question.

The following should be included in your introduction:

- An indication of why the topic chosen is significant and worthy of investigation.
- An indication of why you chose this particular topic.
- Some background information, placing the topic in the appropriate context.
- A clear and precise research question.
- A clear concluding statement of the thesis argument- the response to the research question that will subsequently be developed in the body of the essay.

Thesis

This belongs to the introduction, preferably at the end. You must take a position, construct an argument based on evidence, and defend your thesis. The entire essay must be a response to your research question and a coherent, organized, structured, logical, critical, in-depth examination and defence of your thesis.

Body (Methods and Results)

This is the longest and most important section. Its sole function is the development and substantiation of the thesis or argument. Eliminate all irrelevant descriptive, narrative, biographical and anecdotal details. The body will differ depending on your subject. However for all essays the body is evaluated based on:

- Your approach to the research question.
- Your analysis and interpretation of evidence, including critical analysis and evaluation of sources.
- Your own argument and evaluation of the argument.

The essential feature of the major section, or body, of the essay is the systematic development of a reasoned argument in relation to the research question. Your argument must show in-depth analysis- you must avoid a narrative approach. The structure and the approach in this section will be shaped by the particular subject in which the essay is undertaken. Discuss this with your supervisor.

Conclusion

The conclusion must be clearly stated and relevant to the research question. It must also be consistent with the thesis and its explanation and development presented in the essay. This is more than a summary. Review how you have demonstrably and convincingly supported your thesis and answered the research question. Concisely restate your key points and discuss the broader implications of the thesis. Have you satisfactorily answered the research question? The conclusion should be clearly stated, relevant to the research question being investigated, substantiated by the evidence given, and discuss new issues that have emerged from the research.

Illustrations, data, charts, graphs, etc.

If you plan to include these make sure they are labelled and listed in the table of contents. Presentation and overall neatness are important. Make sure you discuss their significance and relevance in the text of the essay. 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.

Bibliography/Reference

The bibliography or reference page is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be cited in the introduction or in the acknowledgement. The bibliography should list only those sources cited in the text. The bibliography must be alphabetical by the author's last name.

Appendix

Please note that IB readers are not required to read the appendix thoroughly, so all essential information must be in the body of your essay. Unless considered essential, a complete list of raw data should not be included in the Extended Essay.

Structure

The essay must be typed double spaced in 12 pt. font and be as close to 4,000 words as possible without going over the limit. The 4000 words include the Introduction, Body, Conclusion, and any quotations. It does not include the Abstract, Acknowledgements, Table of Contents, Illustrations, Bibliography, Footnotes, Endnotes, or Appendices. Use Times New Roman font in black ink.

The essay should be neat and organized. Do not use run-on sentences and paragraphs that are too long and attempt to treat too many topics. Do not allow careless grammatical and spelling errors to lower your grade. Paragraphs must be topical, readable, and of reasonable length. The essay must be structured and organized logically with all arguments and analysis presented and developed in a systematic fashion and order. Use smooth transitions between paragraphs to link the paragraphs, arguments, and sections of your paper. Use a spelling checker and make sure several competent people proofread your essay.

Requirement of Extended Essay

Your Extended Essay must address each of the following questions.

Introduction

- What is your research question?
- Why is the research question significant and worthy of study?
- Why is the research question significant to you personally?
- What is your thesis?
- What is your game plan for the rest of the essay?

Body

- What is the background information needed in order to understand your research question and thesis?
- What are the distinct elements of your thesis? How can the thesis be divided and broken down into parts?
- What are the central arguments you will make to defend your thesis?
- What are the topical subsections of your body? Outline each subsection of the body.
- How does each subsection build upon the previous subsection and lead up to the next? How does each subsection contribute to your defence of your thesis?
- What evidence will you present to support your arguments and thesis?
- What are your key sources? How will you integrate the evaluation of your sources in the body?
- How will you integrate critical analysis into your body?

Conclusion

- How have you sufficiently answered the research question and defended your thesis?
- What are the major strengths of your thesis and your analysis and defence of it in your essay?
- What could you have done better in the essay? Evaluate your own work critically.

- What are the new questions and unresolved questions which have arisen from your research and analysis?
- Bibliography
- Include only those sources you have cited in the essay.

Assessment Criteria for EE

General Assessment Criteria - There are eight general assessment criteria. For each, different degrees of quality are described by a set of achievement levels. These criteria are mainly concerned with the writing of the abstract and conclusion, the use of information and data, and the overall presentation.

Criterion	Mark Range
(i) Research Question	0-2
(ii) Introduction	0-2
(iii) Investigation	0-4
(iv) Knowledge and Understanding of Topic	0-4
(v) Reasoned Argument	0-4
(vi) Application of Analytical and Evaluative Skills Appropriate to the Subject	0-4
(vii) Use of Language Appropriate to the Subject	0-4
(viii) Conclusion	0-2
(ix) Formal Presentation	0-4
(x) Abstract	0-2
(xi) Holistic Judgment	0-4

For complete assessment related to subject in which you are writing EE, refer to EE Guide 2013.

Subject Assessment Criteria - Each subject has its own set of assessment criteria with different degrees of quality being described by a set of achievement levels. These can be found in the IB Extended Essay Guide. (Ask your supervisor/teacher). An Extended Essay which is inappropriate to the subject in which it is registered will score zero on the subject assessment criteria. **Be sure to review the specific criteria for your selected subject.**

For example Group 1—Literature

- **Knowledge and Understanding of the literature studied, and where appropriate, reference to secondary sources.**
- **Personal response justified by literary Judgment and /or analysis**
- **Use of language appropriate to a literary essay**

Scoring of EE

The EE is scored by an external IB-trained examiner, using the assessment criteria outlined in the EE Guide. Scores are on an A – E scale:

- A = Excellent;
- B = Good;
- C = Satisfactory;
- D = Mediocre;
- E = Elementary.

The grade boundaries for Extended Essays are:

- A = 29 – 36
- B = 23 – 28
- C = 16 – 22
- D = 8 – 15
- E = 0 – 7

(If a student receives a score of an “N,” that means no grade was given.) Combined with the score earned on the Theory of Knowledge assessment, students may earn up to 3 bonus points, applied toward the minimum 24 points needed to earn the IB Diploma.

Students who receive an “E” on either their EE or their TOK assessment must earn a minimum of 28 points to receive the IB Diploma. Students who receive an “E” on both the EE and TOK assessments cannot earn the IB Diploma.

Award of Diploma Points

The Extended Essay contributes to the overall diploma score through the award of points in conjunction with theory of knowledge. A maximum of three points are awarded according to a student’s combined performance in both the Extended Essay and theory of knowledge.

Both the Extended Essay and theory of knowledge are measured against published assessment criteria. According to the quality of the work, and based on the application of these assessment criteria, a student’s performance in each of the Extended Essay and theory of knowledge will fall into one of the five bands described previously. The total number of points awarded is determined by the combination of the performance levels achieved by the student in both the Extended Essay and theory of knowledge according to the following matrix.

Common Problems in Extended Essays

1. Finding a topic and a valid question – many candidates suffer from “topic drift” where they state a question or thesis, but their paper drifts off into another direction. Keep your research and essay focused. If you begin researching and you want to take your paper in another direction, make sure you adjust your research question accordingly.
2. No central thesis – your thesis will be the answer to your research question. While the Extended Essay centres on a research question, the depth of analysis and argument will depend on a clear thesis that must be articulated and developed throughout the paper.
3. Poor documentation skills – citing your information *correctly* is essential. The reference librarians can help you with this if you are unsure. Document sources as you go – don’t wait until the end to try and remember where you got your information. Poor documentation can result in accusations of plagiarism – it is essential that you get this step right!
4. Lack of library and research skills – this can make research frustrating and time-consuming. Get familiar with the local university library systems and ask questions when you need help. This is a key step in the essay writing process.
5. Inability to analyze secondary materials – primary sources are essential when writing your paper but don’t overlook books and journal articles that relate to your topic. There are many researchers who have already done extensive work in your field – don’t overlook their contributions but remain aware of bias. The best course is to read several secondary materials related to your topic to make sure you are getting a balanced selection.
6. Excessive on uncritical reliance on the Internet – it is dangerous to rely too heavily on the Internet. While there is some excellent information on the web, the bulk of your sources should be academic journal articles, or peer reviewed books. If you are using websites, it is *your responsibility* to make sure those sites are credible and reliable (see handout). Do not rely on “dot coms” to inform your research.
7. Poor scheduling of the work – many candidates underestimate how much time it takes to research and write a 4000 word essay. The process of researching, writing, revising, discussing and writing some more is extensive. It is best to give yourself time to be able to think through the process, make adaptations, correct mistakes and discuss your work with others. Try to stick to the timeline as much as possible. You should budget about 40 hours to research and write your essay.
8. Neurotic longing for perfection – for most of you this is the first major piece of research you have ever undertaken. The IB doesn’t expect you to be perfect. You will have a lot of other things that will need your time and attention so make sure this does not take over your life. Discuss your paper with your supervisor; when s/he is satisfied, be satisfied. After all, you still have Group Projects, CAS hours and final exams to think about. . .
9. Plagiarism, including self-plagiarism – academic honesty is extremely important. Your supervisor and the person marking your essay will both be looking for academic honesty in your essay. Be sure you have read the guidelines on plagiarism and how to avoid it. Anyone caught plagiarizing will not be given any points toward the Extended Essay. If you are unsure of how/whether to cite information, be sure to ask your supervisor for guidance. Your sources should be available in case the question of academic

honesty is ever raised. Keep a research diary of sources you accessed, the dates you accessed them and a brief summary of what you found. It is also a good idea to keep a binder of any scholarly articles you used to inform your research. Please note that for the Extended Essay, you must cite all the sources you used, not just the ones you quoted.

10. Collusion – academic collusion refers to having someone else write your paper for you or having someone else make significant alterations to your paper in the editing process. It is normal for parents, teachers and friends to want to help you but any changes, deletions, rearrangements, additions, or corrections made in your essay should represent your own work. Having an editor is recommended but s/he cannot make significant changes to your paper. This also applies to research and experimentation – your work must be your own at every stage of the process. Your supervisor and the person marking your essay are responsible for checking for indications of collusion. Students caught colluding on their essays will be given a reduced grade or will not be given any points for the Extended Essay, depending on the extent of the incident.

Reflections of an Extended Essay Examiner

By: Hugh Robertson

- The success of an Extended Essay is shaped largely during the preparatory stages. Major weaknesses, such as broad topics, lack of focus, and vague research questions, can be traced directly to the research phase. The iceberg analogy illustrates clearly the importance of the analysis/research/experimentation that underpins the completed essay. Since the initial work is so crucial, consider following the steps outlined below as you prepare your Extended Essay.
- Select a subject in which you have an interest, preferably one of your diploma subjects.
- Read the assessment criteria in The Extended Essay Guide and focus on the interpretation of the criteria that is relevant to your subject.
- Meet your supervisor to discuss your choice of subject and to map out a schedule.
- Draw up a list of research topics that interest you.
- Discuss the topics with your supervisor and then decide on one.
- Read about your topic and narrow it to a number of challenging issues or problems.
- Select one issue or problem as the focus for your essay.
- Formulate a precise and challenging research question or a hypothesis.
- Undertake your analysis/research/experimentation using primary and secondary sources.
- Shape the structure of your answer by creating a series of detailed outlines.
- Rough out the complete essay from title page to bibliography.
- Revise and edit the rough draft carefully.
- Reread the assessment criteria to ensure that your draft addresses all of them.
- Remember that an Extended Essay has a central thesis, argument or point of view.

Once you have revised and edited your rough draft you are ready to assemble the final copy. The one-tenth of the iceberg above water represents your completed Extended Essay. Since one-tenth of the overall project counts for 100% of the mark, package it with painstaking care.

Use the following list of common weaknesses as a checklist when you assemble your essay.

Title

Provide a concise title that clearly indicates the focus of the essay. Do not use your research question or hypothesis as your title.

Abstract

An abstract is not an introduction, although there is some overlap. An abstract is a synopsis of the essay. It also sets the tone of the essay.

Table of contents

The contents page outlines the main sections with corresponding page numbers. It also indicates the structure of the essay.

Introduction

Although not listed as a criterion of assessment, an introduction is an important component of an Extended Essay. The research question or purpose of the essay should be clearly spelled out and the thesis or argument should be succinctly stated.

Body and development

This is the longest and most important section. Its sole function is the development and substantiation of the thesis or argument. Eliminate all irrelevant descriptive, narrative, biographical and anecdotal details.

Conclusion

Remember that last impressions are lasting impressions. The conclusion pulls the essay together and sums up the major points that shaped the thesis.

Quotations

Use quotations judiciously and integrate them smoothly into the text of the essay. They are frequently used to excess and parachuted into the essay as space fillers.

Structure

Organization enhances the clarity of your thesis. Plan the structure of your essay carefully and ensure that your paragraphs reflect your plan.

Style

Write your essay in a style that is clear and smooth and in a tone that is formal and scholarly. Precise, articulate expression has persuasive power.

Subheadings/chapters

Longer essays in certain subjects, like the sciences, might require section headings. However, headings can fragment the flow of the argument. Effective paragraphing will often eliminate the need for subheadings and chapters.

Documentation

Whether you are citing a quotation, an idea, an illustration or Internet information, you **must** document the source. Ensure that you use a major documentation style that is pertinent to the subject from which your topic is drawn.

Length

The most successful essays are in the 3,000 – 3,500 word range. Prune and cut your rough draft as you revise and edit so that your final copy is a crisp, clear, and cogent piece of writing. Remember that words should be weighed, not counted.

Formal presentation

Proofread your essay meticulously from the title page to bibliography. Use computer technology to enhance the layout. An error-free and attractively laid out essay will have a positive impact on the examiner.

Appendix

All material placed in the appendix must be directly relevant to your thesis. This material must be cross-referenced to the development of the thesis.

Technology

The computer is simply a tool and its effectiveness as a tool is determined by how you use it. Evaluate and filter Internet information with caution. Mindlessly downloading data and pasting it into essay format does not constitute critical thinking and may be plagiarism.



EXTENDED ESSAY CHECKLIST

1	Is the essay within the limit of 4,000 words?	
2	Is there a Table of Contents page?	
3	Are all pages numbered?	
4	Are all diagrams, charts and graphs indexed and labeled and sources referenced where applicable?	
5	Are all necessary terms defined/explained?	
6	Are all references cited consistently and correctly, both in the body of the essay as well as in the Works Cited page?	
7	Does the Works Cited page include all and only the works of reference you have consulted?	
8	Does the Works Cited page specify author(s), title, date of publication and publisher in every reference? If it is a website have you specified the date on which it was accessed?	
9	Does the Appendix contain only relevant information?	
10	Are all references to any Appendix clearly cross-referenced and labeled?	
11	Is your research question/thesis reflected in the title of your EE?	
12	Is your research question/thesis stated clearly in your Introduction?	
13	Is your research question/thesis stated clearly in your Conclusion?	
14	Does your Conclusion address unresolved questions or any new questions that have emerged?	
15	Is your Abstract within 300 words	
16	Does your Abstract contain the research question, the scope of your investigation and the conclusion you have reached?	

EE Submission Guidelines

1. Each student must submit **THREE** copies of his/her completed essay to their faculty mentor by **December Last week**. One copy will be kept by the supervisor, one will be kept with the coordinator and one will be submitted to IB for grading.
2. **EACH ESSAY SHOULD HAVE THE STUDENT'S NAME AND IB NUMBER PRINTED AT THE BOTTOM OF EACH PAGE OF THE ESSAY.** Use the header/footer on your computer.
3. THE COPY SENT TO IB WILL BE ENCLOSED WITH A COVER SHEET, SUPPLIED BY THE supervisor. EACH ESSAY COVER SHEET MUST BE COMPLETED NEATLY, AND IN BLACK INK.
4. EACH COVER SHEET MUST INCLUDE THE TITLE OF THE ESSAY, AND SHOULD BE SIGNED AND DATED BY THE STUDENT.



Scottish High International school

Extended Essay Contract

Name: _____

Essay Subject: _____

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 calendar. I will contact my faculty mentor and IB Coordinator should there be any modifications in the above indicated information. I understand that I must complete the Extended Essay in order to successfully complete the Diploma Program.

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 calendar. I understand that students must complete the Extended Essay in order to successfully complete the Diploma Program.

Parent Name: _____

Parent Signature: _____

Date of Submission: _____

SCOTTISH HIGH INTERNATIONAL SCHOOL

Extended Essay Proposal Form

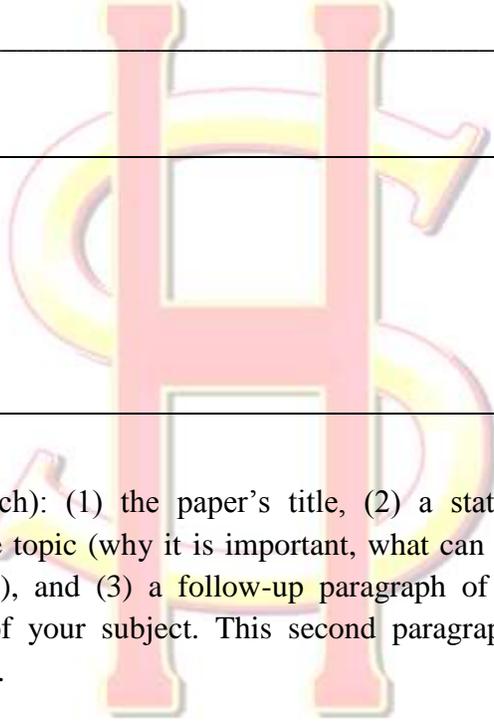
All students must provide a proposal for their Extended Essay. It is recommended that proposal should be in subject area that they study. It is recommended that students choose their stronger subjects (their higher level subjects). It is also recommended that students approach subject teachers about the validity of their proposals prior to completing this form. Students should complete both sections below in full indicating the subject area, the supervisor and the possible title with a brief rationale explaining what is to be researched and why.

Student Name _____

Subject _____

Topic _____

Research Question



Rationale: Rationale (please attach): (1) the paper's title, (2) a statement of approximately 250 words explaining the general value of the topic (why it is important, what can be gained from studying it, and what 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.

Supervisor's name _____

Supervisor's signature _____

Student's signature _____

Date _____

Copies to
Extended Essay Supervisor
EE coordinator

THE EXTENDED ESSAY ANNOTATED BIBLIOGRAPHY & PRELIMINARY OUTLINE

Student Name: _____

Extended Essay Supervisor _____

Date of Submission _____

Subject: _____

Topic: _____

Title: _____

Please attach typed copy of annotated bibliography and preliminary outline to this sheet.

Annotated Bibliography (To be completed by supervisor)

Is annotated bibliography detailed and sufficient for the proposed essay?

--

EE Student Supervisor Meeting Report

Use the following form to keep track of the meetings with your faculty mentor, questions you wish to raise, and tasks you need to complete. At each meeting ask your mentor to sign and indicate how many minutes he or she has spent with you. Please note that IBO states that the amount of support given by the supervisor should not total more than 5 hours.

Date Time spent:	Focus of meeting:	Agreed outcomes of meeting:
	Further actions & responsibility	Outstanding questions & responsibility:
	Supervisor's signature	Student's signature

THE EXTENDED ESSAY FIRST DRAFT

Student Name: _____

Extended Essay Supervisor _____

Date of Submission _____

Subject: _____

Topic: _____

Title: _____

Please attach typed copy of first draft to this sheet.

First Draft (To be completed by supervisor)

The first draft shows evidence of research and investigation into the topic. Use the grading criteria to rank the students work. Please return to IB Coordinator.

Grade Criteria:

A Student has turned in a first draft with several sources reflecting a wide range of references, which enabled them to write a thorough, analytical paper.

B Student has turned in a first draft with several sources reflecting a wide range of references, which enabled them to write a good paper.

C Student has turned in an acceptable first draft with several sources, but does not analyze the topic and does not have a range of sources reflecting a wide range body of research to thoroughly explore the topic.

D Student has turned in an inadequate first draft with few or unacceptable sources.

E Student has not turned in first draft with acceptable sources.

THE EXTENDED ESSAY FINAL DRAFT

Student Name: _____

Student Supervisor: _____

Date of Submission: _____

Subject: _____

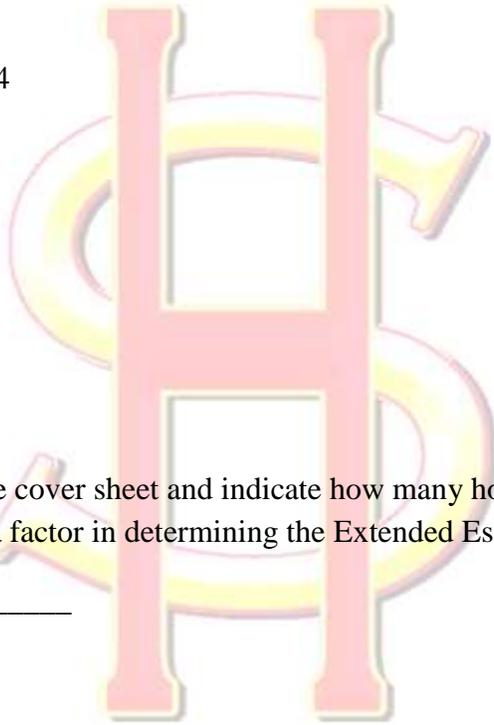
Title: _____



(For Supervisor Use only)

Please assign a grade to the Extended Essay based on the general criteria and subject criteria. Please return the essays to the IB Coordinator with their grade. Please do not mark the essay or feel that you must make comments. At this point you simply read and assign a grade. Please use the rubric below.

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



The final 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.

Hours spent with the student: _____

EXTENDED ESSAY TIMELINE Session 2015-2017

The following schedule is meant to help you organize the process of writing your Extended Essay into manageable tasks. Taken separately, these tasks are not overwhelming, and by following the timeline you will have sufficient time to complete each of them.

These deadlines, therefore, are meant to be met.

S No	Deadlines	Task Description
1	September 2015	Extended Essay Kicks off. DP XI students receive all paperwork, timeline and Introduction to Extended Essay
2	October 2015	Complete mind map/ deciding subject Allocation of teacher Supervisor First meeting with teacher supervisor Meeting to discuss Extended Essay guideline/ topic examples
3	November 2015	Undertake wide reading
4	December 2015 (Last week)	Required meeting(s) between student and supervisor. General topic discussed
5	January 2016	Narrowed topic/ Research Question Second meeting with teacher supervisor to identify research question Complete & submit annotated bibliography. Complete and submit Proposal form.
6	Feb/ March / April 2016	Undertake bulk of research & collect evidence
7	May 2016	Third meeting with the teacher supervisor and discuss a detail plan for summer research
8	June 2016	Students work independently to write the essay
9	September 2016	Student submits first draft to the supervisor and the EE coordinator. Student sets up date to discuss first draft <i>Students who do not submit first draft will jeopardize their standing as diploma candidate</i>
9	October/November 2016	Revision of first draft Complete final draft
10	December 2016	Submission of Final EE. Three copies to EE coordinator Viva voce: A short interview with the student. It serves the following purpose <ul style="list-style-type: none"> • A check on plagiarism and malpractice in general • An opportunity to reflect on successes and difficulties in research process • An opportunity to reflect on what has been learned

Bibliography

IB Extended Essay Guide 2013

IB Extended Essay workshop Guide by Manuel Condolium

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Scottish High Extended Essay Handbook of last year

