

# ***THE EXTENDED ESSAY***

~ A User's Guide for IB Diploma Students ~

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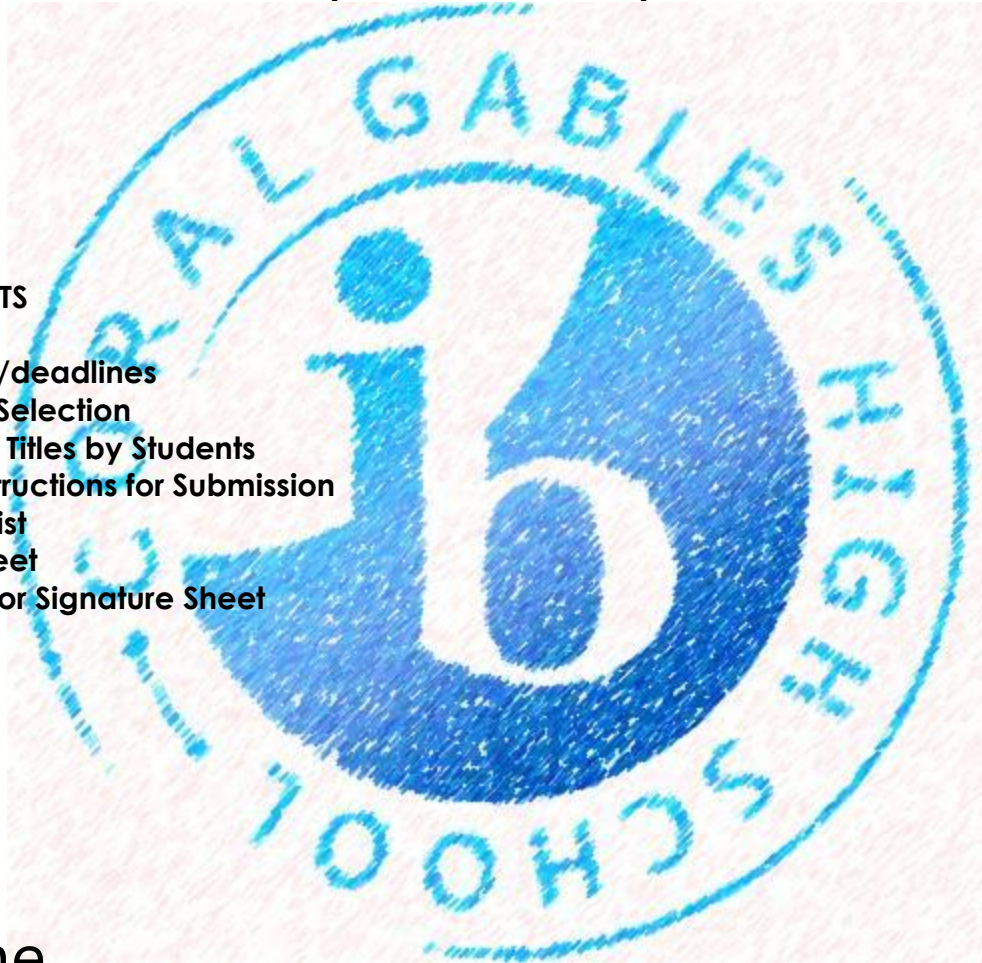
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In addition to this material, there is one "document" you need: **The Extended Essay Guide**. This Guide is available on Managebac under the EE tab. There you will find assessment criteria and specific guidelines for each IB-approved Subject (e.g., History, Biology, etc.), among other things. Please download and save a copy of this important resource.

# The Extended Essay~ FAQ's

**What is it?** "The extended essay is an in-depth study of a focused topic chosen from the list of approved Diploma Programme subjects—normally one of the student's six chosen subjects for the IB diploma. It is intended to promote high-level research and writing skills, intellectual discovery and creativity. It provides students with an opportunity to engage in personal research in a topic of their own choice, under the guidance of a supervisor (a teacher in the school). This leads to a major piece of formally presented, structured writing, in which ideas and findings are communicated in a reasoned and coherent manner, appropriate to the subject chosen" (*EE Guide*, p. 2). The essay may not be longer than 4000 words. A good target is 3500.

**When is it due?** One copy of the final version with a printout of the Originality Report from TurnItIn is due, in your Theory of Knowledge 2 class, November of your senior year.

**How much does it count?** Together with your performance in TOK, the EE can earn you an additional 3 points towards the 24 needed for the Diploma. If you receive an "Elementary" mark on your EE (the lowest of five marks), you then must earn 28 points to receive the Diploma.

## What's the process?

1. Read through the *Extended Essay Guide* available on Managebac under the "EE" tab.
  2. Choose an approved Diploma subject. Read the Subject Details for that subject.
  3. Consult with a faculty supervisor.
  4. Formulate a well-focused research question.
  5. Identify preliminary research sources-this means a working bibliography.
  6. Research, read, and create an EE outline with an updated working bibliography. Think of each sub-topic as a mini-essay building towards this developed paper.
  7. Write at least a 2000-word draft, although a full draft is better.
  8. Turn in your draft to your AP English Literature teacher/work with your supervisor to receive feedback.
  9. Revise.
  10. Turn in final draft with originality report to TOK2 class.
  11. Schedule a short concluding interview (10-15 minutes) with your supervisor.
- \*\*\*\*\*Any dates or requirements set by a supervisor have primary importance!

**How do I pick a topic?** Start first with the list of IB-approved Subjects. (A list is provided in this packet.) Interdisciplinary approaches are a challenge and often don't work! Generally, neither do Subjects you haven't actually studied in school (there are a couple exceptions). "Social and cultural anthropology" may seem interesting, but beware. So first think "Biology," or "Math," or "History," etc. Then, consulting with your supervisor, determine a Research Question that targets a specific and limited Topic within that subject. Finally: You cannot use IB-required work from other courses as your IA – e.g., your Historical Investigation, Math Studies Project, Psychology Experiment, etc. However, you may look to your CAS project for inspiration.

**What is a supervisor and how do I get one?** IB requires that each student have a supervisor who is a faculty member (not necessarily an IB teacher). "The supervisor must have appropriate qualifications and experience in the subject chosen by the student..." The supervisor provides advice and support during this process. Supervisors are expected to spend

about 3-5 hours with you over the course of the next number of months, including e-mail or other communication and reading your drafts. Some supervisors have additional deadlines of their own; many expect contact over the summer. You will need to approach a teacher over the next several weeks and ask if he or she will be your supervisor. Don't delay. Teachers set their own limits as to how many EE's they may supervise. Slots fill up quickly.

**How long am I expected to spend on it?** It is recommended that the Essay is "the result of approximately 40 hours of work" (*EE Guide*, p. 3).

**What happens if I don't do it?** If you don't submit a "viable rough draft" or an acceptable final draft by the stated deadlines, you will be scheduled out of the IB program. No matter how well you do in your courses, failure to complete an Extended Essay is a "failing condition," meaning that you cannot earn an IB Diploma no matter how well you do in your individual classes. Since IB at CGHS is "Diploma only," you may not remain in IB classes if it becomes apparent that you are no longer interested or able to seek the Diploma.

# The Extended Essay

| <i>Date or Timeframe</i>               | <b>Process: What should I be doing?</b>   | <b>Product: What is due?</b> | <b>Who gets this?</b>  |
|--|---|------------------------------|--|
| Today!                                 | Learn about EE basics   | Only your attention          | You  |
| 2 <sup>nd</sup> Semester, junior year  | <ol style="list-style-type: none"> <li>1. Consult the Extended Essay Guide.</li> <li>2. Select an IB-approved subject</li> <li>3. Find a teacher to serve as your supervisor.</li> <li>4. Consult with your supervisor about your topic and research question (narrowed focus).</li> <li>5. Identify research sources.</li> <li>6. Generate working outline.</li> </ol>             |                              | <u>Between You &amp; Your Supervisor</u><br>3/18- Approved Supervisor<br>4/15- Research Question/Thesis<br>6/1- Approved Outline/Working Draft w/Bibliography, Works Cited<br><br><i>If your supervisor would like you to follow a different timeline, they must still sign off on the EE Deadline Sheet.</i>  |
| <b>Thurs, March 17</b>                 | TURN IN: Extended Essay Entry Sheet ( <i>copy attached</i> )  |                              | IB Office-Ms. Van Wyk  |
| <b>Wed, Jun 1</b>                      | TURN IN: Working Draft/Outline, Bibliography, Works Cited (MLA FORMATTED)<br><b>***FAILURE TO MEET THIS DEADLINE WILL RESULT IN THE STUDENT'S IMMEDIATE REMOVAL FROM THE IB DIPLOMA PROGRAM</b>   |                              | <b>IB Office-Ms. Van Wyk</b>   |
| Summer between junior and senior years | <ol style="list-style-type: none"> <li>1. Fine tune your research, collect additional sources as needed to answer your research question (RQ).</li> <li>2. As you read and study, further develop your thesis (answer to your research question).</li> <li>3. Create a detailed outline.</li> <li>4. Work on your draft to up it to the vicinity of the 4000 word limit.</li> </ol> |                              | Although IB has no formal deadlines during the summer, your supervisor may establish or recommend some deadlines to you. Some of these deadlines might involve the submission of a product, e.g., a topic outline. Some supervisors require their students to check in by phone or e-mail during the summer. Other supervisors give students a great deal of latitude (i.e., rope with which to hang themselves as they continue to procrastinate through those long, lazy summer afternoons). Either way, it is not your supervisor's job to track you down and "make you" do this. |
| <b>Wed/Thurs, Aug 24-25</b>            | <b>Turn in 1<sup>st</sup> FULL draft</b><br><b>***FAILURE TO MEET THIS DEADLINE WILL RESULT IN THE STUDENT'S IMMEDIATE REMOVAL FROM THE IB DIPLOMA PROGRAM</b>  |                              | <b>TOK2 Teachers/ Ms. Van Wyk will review drafts for deadline compliance</b>   |
| First semester, senior year            | <ol style="list-style-type: none"> <li>1. Meet with your supervisor following the submission of your draft.</li> <li>2. Revise as needed.</li> </ol>  |                              | Again, no formal deadlines here, but your supervisor may require a second draft or additional conferences.   |
| <b>Thurs/Fri, Nov 17-18</b>            | <b>Upload final version of EE to TurnItIn and Managebac.</b>  |                              | <b>TOK2 Teachers</b>   |
| <b>To be set</b>                       | <b>Schedule and conduct your concluding interview</b>   |                              | <b>Your supervisor</b>   |

## Subject Selection: Start here...

Group 1 (English Literature)-

Group 2 (Language B – must be written in the Language B, e.g., Spanish, French, Chinese)

*Group 1 and Group 2 essays can be written in one of three categories that range from literary analysis, to language, to culture. Be sure to see the relevant pages in the Extended Essay guide, as the requirements are very precise. Failure to follow them will lead to an Elementary EE.*

|  |                            |
|--|----------------------------|
| Biology                                    | Literature and performance |
| Business and management                    | Mathematics                |
| Chemistry                                  | Music                      |
| Classical Greek and Latin                  | Peace and conflict studies |
| Computer science                           | Philosophy                 |
| Dance                                      | Physics                    |
| Design technology                          | Politics                   |
| Economics                                  | Psychology                 |
| Environmental systems & societies          | Social anthropology        |
| Film                                       | Theatre arts               |
| Geography                                  | Visual arts                |
| History                                    | World religion             |
| Human rights                               | World studies              |
| Information technology in a global society |                            |

- Over the years, the most popular Subjects have been History and Psychology. Group 1 (literary analysis in English), physical sciences, and peace and conflict studies are also frequently selected. Very strong foreign language students have also written acceptable Group 2 essays.
- Students experience the greatest success in IB Subjects that they have studied or that are closely related to offered courses.
- A few Subjects that we do not offer that can be managed pretty well in Extended Essays: Students have had success in World Religions, Information Technology, Peace and Conflict Studies, and Human Rights. However, you must examine the official Subject Guides for those courses.
- Many Subjects that we don't offer are problems for students who do not first learn the basics of that Subject. If you want to attempt these areas, you must study and master the methods of those disciplines (for example in Geography or Social Anthropology). *This is most definitely not recommended by the IB.* Usually this means working through a college level text that might be used for, say, an Anthropology 101 class. This only makes sense. No one would ever think it was a good idea to write a 4000-word essay on *Hamlet* if you had never studied literary analysis or read Shakespeare. Why do we suppose we can become instant philosophers or economists?
- Lastly, consider extending your learning from your CAS activities or project. Has an aspect of your project intrigued you on a larger scale? For example, if you established a Coral Reef Re-harvesting Program, your extended essay can take this learning and extend it into a World Studies essay on global policy building protecting marine environments.

# The Extended Essay-Previous Titles by Students

## **Group 1** (English A1)-Literature

Deserts and Wastelands: Essential Motifs in Early Modernist Poetry

## **Group 2** (Languages B)-Language/Culture

Molière et la Farce: Sa Méthode Préféré d'Écrire

## **Biology**

The Analysis of the Human Mitochondrial DNA and its Applications in the Search for Human Origins

## **Chemistry**

The Comparison of Various Types of Teas through the Extraction of Caffeine

## **Computer science**

Neural Networks and Artificial Intelligence: An Analysis and Comparison of Hebbian and Self-Organizing Maps in Relation to the Creation of an Artificially Intelligent Computer

## **Economics**

Was NAFTA Beneficial to Juarez, Mexico?

## **Environmental systems**

Blasted Legacies: How should we manage the ecological impact of nuclear weapons testing on the American Southwest?

## **History**

A Comparison of Virginia McClurg's and Anna Dickinson's Tactics in the Late 1800s and their Involvement in the Women's Suffrage Movement

## **Mathematics**

Applications of Quaternions in Three-Dimensional Transformation

## **Music**

1974: The End of Minimalism in Modern Music

## **Peace and conflict studies**

Political Deadlock: The Struggle between the State Peace and Development Council and the National League for Democracy for Control of the Government of Myanmar

## **Philosophy**

The Logic of God: Can God be Argued into Existence?

## **Physics**

Aerodynamic Effects of Up-Turned and Down-Turned Tip Caps

## **Psychology**

Towards Wholeness: How does Piaget's theory of developmental stages of learning provide for a defense of art education in public schools?

## **Theatre arts**

Methods in Madness: How and why have portrayals of Hamlet changed through the ages?

## **Visual arts**

Collisions at the Intersection of Art and Politics: What are the qualities of an effective editorial cartoon?

## **World religions**

Spiritual Intersections: What do the common factors of mysticism in the Christian Desert Fathers, Zen Buddhism, and Islamic Sufism reveal about conceptions of ultimate reality?

TIP: Unsure about a Subject? Come to the IB Office to discuss your options.

## Extended Essay-Final instructions for submission

- Your FINAL Extended Essay is due on **Thursday/Friday, Nov 17-18, 2016.**
- You will need to submit **one final draft of your EE and a printout of your Originality Report from TurnItIn to your TOK2 teacher.** (Do not give them to your supervisor.) Be sure to keep a copy for yourself – hard copy or otherwise.
- DO NOT SUBMIT YOUR ESSAY VIA E-MAIL. This does not count as turning it in. You are responsible for printing your copies out prior to coming to TOK2. Anticipate technical problems and solve them on your own before coming to class. There are many ways to do this. Be resourceful.
- If you fail to meet the Extended Essay deadlines established by the packet, a **non-IB schedule will be arranged for you.** We will “exit” you with IB. You will not be allowed to test in any subject or remain in any classes. You will be withdrawn from your IB Exam Registration. If there are any financial penalties, you will be responsible for re-payment (because we have paid IB already and cannot get a refund) and we will impose an obligation – which means you will receive not your high school diploma until you have paid the full amount. You will be responsible for completing the ALL of the graduation requirements for the state of Florida. Any requirements previously waived under the IB Diploma track will have to be made up, including Personal Fitness, Physical Education elective, American History, American Government/Economics, etc.
- Shortly after you’ve turned in the essay, it will be passed along to your supervisor. Your supervisor will schedule a 15-minute follow-up interview about your essay. This is NOT optional for you. Make sure that your supervisor has reliable contact information for you.
- **Your Essay must have these components, IN THIS ORDER:**
  1. **Title page** with your name, school, supervisor, current IB candidate number, descriptive title, research question, IB subject, session date (May 2013), and word count (no more than 4000 words, not including abstract, any appendices or footnotes). **Refer to the sample title page provided in this packet.**
  2. **Abstract:** A summary of your Essay’s thesis (research question), how you will prove it, and what you ultimately will conclude. Be direct and straightforward. 300 words max.
  3. **Table of Contents** indicating major sections or headings of your Essay.
  4. **Body** of the paper – clearly written, cleanly reproduced with page numbers, meticulously proofread. (You will receive your candidate number for the heading once they are available.)
  5. **Bibliography:** follow consistently whatever style (MLA, APA, etc.) is appropriate for your subject.
  6. **Appendix(ices):** Optional – and only if necessary.

**FINALLY...** Remember that the consequences for **academic dishonesty** regarding an Extended Essay are severe. If you submit to your supervisor an Extended Essay which has been plagiarized (whether intentional or accidental), it is the same as cheating on an IB Exam, and your chances of receiving an IB Diploma are in serious jeopardy.

SENIORS IN PAST SESSIONS LOST THEIR DIPLOMAS BECAUSE THEY PLAGIARIZED THEIR ESSAYS. Whether intentional or careless, it did not matter. You will be officially investigated by CGHS and then by IB, and their permanent IB records will indicate they were found guilty of Academic Malpractice.

**Do your own work; citing carefully and appropriately all of your sources, whether directly quoted or summarized or paraphrased. Include a complete and accurate bibliography.** Remember: Any source included in your bibliography must have a corresponding citation within your paper (in an internal citation).

**Once you submit your Essay in TOK2 and sign the cover sheet guaranteeing the paper is your own work, it is as if you have submitted it to IB and it is too late to "fix" plagiarism issues.**

**Tips:**

- USE PAGE BREAKS. Do not press enter 10<sup>23</sup> times.  
On Mac: Click "Document Elements", select "Break", "Choose" and "Next Page"  
On Windows: Click "Page Layout", select "Breaks" choose "Next Page".  
\*This allows Word to differentiate between sections in your EE.
- Open the header. De-Select "Link to Previous". This allows section-specific headers.
- Add page numbers ONLY to the actual essay. DO NOT add page no. s to the Title Page, Abstract, or Table of Contents.
- Remember to adjust font to Arial, 12 pt.
- Use the new Candidate No. (also in the header).



# The Extended Essay-Check List

Your final version of the Extended Essay must have the following parts, in this order:

\_\_\_\_\_ Title page (*see model in this packet-DO NOT USE ANY OTHER FORMAT*)

\_\_\_\_\_ Abstract (no more than 300 words: summary/synopsis of the essay as a whole)

\_\_\_\_\_ Table of contents

\_\_\_\_\_ The Essay itself (with your candidate number /numbered pages of each paper, as a header or footer)

- \* Introduction [clearly stated research question / thesis]
- \* Body of the paper [you may have subsections and headings, or illustrations and graphs/charts, etc. if necessary]
- \* Conclusion

\_\_\_\_\_ Bibliography [use the format associated with your Subject; if in doubt, consult with your Supervisor]

*OPTIONAL*: Appendices – but be careful. The IB does not consider appendices to be an essential part of the extended essay and examiners may not in fact read them.

## Points to Consider

- A. Have you followed the guidelines for your subject? Are you sure your research question is acceptable within the guidelines?
- B. Have you closely examined the scoring rubric to see if you have met the criteria for the maximum number of points?
- C. Does your works cited page include all of your in-text citations?
- D. Have you supported your argument with reputable & academic research?
- E. Make the main points of your argument bolded subheadings in your paper (and used in your Table of Contents)
- F. **Research question is in the following 4 places: title page, abstract, introduction and conclusion**

# IB Diploma Program-Extended Essay Entry Sheet

Name of candidate: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

IB Subject: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preliminary Research Question:

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## ENTRY PROCESS

- Become acquainted with the Managebac "EE" tab and download the EE Guide.
- Access all the tabs and read the material under "Introduction." These apply to all EE's, no matter the subject: "Nature," "Aims," "Assessment Objectives."
- Then refer to "Details—All Essays" and "Details—Subject Specific" to the process guidelines and specific details about EE subjects.
- Select a Subject.
- Make an appointment with a faculty member to discuss your ideas and secure his/her agreement to be your supervisor.
- **Complete this form and return to Ms. Van Wyk in the IB Office by Thursday, March 17. Note: Failure to meet this deadline and all others established by IB for Extended Essay will result in the removal of the student from the IB program. Initial (Student) \_\_\_\_\_ / (Parent) \_\_\_\_\_**
- Go on Managebac and complete the Extended Essay Proposal.
- Official registration will be completed in the fall of your senior year during IB exam registration. Changes in Subject after registration result in additional fees, which the Candidate is responsible for paying.

I understand that in order to continue in the second year of the Diploma Program, I am expected to submit a FULL DRAFT along with a list of works cited to my TOK2 teacher on August 24/25, 2016. **Failure to meet this deadline and all subsequent IB deadlines for ANY of the IB REQUIRED ASSESSMENTS will result in my removal from the IB program at CGHS.**

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Parent/Guardian

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I will be working with the following teacher as my EE Supervisor:  
(Note: This person must be a member of the faculty but need not be an IB teacher.)

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature of Supervisor

**My signature above indicates that I have saved the digital copy of the supervisor guidebook, will review the EE subject guide and accept working with this student. I also approve the above stated Research Question as a valid EE topic.**



# TOK2 IB Class of 2016

## Extended Essay Deadlines & Supervisor Approval

Name: \_\_\_\_\_ ID # \_\_\_\_\_ EE Supervisor: \_\_\_\_\_

Subject Registration: \_\_\_\_\_

| ESSAY COMPONENT   | Supervisor Signature | Comments/Directions  |
|---|----------------------|--|
| <b>3/17/2016</b><br>EE Entry Sheet signed by supervisor to IB Office  |                      | DID YOU SAVE THE DIGITAL GUIDE TO THE SUPERVISOR'S HANDBOOK? |
| <b>4/14/2016</b><br>Final thesis & research question approved   |                      |  |
| <b>6/1/2016</b><br>Outline/Working Draft, Bibliography, Works Cited (MLA formatted)<br><i>*failure to meet this deadline will result in removal from IBDP</i> |                      |  |
| <b>8/24-25/2016</b><br>1 <sup>st</sup> Full Draft<br><i>*failure to meet this deadline will result in removal from IBDP</i>                                   |                      |  |
| <b>10/13-14/2016</b><br>Final Draft   |                      |  |
| <b>11/17-18/2016</b><br>Final Paper submitted to Managebac<br><i>*failure to meet this deadline will result in removal from IBDP</i>                          |                      |  |
| <b>11/17-18/2016</b><br>Final Paper submitted to turnitin.com<br><i>*failure to meet this deadline will result in removal from IBDP</i>                       |                      |  |
| <b>12/12-13/2016</b><br>Viva Voce (concluding interview) with supervisor  |                      |  |