

UWC Robert Bosch College

Extended Essay Guide

2016-17

*"Research is formalized curiosity.
It is poking and prying with a purpose."*

- Zora Neale Hurston
(American writer and anthropologist, 1891-1960)

Take good care of this booklet. You will be asked to submit your copy with the forms completed and signed when you submit your final essay.

Student name: _____

Supervisor: _____

Subject: _____

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What is the Extended Essay?

In brief, the Extended Essay (EE) is:

- an in-depth study of a topic within an IB subject that is of special interest to you,
- part of the IB 'core' and a mandatory part of the IB diploma
- an essay of (max.) 4,000 words,
- an opportunity to pursue independent research and intellectual discovery,
- an opportunity to develop academic research and writing skills, creativity and critical thinking,
- supervised by a teacher,
- externally assessed.

The Extended Essay, together with TOK, can contribute up to 3 bonus points, and failing the EE is a failing condition for the whole IB diploma.

For more information on the formal aspects of the EE, see the pages 16-19 in the IB's *Extended Essay Guide* and the *General criteria checklist* on page 11 of this guide.

Why is the Extended Essay important?

There are many reasons why it is worthwhile to invest yourself in writing the best EE you can. Some are simply about practical necessities, others about enthusiasm and perseverance.



Subjects and topics

You can write an EE in all subjects offered at Robert Bosch College and you should write it in subject you are taking. The subjects available are:

Group 1: Language A: **English, German, French, Spanish, Arabic**

Group 2: Language B: **English, German, French**

Group 3: **Individuals & societies: Economics, History, Anthropology, Environmental systems & societies, Geography**

Group 4: **Sciences: Chemistry, Physics, Biology, Environmental systems & societies**

Group 5: **Mathematics**

Group 6: **Visual arts, Theatre**

... as well as **World studies**, an interdisciplinary topic combining 2 or more subjects from the IB and exploring 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

For more information, see pages 175-183 in the IB's *Extended Essay Guide*.

You cannot write an EE in:

- Self-taught languages
- Ab Initio languages
- Theory of Knowledge
- Subjects not taught at UWC RBC

Expectations and responsibilities

Students writing the EE are expected to:

- choose a topic they are enthusiastic about and that is available at RBC,
- work independently to produce an authentic piece of research,
- acknowledge all sources used using one citation style consistently,
- observe the rules and regulations for the EE,
- meet all deadlines and respect their supervisor's time,
- plan for how, when and where to find material and source work and design and conduct experiment (if applicable),
- adhere to ethical guidelines when conducting experiments (see the *Animal Experimentation Policy* from the IB on p. 7),
- and not spend more than the recommended 40 hours in total on their EE.

Supervisors of EEs are required to:

- provide the student with advice and guidance in the skills of undertaking research,
- encourage and support the student throughout the research and writing of the EE,
- discuss the choice of topic with the student and, in particular, help to formulate a well-focused research question,
- ensure that the chosen research question satisfies appropriate legal and ethical standards,
- to be familiar with the regulations governing the EE and the assessment criteria, and give copies of these to the student,
- monitor the progress of the EE to offer guidance and to ensure that the essay is the student's own work,
- read and comment on one completed draft only of the extended essay (but not edit the draft),
- read the final version to confirm its authenticity,
- submit a predicted grade for the student's extended essay to the IB,
- complete the supervisor's report (if the EE cover is not signed by both the student and the supervisor, the essay will not be accepted for assessment and may be returned to the school),
- provide an explanation in the report in cases where the number of hours spent with the student in discussing the extended essay is zero; in particular, it is necessary to describe how it has been possible to guarantee the authenticity of the essay in such circumstances,
- and write a report and presents it to the school's DP coordinator if malpractice, such as plagiarism, is suspected in the final draft.

For a complete description of responsibilities, see pages 9-12 of the IB *Extended Essay Guide*.

Also read the 'Advice to students from examiners' on p. 13 of the IB *Extended Essay Guide*.

Research, planning and writing

Examples of extended essays

It is helpful to **review past EEs for ideas and guidance**. A collection of ‘Excellent extended essays’ published by the IB is accessible to you via the library website* (password: extended) or the OneDrive link provided by email. In addition, take some time to talk to second-year students about their experiences writing the EE.

Research resources

In order to become knowledgeable about your topic and to be able to develop and support your own line of argument, **you will need to read widely**. Some reading will help you to understand the broader context of your topic, some will be literature that discusses your topic very specifically. **Resources to help you get started** are the databases we subscribe to at the College* and other authoritative online sources. There you will find scholarly articles from books and journals as well as newspaper articles and other material including some primary sources. The subject teachers and your supervisor will also be able to provide you with information on **subject-specific research sources**.

In addition, you will be able to use the collection – of more than 6 million books and other media including online databases - of the **Freiburg university library (UB)**. You will receive your user card during the mandatory introductory visits in March and April.

Planning and writing

In addition to developing a **focused and manageable research question**, it is important that you make a **work plan around the given deadlines** and **draft an outline of your EE** early in the process. Helpful information on these aspects will be given in the second EE presentation shortly after the proposal submission. This presentation will also cover how to find, assess and document your sources and how to make useful notes during the research process.

Citations, references and bibliographies

All new research is building on the research conducted before by others. It is therefore crucial that you **acknowledge the work and the ideas of others that you are using in your work by citing them as sources and listing them in a bibliography**. Failing to do so may be considered **plagiarism** and it has serious consequences. A third presentation in May will cover how to create proper citations and bibliographies.

Read more on plagiarism and academic integrity on the next page ...

* The library webpages can be found at <http://www.uwrobertboschcollege.de/en/library>.

Plagiarism and academic integrity

From the *UWC RBC Academic Honesty Policy*:

*“Academic integrity can best be seen as a set of values and skills to promote ethical practice in teaching, learning and assessment ... [It] is closely related to personal accountability: the principle that academic work presented under someone’s name is indeed the authentic work of that person, and that a person identifies those elements that have been inspired by the work of others. **Using the work of others to inform and develop your own work is of course encouraged, but ideas and data inspired or collected by others should always be explicitly acknowledged through referencing and footnoting.** This ensures that a person can be held personally accountable for the work submitted in his or her name, and that the grade awarded is a genuine reflection of the person’s academic ability.”*

From the *IB Extended Essay Guide*:

*“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 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. **Failure to comply with this requirement will be viewed as plagiarism and will, therefore, be treated as a case of malpractice.”***

Official documents

UWC RBC Academic Honesty Policy

<http://www.uwcrobertboschcollege.de/en/our-program/college-policies>

Extended Essay Guide (from the IB)

Online http://xmltwo.ibo.org/publications/DP/Group0/d_0_eeyyy_gui_1012_1/html/production-app3.ibo.org/publication/258/part/4/chapter/30.html

PDF http://www.uwcrobertboschcollege.de/wp-content/uploads/2015/03/OCC_d_0_eeyyy_gui_1012_3_e.pdf

Implications of the changes to the DP Programme matrix for the Extended Essay: Addendum to pages 21-22 of the EE guide (2013 version) <http://www.uwcrobertboschcollege.de/en/library/resources-research-writing/extended-essay-resources>

Effective Citing and Referencing (from the IB)

<http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

Animal Experimentation Policy (from the IB)

<http://www.uwcrobertboschcollege.de/wp-content/uploads/2015/03/IB-animal-experimentation-policy-M16.pdf>

Timeline 2016

25 January	Introduction to the EE and speed-dating with teachers and second-years Start thinking about potential topics and discuss ideas with subject teachers
21 February	EE Proposal due. Upload to a database (link provided by email)
February	Supervisors get assigned. First subject group or individual meetings.
Feb-March	Introductions to research and databases
3 March	Introduction to EE Writing and Research and workshops in subject groups
Early March	1st meeting with supervisor (to be documented in the reflection form)
March-Apr	Introductions to the university library (UB Freiburg) incl. access cards
Early April	2nd meeting with supervisor (to be documented in the reflection form) Plan your experiments (science EEs).
12 May	Outline due. Submit outline with an annotated bibliography (or other sufficient evidence of research) and a working plan to your supervisor.
17-27 May	Conduct experiments (science EEs).
19 May	How to cite and create bibliographies presentation
Summer break	Write the first draft of your Extended Essay Have a Skype or email check-in with your supervisor. <i>Students who return to school without a first draft will miss orientation.</i>
First week of September	Submit your first draft to TurnItIn for a check on similarities (link by email). Submit your first draft with the TurnItIn report to your supervisor.
Early Sept	3rd meeting with supervisor (to be documented in the reflection form)
12 & 19 Oct	EE afternoons in the Library (help with citations and more)
Oct-Nov	Viva voce (concluding interview between student and supervisor)
7 November	Final draft due. Students submit their final EEs on IBIS. Supervisors complete forms, write reports comments and sign off on IBIS.

Assessment

Complete details on the general assessment criteria can be found on pages 20-28 of the IB's *Extended Essay Guide*. In addition to the general criteria, you need to pay close attention to the subject-specific criteria which are covered on pages 29-183 of the *Extended Essay Guide*.

See page 7 of this brochure for links to the *Extended Essay Guide* in PDF and online formats. EEs are examined by external IB examiners and are moderated by a senior IB examiner. From the *Extended Essay Guide*:

- The EE contributes to the overall diploma score through an award of points in conjunction with Theory of knowledge (TOK).
- A maximum of **three** points are awarded according to a student's **combined** performance in both the EE and TOK.
- The number of points awarded is determined by the combination of the performance levels achieved by the student in **both** the EE and TOK according to the below matrix.

An E mark is a failing grade for the EE and therefore means that a student also fails the IB diploma.

The diploma points matrix

May 2015 onwards

Please note that this matrix is an updated version from the one on the IB Extended Essay Guide (read pages 20 ff. for more information).

		Theory of knowledge					
		Excellent A	Good B	Satisfactory C	Mediocre D	Elementary E	Not submitted
Extended essay	Excellent A	3	3	2	2	1 + Failing condition*	N
	Good B	3	2	2	1	Failing condition*	N
	Satisfactory C	2	2	1	0	Failing condition*	N
	Mediocre D	2	1	0	0	Failing condition*	N
	Elementary E	1 + Failing condition*	Failing condition*	Failing condition*	Failing condition*	Failing condition*	N
	Not submitted	N	N	N	N	N	N

Reflection on planning and progress (IB)



REFLECTIONS ON PLANNING AND PROGRESS

Supervisor name										
Candidate session number	0	0								
Candidate name										
School number	0	0								
School name										
Examination session (May or November)						Year				

Candidate: From May 2018, please refer to the 'Extended Essay Student Guide' when completing this form. This form is to be completed by the candidate during the course and completion of their EE. This document records reflections on your planning and progress, and the nature of your discussions with your supervisor. You must undertake three formal reflection sessions with your supervisor. The first formal reflection session should focus on your initial ideas and how you plan to undertake your research, the interim reflection session is once a significant amount of your research has been completed, and the final session will be in the form of a viva voce once you have completed and handed in your EE. This document acts as a record in supporting the authenticity of your work.

The completion of this form is a mandatory requirement of the EE for first assessment May 2018. It must be submitted together with the completed EE for assessment under Criterion E.

Supervisor: You must have at least three reflection sessions with each candidate, one early on in the process, an interim meeting and then the final viva voce. Other sessions are permitted but do not need to be recorded on this sheet. After each session candidates must record their reflections and as the supervisor you must sign and date this form.

Reflections on planning and progress	Candidate comments	Date	Supervisor signature
First reflection session			

This is a draft of a form which will become mandatory for EEs assessed in 2018.



Interim reflection			
Final reflection – viva voce			

Supervisor's comments:



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

Candidate's declaration

This declaration must be signed by the candidate; otherwise a grade may not be issued.

The extended essay I am submitting is my own work (apart from guidance allowed by the International Baccalaureate).

I have acknowledged each use of the words, graphics or ideas of another person, whether written, oral or visual.

I am aware that the word limit for all extended essays is 4000 words and that examiners are not required to read beyond this limit.

This is the final version of my extended essay.

Candidate's signature	Date
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Supervisor's declaration

This declaration must be signed by the supervisor; otherwise a grade may not be issued.

I have read the final version of the extended essay that will be submitted to the examiner.

To the best of my knowledge, the extended essay is the authentic work of the candidate.

I spent hours with the candidate discussing the progress of the extended essay.

Supervisor's signature	Date
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General criteria checklist

(Adapted from an example based on a version by Ian Dorton, Deputy Chief Examiner for the IBDP)

Marks given for the general criteria constitute 2/3 of the total marks for the Extended Essay. Focusing on the areas below is one of the easiest ways to improve your scores.

To be completed by the student and to be reviewed by the supervisor.

Student: _____ Supervisor: _____ Date: _____

Item	Action	Check
1	Is the essay within 4,000 words? The word count <u>does not include</u> the abstract, acknowledgments, contents page, maps, diagrams, tables, graphs and annotated ill, equations and formulas, in-text citations, foot- and endnotes, bibliography, and appendices.	
2	Is the essay formatted in a clean, simple and consistent overall style: one-inch margins, double-spaced, black & white, 11 or 12 point font, printed double-sided (paper only, no plastic covers or binders, not stapled)?	
3	Is there a contents page (table of contents)?	
4	Are all pages numbered ?	
5	Are all diagrams, charts, graphs and images indexed and labelled and their sources reference where necessary?	
6	Are all necessary terms defined/explained ?	
7	Is every reference in the text followed by an in-text citation ?	
8	Are all your in-text citations formatted consistently and correctly (according to the citation style chosen)?	
9	Does your bibliography include <u>all</u> and <u>only</u> the works you have consulted?	
10	Are the sources in your bibliography cited consistently and correctly (according to the citation style chosen)?	
11	Does your Appendix include only relevant supplementary information? (Note: The examiner is not required to read appendices.)	
12	If you have an appendix, are your references to the appendix clearly cross-referenced and labelled?	
13	Is your research question stated on the title page ?	
14	Is your research question stated in the Introduction ?	
15	Is your research question re-stated in the Conclusion ?	
16	Does your Conclusion address any new questions that might have emerged?	
17	Are your Introduction and Conclusion titled?	
18	Is your Abstract titled and within 300 words?	
19	Does your Abstract state the research question, explain the ways in which the investigation was undertaken, and discuss the conclusion you reached?	

September 2015

Sources

Extended essay guide: first exams 2013. Cardiff: International Baccalaureate Organization, 2007. Print.

Extended essay guide. Cardiff: International Baccalaureate Organization, 2007. Online. Accessed 11 Feb 2016.
http://xmltwo.ibo.org/publications/DP/Group0/d_0_eeyyy_gui_1012_1/html/production-app3.ibo.org/publication/258/part/1/chapter/1.html

UWCSEA East Campus IB diploma EE information booklet : graduating 2016. Courtesy of Katie Day, Librarian at UWCSEA East Campus

This version of the EE Guide created by C. Mavergames, February 2016