



Meadowbrook H.S. International Baccalaureate Program Extended Essay Schedule—Diploma Candidates Class of 2008

REQUIREMENT	DESCRIPTION	DEADLINE
Step 1: <i>Introduction to Project</i>	Mrs. Murray will host a session on Extended Essay Topic Selection in the Library at 2:00. ATTENDANCE IS MANDATORY! (<i>By now, IB teachers should have gone over in class some possible ways in which the extended essay might be completed in their subject area.</i>)	FEBRUARY 22, 2007 2:00 MEADOWBROOK LIBRARY FEBRUARY 26, 2007 <i>Library Assignment due to Mrs. Murray.</i>
Step 2: <i>Student Contract & Selection of Subject Area</i>	Students and parents will review the requirement for the Extended Essay, <u>particularly the necessity for meeting all internal deadlines.</u> Students will decide which of the available subject areas (<i>see Extended Essay guide</i>) they wish to pursue, and they will report that choice to Mrs. Murray.	MARCH 2, 2007 <i>Student will return the Extended Essay Contract Agreement to and collect subject specific guidelines from Mrs. Murray (Room 630).</i>
Step 3: <i>Development of the Research Proposal from which Supervisors will volunteer to work with Extended Essay projects</i>	Students will complete a research proposal, including a specific, narrowed, research question within their topics, a specific plan of action, and a list of at least five preliminary proposed sources. (<i>Sample enclosed.</i>)	MARCH 13, 2007 <i>Student will submit the complete typed and signed Research Proposal to Ms. Murray (Room 630).</i>
Step 4: <i>Signed Extended Essay Agreement</i>	Students will meet with their mentors <u>ON OR BEFORE THIS DATE</u> , introduce themselves (if necessary), discuss the feasibility of the research program as presented, and procure the signed Extended Essay Agreement. **MAKE AN APPOINTMENT in advance. DO NOT simply assume that if you choose to drop in on this date, the mentor will have time to drop everything and meet with you!!!	MAY 17, 2007 <i>Extended Essay agreement signed by student and mentor. Student returns the signed form to Mrs. Murray (Room 630).</i>
Step 5: <i>Report of Progress</i>	Students will meet with their mentor to demonstrate that significant progress has been made on the Extended Essay project. **MAKE AN APPOINTMENT in advance!	JUNE 5, 2007 <i>Students will meet with mentors on or before this date.</i>
Step 6: <i>Report of Progress to Mrs. Murray</i>	If the mentor determined at Step 5 that the student had done insufficient work for the mentor to be willing to sign the Report of Progress, all remediation will be completed by this date.	JUNE 12, 2007 <i>Student will submit the Report of Progress to Mrs. Murray by this date.</i>

NOTE: THE COMPLETE ROUGH DRAFT OF THE EXTENDED ESSAY, INCLUDING THE TITLE PAGE WITH WORD COUNT AND THE WORKS CITED PAGE WILL BE DUE TO THE MENTOR ON THE FIRST DAY OF SCHOOL, SEPTEMBER 4, 2007. THE MINIMUM NUMBER OF WORDS THAT WILL BE CONSIDERED TO CONSTITUTE AN ACCEPTABLE DRAFT WILL BE 3,000!!!!

<p>Step 7: <i>Rough Draft to Mentor</i></p>	<p>Students will provide their mentor with a copy of the Extended Essay rough draft including title page with word count and the works cited page. The minimum number of words that will be considered to constitute an acceptable draft will be 3,000. (Follow IB guidelines for determining word count total in figuring your count.) <i>NOTE: at this time, and at the time of presenting the final draft, IT WILL BE THE RESPONSIBILITY OF THE STUDENT TO PROVIDE THE MENTOR WITH SUFFICIENT EVIDENCE OF HIS OR HER WORK TO ESTABLISH BEYOND REASONABLE DOUBT THAT THE WORK OF THE EXTENDED ESSAY HAS BEEN DONE ENTIRELY BY THE STUDENT. The student should be prepared to show the mentor all notes and drafts, the sources that he or she consulted, and any other records of the work done.</i></p>	<p>SEPTEMBER 4, 2007 <i>Student will deliver a complete copy of the rough draft to the mentor on this date and make an appointment to meet with the mentor to discuss the draft.</i></p>
<p>Step 8: <i>Rough Draft Report</i></p>	<p>Students will meet with their mentor on or before this date to discuss the Rough Draft and get suggestions for revision. **MAKE AN APPOINTMENT in advance. DO NOT simply assume that if you choose to drop in on this date, the mentor will have time to drop everything and meet with you!!!</p>	<p>SEPTEMBER 14, 2007 <i>Student and teacher will sign the Rough Draft report form. Student will deliver it to Mrs. Murray.</i></p>
<p>Step 9: <i>Final Draft to Mentor</i></p>	<p>Students will deliver TWO complete copies of the final draft to their mentor on or before this date. “Complete copy” means: Title page w/word count, abstract, properly documented paper, a properly formatted works cited page, and the receipt showing that the final draft of the essay has been uploaded to TurnItIn.com . The MINIMUM number of words that will be considered to constitute a sufficient final draft will be 3500.</p> <p>If necessary, between now and October 26th, mentors will contact students for additional verification that the paper is their own work. The mentor may also contact the student to correct problems that may result in unintentional plagiarism. No other changes will be permitted to the paper after this date.</p>	<p>OCTOBER 16, 2007 <i>The student will provide the mentor with two complete copies of the final draft.</i></p>
<p>Step 10: <i>Final Draft Report</i></p>	<p>Students will deliver one copy of the final draft, the TurnItIn.com receipt, and the signed verification form to Mrs. Murray. Mentors will retain the other copy of the essay for their own use in scoring the paper when the Cover Sheets arrive.</p>	<p>OCTOBER 31, 2007 <i>Student will collect form the mentor, and deliver to Mrs. Murray, one complete copy of the essay, the TurnItIn.com receipt, and the signed verification form.</i></p>
<p>PLAGIARISM: ANY OF THE FOLLOWING CONDITIONS WILL BE CONSIDERED TO BE PLAGIARISM, AND THE EXTENDED ESSAY WILL NOT BE SUBMITTED TO IB FOR SCORING: MATERIAL TAKEN FROM ANY SOURCE AND NOT PROPERLY DOCUMENTED, WHETHER INTENTIONAL OR UNINTENTIONAL, SUBMISSION OF WORK WHICH IS NOT YOUR OWN, A TURNITIN.COM REPORT SHOWING PLAGIARISM, OR A FINAL DRAFT WHICH DOES NOT MATCH THE PAPER SUBMITTED TO TURNITIN.COM. IF YOU HAVE QUESTIONS, OR IF YOU ARE CONCERNED THAT YOU MAY UNINTENTIONALLY PLAGIARIZE SOMEONE ELSE’S WORK, SEE YOUR MENTOR FOR HELP!</p>		

NOTE: At this time, the plan is for students to make oral presentations of their Extended Essay project to Pre-IB 9th and 10th graders, IB 11th graders, parents, and faculty in the late spring of 2007—after IB exams are over. Each Extended Essay will also be hardbound and shelved in the MBK library.