

## Extended Essay Due Dates

- It is very important that you keep to this time line and meet with your mentors/advisor at their convenience.
- Keep all outlines and drafts of your work and a backup electronic copy on a UBS or disk.
- It is the expectation of all students to arrange a meeting with their Mentor at each stage of progress. These meetings should be recorded and verified and the paperwork submitted in September of Year Two to the IB Coordinator.

| BY THIS DATE  | YOU MUST HAVE COMPLETED   |
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| <b>October</b><br>(Year One)                            | <p>Decide on a subject and secure an Extended essay Staff Mentor/Advisor.<br/>Read through the EE Guide to ensure an understanding of all guidelines.</p> <ul style="list-style-type: none"> <li>•Take a copy of all relevant pages from the GDHS IB website to your first meeting with your Mentor.</li> <li>•<a href="http://georgetowndistricthighschool.com/ibsite/ee.asp">http://georgetowndistricthighschool.com/ibsite/ee.asp</a></li> </ul> |
| <b>November</b><br>(Year One)                           | <p>Refine your topic and approach.</p> <ul style="list-style-type: none"> <li>•Key points from the EE Guide</li> <li>•Reading/research that you did up to this point</li> <li>•Discuss suitable areas of research with Staff Mentor.</li> </ul>   |
| <b>December</b><br>(Year One)                           | <p>Develop a working research question.<br/>Refine your area of study.<br/>Confirm your topic and subject area with the EE Staff Mentor.</p>  |
| <b>January</b><br>(Year One)                            | <p>Work out a reading list or bibliography and/or a list of equipment required</p> <ul style="list-style-type: none"> <li>•Talk to the librarian about finding resources</li> </ul> <p>Set goals prior to the next meeting – this should include: creating a rough outline for your essay.</p>  |
| <b>February</b><br>(Year One)                           | <p>Ensure that all experiments have been started and all preliminary research completed.</p>  |
| <b>March</b><br>(Year One)                              | <p>Develop a rough outline of your essay from title page to Works Cited.<br/>Be prepared to discuss your essay in terms of: your aim, hypothesis, sources of information/ experiment details, areas of concern.</p>   |
| <b>April</b><br>(Year One)                              | <p>Complete the first draft of your EE and out aside until after May Examinations</p>   |
| <b>May</b><br>(Year One)                                | <p>Refine Arguments and Complete the second draft. Write the Abstract.</p>  |
| <b>June</b><br>(Year One)                               | <p>Submit a Final Draft of the EE to your Staff Mentor for Review and Comment.<br/><b>REMEMBER</b> your mentor will only read your essay ONCE and they do NOT edit your work.<br/>They only provide feedback.</p>   |
| <b>July to August</b><br>(Year One)                     | <p>Edit and Refine your Final Draft.</p>  |
| <b>Final Due Date</b><br><b>Sept. 9th</b><br>(Year Two) | <p>Submission of Two Final Copies of EE with all supporting documentation to IB Coordinator.<br/>Turn-It-In.com report printed and a completed Extended Essay verified by your mentor.<br/>Final meeting (viva voce) with your mentor.</p>  |