

## Extended Essay Information & Timeline

You are midway through your junior year in IB and it is time to begin serious planning for writing your Extended Essay.

The following are *suggested* checkpoint dates to stay aware of:

- **Beginning of January** – informational meeting during TOK to cover general instructions and assessment criteria
- **January 31** – Have your subject and advisor chosen
- **Mid February** – After school advisor/advisee “getting started” meeting
- **March through May** – Meet with your advisor to discuss norms and expectations; begin formulating a thesis or question for your extended essay
- **June 7-10** – Extended Essay Writing Seminar at DU
- **October 1** – rough draft to advisor
- **October 31** – Hand in two typed copies of your completed Extended Essay (this date is NOT suggested; it is set in stone)

### Steps for developing your Extended Essay:

#### 1. The First Step is choosing a subject area.

- Subject list approved by DCHS IB:  
English (Group1)/Literature, Business and Management, Classical Greek and Latin, Computer Science, Dance, Design Technology, History, Environmental Systems and Societies, Film, Human Rights, Information Technology in a Global Society, Social and Cultural Anthropology, Chemistry, Physics, Politics, Economics, Music, Mathematics, Peace and Conflict Studies, Geography, Psychology, Biology, Environmental Systems, Visual Arts, Philosophy, Theater, and World Religions.
- The following handouts will be provided at the January TOK meeting:
  - A Introduction section that informs you about regulations, supervision, and general guidelines to writing the essay
  - An section on Assessment of Extended Essays
  - A lengthy Guide to MLA/APA Documentation
  - Information about advisee/advisor responsibilities
- Upon selection of subject, please visit room 210 (Miss Schultz) during advisement or after school, or use the on-line resources to obtain a copy of your subject’s specific guidelines and criteria.

#### 2. The next step is to choose an Advisor

- Writing an Extended Essay is your responsibility. Take ownership of it. It is an opportunity to shape your own course of study and to write a paper independently. Part of this responsibility is to find a faculty advisor. Choose a teacher who best matches your subject, who can direct you to sources, and who can provide general guidance, criticism, and feedback. Choose your advisor early as each advisor can support only a limited number of students. Ask questions of your advisor. Seek advice.

#### 3. Write Your Research Question/Thesis

- Formulate this question as well as you can and as early as you can. This drives the direction your essay will go. Share it with your advisor. Your thesis can be modified and reshaped.

#### 4. Develop A Working Outline

- Establish the major points that you will use to answer your research question or to develop your thesis. Your outline should become increasingly detailed as you continue your research.

#### 5. Read, Research, Assemble Your Sources, Gather Your Data

- Organize this information on note cards, in notes, and in early drafts. This is the essential “stuff” of your essay. Assembling it will most likely lead you to reorganizing your outline and possibly reshaping your research question or thesis. Keep your advisor informed on a regular basis.

#### 6. Write Your Rough Draft

- Include your title page, abstract, contents, conclusion and any illustrations, appendices and documentation. Give a copy of your draft to your advisor.

#### 7. Revise and Edit Your Rough Draft(s)

- Successful writing lies in rewriting. Revisit your paper and adjust it in terms of both content and mechanics. Finally write your Final Draft.