



## SON IBDP EE Student Hand Book 2014-16.

**Coordinator-** Mrs. Jones.

**Supervisors-**S.O.N. IB Faculty.

### **General Information-**

The Extended Essay is an essential component in the IB Diploma Programme. The purpose of the essay is to allow students to engage in independent research and pursue knowledge in a subject area of personal interest. The students will be required to communicate their information in a logical manner and present the final essay according to the IBO guidelines.

Extended essays must be written in English unless the topic is chosen from Group 2 (Chinese), in which case the essay must be written in Chinese. The extended essay should include the introduction, the body and the conclusion with a limit of 4000 words. Papers in excess of 4000 words are subject to penalties and examiners are not required to read them. A final draft of the extended essay will include all of the following components:

- Title page
- Abstract
- Table of Contents
- Introduction
- Body/methods/results
- Conclusion
- Illustrations/Charts/tables
- Appendices
- References

IB Diploma Candidates will be introduced to the extended essay during the second term of their Form Five year. At that time, students will be given materials to help them in proceeding with their research, including the extended essay requirements, necessary forms to be completed during the essay process and a list of important due dates to help track their progress. The research process will be monitored by the extended essay coordinator who will also maintain communication with the faculty supervisors.

### **Choosing a Subject and Topic-**

The subject selection for the extended essay must come from the list of available subjects in the Extended Essay Guide, but that enable students to have appropriate supervisors at the School of the Nations. Once the subject is chosen and approved, then a topic within that subject must be selected. Students are advised to choose a subject for which they have sufficient background knowledge and skills. Subjects that are not part of the student's diploma program course of study are permitted, but caution is advised unless the student has the necessary background and a high level of personal interest in that particular subject.

Choosing a topic from a particular subject requires careful consideration. Students are advised to review relevant subject guidelines that will be provided by the Extended Essay Coordinator. Topics should be limited in scope so that students have the opportunity to research the issue in depth. Collecting data and information should allow students to provide analysis and evaluation in their research; however, it is not necessary for this research to make a contribution to knowledge within the subject.



Students are advised that broad topics are not likely to result in successful essays. Likewise, essays that do not reflect personal research but rely on narrative or descriptive approaches will not be appropriate. Essays written on well-documented subjects are also unlikely to result in successful extended essays.

### Choosing a Supervisor-

Once a topic has been chosen, each student will be assigned a faculty member who will serve as the candidate's extended essay supervisor. The extended essay supervisor will be someone with the necessary qualifications and experience in the subject area chosen by the candidate. It is also very important that the supervisor be familiar with the diploma program in general. Their primary responsibilities will be to encourage and support the candidate, provide guidance concerning the subject, ensure that the candidate's essay is his/her own work and complete the supervisor's report. In addition, the supervisor will be responsible for assisting the candidates with defining a topic, developing a suitable question, and providing them with the necessary resources to complete their research project.

Because the demands of the extended essay can be overwhelming at times, it is extremely important for the supervisor to maintain close contact with their candidate throughout the research process and provide them with general guidance on time management. The extended essay coordinator will provide each supervisor and candidate with access to the relevant sections from the extended essay guide. In addition, each candidate will be given a timeline that will indicate deadlines for the important stages in their research and writing.

### Assessment-

The candidate's supervisor, in consultation with the Extended Essay Coordinator and the IB Diploma Coordinator, will determine predicted grades for the extended essay. The predicted grade-scoring guide is as follows:

A	Excellent performance
B	Good performance
C	Satisfactory performance
D	Mediocre performance
E	Elementary performance

Final scoring of the extended essay will follow IBO guidelines and will be based on both general and subject-specific criteria. Since the main purpose of the extended essay is to engage students in independent research, the general assessment criteria are given twice as much weight as the subject-specific criteria. It is important to remember that the extended essay is a required component of the IB Diploma, and must be successfully completed. The points awarded for the extended essay will be made in conjunction with the Theory of Knowledge Assessment. A total of 3 points may be earned for these central components. The combination of points will be awarded according to the matrix below.



		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	1	1	Failing condition*	N
	Satisfactory C	2	1	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

A student who, for example, writes a **good** extended essay and whose performance in theory of knowledge is judged to be **satisfactory** will be awarded 1 point, while a student who writes a **mediocre** extended essay and whose performance in theory of knowledge is judged to be **excellent** will be awarded 2 points.

A student who fails to submit an extended essay will be awarded N for the extended essay, will score no points, and will not be awarded a diploma.

Performance in both the extended essay and theory of knowledge of an **elementary** standard is a failing condition for the award of the diploma.

\* From 2010 onwards, 28 points overall will be required to be eligible for the diploma if a student attains an “E” grade in either the extended essay or theory of knowledge. As previously, a grade “A” in one of the requirements earns an extra point even if the other is a grade “E”. Attaining a grade “E” in both the extended essay and theory of knowledge continues to represent an automatic failure.



### Extended Essay Timeline-

**November 10, 2014:** General information meeting with DP candidates during a mandatory after-school session.

**November 28, 2014:** Student/parent contract due to EE Coordinator (Form A).

**December 8, 2014:** Subject and proposed supervisor choice due to EE Coordinator (Form B).

**December 8, 2014:** Mandatory after-school information meeting with DP candidates regarding research methods.

**December 18, 2014:** Confirmation of subject and supervisor selection returned to student.

**January 2015:** Library/research orientation at University of Macau Library. DP candidates should use this visit to determine availability of resources for their proposed topic.

**February 9, 2015:** Turn in topic and research question (1 copy to supervisor, 1 copy to EE Coordinator) (Form C). Mandatory after-school session examining the process for developing a research paper outline.

**March 9, 2015:** Proposed title and working outline due (1 copy to supervisor, 1 copy to EE Coordinator) (Form D). Mandatory after-school session examining the process for developing a working annotated bibliography.

**April 13, 2015:** Annotated bibliography due (1 copy to supervisor, 1 copy to EE Coordinator) (Form E). Mandatory after-school session examining the process of writing a rough draft based on the outline developed.

**May 15, 2015:** A first rough draft is due (1 copy to supervisor, 1 copy to EE Coordinator) (Form F).

**June 15, 2015:** A complete paper is due which must include ALL aspects of the required paper. (1 copy to the supervisor, 1 copy to the EE Coordinator) (Form G).

**Summer Holiday:** Students work on revisions and improvements so that they can finalize their EE in the second term of the 2015-2016 school year.

**September 2015:** Peer feedback session – mandatory after-school session.

**By November 6, 2015:** Final meeting needs to occur between the supervisor and the student. Note: This is the LAST CHANCE for the supervisor to read a completed draft and provide feedback to the student. (Form H)

**By November 26, 2015:** The Final Paper needs to be submitted to the supervisor. Students submit one electronic copy and TWO hard copies by this date. (Form I)

**By December 18, 2015:** The Viva Voce (verification discussion) needs to occur between the supervisor and the student.



**By January 8, 2016:** Supervisors must submit all paperwork and copies of the final essays to the EE Coordinator.

### **Subject list-**

Below you will find a list of possible subject choices. Once you have chosen a subject, you will be given the necessary extended essay guidelines for your specific subject.

English/Literature  
Biology  
Business Management  
Chemistry  
Geography  
History  
Information Technology in a Global Society  
Mathematics  
Music  
Peace and Conflict Studies  
Physics  
Psychology  
Theatre Arts  
Visual Arts  
World Religions

Also:  
Chinese B



## School of the Nations Extended Essay Program

### Student/Parent Contract (Form A)

**IB Diploma Candidate:** \_\_\_\_\_ **(Printed Name)**

I have received a copy of the Extended Essay handbook and reviewed the guidelines established by the IBO. I understand that the extended essay (**of no more than 4000 words**) is a required component in the IB Diploma Programme and must be completed by November 26<sup>th</sup>, 2015. I am also aware that my essay must be written in English unless I have chosen to write a paper related to Chinese B. In that case, my essay must be written in Chinese. I further understand that I must submit an essay that represents my own work, thoughts and ideas.

I will choose a subject of personal interest from the Extended Essay Guide and limit my topic to one that will allow for in depth research. Once I have chosen a topic, I understand that I will be assigned a faculty supervisor who will provide general guidance throughout the extended essay process. In addition, the Extended Essay Coordinator will also monitor my progress, provide me with relevant information from the extended essay guide, and assist me with important due dates during my research and writing process.

I agree to submit the final draft of my extended essay on or before November 26<sup>th</sup>, 2015 and I understand my failure to do so will prevent me from qualifying for the IB Diploma.

\_\_\_\_\_  
(IB Diploma Candidate Signature)

\_\_\_\_\_  
(Date)

### Parent

I have reviewed my son/daughter's Extended Essay handbook and understand the guidelines established by the IBO. I also understand that the extended essay is a required component for the IB Diploma and that there will be feedback about his/her progress on the school report card. I am prepared to monitor and support my son/daughter throughout the essay process. If I have questions regarding the extended essay, I will contact the Extended Essay Coordinator (Mrs. Jones) at **2870-1759** or by e-mail: **[cjones@schoolofthenations.com](mailto:cjones@schoolofthenations.com)**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)



### School of the Nations Extended Essay Program

#### Supervisor Request (Form B)

Student: \_\_\_\_\_

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

Supervisor Requested: \_\_\_\_\_

The above named student is enrolled in the International Baccalaureate Diploma Program and is beginning the extended essay component. The topic of their choice indicates that you would be an appropriate supervisor for them in this process. Your responsibilities would include:

1. Encourage and support the student throughout the research process
2. Provide the candidate with advice and guidance in the skills necessary to research a topic in your area of expertise
3. Ensure that the extended essay is the student's own work
4. Complete a brief supervisor's report
5. Maintain contact and requirements with the EE Coordinator and DP Coordinator

The amount of time spent supervising a student should be no more than five hours total. The student will have numerous requirements within the essay process and it may be necessary to provide guidance as needed in the following areas:

- \*defining a topic
- \*formulating a precise research question
  - \*access to appropriate resources (people, library, laboratory, etc...)
  - \*methods of gathering and analyzing information or data
  - \*documentation methods for acknowledging sources
  - \*writing an abstract

Please indicate below your intention to supervise the above named student during the extended essay component of the IB Diploma Program. Keep 1 copy for yourself and return the original to the Extended Essay Coordinator. I will contact you soon with additional information.

Thank you in advance for supporting this student.

Extended Essay Coordinator

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\_\_\_ Yes, I will supervise the above named student during the extended essay process.

\_\_\_ No, I will **not** supervise the above named student during the extended essay process.

Requested Supervisor's Signature \_\_\_\_\_



## School of the Nations Extended Essay Program

### Topic and Research Question (Form C)

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Proposed Topic: \_\_\_\_\_

\_\_\_\_\_

Proposed Research Question: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_





**School of the Nations  
Extended Essay Program**

**Title and Working Outline (Form D)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

\_\_\_\_\_

Working Outline: **(Please attach to this form.)**

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_



**School of the Nations  
Extended Essay Program**

**Annotated Bibliography (Form E)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Bibliography (List items you plan to use below and attach the actual annotated bibliography)

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Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_



## School of the Nations Extended Essay Program

### First Rough Draft (Form F)

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

Rough Draft: **(Please attach to this form.)**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_



## School of the Nations Extended Essay Program

### Complete Paper – YEAR ONE (Form G)

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

Draft of your Complete Paper: **(Please attach to this form.)**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_



## School of the Nations Extended Essay Program

### Final Supervisor Meeting (Form H)

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

Research for the extended essay is complete. All revisions and edits have been done. The final draft is underway and will be completed before November 28<sup>th</sup>, 2007.

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_



**School of the Nations  
Extended Essay Program**

**Extended Essay Final Paper (Form I)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

Extended Essay Final Paper: **(Please attach one copy to this form. Provide another clean printed copy to your mentor along with an electronic copy.)**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

EE Coordinator Signature: \_\_\_\_\_

IB Coordinator Signature: \_\_\_\_\_



School of the Nations  
Extended Essay Program

Supervisor Meetings with Student (Form J)

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date

Supervisor Signature

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