

THE EXTENDED ESSAY SURVIVAL GUIDE

The EE – a quick guide

- As a Diploma candidate, you must write an extended essay.
- The essay is 4000 words (excluding appendices).
- You have a supervisor who is a teacher in school and is not related to you.
- You select the group, subject and topic which you write on.
- Group 1 language essays MUST be written in that language.
- All other EEs must be written in English.
- You may choose to write your EE in any IB subject, but are more likely to do better in a subject you are studying.
- Malpractice is an attempt to gain an unfair advantage (by collusion or plagiarism) and, if found, may result in you not gaining an IB Diploma. Don't do it. Cite everything. (See separate document for how to do this.)



What you do first

- Listen to the introductory talk on EEs and read this document.
- NOW, find a supervisor – first come, first served. This person may or may not be a specialist in the subject in which you want to write your EE. Decide what would be most helpful to you – someone you get on with well, someone you can find easily, someone with the subject knowledge???
- Then THINK about it.
- During your thinking, try to decide on a subject and topic.
- Work out a manageable research question with your supervisor.

What is your responsibility

- Observe the regulations relating to the extended essay
- MEET DEADLINES
- Acknowledge all sources of information and ideas in an approved academic manner.
- Start work early.
- Think very carefully about the research question for your essay.
- Plan how, when and where will you find material for your essay.

- Plan a schedule for both researching and writing the essay, including extra time for delays and unforeseen problems.

What your supervisor does

- Gives you advice, guidance and support in selecting a topic and undertaking research.
- Encourages and supports students throughout the research and writing of the extended essay.
- Discusses the choice of topic with the student and, in particular, helps to formulate a well-focused research question.
- Is familiar with the regulations governing the extended essay and the assessment criteria.
- Spends about 2-3 hours supervising you, most of which is at the beginning.
- Ensures the EE is your own work by monitoring your progress and seeing drafts.
- Completes a supervisor's report and signs it if she thinks this is your own work.

It is strongly recommended that the supervisor:

- Reads recent extended essay reports for the subject (on OCC)
- Ensures that the chosen research question is appropriate for the subject.
- Advises students on:
 - Access to appropriate resources (such as people, a library, a laboratory)
 - Techniques of information (evidence, data gathering and analysis)
 - Writing an abstract
 - Citing, documenting sources

But your supervisor

- Does NOT decide the topic for you.
- May NOT edit your draft essay but may read and comment on it
- Runs your essay on turnitin.com to check for plagiarism

EE deadline calendar

March 2015	<ul style="list-style-type: none"> • EE orientation, meeting deadlines, EE Agreement, etc. • Think of subject area, ask advisor's approval • Talk to the advisor about the subject matter, research question • Bring EE Agreement signed
March-April 2015	<ul style="list-style-type: none"> • Research, gather as much information about your topic, ask questions • Present an EE outline to your advisor
May 2015	<p><u>Presentation #1</u></p> <ul style="list-style-type: none"> • A short presentation 5-7 minutes long about your paper, what you've done, how far along are you, what difficulties you faced, etc. (Presented to your advisor) • Get feedback to prepare 1st draft of essay
June 2015 Before Summer vacation	<ul style="list-style-type: none"> • Submit EE 1st draft - show resources used and bibliography

June 2015 Before Summer vacation	<ul style="list-style-type: none"> Meet with advisor to get feedback on your 1st draft.
SUMMER 2015	<ul style="list-style-type: none"> Work on EE → Get 2nd draft done!
September 2015 (Right after the summer holiday)	<ul style="list-style-type: none"> Submit 2nd draft to advisor
October 2015	<ul style="list-style-type: none"> A one-on-one meeting with your advisor on your progress.
January 2016	<ul style="list-style-type: none"> FINAL PAPER DUE! Submit 1 hardcopy and e-mail a softcopy to your advisor by 2:30pm. ANY LATE PAPERS WILL NOT BE ACCEPTED AFTER THIS DATE. Students who do not meet this deadline will be exited from the IB Diploma Program and will be considered as Course candidates instead of Diploma candidates.
January 2016	<ul style="list-style-type: none"> Final viva voce (concluding interview) with advisor. Set a suitable time with advisor.

The reason for deadlines is to get the EE done and finished. You will have a lot of work to do in IB Year 2 and you should get some work done over the summer to finalise your EE. It will be worth it.

Hints



- Keep your EE under CONTROL – it should take no more than 40 hours altogether from the time you first think about it until you hand in your final draft.
- Keep your topic and research question manageable within the time you have and your skills. An example of a **BAD** research question in Economics, “Does globalization affect Sweden?”. An example of a **GOOD** research question in Economics, “Is there a connection between international coffee prices and living standards in Uganda?”
- It is only worth a maximum of 1.5 points out of 45. Keep it in perspective with your other subjects.
- 4000 words is all you are allowed. That is about 10 A4 sides.
- You are unlikely to change the world with the content of your EE. You are not expected to write something totally original, just new to you.
- It should be on a topic that interests you and that you want to find out about. Let your enthusiasm show!

- Follow the guidelines for general and subject specific criteria – you may write a great EE but get low marks because you fail to follow the instructions.
- Above all – KEEP TO THE DEADLINES. They are there to help you manage your time. Failure to do so will be your loss and result in you getting a hard time from your supervisor and me!

How to decide on a topic/subject

1. Ask yourself

- What topics have I enjoyed learning about?
- What interests do I have?
- What intrigues me?
- What am I good at?

2. Do you want to do an experimental or library-based EE?

Experimental is usually in group 4. The advantages are:

- That the experimental EEs tend to score better in Group 4 than the library-based ones.
- It is fairly easy to get data and then analyse it

But disadvantages are:

- If you decide to measure something over time, you may have to use the summer holidays and you only have a week for the experimentation.

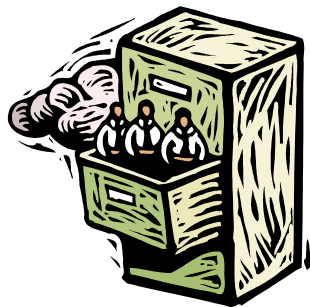
A questionnaire, survey or a library-based topic may be easier to research (in school or at a university library) but you need to manage a large amount of material and be selective for relevant information.

- ### 3. Once you have a topic in mind, you need to work out a research question. Usually, this will be in the form of a question eg 'What is the portrayal of women in works of Zola?' Always refer back to this question to focus your essay.

Choosing a supervisor

If you have no idea what subject area or topic you want to work on, talk to your teachers NOW. Once you have an idea of a subject and topic, you can find a supervisor. All teachers are available. Each teacher may take a limited number of students so you then need to act fast. It is not essential that your supervisor is a specialist in your area of research but it may help. Most of the work of the supervisor is in helping you find a research question that you can tackle in the time you have and in finding resources. It is up to you to make appointments with your supervisor to discuss progress. **They will not chase you.**

Doing the research



Most of the research for the Extended Essay will be done during the first year (in Grade 11). Based on the topic you have chosen you will need to conduct a thorough research to make sure you have enough material to back up your research question.

Assessment of the EE

All EEs are sent for marking to IB examiners who are specialists in the subject. Your EE may be marked by an examiner who is anywhere in the world. The EE is not returned to you and, on submission becomes the intellectual property of the IBO – ie you assign copyright to the IBO of anything that you submit unless you fill in a form requesting that you retain copyright.

You must submit two hardcopies of your extended essay to your Advisor who will then pass it on to Ms. Yasmeeen AlKhalifa, IB Coordinator on the given deadline. Your essay will go through turnitin.com before submission to the IB to check for plagiarism.

You and your supervisor can mark the EE using the criteria provided. There are two types of criteria:

General Assessment Criteria (24 points) and

Subject-specific criteria (12 points)

The maximum mark is 36.

The marks are put into grades A-E. A failing grade of 'E' will result in a failing condition for your IB Diploma.

You can see that you can achieve a reasonable score by just following the simple rules. If you:

- State your research question
- Analyse your results
- Discuss your results
- Have a conclusion
- Write a 300 word abstract – This is done at the very end when the essay is complete.
- Keep to about 4000 words
- And present it well

Then you achieve marks even before we look at the content and subject-specific criteria.

This is because the EE is mainly about getting you to write a formal research paper in the correct form.

Structure of the essay should be in the form of:

- **Title page**
- **Abstract** – an abstract not exceeding 300 words must be included in the essay. It is not an introduction, although there is some overlap. An abstract is a synopsis of the essay. It also sets the tone of the essay. It should be written last.
- **Contents page** – the contents page outlines the main sections with corresponding page numbers. It also indicates the structure of the essay. The contents page must be provided at the beginning of the essay and all pages should be numbered. An index is not required.
- **Introduction** – although not listed as a criterion of assessment, an introduction is an important component of an extended essay. The research question or purpose of the essay should be clearly spelled out and the thesis or argument should be stated.
- **Body** – this is the longest and most important section. Its sole function is the development of the thesis or argument. Eliminate all irrelevant description, narrative and biographical details.
- **Conclusion** – remember that last impressions are lasting impressions. The conclusion pulls the entire essay to a concluding view. Make sure your views are quite clear and that they are original and backed up with relevant information.
- **References and bibliography**
- **Appendices**

The main task is writing the body of the essay, which should be presented in the form of a reasoned argument. Once this is done it is possible to finalise the introduction (this tells the reader what to expect) and the conclusion (this says what has been achieved, including any limitations and/or questions that have not been resolved). Once this is complete, the attached “Extended Essay – Checklist on General Criteria” will help in determining what you are missing.

The length of the extended essay

The upper limit is 4,000 words for all extended essays. This upper limit includes the introduction, the body the conclusion and any quotations, but does not include:

- The abstract
- Acknowledgments
- The contents page
- Maps, charts, diagrams, annotated illustrations and tables
- Equations, formulas and calculations

- Citations/references
- Footnotes or endnotes
- The bibliography
- Appendices

Essays containing more than 4,000 words are subject to penalties and examiners are not required to read material in excess of the word limit.

Academic Honesty

You are ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. You are expected to comply with all internal school deadlines: this is for your own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.

It is recommended you adopt the MLA (Modern Language Association) for citing and referencing. For more information on citation, contact your IB English teacher.

Bonus points

Within the IB Diploma, the Theory of Knowledge (ToK), Extended Essay (EE) and CAS are a requirement. Bonus points are awarded for ToK and EE only. A maximum of 3 bonus points can be obtained. Below is the matrix which highlights the combination of possible marks a candidate can achieve in those areas.

The following new matrix will be adopted from the May 2015 session.

ToK/EE	A	B	C	D	E
A	3	3	2	2	Failing condition
B	3	2	2	1	
C	2	2	1	0	
D	2	1	0	0	
E	Failing condition				

Work that is not your own will result your IB Diploma being at great risk.



**FILL OUT THE EXTENDED ESSAY AGREEMENT FORM AND RETURN
TO IB OFFICE ON THURSDAY, APRIL 2, 2015.**