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| **Steps in the process** | **Dates** |
| Introduction to the EE and the process. | First week in October |
| Librarian-directed research skills and MLA Workshop | First week in October |
| Topic Proposal and Question Creation in TOK. | Last week in October |
| Topic Proposal & annotated bibliography due to Keeler | Last week in October |
| Supervisors select the topics they will supervise. | Early November |
| Research Process begins with Coordinator Guidance and Supervisor Training | Late November |
| Rhetorical Precis/Annotated Bibliography Due | Mid-December |
| EE Session on Subject-Specific Guidance: Students understand subject area requirements | Mid- December |
| Supervisor check in session #1 to discuss topic, background reading, provisional RQs, next steps, etc. | Last Week of January |
| First Formal Reflection Session to Enter on the RPPF. Student and supervisor will finalize RQ and make sure student has a solid grounding of relevant critical context from which to begin writing paper. This reflection is a formal requirement from IBO must be entered on the RPPF form on ManageBac (if there is no documentation, a zero will be given) | First Week of February |
| EE Session on Descriptive Writing vs. Analysis | Second Week of February |
| EE Session on Formatting the EE | First Week of March |
| Students turn in formatted EE draft to EE coordinator. Draft should be 1,500-words. | Second Week of March |
| Supervisor check in session #2 to refine RQ, review/discuss annotated bibliography.  Student must post brief a summary of the meeting on Managebac (if there is no documentation, a zero will be given) | Mid-March |
| Anchor Essay Evaluation Workshop | Late March |
| EE Writing Session on Analysis | Beginning of April |
| Post first draft to ManageBac/Turnitin (minimum 3,000 words including title page and works cited); Arrange second formal reflection session with supervisor. | End of April |
| Second Formal Reflection Session to Enter on RPPF must be posted by this date. This reflection is a formal requirement from IBO must be entered on the RPPF form on ManageBac (if there is no documentation, a zero will be given). | End of March |
| Reinforcing the Rubric: Subject-Specific | First and Second Weeks of August |
| Supervisor check-in session #3 to discuss supervisor’s comments on the draft and make sure student is ready to make edits/revisions for the final version of the EE.  Student must post brief a summary of the meeting on Managebac (if there is no documentation, a zero will be given) | Beginning of September |
| Workshop: Trimming the Redundancies | First Weeks of October |
| Final Draft Due | Last Week of October |
| THIRD AND FINAL Formal Reflection Session to Enter on RPPF must be posted by this date  Note: This will be a grade in TOK. You will need to obtain your supervisor’s signature for the Viva Voce. | Third Week of November |
| **Final EE Scores due by this date.**  **Supervisors must COMPLETE final scored** [**one-page EE Rubric**](http://www.edline.net/pages/Suncoast_High_School/School_Info/Magnet_Programs/3210510259683567362/International_Baccalaureate/Extended_Essay/EE_Rubrics) **on** [**ManageBac**](https://suncoast.managebac.com/) **and comments on the RPFF. Supervisors must authenticate the essay or it will not be submitted.**  **(The assessment rubric is now located on each student’s EE ManageBac worksheet.)** | First Week of December |
| **EE Presentation and Celebration Night** | January of Senior Year |

**2022 Seniors**

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| **Steps in the process** | **Dates** |
| EE Session on Subject-Specific Guidance: Students understand subject area requirements | Second/Third Week of August |
| Supervisor check in session #1 to discuss topic, background reading, provisional RQs, next steps, etc. | Last Week of August |
| First Formal Reflection Session to Enter on the RPPF. Student and supervisor will finalize RQ and make sure student has a solid grounding of relevant critical context from which to begin writing paper. This reflection is a formal requirement from IBO must be entered on the RPPF form on ManageBac (if there is no documentation, a zero will be given) | September 8, 2021 |
| EE Session on Descriptive Writing vs. Analysis | Fourth Week of August/First Week of September |
| EE Session on Formatting the EE | Second/Third Week of September |
| Students turn in formatted EE draft to EE coordinator. Draft should be 1,500-words. | September 19, 2021 |
| MLA Citation Practice and Research Guidance | Fourth and Fifth Week of September |
| MLA Citation Practice and Research Guidance | First and Second Week of October |
| Anchor Essays: Evaluating the Rubric | Third and Fourth Week of October |
| Draft Due to EE Coordinator: 3,000-words | October 31, 2021 |
| Peer Evaluation: Anonymous | First/Second Week of November |
| Second Formal Reflection Session: This reflection is a formal requirement from IBO must be entered on the RPPF form on ManageBac (if there is no documentation, a zero will be given) | November 12, 2021 |
| Writing Workshop: Trimming the Redundancies | Third Week of November/First of December |
| Final Draft Due: Must be Uploaded to Managebac/Turnitin.com by midnight | January 14, 2022 |
| THIRD AND FINAL Formal Reflection Session to Enter on RPPF must be posted by this date**: The Viva Voce**  Note: This will be a grade in TOK. You will need to obtain your supervisor’s signature for the Viva Voce. | January 28, 2022 |
| **Finalization and Submission to IB**  **(The assessment rubric is now located on each student’s EE ManageBac worksheet.)** | February 4, 2022 |
| **EE Presentation and Celebration Night** | February of Senior Year |