

Extended Essay: Process Packet for Science Class of 2011

Student Name: _____

Contact Info: _____

Supervisor Name: _____

Contact Info: _____

TO STUDENTS AND SUPERVISORS:

IMPORTANT: Your notebook contains one copy of the *IB Extended Essay Diploma Program Guide*, one copy of the *IB Subject Guide*, the Extended Essay grading matrix and samples of excellent extended essays in your subject area. You must read both documents thoroughly before beginning the research and writing process.

The IB Extended Essay gives students the opportunity to create a professional research paper in a subject area of which they have a strong interest. The supervisory role is to guide, answer questions, direct students to resources and to give feedback concerning the structure and content of the essay. It is recommended that supervisors keep their contact time within a range of 3-5 hours. This includes reading time. **Students should spend approximately 40 hours on their EE from start to finish.** Both student and supervisor must keep in mind that the EE is a student creation. It should reflect the interests and language of the student, not the supervisor.

The purpose of this packet is to help both student and supervisor understand what is expected of the extended essay process. The process is assigned to ensure that the EE is the student's original work and to verify that an IB graduate understands how to properly research, write and document a collegiate level research essay. This is a requirement of the IB program.

Students and supervisors will **both** receive this packet. Note that instructions are included in the left-hand column and that the right-hand column is blank. The blank space is designed for the students to take note of suggestions from the supervisor and for the supervisor to record date and length of meeting time, and any notes necessary to document student progress. **Supervisors are required to do so.**

TO STUDENTS:

Take the notebook, *A Pocket Style Manual* (Hacker), and this packet to every meeting with your supervisor. Please note that the "Assessment Criteria" located behind the third tab shows how you will be graded out of a total 36 EE points. The *IB Subject Guide* under the first tab explains the correct way to choose, narrow and focus a topic. Although you may choose a subject you are not studying for your IB Diploma, your supervisor can not tutor you in subject specific skills needed to complete this essay. It is highly suggested that you choose a subject you fully understand.

Your assigned supervisor is required to check each stage of the EE process. Most supervisors are content specialists in your selected subject; however, you may contact another specialist **with permission of your assigned supervisor.** Ms. Hays is available to answer questions on research and the process through May 2010. She must be contacted if you have concerns at any point in

the EE process. However, the person who will sign the official IB documentation verifying that the EE is your own work and that you have followed the process is the assigned supervisor.

Your supervisor is not required to meet with you at the last minute. Schedule a meeting no later than 48 hours prior to the due date. Some supervisors with many students may create a schedule that requires students to meet well before the deadlines. You must do as requested. Working ahead of schedule is encouraged.

You should ask for your supervisor's business number and e-mail address. Please contact him or her well before the first deadline to make an appointment or to introduce yourself. Most contact information can also be found in the IB Family Directory.

A Pocket Style Manual contains descriptions for all parts of your EE and includes documentation examples and is referred to throughout this process packet. You may buy a copy in the IB Office.

Please read the following information given to supervisors.

TO SUPERVISORS:

Please read the above student instructions to familiarize you with student expectations.

You have been given a notebook containing the specific IB *Subject Guide(s)*, process instruction packets for each student supervised and a list of supervisors and students, the *IB Diploma Program Guide*, and samples of excellent extended essays. **Please read all of the materials in this notebook.**

This process instruction packet includes the task each student must have accomplished and the specific date the task is due. **You must make yourself available to students by appointment.** If you must miss an appointment, please contact the student to re-schedule. It is not your responsibility to find a tardy or absent student. However, an appointment missed by the student must be documented in this process packet.

This packet includes a place to record the number of minutes you spend with each student as well as a place to award points for each part of the process part. You will record a 2-credit Extended Essay PHS grade at the end of fall semester 2009 based solely on how well the student followed the process. A grading matrix is included at the end so that it is easy to award a process grade.

You are also required to turn in a predicted grade to IBO based on the IB grading matrix found under the third notebook tab.

If you are working with a subject area out of your expertise, please feel free to contact a content specialist if you need help.

The essay process is new for most students. Please refer them to Chris Hays for questions concerning documentation, outlining, using research cards and other mechanics of which they are unclear. Chris is available through May 2010.

If you have a student who regularly misses deadlines, be sure to immediately contact parents and notify Chris Hays, Lisa King and Kim Wilder.

Please create an appointment schedule for student use and keep it where students have access to it. Make an effort to locate students you do not know, introduce yourself, and explain where you may be reached and where the appointment sign-up sheet can be found.

Hopefully, you'll find this packet helpful in guiding the process along. Please give Lisa King feedback in order to improve instructions.

Due Dates:

Students and supervisors should have met prior to these dates.

Required Meetings:	Fast Track Dates (Completion before summer break) FAST TRACK IS ONLY FOR LITERATURE REVIEWS AND EXPERIEMENTS THAT CAN BE CONDUCTED IN ONE DAY.	Regular Track Dates (Completion after summer break)
Required meeting(s) between student and supervisor; general topic(s) selected	By January 18, 2010	By January 18, 2010
Narrowed topic and research question(RQ)/hypothesis Background research and working thesis (possible answer to RQ/hypothesis) and experimental processes	By February 1, 2010	By February 1, 2010
One half of thesis research	By March 8, 2010	By March 29, 2010
Completed research and final thesis (answer to RQ or Hypothesis) and experimental timeline	By April 12, 2010	By May 3, 2010
Outline	By April 26, 2010	By May 17, 2010
Experimental Data Due	By May 3, 2010	By August 23, 2010
Full professional draft submitted	By May 17, 2010	By September 13, 2010
Viva Voce (concluding interview)	By May 24, 2010	By September 27, 2010
Plagiarism check	By May 24, 2010	By September 27, 2010
Final paper	By May 24, 2010	By September 27, 2010

Student Materials:

4 X 6 index cards (100 - 300) if using this method
 EE Notebook
 Process Instructions Packet
A Pocket Style Manual

EXTENDED ESSAY: INSTRUCTIONS FOR DEADLINES

By Monday, January 18, 2010 (Fast and Regular Track)

<p>Students and supervisors have met and discussed possible topics and ways those topics could be made experimental or lead to an in-depth literary review. The student should leave this meeting with a clear direction and a list of key terms that will assist in narrowing their topic. Bring source(s) or citation(s) which helped you generate your ideas. Please read the next due date directions and make sure you are clear concerning the requirements.</p> <p>Note: Decide today if you will be using MLA, APA or Chicago documentation style. They are covered in <i>A Pocket Style Manual</i>.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student's preparation for this part of the process:

- 5 Complete
- 5 Mostly complete but student needed clarification and/or help
- 4 - 3.5 Partially Incomplete
- 3 - 2.5 Mostly Incomplete
- 2 - 0 Unprepared or appointment or deadline missed

By Monday, February 1, 2010 (Fast and Regular Track

<p>Background research, working thesis/hypothesis, and experimental procedures must be submitted by today.</p> <p>A working thesis/hypothesis addresses the research question (problem statement) and directs the focus of the essay.</p> <p>For an experiment, a detailed draft of the experimental procedures is due today. This draft could be converted to continuous prose for the completed essay. Be able to explain where you got your idea for the experimental procedure.</p> <p>If you are doing a survey paper, background notes are due today. The note taking procedure is outlined below.</p> <p>Information from background sources must be written on index cards. Begin by writing the bibliographical information in the correct documentation style on separate cards (one for each source). Lettering each background bibliography card A, B, C, D, etc. and placing a, A1, A2, A3, etc. on cards with background information is an example of matching information to sources.</p> <p>When taking notes on your cards, make sure you only write information on one topic; for example, one quote or one piece of factual information. Don't fill your cards with information from many topics even if your background source provides this information. One background source could have several coordinated cards depending on the information provided.</p> <p>You will be preparing an annotated bibliography, indicate on the index card the type of source and any other characteristics of the source. Depending on the EE topic, the number of background sources may vary. You should not depend on 1 or 2 sources unless specifically advised by the supervisor.</p> <p>Prior to leaving today's appointment, discuss the next requirement(s) for the next meeting.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student's preparation for this part of the process:

15-14 Complete

13-12 Mostly complete but student needed clarification and/or help

11 - 10 Partially complete

9 - 8 Mostly Incomplete

7 - 0 Unprepared or appointment or deadline missed

By Monday March 8, 2010 (Fast track) or Monday March 29, 2010 (Regular Track)

<p>Approximately one – half of the required sources are due. Each source must have a separate card written in correct bibliographical style. Some of these sources may include background sources. However many of these sources should represent additional research and/or established experimental procedures.</p> <p>If you will be preparing an annotated bibliography, indicate on the index card the type of source and any other characteristics of the source. Annotation style is part of your permanotes from sophomore history class.</p> <p>Remember to place these index cards behind the bibliography card where the information was found. Write the author’s name at the top of each index card as well as the matching claim number.</p> <p>The number of note cards may vary depending on the subject and the topic.</p> <p>If an external mentor is used, a log of communications and hours spent must be maintained.</p> <p>At the end of this meeting, note the deadlines due for the next meeting, including the experimental timeline (if applicable).</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student’s preparation for this part of the process:

- 10** Complete
- 10** Mostly complete but student needed clarification and/or help
- 9 - 7** Partially complete
- 6 – 5** Mostly Incomplete
- 4 – 0** Unprepared or appointment or deadline missed

By Monday April 12,, 2010 (Fast track) or Monday May 3, 2010 (Regular Track)

<p>The rest of your research must be completed at this time. If doing an experiment, a timeline for your experimental procedure must also be submitted.</p> <p>See the previous page of instructions.</p> <p>After checking to see if source support is balanced, discuss with your supervisor any questions and concerns you have about your EE.</p> <p>Submit the final research question (problem statement) by today. After this meeting, the focus of your research cannot change. Discuss appropriate ways to introduce and conclude the essay according to the grading matrix.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student's preparation for this part of the process:

- 10** Complete
- 10** Mostly complete but student needed clarification and/or help
- 9 - 7** Partially complete
- 6 - 5** Mostly Incomplete
- 4 - 0** Unprepared or appointment or deadline missed

By Monday April 23, 2010 (Fast track) or Monday May 17, 2010 (Regular Track)

<p>A word-processed outline is due. If doing an experiment, set a deadline for experimental results _____.</p> <p>The outline begins with the final complex thesis written out at the top.</p> <p>The outline should be in a readable and organized outline form and not a free flowing brainstorm of ideas. A final outline should be approximately 2 pages long depending on spacing and font.</p> <p>Check the outline for the following:</p> <ul style="list-style-type: none">___ Introduction and thesis/hypothesis___ Organization of claims/procedures___ Development of claims with supporting information (sub-points)/experimental results___ Conclusion/Evaluation___ Meets general criteria___ Meets subject criteria <p><i>Regular Track:</i> Exchange summer contact information with your supervisor. Please note that by May 3 or August 23, all experimental data is due.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student's preparation for this part of the process:

10 Complete

10 Mostly complete but student needed clarification and/or help

9 - 7 Partially complete

6 - 5 Mostly Incomplete

4 - 0 Unprepared or appointment or deadline missed

By Monday, May, 2010 (Fast track) or Monday, August 23, 2010 (Regular Track)

Experimental data is due. A draft of the conclusion and evaluation must also be completed	Notes:
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____ Points Awarded: _____

Circle the following grade which best describes the student's preparation for this part of the process:

10 Complete

10 Mostly complete but student needed clarification and/or help

9 - 7 Partially complete

6 - 5 Mostly Incomplete

4 - 0 Unprepared or appointment or deadline missed

By Monday May 17, 2010 (Fast track) or Monday September 13, 2010 (Regular Track)

<p>Full PROFESSIONAL draft due to supervisor:</p> <p>You must have made every effort to write this draft as if it were the final copy. Spelling, grammar, mechanics, tables and graphs must show effort. Documentation must be included and in proper form.</p> <p>General feedback for Supervisors: Do not write comments on the draft. Take notes on a separate sheet of paper as you read to discuss with the student. For example, if the student has grammatical errors, do not mark these mistakes on the draft but make a note to tell the student to check grammar.</p> <p>Specific feedback for Supervisors: Please use the 36 point matrix the notebook to give feedback.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____

Circle the following grade which best describes the student's preparation for this part of the process:

- | | |
|----------------|--|
| 20 | Complete |
| 20 | Mostly complete but student needed clarification and/or help |
| 19 - 14 | Partially complete |
| 13 - 10 | Mostly Incomplete |
| 9 - 0 | Unprepared or appointment or deadline missed |

By Tuesday May 24, 2010 (Fast track) or Monday September 27, 2010 (Regular Track)

<p>The Viva Voce (Concluding Interview must take place by this date. Please refer to the notebook.</p>	<p>Notes:</p>
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Supervisor: Please fill out during or after your meeting with the student:

Total minutes spent with student: _____

Circle the following grade which best describes the student's preparation for this part of the process:

- | | |
|----------------|--|
| 20 | Complete |
| 20 | Mostly complete but student needed clarification and/or help |
| 19 - 14 | Partially complete |
| 13 - 10 | Mostly Incomplete |
| 9 - 0 | Unprepared or appointment or deadline missed |

By Tuesday, May 24, 2010 (Fast Track) or Monday, September 27, 2010 (Regular Track)

STUDENTS:

3 copies of the final manuscript are due to the IB office: No exceptions and no extensions. These copies will not be returned to you.

1 copy of the plagiarism check is submitted (see attachments)

All copies are stapled. Do not bind and do not create a cover.

The envelope with all of your research evidence (note cards, outline, drafts, etc.) must be turned in separately from the essays.

SUPERVISORS:

Please add up the process points and assign a grade on the following scale.

100 – 90 P

89 - 80 P

79 - 70 P

69 - 60 P

59 and below F

Process Grade: _____

Predict a grade according to the IB criteria. Please circle the grade below.

Please do NOT show this grade to the student.

A (EXCELLENT)

B (GOOD)

C (AVERAGE)

D (POOR)

E (ELEMENTARY - UNSATISFACTORY/ FAILING CONDITION)

Predicted Grade: _____

Attachments

Instructions for using “Safe Assignment,” the program that checks your essay for plagiarism:

Go to the PHS home page (<http://schoolweb.psdschools.org/phs/>) and click on “BLACKBOARD.”

Login according to instructions. You will need your student ID and PIV password.

Click on “IB Extended Essay.”

Click on “assignments.” Please read this information.

Click on “view/complete.”

Click on “Browse” and retrieve your file from where you stored it.

Click on “open.”

Click on “submit.”

Wait 15-20 minutes and click on “assignments.”

Click on “view/complete.”

Click “OK”

If the program is still working on your essay, no data will show. If the program is finished, you will see a percentage of possibly plagiarized info. You want this number to be zero, however; don't panic. Compare the shaded information with your paper and if the program is picking up quoted info or references, that is OK. You want to look out for the other parts. To get to the essay and to examine the shaded areas go to “SA Report.” Here you can either save to disc to print later or print it now.

If you have problems with the program it is best to contact the Media Center staff. They will help you.

