



Jewels International School of Kinshasa

Extended Essay- Calendar for the Class of 2024

Overview

The schedule will include at least one lesson of instruction per week dedicated to the EE. This lesson will be taught by the EE Coordinator or an appropriate teacher. These lessons will each have clear objectives and aims geared towards helping students manage their time, organize their ideas, and learn the fundamentals and mechanics of excellent IBDP-level research, methodology, and writing. In addition, each student will have an EE mentor who will guide them through the process within the subject they have chosen.

Planning Outline

Step	Expectations	Time-Frame
<i>1. Pre-Planning</i>	<p>Introduce students to the Core of the IB in June of 2021 before they leave for summer holiday.</p> <p>Have students complete early planning guide with guiding questions to narrow down their field of interest.</p> <p>Give students a form for keeping track of their initial research and notes.</p>	<p>Pre-IBDP July 2022 – September 2022</p>
<i>2. Initial Ideas & the Researchers Reflection Space (RSS)</i>	<p>Introduce students to the EE for each subject group and World Studies.</p> <p>Introduce Whittle Library and Library Resources.</p> <p>Introduce students to the RSS platform.</p> <p>Review how to keep notes for reflection and how to compose a reflection.</p> <p>Examine EE grading criteria and a sample.</p> <p>Review Citations and Ethics</p> <p>Choose an EE mentor by November.</p> <p>Choose a subject for the EE by January.</p>	<p>Year I September 2022 – January 2022</p>
<i>3. Groundwork & the Research Question (RQ)</i>	<p>Review how to develop a research question.</p> <p>Have at least one “check-in” meeting with EE mentor.</p> <p>Discuss how to organize an initial proposal.</p> <p>Complete proposal form.</p> <p>Prepare first reflection.</p>	<p>Year I January 2023 – February 2023</p>



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<p><i>4. First Official Meeting</i></p>	<p>Finalize proposal form and prepare questions for first meeting.</p> <p>Have first meeting with advisor to present project proposal during mid-March.</p> <p>Complete and upload Reflection I to Managebac before the end of March.</p>	<p>Year 1 March 2023</p>
<p><i>5. Improving the Research Question (RQ) and Focused Research</i></p>	<p>Carry out a mini literature review of the quality of sources.</p> <p>Review how to take research notes.</p> <p>Write an initial outline.</p> <p>Learn how and prepare an annotated bibliography.</p> <p>Revise RQ.</p> <p>Enter and update Research Proposal on Managebac.</p>	<p>Year 1 April 2023 – June 2023</p>
<p><i>6. Interim Meeting with Mentor</i></p>	<p>Bring updated research proposal and RQ to mentor by mid-June.</p> <p>Have 2nd official meeting with advisor.</p> <p>Create an subject-specific action plan of next steps to be completed over the summer.</p>	<p>Year 1 June 2023</p>
<p><i>7. Deep Work</i></p>	<p>Complete action plan over the summer.</p> <p>Action plan should be completed according to subject guidelines.</p> <p>May include: interviews, questionnaires, surveys, experiments, secondary research, traveling to a research site.</p> <p>Complete the first draft.</p>	<p>Year 1 – Year 2 June 2023 – August 2023</p>
<p><i>8. Writing the EE</i></p>	<p>Review editing and revision techniques.</p> <p>Examine organization of information.</p> <p>Complete the final draft.</p> <p>Peer assessment of final draft against each grading criterion.</p>	<p>Year 2 September 2023 – October 2023</p>
<p><i>9. Feedback & Improvements</i></p>	<p>Double-check final draft.</p>	<p>Year 2</p>



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	Conduct a self-assessment by examining essay against each grading criterion. Submit final EE on Managebac.	November 2023 – December 2023
<i>10. Viva Voce</i>	Have 3 rd and final official meeting with mentor. Write and upload 3 rd and final reflection on Managebac.	Year 2 January 2024