

International Baccalaureate Diploma Program Extended Essay Component – 2017-2018 School Year

School of the Nations - Macau

Coordinator: Mrs. Jones

Extended Essay Supervisors: S.O.N. IB Faculty

General Information

The Extended Essay is an essential component in the IB Diploma Program. 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 an introduction, body and 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.

An important part of this process is the learning and personal reflection that students experience. Students must complete specific written reflections three times during the process of developing their Extended Essay. These are important aspects of the learning and do figure prominently in determining the level of engagement you have with the task.

Potential IB Diploma Candidates will be introduced to the skills necessary for completing a research paper after they have completed the I.G.C.S.E. exams in Form 4. They will be further introduced to the various aspects of the extended essay during Form Five. 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 along with a list of important due dates to help track their progress. The extended essay coordinator will monitor the research process and will maintain communication with the faculty supervisors (advisers). Students will be given school marks for Extended Essay during Form 5 and for part of Form 6.

Please note that completion of the tasks outlined for Form 5 is required in order to advance to Form 6. Students who do not have a complete draft of at least 3500 words by the date set will not be allowed to progress to Form 6 regardless of their other marks. Any student guilty of plagiarism on all or part of their extended essay will not advance to Form 6. Two of the personal reflections must also be completed during your Form 5 year.

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*. Once the subject is chosen and approved, then a topic within that subject must be selected. Students are advised to choose a subject that they have both sufficient background knowledge and skill. Subjects that are not part of the student's diploma program course of study are permitted, but caution is advised unless the student has

a high level of personal interest in that particular subject. Approval of a student's selection of a subject area remains with the Extended Essay and IB Coordinator.

Choosing a topic from a particular subject requires careful consideration. Students are advised to review the relevant subject guidelines, which will be provided by the IB 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 of their research; however, it is not necessary for this research to make a contribution to knowledge within the subject.

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.

Assigning a Supervisor

Once a topic has been chosen, each student will receive a faculty supervisor who will serve as the candidate's extended essay supervisor. Students can request a particular supervisor, but will be assigned a supervisor based on their subject and the availability of the faculty member. The extended essay supervisor will always 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 IB 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 candidate with defining a topic, developing a suitable question, and helping them to find the necessary resources to complete their research project.

We will make every effort to provide you with the subject and adviser you requested. If, however, that particular adviser has more requests than he/she can fulfill, OR if the subject teacher feels that your skills or maturity in that area is not sufficient to sustain this project, the Extended Essay Coordinator will meet with you to discuss an alternative choice.

Because the demands of the extended essay can be overwhelming at times, it is extremely important for the candidate to maintain close contact with their supervisor throughout the research process and to receive general guidance on time management. Each candidate must meet the designated timeline (attached). This timeline identifies very specific 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 be determining the predicted grade for the extended essay. As you know, predicted grades are very important since they often form the basis of an offer of admission a student may receive to universities.

The grade descriptions are:

| | |
|---|--------------------------|
| 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 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. These points often make the difference between getting the IB diploma, as well as getting a university offer based on your overall IB score. The combination of points will be awarded according to the matrix below:

Diploma Points Matrix for the Extended Essay and Theory of Knowledge

| | | Theory of Knowledge | | | | | Not submitted |
|----------------|---------------|---------------------|------|--------------|----------|-------------------|---------------|
| | | Excellent | Good | Satisfactory | Mediocre | Elementary | |
| Extended Essay | Excellent | 3 | 3 | 2 | 2 | 1 | N |
| | Good | 3 | 2 | 1 | 1 | 0 | N |
| | Satisfactory | 2 | 1 | 1 | 0 | 0 | N |
| | Mediocre | 2 | 1 | 0 | 0 | 0 | N |
| | Elementary | 1 | 0 | 0 | 0 | Failing condition | N |
| | Not submitted | N | N | N | N | N | N |

In addition to the score a student receives at the end of the IB program, school marks will be recorded on S.O.N. report cards during Form Five and during a portion of Form Six. These marks will be based on the following criteria:

The Extended Essay Grades for Form 5 students (terms 1, 2, 3 & 4) and for Form 6 (terms 1 & 2) include the following elements:

- Attending and ***fully participating*** in the required plenary sessions scheduled (you must have written documentation for missing all or a part of these scheduled sessions). This year, these sessions will be part of homeroom activities and MAY include one Saturday morning session each term. This means that if you miss homeroom on days where instruction and guidance is given on the Extended Essay, it will affect your EE term mark.
- Submitting required documents by the due dates given.
- Taking initiative in meeting with staff (supervisor and/or coordinator).
- Demonstrated effort in producing work on the extended essay that is reflective of your ability.

Notes:

ALL of these requirements must be met and evident in order for the student to get an “A” for their EE term mark.

The extended essay coordinator, in consultation with the student’s supervisor and the IB coordinator, will award the extended essay grades.

Extended essay report card grade descriptors:

A = Attended and participated fully and positively in the required plenary sessions, submitted required documents per the deadlines given, took good initiative in meeting with staff as required, produced materials that were reflective of the student’s ability and that demonstrated outstanding effort.

B = Missed one or more of the required plenary sessions or did not participate fully and/or responsibly in these, submitted all documents per the deadlines given, took some initiative in meeting with staff as required, produced materials that demonstrated reasonable effort.

C = Missed one or more of the required plenary sessions or failed to participate fully and/or responsibly, or submitted one or more document late, or produced materials that demonstrated some effort, and/or did not take initiative in meeting with staff as required

D = Missed more than three plenary sessions, or was inattentive or non-participative at more than one of these sessions, or submitted one or more document late, or did not produce materials that demonstrated effort, and/or or did not take initiative in meeting with staff as required.

E = Missed more than five required plenary sessions, was inattentive or disruptive during more than one session, or submitted more than one document late, or failed to submit one document, or did not produce any work on the extended essay this term, and/or did not take initiative in meeting with staff as required.

Summary of due dates:

October 10, 2017 – Step 1 Form- Student/Parent Contract

October 30, 2017– Step 2 Form – Subject & Supervisor Choice

November 24, 2017 – Step 3 Form – Topic & Research Question

December 15 , 2017 – Reflection ONE

January 26, 2018 – Step 4 Form – Annotated Bibliography

March 23, 2018 – Step 5 Form – Partial Rough Draft (2000 words)

May 25, 2018 – Step 6 Form – Complete Rough Draft (3500 words)

June 8, 2018 – Reflection TWO

Extended Essay Timeline

May-June 2017: Introduction to the Extended Essay and the research process during the IB Orientation required of all Form 4 students.

September 2017: Begin information meetings with DP candidates

October 2017: Student/parent contract due to EE Coordinator (Step1 Form) & Subject and proposed supervisor choice due to EE Coordinator (Step 2 Form)

November 2017: Topic and research question due to EE Coordinator (Step 3 Form)

December 2017: First REFLECTION due

January 2018: Annotated bibliography due to EE Coordinator (Step 4 Form)

March 2018: A partial rough draft (at least 2000 words) is due to EE Coordinator (Step 5 Form)

May 2018: A complete draft (at least 3500 words including ALL aspects of the required paper) is due to the EE Coordinator (Step 6 Form)

Summer holiday: Students work on revisions and improvements so that they can finalize their EE in the FIRST term of the 2018-2019 school year.

October 2018: Final plenary sessions with students to get peer feedback and to review citations.

November 2018: 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.

December 2018: The Final Paper needs to be submitted to the supervisor. Students must submit one electronic copy and one hard copy.

January 2019: The Viva Voce (verification discussion) needs to occur between the supervisor and the student. Students must complete the third (final reflection). Supervisors must submit all paperwork and copies of the final Extended Essays to the EE Coordinator.

Subject list

Below you will find a list of the subject choices.

English Language
English Literature
Biology
Business Management
Chemistry
History*
Mathematics
Music
Peace and Conflict Studies*
Physics
Psychology
Theatre Arts*
Visual Arts
World Religions*

Also:
Chinese B

Interdisciplinary Subject:
World Studies*

* Not an IB course offering at S.O.N. These subjects can only be selected with proof of extensive knowledge and/or experience outside of the IB program.

Advisers Available for the 2017-2018 School Year (by Subject)
Note that subject teachers can only work with three students per year

English (Language OR Literature):

Ms. Chan
Mrs. Jones

Chinese B:

Xie Lao Shi
Lin Lao Shi

Business/Management:

Ms. Willshire
Mrs. Jones

Psychology:

Mr. Paek
Mr. Teasdale

History, Peace & Conflict Studies & World Studies:

Mr. Hewitt

World Religions:

Mr. Ali (the Badi Foundation)

Chemistry:

Mr. Teasdale
Mr. Ray

Biology:

Ms. Meghna
Mr. Ray

Physics:

Mr. Vu

Maths:

Mr. Leong
Mr. Michael
Mr. Kim

Visual Arts:

Ms. Marina

Drama:

Mrs. Campbell

Music:

Mr. Sheppard
Mr. Nair

The Research and Writing Process-

