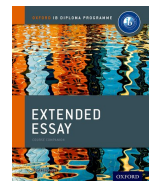
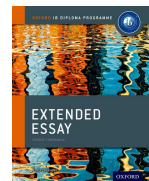
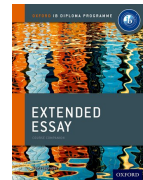


EE Timeline - Class of 2026

ALL DEADLINES UNLESS OTHERWISE STATED ARE FOR 8:15am ON THE DUE DATE

| Date Important deadlines/events | Student Responsibility Supervisor responsibilities | EE specific CORE sessions and relevant page of the CCS EE website or textbook |
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| <p>September 2024</p> <p>Week of Sept. 23 Intro to EE process, topic selection</p> <p>Week of Sept. 30 teachers give short EE overview for the subject area in lessons</p> | <p>Student complete an initial ideas mindmap on 2 subject areas of their choice</p> <p>Week of Sept.30 - teachers give a short overview of EEs in their subject area to students during lessons</p> | <ul style="list-style-type: none"> Intro to EE, |
| <p>October 2024</p> <p>Week of Oct.8 Getting Started - refining a research question/ area of focus - Researcher's Reflection Space</p> <p>Term Break: October 14-18</p> <p>Week of Oct. 28 - Annotated bibliography and school databases/research tools</p> | <p>Complete the "Getting Started" topic refining sheet for 2 subject areas</p> <p>Google Form - top 2 subject area choices. This is not set in stone but will help the EE coordinator get a good idea of what students are thinking</p> <p>Using information they have learned in IB Core session on school databases and annotated bibliographies, students should be working on their Annotated Bibliographies - 5 entries for your top choice</p> <p><u>Students consistently updating Researcher's</u></p> | <ul style="list-style-type: none"> "Getting started" - refining a topic/research question Introduction to Researcher Reflection Space <p>All resources can be found on the Reflecting and the RPPE page of the CCS EE Website</p> <ul style="list-style-type: none"> Basic Intro to school library site and databases <p>All resources can be found on the "Getting Started" page of the CCS EE Website</p> |

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| | <p><u>Reflection Spaces in managebac</u></p> |  <p>If you would like additional resources, you can find more information about getting started on your EE in chapters 1 and 2 of the Oxford EE textbook which can be found in the school library.</p> |
| <p>November 2024</p> <p>Week of Nov. 12 - proposal forms</p> <p>Week of Nov. 18 - Locating and evaluating sources. Organizing your notes - 3 column research journals</p> <p>Nov.25 - 5 entries of annotated bibliography and proposals due to supervisors</p> <p>Nov. 27 - Minimum 4 entries in your RRS</p> | <p>Based on student Getting Started and Subject choice g.form, the EE coordinator and possible supervisors come up with final supervisor allotments. Students are notified. In subject areas with limited space, students may be asked to complete additional steps to secure a spot in that subject area</p> <p>Students continue working on RRS entries aiming to have at least 4 completed by the end of the month.</p> <p>Students complete their EE proposal form and annotated bibliography with 5 entries and submit to their supervisor Nov. 27th.</p> <p>Supervisors review the proposals and annotated bibliographies and discuss with their EE candidates.</p> <p>Supervisors check student RRS to see if they are keeping up with their reflections. EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> | <ul style="list-style-type: none"> • Introduction to annotated Bibliographies • Finding and assessing suitable sources. <p>All resources can be found in the Researching page of the CCS EE Website</p>  <p>If you would like additional resources, you can find more information about researching and finding suitable sources for your EE in chapters 3 and 4 of the Oxford EE textbook which can be found in the school library.</p> |

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| | <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | |
| <p>December 2024</p> <p>Dec. 13 - minimum 7 RRS entries due</p> <p>Dec.14 -Jan.13 - Semester Break</p> | <p>In core, students unpack a sample RPPF reflection and make connections to the Crit. E assessment rubric.</p> <p>Throughout this month, students continue researching and developing their RQ. They should also be checking in with their supervisors regularly.</p> <p>Supervisors should include short notes on their check-in sessions with students on the students' EE profile.</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <ul style="list-style-type: none"> Students are introduced to the First Formal Reflection session. In Core class students unpack a sample reflection and break down the Crit. E assessment rubric with the EE coordinator <p>All resources can be found on the Reflecting and the RPPF page of the CCS EE website</p>  <p>If you would like additional resources, you can find more information about reflection and the RPPF in chapter 6, p.92 and chapter 7, pp133-138 and of the Oxford EE textbook which can be found in the school library.</p> |

January 2025

Week of Jan.13 ++ First FORMAL REFLECTION SESSION with supervisors.

Wednesday, Jan. 22 EE Fair with Year 13s

Jan.31 - First RPPF reflection due to supervisor for feedback

Jan.31 - minimum 10 entries in RRS.

Students schedule 20-30 minute formal reflection session focused on their initial ideas, research findings, and potential RQs.

Supervisors conduct the 1st formal reflection session and record notes in the student's M.bac EE profile.

After their first formal reflection session, students work on their first reflection for submission to their supervisors for feedback (Jan.26)

Students send their first formal reflection write-up to their supervisors for review. Supervisors will give 1-2 lines of feedback.

EE FAIR: Students meet with Year 13s to discuss the EE process, read samples, and get acquainted with the process. Year 12s will prepare questions to ask during the EE fair.

Supervisors will continue to include short notes on their check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.

EE Coordinator also checks on students' progress and notifies parents if students are falling behind

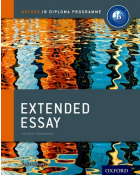
Students consistently updating Researcher's Reflection Spaces in managebac

- Special EE Fair session - yr. 12s and 13s - students will spend the afternoon discussing the EE process with the Year 13s.

All resources can be found on the [EE Fair](#) page of the CCS EE website

- Organizing notes and assessing sources - students will explore how to organize their notes in a meaningful way and will be shown different approaches to organizing their notes (3 column journal, noodletools, etc.)

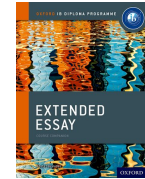
All resources can be found on the [Researching](#) page of the CCS EE Website

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| <p>February 2025</p> <p>Informal meeting(s) with supervisors</p> <p>Feb 3- First formal reflection due in “Planning and Progress” section of M.bac</p> <p>Feb.28 - minimum 13 entries in RRS</p> | <p>After students have completed final edits, they will upload to the “Planning and Progress” tab in M.bac</p> <p>Students will consider their own research methodologies and reflect on their strengths and weaknesses. This will be a mandatory entry in their RRS and will be a point of discussion for them and their supervisor.</p> <p>Students work on research, accessing JSTOR, collecting data, formulating and organizing experiments etc.</p> <p>Supervisors will continue to include short notes on their check-in sessions with students on the students’ EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <ul style="list-style-type: none"> Research and research methodologies - students will be introduced to various research methodologies and asked to consider the strengths and weaknesses of the methodologies they are using. <p>All resources can be found in the Researching page of the CCS EE Website</p>  <p>If you would like additional resources, you can find more information about researching and methodologies you can consult chapter 4 of the Oxford EE textbook which can be found in the school library.</p> |
| <p>March 2025</p> <p>Informal meeting(s) with supervisors</p> <p>March 21 - minimum 16 entries in RRS</p> <p>March 22-April 2 Term Break</p> | <p>Students begin to work in their detailed outlines. They should be discussing their possible approaches with their supervisors in meetings this month.</p> <p>Students work on research, accessing JSTOR, collecting data, formulating and organizing experiments etc.</p> <p>Supervisors will continue to include short notes on their check-in sessions with students on the students’ EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> | <ul style="list-style-type: none"> Creating an essay outline - students will be introduced to various essay outline samples and informed of expectations of what should be included in their detailed outline. <p>Various resources will be shared with students to use as models and to guide them through the process.</p> |

EE Coordinator also checks on students' progress and notifies parents if students are falling behind

Students consistently updating Researcher's Reflection Spaces in managebac

All resources can be found on the [Creating and EE Outline](#) page of the CCS EE Website



If you would like additional resources, you can find more information about writing your EE you can consult **chapter 5** of the Oxford EE textbook which can be found in the school library.

April 2025

Informal meeting(s) with supervisors

April 9 - 8:15am- detailed outline due to supervisors

April 21, 2025 (at the latest)- detailed feedback on outline returned to students.
- Informal meetings to review feedback.

April 30 - minimum 18 entries in RRS

Students meet with supervisors to review their Term Break research and findings.

Students submit their detailed outlines to supervisors for feedback. After they receive feedback students should request a meeting with their supervisor to unpack teacher feedback.

Supervisors provide detailed feedback on student outlines by the set deadline of April 15.

Students explore the subject-specific guidance on the IB EE website and complete the Scavenger Hunt document based on their own EE. This document is uploaded to their RRS

Supervisors review the scavenger hunt document with their candidates

Students continue researching and writing EE outlines.

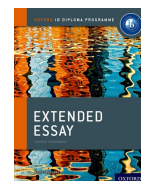
Supervisors will continue to include short notes on their check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.

EE Coordinator also checks on students' progress and notifies parents if students are falling behind

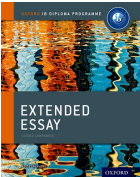
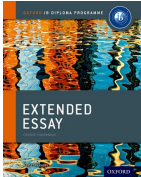
Students consistently updating Researcher's Reflection Spaces in managebac

- Exploring the subject-specific guidance - assessment criteria scavenger hunt. Students are led through an exercise where they explore the subject-specific guidance on the IB EE website.
- Core session on writing introductions and what should be included.

All resources can be found on the [The Writing Process](#) page of the CCS EE Website

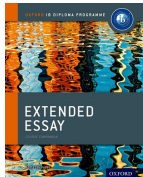


If you would like additional resources, you can find more information writing your EE you can consult **chapter 5** of the Oxford EE textbook that can be found in the school library.

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| <p>May 2025</p> <p>Students working on writing first 2000 words</p> <p>May 13th - first 2000 words due to supervisors</p> <p>May 30 - minimum 20 entries in RRS</p> | <p>Students begin writing their EEs with the aim of 2000 words by the May 20th deadline. The structure of these 2000 words is up to students and their supervisors to determine. It can be continuous or 2000 words of analysis based on supervisor recommendations.</p> <p>Students hand in 2000 words of their EE to their supervisors for review by the assigned due date (May 20)</p> <p>Students make an appointment to discuss their 2000 words with their supervisor. This meeting must take place no later than June 12th.</p> <p>Supervisors will continue to include short notes on their check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <ul style="list-style-type: none"> Paragraph writing and order of points - students are given input on how to create meaningful and well-organised body paragraphs. <p>All resources can be found on the The Writing Process page of the CCS EE Website</p>  <p>If you would like additional resources, you can find more information about writing your EE you can consult chapter 5 of the Oxford EE textbook which can be found in the school library.</p> |
| <p>June 2025</p> <p>Informal meeting with supervisor to review 2000 words by June 10th.</p> | <p>Supervisors must provide detailed feedback on students' 2000 words to prepare students for the work they will be doing over summer break</p> <p>Supervisors will continue to include short notes on their check-in sessions with students on the students' EE</p> |  <p>If you would like</p> |

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| <p>June 13- minimum 22 entries in RRS</p> | <p>profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <p>additional resources, you can find more information about writing your EE you can consult chapter 5 of the Oxford EE textbook which can be found in the school library.</p> |
| <p>SUMMER BREAK</p> | <p>Students work on writing their EE based on their outlines and supervisor feedback on their 2000-word submission. <u>Must complete a minimum of 3000 words over summer break.</u></p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | |
| | <p>The dates for the 2024-2025 academic year are tentative until the official school calendar is released</p> | |
| <p>August 2025</p> <p>Aug. 6- Minimum 3000 words complete.</p> <p>Supervisors should have feedback to students no later than the week of Aug.25</p> <p>Week of Aug. 25 - Second FORMAL REFLECTION SESSION with supervisor</p> | <p>Students submit 3000 words to supervisor and Ms. Z via G.Docs and managebac Aug. 6th</p> <p>Students schedule a 20-30 minute formal reflection session focused on what they have produced over the summer break.</p> <p>The second formal reflection write-up sent to supervisors for review and feedback. Supervisors provide 1-2 sentences of feedback on the RPPF draft.</p> <p>After completing all edits and actioning supervisor suggestions, students upload their reflection in their "Planning and Progress" page on managebac.</p> | <ul style="list-style-type: none"> • Review of RPPF reflection writing. Students unpack a sample second reflection and break down the Crit. E assessment rubric with the EE Coordinator • Writing conclusions - Students are introduced to various approaches to writing a conclusion and review samples in their specific subject areas. Review the IB subject-specific guidance and make connections to their own work and draft conclusions. |

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| <p>Aug. 31 - minimum 25 entries in RRS</p> | <p>Supervisors will continue to include short notes on their check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <p>All resources can be found on the The Writing Process page of the CCS EE Website</p> <div data-bbox="1499 302 1640 480" data-label="Image"> </div> <p>If you would like additional resources, you can find more information about writing your EE you can consult chapter 5 of the Oxford EE textbook which can be found in the school library.</p> |
| <p>September 2025</p> <p>Sept. 4 - formal reflection #2 due to supervisor for review.</p> <p>Sept. 15- Second formal reflection uploaded to RPPF on M.bac</p> <p>Sept. 22 - First Submission for feedback due to supervisors</p> <p>Sept.30 - minimum 27 entries in RRS</p> | <p>**Camps Week - intensive EE sessions**</p> <p>Under the guidance of the EE coordinator - students review their in-text citations and works cited lists to ensure that they are properly formatted and that citations are correct and complete.</p> <p>Students review expectations for criterion D in their specific subject area on the IBDP EE website. Students work to ensure the expectations for this criterion are reflected in their own drafts and that they have met all the requirements.</p> <p>Students review their EE scavenger hunt document from their planning stages (April of DP2) have they met these goals with their first submission for feedback? Students revisit the subject-specific guidance and work to ensure they have met their goals and their work reflects the expectations in the IB guide.</p> | <p>**Camps Week - intensive EE sessions**</p> <ul style="list-style-type: none"> ● MLA citations and referencing review - Students are reminded of proper MLA citation rules and how to format a proper works cited list. ● Formatting and presentation review - Review session on what is expected for Crit. D of the EE. Students are guided through the Crit. D section of the subject-specific guidance as well as notes on presentation on the CCS EE website. <p>All resources can be found on the Submitting your EE page of the CCS</p> |

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| | <p>Students submit their formal first submission for feedback to supervisors.</p> <p>.</p> <p>Supervisors will continue to include short notes on their check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p style="text-align: center;"><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <p>EE Website</p> <ul style="list-style-type: none"> • Subject-specific guidance scavenger hunt review - have they met their goals in these areas?  <p>If you would like additional resources, you can find more information about interpreting the assessment criteria you can consult chapter 7 of the Oxford EE textbook which can be found in the school library.</p> <ul style="list-style-type: none"> • CSS deadline and extension policy |
| <p>October 2025</p> <p>Week of Oct. 6th - first submissions with detailed supervisor feedback returned to students</p> <p>October Break - Oct. 11-20</p> | <p>Supervisors are required to provide feedback no later than the week of Oct.6th and to have a meeting with their candidates to review this feedback</p> <p>Students make changes to their EEs based on supervisor feedback on their first submissions</p> <p>Students can continue to seek guidance from their supervisors during this time but cannot request that their supervisor review the entire document.</p> <p>Supervisors will continue to include short notes on their</p> | <ul style="list-style-type: none"> • Core sessions this month are focused on providing students with some in-class time to work on their final submissions and ask questions about formatting, citations etc. • There will be a final review session on formatting and presentation requirements before the final submission. |

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| | <p>check-in sessions with students on the students' EE profile. Supervisors will also check in on student RRS to ensure they are keeping up with their reflections.</p> <p>EE Coordinator also checks on students' progress and notifies parents if students are falling behind</p> <p><u>Students consistently updating Researcher's Reflection Spaces in managebac</u></p> | <ul style="list-style-type: none"> • CSS deadline and extension policy |
| <p>November 2025</p> <p>Nov. 12 - Final submission due via managebac</p> <p>Week of Dec. 1 - Final FORMAL REFLECTION SESSION (viva voce) with supervisor</p> | <p>Students submit their EE final submission via managebac</p> <p>Students complete final 20 minute reflection with their supervisor (viva voce).</p> | <ul style="list-style-type: none"> • Review of RPPF reflection writing. Students unpack a sample viva voce reflection and break down the Crit. E assessment rubric with the EE Coordinator |
| <p>December 2025</p> <p>December 12: All 3 RPPF reflections due to supervisors for a final check</p> <p>December 17: RPPF reflections due in Managebac</p> | <p>Students submit all RPPF reflections for final review from supervisor.</p> <p>Students upload their final reflection in their "Planning and Progress" page on managebac.</p> <p>Supervisors complete the supervisor's comment and upload to m.bac RPPF form.</p> | |

