Upcoming EE Deadlines and Meetings

What you need to know
Deadlines Updated

Please be aware, that deadlines have been updated on our website:

http://ciextendedessay.weebly.com/deadlines.html

The Annotated Bibliography is now due on April 10th, by which date you should also have completed the first formal reflection interview with your supervisor and entered your reflection on ManageBac.

So April 10th is a big day with **TWO** big pieces due.
What is an Annotated Bibliography?

In order to have direction for your first reflection interview, so that you can construct a plan for further research and begin to make a research question, you need to have several sources of information that you have found and read about your topic.

An annotated bibliography is a document that includes a short summary + the full MLA citation for each source you are reading and considering. It is okay if you don’t end up using some of these sources in your paper. But they will give you a starting point for forming ideas and discussing with your supervisor.

If you are writing a paper that uses purely secondary sources, your bibliography should have about 5-8 sources that you have read and are thinking about, depending on the subject. A Group 3 essay will have more of these sources than a Group 1, for example. If you are in a science or completing an essay that uses primary resources, you need about 3 background sources of information on your bibliography + a rough outline or ideas plan for your investigation and how you think you could carry it out.
The Formal Interview vs. The Check-in Meeting

You should already be meeting your supervisor regularly for check-ins. If you do not have a schedule for regularly occurring check-in meetings, make that appointment NOW. You need to set this schedule with your supervisor. A good rule-of-thumb might be to check in for 5-10 minutes once every 3 weeks. During check-in meetings, you inform your supervisor of your progress and ask questions. This is very informal. It is a good idea to show your supervisor your Reflection Space document. Remember? We set that up in Google Docs? You should be taking notes there, outlining, keeping up with sources and ideas, etc. Check-ins are just check-ins.
The Formal Interview:

This happens 3 times over the course of the project--one at the beginning, one in the middle, and one at the very end after you are completely finished.

For these meetings, you have to record plans and ideas, and you will need to enter a reflection into ManageBac.

To prepare for this meeting, you have an annotated bibliography to discuss. Additionally, you should be thinking about the following questions:

- Why am I interested in this topic and why is it important?
- What possible questions have emerged from my initial reading?
- Are there any ethical issues that I need to consider?
- What possible methods or approaches might be used for further research in this area and why?
- Can I formulate a research question with what I have or do I need to do further research?

You could go ahead and jot answers to these questions in your reflection space doc.
Additionally, for a smooth interview:

Make sure you have read your subject guide and have any questions highlighted in your Reflection Space Doc.

Spend some time going over the general grading criteria:

http://ciextendedessay.weebly.com/assessment-criteria.html

Download and read the document. Please pay particular attention to the criteria for ENGAGEMENT, in which you are assessed on how connected you were to the project. Did you meet deadlines and keep up with your supervisor meetings, etc etc.
Your Action Items:

- Make an appointment for the First Formal Reflection Interview with your supervisor.
- Make a schedule for regular check-in meetings if you have not already.
- Work on your annotated bibliography. You can find help for this on our website (as well as copies of these slideshows) in the “Writing” tab: http://ciextendedessay.weebly.com/writing.html
- Prepare for your first Reflection Interview by
  - Reading the Assessment Criteria
  - Thinking about and answering the questions above
  - Read over your subject guide found on our website and note any questions you have