# Extended Essay Day – Planning Sheet

STUDENT’S NAME:

SUPERVISOR’S NAME:

Title of Essay:

|  |  |
| --- | --- |
| Overall targets for the day | 1. First target = 2. Second target = 3. Third target = |
| 08:40-09:40 |  |
| 09:40-10:40 |  |
| 11:00-12:00 |  |
| 12:00-13:00 |  |
| 14:00-15:00 |  |
| 15:15-16:15 |  |
| Have targets been completed | 1. Fully completed… 2. Mostly completed… 3. Fully completed… |
| Planning the next step(s) | 1. Meet with my supervisor to double check my EE plans for the summer holidays… |
| Comments by Supervisor |  |
| Student’s signature & date |  |
| Supervisor’s signature & date |  |

The extended essay is a fundamental part of the IB Diploma and is a *failing condition* if you do not complete the task properly. The Extended Essay Day is for you to get as much done on your essay as possible – in previous years students have submitted a completed first draft of their essays to their supervisors by the end of the day. With your supervisor, you must record how you structured and oragnised your work during the day. This needs to be checked by your supervisor at the end of the day. The IBO expect you to work for 40 hours on the extended essay and these 6 hours of school time are counted in this total.