

CLASS OF 2017 EE DUE DATES

	STUDENT RESEARCHER	SUPERVISOR
<p>Meet APRIL 18-22</p>	<ul style="list-style-type: none"> • Emails supervisor to arrange initial meeting • Reviews SUBJECT AREA GUIDE • Refines/revises RESEARCH QUESTION and enters into ManageBac • Decides upon STRUCTURE(S) for EE/DETAILED OUTLINE 	<ul style="list-style-type: none"> • Meets with student to review SUBJECT AREA GUIDE, RESEARCH QUESTION, and STRUCTURES doc for EE/DETAILED OUTLINE (30 min.)
<p>DIGITAL CHECK IN MAY 2</p>	<ul style="list-style-type: none"> • May 2--Submits DETAILED OUTLINE to EE Google folder & ManageBac dropbox • Communicates with supervisor 	<ul style="list-style-type: none"> • Reviews and comments on DETAILED OUTLINE doc in student's EE Google folder • Emails student if there are concerns to discuss • Initials EE Progress Google Spreadsheet
<p>1ST FEEDBACK CONFERENCE MAY 17-27</p>	<ul style="list-style-type: none"> • May 16--Submits DRAFT-1 (1000 words) with in-text citations and bibliography/works cited to EE Google folder & ManageBac dropbox • Emails supervisor to arrange feedback meeting • Completes REFLECTION #1 in ManageBac 	<ul style="list-style-type: none"> • Reviews and comments on DRAFT-1 in student's EE Google folder • Conferences with student to discuss feedback (1 hr.) • Enters brief COMMENT in ManageBac under EE, Planning and Progress Form • Initials EE Progress Google Spreadsheet
<p>2ND FEEDBACK CONFERENCE AUG 22-26</p>	<ul style="list-style-type: none"> • Aug 17--Submits DRAFT-2 (2500 words) with in-text citations and bibliography/works cited to EE Google folder & ManageBac dropbox • Emails supervisor to arrange feedback meeting • Completes REFLECTION #2 in ManageBac 	<ul style="list-style-type: none"> • Reviews and comments on DRAFT-2 in student's EE Google folder • Conferences with student to discuss feedback (1 hr.) • Enters brief COMMENT in ManageBac under EE, Planning and Progress Form • Initials EE Progress Google Spreadsheet
<p>3RD FEEDBACK CONFERENCE SEPT 19-23</p>	<ul style="list-style-type: none"> • Sept 16--Submits DRAFT-3 (at least 3500 words) with in-text citations and bibliography/works cited to EE Google folder & ManageBac dropbox • Emails supervisor to arrange final feedback meeting • Completes REFLECTION #3 in ManageBac 	<ul style="list-style-type: none"> • Reviews and comments on DRAFT-3 in student's EE Google folder • Conferences with student to discuss feedback (1 hr.) • Enters brief COMMENT in ManageBac under EE, Planning and Progress Form • Initials EE Progress Google Spreadsheet
<p>OCT 15</p>	<ul style="list-style-type: none"> • Oct 15--Submits FINAL DRAFT to EE Google folder & ManageBac dropbox • Oct 17-31--Schedules and completes VIVA VOCE/exit interview with supervisor 	<ul style="list-style-type: none"> • Conducts VIVA VOCE (30 min.) • Nov 1--Completes SUPERVISOR'S REPORT & EE RUBRIC ASSESSMENT in ManageBac • Initials EE Progress Google Spreadsheet