 **International Baccalaureate Program • Murphy High School**

**100 S. Carlen Street • Mobile, AL 36606 • 251/221-3187 • 251/221-3201 (fax)**

The **student** will:

* Read, sign and abide by the Extended Essay Contract(s)
* Work cooperatively with the Extended Essay Coordinator (s) and the Academic Mentor
* Meet all assigned deadlines

The student has Knowledge of, and agrees to abide by the IBO’s policy of Academic Honesty, which states:

“The student is ultimately responsible for ensuring that his or her extended essay is authentic, with the work ideas of others fully and correctly acknowledge. Additionally, it is the responsibility of a supervisor to confirm that, for each student he or she has supervised, to the best of his or her knowledge, the version of the extended essay submitted for assessment is the authentic work of the student.

Both plagiarism and collusion are forms of malpractice that incur a penalty. The same piece of work, or two versions of the same work, cannot be submitted to meet the requirements of both the extended essay and another assessment component of a subject contributing to the diploma or an additional certificate.”

The **academic mentor** will:

* Encourage and support the candidate throughout the research and writing the extended essay
* Provide the candidate with a copy of the subject-specific guidelines and assessment criteria
* Provide the candidate with advice and guidance in the skills of understanding research
* Ensure that the extended essay is the candidate’s own work
* Complete the academic mentor’s report

The **academic mentor** will provide advice and guidance appropriate to the particular requirements of the candidate, including assistance with:

* Defining a suitable topic
* Formulating a precise research question
* Access to appropriate resources (such as people, library, laboratory)
* Techniques of gathering and analyzing information/evidence/data
* Documentation methods for acknowledging sources
* Writing and abstract

The academic mentor is responsible for ensuring that the extended essay is the candidate’s own work. If the academic mentor suspects that malpractice, such as plagiarism, has occurred, he/she will write a full report outlining the reason for suspicion. The academic mentor will present this report to the IB Coordinator who will then follow the appropriate procedures.

We have read, understood and agree to abide by the above contract.

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Students signature Academic mentor’s signature Date