



**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.

\_\_\_\_\_  
Students signature

\_\_\_\_\_  
Academic mentor's signature

\_\_\_\_\_  
Date



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EXTENDED ESSAY Subject  
Area Choice Contract

The subject area chosen must be a course/subject area offered by the Murphy IB Program. Following this requirement affords you the best supervision and allows your extended essay to serve a dual purpose; to fulfill an IB Diploma requirement and to serve as a preparation for an IB examination. It also means that you have an extensive background in the subject area before you begin your paper.

Subject area chosen: \_\_\_\_\_

Student's name: \_\_\_\_\_

Academic mentor's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone #: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Student email address: \_\_\_\_\_

We understand that:

1. the extended essay is a requirement of the International Baccalaureate Program and that failure to complete and submit an extended essay means that a student is ineligible to receive the International Baccalaureate diploma.
2. "... 28 points overall will be required to be eligible for the diploma if a student attains an "E" grade in either the extended essay or theory of knowledge. .... a grade "A" in one of the requirements earns an extra point even if the other is a grade "E". Attaining a grade "E" in both the extended essay and theory of knowledge ... represent(s) an automatic failure."
3. the student must meet all deadlines.

Date

Student's signature

\_\_\_\_\_  
Parent's signature

## **Seminar Schedule**

8:00 Attendance, juice, donuts

8:15 Introduction.

8:20 An IB Alumni's view of the Extended Essay-Ms. Lucy Perkins (Class 2010)

8:30 EE Handbook

8:45 Choosing a subject and topic in English-Mr. Montgomery

9:00 Breaking and English topic into a Research Question

9:30 Break

9:40 Review steps in the EE process

10:00 Break

10:15 Read History Exemplar

10:30 Apply marking Rubric

11:15 Break

11:30 Mentor Presentations

12:00 Lunch (provided by MHS IB)

12:30 Timeline, Review of process

12:45 First 25 pages of IB EE Manual

1:00 Review of process

1:15 Murphy HS IB forms and timeline

1:30 Grading

2:00 Say goodnight Gracie....

# Murphy High School International Baccalaureate Program Extended Essay Mentor/Student Meeting

**Mentor's Name:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EE Topic:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Length of Meeting** \_\_\_\_\_

**Topics discussed:**

**Mentor's Signature:** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

Please return form to the main office in Mrs. Carmen Kearley-Miller's mailbox.