

YOUR RESPONSIBILITIES

**AND YOUR SUPERVISOR'S
RESPONSIBILITIES**

STUDENT RESPONSIBILITIES

- Choose a topic that fits into one of the subjects on the extended essay list
- Observe all the regulations relating to extended essay
- Follow outline of due dates and assignments
- Acknowledge all sources of information and ideas in an approved academic manner
- Meet with supervisor regularly; need to meet with supervisor 3-5 hours total
- Email supervisor with changes, updates, questions
- Final draft to supervisor on the first day of school of senior year
- Final paper to supervisor – January 2010
- Final meeting with supervisor

SUPERVISOR RESPONSIBILITIES

- **Meet with student as often as needed; monitors student's progress; spends 3-5 hours in direct meeting with the student**
- **Review outline, draft and final paper for academic honesty**
- **Give feedback, ideas, etc. on topic, outline, final draft (the one due first day of school)**
- **Review final essay for any small corrections, format needs, etc.**
- **Conduct the viva voce (final interview); submits a predicted grade; completes the supervisor's report**

THE *Viva Voce* (CONCLUDING INTERVIEW)

- The *viva voce* is a short interview between the student and supervisor shortly after the final essay is given to him/her. It should be 10-15 minutes.
- The purpose is:
 - to check on plagiarism and malpractice
 - to reflect on successes and difficulties in the research process
 - to reflect on what has been learned
 - to aid the supervisor's report

BIBLIOGRPAHY

- **International Baccalaureate Organization. *IBO Diploma Programme essay Guide*. Cardiff, Wales GB: The International Baccalaureate Organization, 2007.**