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
BIBLIOGRAPHY