Leander High School IB World School

Extended Essay Contract

Please print legibly:

Name of Candidate____________________________________________________________

Essay Subject________________________________________________________________

Extended Essay Mentor________________________________________________________

As a student writing the extended essay...

I understand that I have the right to:

● Have clear guidelines about the formal presentation of the EE and marking criteria from the EE coordinator & mentor
● Receive guidance and support during the research process from the EE coordinator & my mentor
● Receive subject specific advice from my mentor
● Receive comments on my draft essay (but I also understand my mentor is NOT allowed to correct or edit my work)

I understand that I also have the responsibility to:

● Make & keep appointments with my mentor
● Attend briefing sessions arranged by the EE coordinator
● Keep to deadlines
● Work steadily throughout the period
● Consult my mentor or EE coordinator as soon as I realize I have a problem
● Check all grammar, punctuation, spelling etc (DON’T rely on the spellchecker)
● Spend about 40 hours in total on this work.

I have received the website link for the Leander HS IB Extended Essay Guide. I have read and understand the Guide for the International Baccalaureate Extended Essay, including the first 33 pages of the IB EE handbook. I will adhere to the regulations and guidelines and the deadlines prescribed in the contract. I will contact my mentor and coordinator should there be any modifications in the above indicated information. I understand that there are deadlines and dates that I must adhere to. Students must complete the extended essay in order to continue enrollment in the IB Diploma curriculum, have recommendations written based on IB Diploma Candidacy and be registered for May exams.

Date_______________________ Student Signature_________________________________

Student email address:________________________________________________________
As a parent of a student writing the extended essay…
I understand that:
● The student is expected to spend about 40 hours on this work, which is not timetabled
● The student is expected to meet all deadlines
● The student will need to consult academic works and may need to go to libraries or conduct fieldwork etc in their own time
● The student will be expected to complete a majority of the research on the chosen topic before school begins in August.

I have read and understand the regulations and guidelines for the International Baccalaureate Extended Essay, including the first 33 pages of the IB EE handbook. I will offer my parental support to see that my child adheres to the regulations and guidelines and the deadlines prescribed in the contract. **I understand that students must complete the extended essay in order to continue enrollment in the IB Diploma curriculum, have recommendations written based on IB Diploma Candidacy and be registered for May exams.**

Date______________________ Parent Signature_________________________________

As a mentor of a student writing the extended essay…
I agree to supervise this student and:
● Attend one short training on expectations of a mentor for the EE
● Be accessible for consultation
● Provide subject specific guidance
● Provide comments upon 1 draft version of the essay
● Conduct a final interview (**Viva Voce**)  
● Spend approximately 5 hours total mentoring and evaluating the extended essay

Date______________________ Mentor Signature_________________________________

As EE coordinator for Leander HS…
I agree to coordinate the supervision and final submission of the IB Extended Essay for this candidate and:
● Provide details of the requirements for formal presentation
● Support students in the acquisition of research and study skills
● Allocate a mentor (if necessary)
● Be available for consultation in person or by email if problems arise
● Provide the mentor with subject specific criteria and exemplar material if available

Date:  April 8, 2013  
EE Coordinator Signature:  Mary Ellen Yonker, Librarian

Please keep a copy for yourself & return the signed original to the EE Coordinator (Mrs. Yonker) by March 21, 2013.