



EXTENDED ESSAY - SUPERVISOR AGREEMENT

The Extended Essay is a 4,000-word, documented research essay required for the IB Diploma. Students must complete this essay outside of their regular course work.

One of the requirements for the essay is that the student's work is supervised by a member of the school faculty who is familiar with the general subject of the essay (History, Physics, etc.).

The role of the faculty supervisor is *not* to act as a proofreader and editor; it is to provide guidance in finding a focused topic, a suitable approach to that topic, and possible sources for research. Cheerleading and encouragement help, too. In fact, the supervisor should only read the essay twice—once as a first draft and again as a final draft to ensure that the essay truly represents the candidate's own work.

The amount of time you spend with the student will be determined by you and the student. However, a total of 5 hours is usually sufficient over the course of the entire project, about 7 months.

Once the student has prepared a final draft, you will be asked to write a brief comment on the quality of the essay on ManageBac. You will also be asked to predict the student's grade on the assignment. It is also helpful if the student has a way to contact you over the summer.

Important note: It is the IB student, *not* the Supervisor, who is responsible for orchestrating the research, consultation, and writing processes.

Key EE dates/timeline for the 2018-2020 cohort

March 2019	500 words in
May 2019	1500 words in
October 2019	Full draft
December 2019	Final submission
January 2020	Viva Voce + Submission of predicted grades

Thank you for giving your valuable time and effort to assist our students in this important requirement.

Shruthi Satheesh
IBDP Coordinator



If you agree to be this student's Supervisor, please sign below, detach and return this portion to the student, keeping the top portion for your own reference.

Due:

Student's Name	
IB Subject Area	
Supervisor's Name	
Supervisor's e-mail	
Supervisor's Signature & Date	
Topic of Extended Essay	