

**School of the Nations - Extended Essay Program  
Student/Parent Contract (Step 1 Form)**

**IB Diploma Candidate:** \_\_\_\_\_ **(Printed Name)**

I have received a copy of the S.O.N. Extended Essay student handbook. I understand that the extended essay (**of no more than 4000 words**) is a required component in the IB Diploma Programme and must be completed by December of 2018. I am also aware that my essay must be written in English unless I have chosen to write a paper related to Chinese B. In that case, my essay must be written in Chinese. I further understand that I must submit an essay that represents my own work, thoughts and ideas.

I will choose a subject of personal interest from the list of possible subjects and limit my topic to one that will allow for in depth research. Once I have chosen a topic, I understand that I will be assigned a faculty supervisor who will provide general guidance throughout the extended essay process. In addition, the Extended Essay Coordinator will also monitor my progress, provide me with relevant information, and assist me with important due dates during my research and writing process.

I understand that I will be given a letter grade each term during Form 5 and the first part of Form 6 that reflects my attendance and participation at the required plenary sessions, submission of work when due, evidence of my best effort being made, and my willingness to take initiative in meeting with my supervisor/adviser. **I further understand that failure to produce an adequate full draft by May 25, 2018 will result in my repeating Form 5.**

I agree to submit the final draft of my extended essay, along with my required three reflections, on or before the posted due date in December of 2018, and **I understand my failure to do so will prevent me from qualifying for the IB Diploma.**

\_\_\_\_\_  
(IB Diploma Candidate Signature)

\_\_\_\_\_  
(Date)

**Parent**

I have reviewed my son/daughter's Extended Essay handbook and understand the guidelines established by the IBO. I also understand that the extended essay is a required component for the IB Diploma and that there will be feedback about his/her progress on the school report card. I am prepared to monitor and support my son/daughter throughout the essay process. If I have questions regarding the extended essay, I will contact the Extended Essay Coordinator (Mrs. Jones) at **2870-1759** or by e-mail [cjones@schoolofthenations.com](mailto:cjones@schoolofthenations.com)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

## Supervisor Request (Step 2 Form)

Student: \_\_\_\_\_

Subject: \_\_\_\_\_

Supervisor Requested: \_\_\_\_\_

The above named student is enrolled in the International Baccalaureate Diploma Program and is beginning the extended essay component. The topic of their choice indicates that you would be an appropriate supervisor for them in this process. Your responsibilities would include:

1. Encourage and support the student throughout the research process
2. Provide the candidate with advice and guidance in the skills necessary to research a topic in your area of expertise
3. Ensure that the extended essay is the student's own work
4. Monitor and 'sign-off' on three required student reflections
5. Complete a brief supervisor's report

The amount of time spent supervising a student should be between 2 and 3 hours between now and the end of December, 2018; however, this may vary depending on individual circumstances. The student will have numerous requirements within the essay process and it may be necessary to provide guidance as needed in the following areas:

- \*defining a topic
- \*formulating a precise research question
- \*access to appropriate resources (people, library, laboratory, etc...)
- \*methods of gathering and analyzing information or data
- \*documentation methods for acknowledging sources

Please indicate below your intention to supervise the above named student during the extended essay component of the IB Diploma Program. Keep 1 copy for yourself and return the original to me. I will contact you soon with additional information.

Thank you in advance for supporting this student.

Extended Essay Coordinator

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\_\_\_\_\_ Yes, I will supervise the above named student during the extended essay process.

\_\_\_\_\_ No, I will **not** supervise the above named student during the extended essay process.

Requested Supervisor Signature/date: \_\_\_\_\_

(Step 2 Form)

**School of the Nations – Macau**

**Topic and Research Question (Step 3 Form)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Proposed Topic: \_\_\_\_\_

\_\_\_\_\_

Proposed Research Question: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature/date: \_\_\_\_\_

Supervisor Signature/date: \_\_\_\_\_

EE Coordinator Signature/date: \_\_\_\_\_

(Step 3 Form)

**School of the Nations - Macau**

**Preliminary reference list and annotated bibliography (Step 4 Form)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

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**Please attach a copy of your working bibliography as well as an annotated bibliography for your most promising sources.**

Student Signature/date: \_\_\_\_\_

Supervisor Signature/date: \_\_\_\_\_

EE Coordinator Signature/date: \_\_\_\_\_

## School of the Nations - Macau

### **Partial Rough Draft (Step 5 Form)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

\_\_\_\_\_

**Rough Draft: (Please attach to this form.)**

Student Signature/date: \_\_\_\_\_

Parent Signature/date: \_\_\_\_\_

Supervisor Signature/date: \_\_\_\_\_

EE Coordinator Signature/date: \_\_\_\_\_

(Step 5 Form)

**School of the Nations - Macau**

**Final – End of Year One COMPLETE Draft (Step 6 Form)**

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

IB Subject: \_\_\_\_\_

Essay Title: \_\_\_\_\_

\_\_\_\_\_

**Rough Draft: (Please attach your draft to this form.)**

Student Signature/date: \_\_\_\_\_

Parent Signature/date: \_\_\_\_\_

Supervisor Signature/date: \_\_\_\_\_

EE Coordinator Signature/date: \_\_\_\_\_

(Step 6 Form)