

## Mentor & Supervisor Responsibilities

It is **required** that the supervisor:

- provides the student with advice and guidance in the skills of undertaking research
- encourages and supports the student throughout the research and writing of the extended essay
- discusses the choice of topic with the student and, in particular, helps to formulate a well-focused research question
- ensures that the chosen research question satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues
- is familiar with the regulations governing the extended essay and the assessment criteria, and gives copies of these to the student
- reads and comments on the ONE draft only of the extended essay (but does **not** edit the draft)
- monitors the progress of the extended essay to offer guidance and to ensure that the essay is the student's own work; and reads the final version to confirm its authenticity
- submits a predicted grade for the student's extended essay to Miss Snyder (EE Faculty Advisor)
- completes the supervisor's report (then submits completed forms to Miss Snyder)
- provides an explanation in the report in cases where the number of hours spent with the student in discussing the extended essay is zero; in particular, it is necessary to describe how it has been possible to guarantee the authenticity of the essay in such circumstances
- writes a report and presents it to the school's Diploma Programme coordinator if malpractice, such as plagiarism, is suspected in the final draft.

It is **strongly recommended** that the supervisor:

- reads recent extended essay reports for the subject
- spends between three and five hours with each student, including the time spent on the *viva voce*
- ensures that the chosen research question is appropriate for the subject
- advises students on:
  - access to appropriate resources (such as people, a library, a laboratory)
  - techniques of information-/evidence-/data-gathering and analysis
  - writing an abstract
  - documenting sources
- conducts a short, concluding interview (*viva voce*) with the student before completing the supervisor's report.

The student may work with or consult external sources, but it remains the responsibility of the supervisor within the school to complete all the requirements described above.