

SPHS Extended Essay Agreement

I, _____ propose to write an EE in _____ (subject)
on the topic of _____ under the
supervision of _____.

Candidates

As a candidate of the IB Diploma Programme, I recognize that the Extended Essay is a requirement for which I am responsible. The 4000-word piece of independent research is a Core element of the IB Diploma Programme, and I must participate fully to remain in good standing as an IB candidate. Extended Essay criterion and subject guides are available on ManageBac, online, and through your supervisor, Mr. Benton.

I will:

- choose a topic and formulate a research question,
- conduct independent research,
- write my essay,
- track and acknowledge my sources throughout the process,
- maintain a log of my efforts in the Researcher's Reflection Space in ManageBac,
- attend meetings and meet the deadlines on the agreement/schedule — including three formal reflection sessions and one session to discuss a complete draft of the essay with my supervisor,
- complete the Reflections on Planning and Progress Form (RPPF) on ManageBac,
- utilize my Diploma Support periods/blocks to stay up to date on my Extended Essay progress — an endeavor designed to take about 40 hours of work in total, and
- respond to communications from both my EE supervisor and the EE coordinator.

Supervisors

My supervisor, Mr. Benton, has a responsibility to support me in this entire endeavor, but I understand his role is limited.

My supervisor will:

- be knowledgeable of the IB rules and regulations — as stated in the extended essay guide,
- be knowledgeable of the DP subject requirements as stated in the extended essay guide,
- spend sufficient time with me as required for formal reflection and when needed in informal check-in sessions (not to exceed 3–5 hours total including draft reading),
- monitor deadlines and my progress on RPPF and alert all stakeholders of any failure on my part to progress appropriately,
- meet with me to discuss planning and progress for each of the three required reflection sessions,
- read and comment on ONLY one completed draft using the EE criterion,
- NOT annotate or edit my essay,
- check the authenticity of my work through regular discussion and meeting,
- NOT submit to IBO an essay that he believes is the result of plagiarism or does not reflect my own original thought,
- comment on my planning and progress on the RPPF,
- submit my final draft to IBO, and
- provide a predicted grade to the IBO.

2025 Schedule of EE Deadlines for Benton’s English EE Advisees:

Before this date,	I, the candidate, will
1/17	read and assess a sample Extended Essay, familiarize myself with the EE guide and subject-specific rules, & select my first/second choice EE subjects;
1/30	conduct background research, submit a proposal for my EE in which I express interest in a topic and subject, & formulate a working research question (RQ);
2/21	meet with Mr. Benton & discuss my RQ with him, write my first entry on my Reflections on Planning and Progress Form (RPPF) on ManageBac, join the Remind @bentonEEs, & return to Mr. Benton this agreement form — fully signed;
3/7	explore the Prescribed Reading List, search multiple research databases (e.g. Gale, Google Scholar, JSTOR) for relevant scholarly/peer-reviewed secondary sources, revise my RQ on ManageBac, access the shared Google Doc in which I will compose my EE to type in my RQ there, confirm my chosen text(s) with Mr. Benton, & begin reading/annotating my chosen text(s);
3/23	conduct research by thoroughly annotating my chosen text(s) to demonstrate and develop both my observations about authorial choices and my own interpretations/analyses & complete my reading of my chosen text(s);
4/15	finalize my RQ on ManageBac, create a formal outline for my essay, schedule a meeting with Mr. Benton in which I share a hardcopy of my completely/fully annotated text(s) and discuss all this progress with Mr. Benton;
5/1	maintain sources with integrity according to MLA format, make notes in an annotated bibliography (for any secondary sources), & maintain a Researcher’s Reflection Space (RRS) on ManageBac to show my progress, & check in with Mr. Benton as needed;
5/16	begin writing the body of my EE in the shared Google Doc;
5/23	schedule a meeting with Mr. Benton to discuss my annotated text(s), submit a partial draft to ManageBac as a PDF, & reflect on all of this work in an interim RPPF session interview with Mr. Benton;
8/29	write a complete rough draft (RD) consisting of at least 3000 words & submit it to ManageBac as a PDF;
9/18	schedule a meeting to discuss the completed rough draft with Mr. Benton & receive RD feedback;
11/14	revise my EE while taking into consideration Mr. Benton’s feedback & submit the final draft to ManageBac as a PDF;
12/19	engage in a final reflection session (called the viva voce) with Mr. Benton, submit a final entry on my RPPF, & sign off on my EE!

Agreement signed by

Candidate: _____ Date: _____ Email: _____

Parent: _____ Date: _____ Email: _____

Supervisor: _____ Date: _____ Email: _____