

### **Quick Reference Guide to Preliminary Exams**

*For more details about policy and expectations see Graduate Handbook*

<b>Exam Requirements</b>	<b>Expected Variation</b>
<p><b>Testing over student-declared areas of expertise (2-4 areas)</b></p>	<p>Development of reading lists; Relationship among coursework and declared areas. <i>Students are encouraged to meet with each committee member and discuss the writing areas before committee meetings before exams.</i></p>
<p><b>“Meeting” semester before exam</b> <i>Advisor leads coordination of exam; exam co-developed among all committee members</i></p> <p><i>Meeting decides terms of exam, types of questions, probable timing, etc.</i></p>	<p>Exact date of meeting; Virtual/digital meeting vs. face-to-face; Individual student meetings (in addition to, not as a substitute for, advisor coordination of the exam).</p>
<p><b>Research Essay (Written A)</b></p> <p><i>Journal quality submission (or equivalent)</i></p> <p><i>Complete academic argument (not a dissertation proposal methods chapter, proposal, or lit review)</i></p> <p><i>Student=first/solo author</i></p>	<p>Extent of writing and revision required before submission to exam committee; Mentor of the writing process; Word count of research paper; Whether or not the paper has already been submitted and/or accepted for publication.</p>
<p><b>“Traditional” In-house, Take-home, or Combo Questions (Written B)</b></p>	<p>3-4 questions; Word count of answers; Weight of each question; “Type” of question; Extent of student involvement in writing and/or knowledge of specific question</p>
<p><b>Timing &amp; Administration</b> <i>Taken semester after or last semester of coursework (not during orientation week; not same day as proposal defense)</i></p> <p><i>Exam clock begins when student “turns in” Research Essay (Written A) to Silvia (to be distributed to committee with Written B, when completed)</i></p> <p><i>10 days for completion of in-house/take home questions</i></p> <p><i>21 days total from start of exam to oral defense</i></p> <p><i>Exam administered through Silvia;</i> <b>SIGNED Preliminary Exam Administration Form due to Silvia at least 1 Month before beginning of exam</b></p>	<p>Exact dates; Take-home or in-house time allotments for questions; “Breaks” in between questions.</p>
<p><b>Oral Exam</b> <i>Over Written A and B, as well as further development of theory/method issues related to dissertation if needed.</i></p> <p><i>Pass or Fail (majority including chair necessary for Pass)</i></p> <p><i>Usually about 90-120 minutes</i></p>	<p>Opening presentation; Q&amp;A procedure; opportunities to revise written portion with or without an additional oral portion of the exam.</p>