

Quick Reference Guide to Preliminary Exams

For more details about policy and expectations see Graduate Handbook

Exam Requirements	Expected Variation
<p>Testing over student-declared areas of expertise (2-3 areas)</p>	<p>Development of reading lists; Relationship among coursework and declared areas.</p>
<p>“Meeting” semester before exam <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>Research Essay (Written A)</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>“Traditional” In-house, Take-home, or Combo Questions (Written 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>Timing & Administration <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> SIGNED Preliminary Exam Administration Form due to Silvia at least 1 Month before beginning of exam</p>	<p>Exact dates; Take-home or in-house time allotments for questions; “Breaks” in between questions.</p>
<p>Oral Exam <i>Over Written A and B, as well as further development of theory/method issues related to dissertation if needed.</i> <i>Pass or Fail (majority including chair necessary for Pass)</i> <i>Usually about 90-120 minutes</i></p>	<p>Opening presentation; Q&A procedure; opportunities to revise written portion with or without an additional oral portion of the exam. Ora</p>

