

## Preliminary Exam Preparation Timeline Checklist

	When?	Task
<input type="checkbox"/>	<b>Spring</b>	Compose Exam Committee (Advisor, 2x COMM, 1 outside)
<input type="checkbox"/>	<b>Spring</b>	File Degree plan: <a href="https://ogsdpss.tamu.edu">https://ogsdpss.tamu.edu</a>
<input type="checkbox"/>	<b>Spring</b>	Identify 2-3 “areas” of expertise (for exam)
<input type="checkbox"/>	<b>Spring</b>	Meet with advisor & committee members (individually and as a group) to discuss terms of exam and (optional) reading lists
<input type="checkbox"/>	<b>Spring/Summer</b>	Identify journal quality essay to be revised; discuss terms and extent of revisions with advisor; revise essay
<input type="checkbox"/>	<b>Summer/Fall</b>	Study for exam
<input type="checkbox"/>	<b>Fall</b>	Schedule exam (form due to Silvia 30 days prior to exam)
<input type="checkbox"/>	<b>Fall</b>	Initiate Docusign forms (Silvia=Staff Graduate Advisor) <a href="http://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes?ext=">http://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes?ext=.</a>
<input type="checkbox"/>	<b>Fall/Winter</b>	Complete Written and Oral Exam
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<input type="checkbox"/>		<b>Dates to Remember</b>
<input type="checkbox"/>		
<input type="checkbox"/>	<b>9/15/2021</b>	Last day to <b>complete</b> exam to be <b>eligible</b> to teach 300 level course in Spring 2022.
<input type="checkbox"/>	<b>8/23-8/27/2021</b>	Professionalization Week (No written or oral exam during this time)
<input type="checkbox"/>	<b>November</b>	Preliminary Exam Benchmark Goal
<input type="checkbox"/>	<b>1/14/2022</b>	Spring Professionalization Day - No exam
<input type="checkbox"/>	<b>2/15/2022</b>	Last day to <b>complete</b> exam to be <b>eligible</b> to teach 300 level course.
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