

## FACULTY PRELIMINARY ORAL EXAMINATION RULES AND PROCEDURES

School of Materials Engineering

Revised 2015

- ▶ The Examination Committee should elect the Examination Chair from the examination committee, who is to be an MSE faculty member who is not an advisor. Should the event arise where all 4 examining committee members are either co-advisors or non-MSE faculty, then the Dissertation advisor should contact the MSE Graduate Committee Chair to select an Examination Chair who will be a non-voting, non-examining fifth member purposed with maintaining regular order.
- ▶ Faculty will draft and turn in questions to the assistant to the graduate committee chair (AGCC) the day before the examination. The AGCC will forward the questions to the Examination Chair prior to the exam for review.
- ▶ Questions should be related to the Preliminary Examination topic, although they may be related to a specific or a fundamental basis of that topic.
- ▶ Students will receive questions for 30 minutes to review before committee members enter the room and may have any non-digital preparation materials they feel is necessary.
- ▶ Faculty will each have 15 minutes to ask their question and other faculty are not allowed to interrupt during the member's designated question time.
- ▶ Follow-up questions are 5 minutes and can be about the examiner's own question, a follow-up to another member's question, or something totally separate. This should be viewed as a "free question period".
- ▶ At the end of question period, the committee will turn in a common grading rubric to the examination chair before any discussion takes place. This grading rubric will form the starting point and basis of the panel discussion. This process should work in a similar mode to NSF review where a panel discussion takes place to seek consensus (however unlike NSF individual comments will NOT be available to preserve confidentiality of discussion).
- ▶ Based on the closed-door discussion, the examination committee will decide what rating to assign the performance of the candidate as a summary of discussion:
- ▶ The Examination chair will fill out the Panel Summary, including summary table and write any conditions/comments and consenting faculty will write their names and sign the form.
- ▶ The examination chair and advisor will notify the student of the results with the committee present. The advisor (and, where appropriate, committee members) shall discuss performance issues with the examinee, as well as communicate the conditions set by the committee.

**A Copy of the Panel Summary form will be given to the student and advisor(s) and the original form will be placed the student's file. Individual ratings sheets will be destroyed.**

**PRELIMINARY EXAM FACULTY EVALUATION RUBRIC**

**To be destroyed at conclusion of Exam**

School of Materials Engineering

Revised 2019

<b>Evaluation/Guidance</b>	<b>Unacceptable</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>N/A</b>
Individual Questions: Answered questions effectively				
Answered follow-up questions effectively				
Overall Performance: Demonstrates in-depth knowledge of topic.				
Demonstrates ability to understand and analyze information and how basic MSE knowledge and classwork relates to topic.				
Demonstrates ability to synthesize new ideas, develop and test hypotheses, identify and probe deficiencies, and propose new pathways of research				
Demonstrates ability to reason through problems effectively.				
Effective written communication				
Effective oral communication (presentation)				
Research: Demonstrates reasonable preliminary research progress				
Demonstrates reasonable research plan/timeline.				

<b>CRITERIA</b>	<b>PERFORMANCE RATINGS</b>			
	<b>Does NOT PASS PRELIMINARY Exam</b>	<b>Passes PRELIMINARY Exam</b>		
<b>OVERALL, my initial rating of the PERFORMANCE</b>	<b>Needs Significant Improvement</b>	<b>Acceptable</b>	<b>Very Good</b>	<b>Excellent</b>

Seminar & document talking points: