MEMORANDUM

Re: Plan for your Preliminary Examination

The procedures outlined below will be used during the written part of your preliminary examination. Your Program Committee and Chair have all worked to write and approve the questions.

The questions have been developed in the areas of General Technology Core (two hours); Research Core (four hours); and Technical Specialization of … (six hours). The General Technology and Research Core Exam questions will occur on day one while the Technical Specialization of … Exam questions will occur on day two.

Oral examination procedures and issues will be addressed following your successful completion of the written component of the Preliminary Exam. Pertinent information relating to the current written process is as follows:

1.   Written exams will take place over a two consecutive day period in … Testing Center. This has been scheduled for DATE.

2.   A computer belonging to the Testing Center will be used. Your created files will be saved on the Desktop of the PC; for retrieval.

3.   I will keep the original electronic files until the end of the semester, assuring a safe backup of original response information by the candidate.

4.   General oversight of the process will be by Testing Center. Breaks can be taken in the AM and PM, on both days.

5.   At the end of each day, all written contents will be left on the PC's Desktop for retrieval.

6.   Each area will have a file; with the major questions listed for each of the following areas: (1) General Technology Core, (2) Research Core, and (3) Technical Specialization. **You are required to complete all questions in each area.** You are to take the complete time allotted for each area to write on the questions provided.

7.   Begin each question with an outline of the content you will be addressing and then proceed to answer the question following your outline.

8.   Committee members remind you to (a) incorporate knowledge from your B.S. through PhD course work, including General Education and all PhD areas (research core, internship, general technology core, and specialization), (b) demonstrate synthesis of content areas, (c) demonstrate a common philosophical/logical thread throughout all questions in all areas, (d) keep opinion

out and limit experience to examples, (e) base answers on research, and (f) cite sources as much as possible.

9.	Committee members will review the contents of your electronic files, and provide a brief written critique of the candidate's response to each question, to be completed according to the format and guidelines of the Consortium, and returned to the Committee Chair within 2 weeks of receipt.

10.	The Chair will notify you in writing, of the results of the examination process.

11.	Questions will be provided in both soft and hard copy form will be provided at 8:00 AM on day one and two of the preliminary examination.

Day One

General Technology Core Questions (two hours writing time)
8:00-10:00 AM

Question 1:

Question 2:

Question 3:

Day One

Research Core Questions (4 hours writing time)
10:15-11:45 AM; and 1:00-2:30; and 2:45-3:45 PM

Question 1:

Question 2:

Question 3:

Day Two

Technical Specialization Questions (6 hours writing time)
8:00-9:30 AM; 9:45-11:15 AM; and 12:30-2:00 PM; and 2:15-3:45 PM

Question 1:

Question 2:

Question 3:

Question 4: