

## **Ph.D. Comprehensive Exams in French Linguistics**

When you have completed all required course work and satisfied all language requirements, with the approval of your supervisor and at least two additional graduate committee members you will schedule your comprehensive exam.

You must have a minimum grade-point average of 3.50 for work done at the University at the time the comprehensive exam is given. You may not have deferred or missing grades and you must be registered as a full- or part-time student for the semester in which the exam is taken.

At least two members of your committee (including the supervisor) must be physically present at the Comprehensive Oral exam. The graduate student must be physically present. No more than one member may participate via Skype or phone.

### ***Purpose of the Exam***

Your comprehensive exam is designed to determine your competence to interpret the theoretical assumptions and the research findings in your area of specialization and your preparation to do research on the topic you have proposed. The content of the comprehensive exam will be established by the members of your committee in accordance with degree requirements and consist of two research papers based on problems proposed by members of the committee.

### ***The Initial Ph.D. Comprehensive Exam Meeting***

At the meeting that you will have with your committee around the third or fourth week of the semester, you will discuss your areas of research interests and propose your dissertation topic. You will have around 20 minutes to explain your reasons for having selected this particular topic and your qualifications for undertaking the research you propose. Your committee will then have the opportunity to ask questions.

At the conclusion of the meeting, your committee will decide on two research problems that you will need to respond to in formal exam papers. You will be included in this discussion so that you have a good idea of the kinds of problems that you will be asked to research. Within 24 hours of your meeting, your supervisor will submit to you by email a refined and formal statement of these problems. You will then have two months to write on these topics.

### ***Format of the Comprehensive Exam Papers***

All papers that you submit for this exam are expected to be original, fully-researched, full-length articles using an established formatting style (APA, LSA, MLA). They must include bibliographies of the references cited; these must include primary sources (i.e., journal articles of original research and not just secondary sources that cite original research).

The comprehensive exam papers are not necessarily expected to be of publishable quality. The specific nature of the exam papers will be left to the discretion of your committee members. However, it is expected that the committee propose research problems that are relevant to your proposed area of dissertation research and that address knowledge areas with which you need more familiarity before undertaking sustained research.

### ***The Oral Comprehensive Exam***

The oral comprehensive exam will last no more than 60 minutes. It must take place before the conclusion of the semester of your Comprehensive Exam.

This exam will be a discussion and question session based on the exam papers that you have written in response to the problems posed by your committee.

### ***The Comprehensive Exam Process***

The exam process consists of several steps:

- **File your intention to complete the exam with your supervisor and the Graduate Coordinator:** You may do this through an email notification during week 1 or week 2 of the semester in which you plan to complete your Comprehensive Exams.
- **Prepare for the exam:** After you have notified your supervisor of your intent to complete the exam, you should prepare a presentation of your project.
- **Schedule a meeting with your committee:** It is your responsibility to schedule a Comprehensive Exam committee meeting.
- **Meet with your committee:** Around week 4 of your Comprehensive Exam semester, you will meet formally with your committee members. At this meeting, you will be required to present and to discuss your research plans.
- **Write the Comprehensive Exam:** Within 24 hours of your committee meeting, your supervisor will formally submit to you two specific topics of research. You must write two exam papers that deal with the questions or problems posed by your committee. The topics of these papers will depend upon your specific research plans and interests. Normally, they will consist of literature reviews relevant to your dissertation.
- **Submission of Comprehensive Papers:** Within two months after receiving your paper topics (by the 12<sup>th</sup> week of the semester), you will submit your papers to your committee and schedule your oral exam.
- **Schedule your Oral:** After submission of your comprehensive papers, you will immediately schedule an oral exam to take place within three weeks.
- **Final Oral Exam:** Within three weeks of the submission of your exam papers, you will meet with your committee again to answer questions about your comprehensive papers. This meeting will last no more than 60 minutes with extra time allotted for committee deliberation.

### ***Results of the Exam***

A favorable vote of at least two-thirds of the members of the committee is required for passing. The results are communicated to the Graduate Coordinator.

Your supervisor will inform you whether you have passed or failed your Comprehensive Exam immediately following your final oral examination.

Candidates who fail the exam on the first attempt may repeat it once. They must do so in the subsequent semester.

Candidates who fail the exam a second time will not be permitted to continue in the program.