Department of

SPEECH, LANGUAGE, and HEARING SCIENCES

2014-2015

Student Handbook

The “Cactus Book”

Doctor of Philosophy

Department of Speech, Language, and Hearing Sciences
The University of Arizona
1131 E. 2nd Street
P.O. Box 210071
Tucson, Arizona 85721-0071
GENERAL INFORMATION

INTRODUCTION

The Doctor of Philosophy (Ph.D.) program prepares students for academic and research careers through coursework and participation in research projects.

The information that follows is subject to change. The Departmental requirements and practices summarized herein supplement those described in the University’s General and Graduate Catalogs. In case of conflict, the appropriate Catalog prevails. Students are held to Departmental requirements in effect at the time they are admitted to the program unless they formally choose to meet new requirements.
Doctor of Philosophy Program

The Ph.D. program in the Department of Speech, Language, and Hearing Sciences has as its goal the development of outstanding independent researchers and teachers. Program graduates will have a broad base of knowledge about human communication sciences and disorders and significant in-depth preparation in their special areas of concentration within the discipline. Students should seek multidisciplinary experiences and skills to enhance their research careers.

The Department encourages diversity among applicants to the program and will develop programs of study for individual students. Each student's program is designed in consultation with the student's program committee. Further, each doctoral student will go through a rigorous mentoring process involving the major professor selected by the student. In addition, a range of research experiences with members of the faculty of the University, principally inside the Department, but also outside of it will be provided as is appropriate to the student's program of study. It is expected that students will engage in scholarly, publishable research endeavors throughout their course of study at the University of Arizona.

The following information is intended to supplement that which is provided in the Graduate Catalog which can be found online at: http://grad.arizona.edu/Catalog/. In general, the Graduate College requirements focus on admission formalities; certain examinations and the dissertation; the makeup of committees that conduct the examination; and the sequencing of events leading up to completion of the degree requirements. The department requirements address admission to the program, coursework, research internships, teaching preceptorships, the format of written portions of examination, and the development of the dissertation prospectus.
ACADEMIC PROGRAM

Graduate credit that was earned within the last ten years may be applied toward the Ph.D. degree with approval of the student’s program committee.

Individuals who did not complete a master’s thesis prior to enrolling in the doctoral program are required to complete a thesis-equivalent research project and present this research in a public forum (e.g. department colloquium, seminar, conference, etc.). The topic and extent of this project, as well as the presentation venue, will be determined by mentor and student. This project must be completed prior to taking the comprehensive exam.

Major

Students are required to complete a minimum of 36 graduate semester hours pertaining to human communication and its disorders (not all of which must be in residence or offered in the Department of Speech, Language and Hearing Sciences) exclusive of dissertation research and audits. A 9-unit minor is required, as well as 18 units of dissertation (SLHS 920). At least 23 units must be in courses in which regular grades (A,B,C) have been earned.

Three courses, required of all doctoral students, account for 15 of the 36 credit hours:

- **SLHS 649** Survival Skills and Ethics (one 3-unit registration)
- **SLHS 696a** Doctoral Seminars in Speech, Language, and Hearing Sciences (6 credits total = registrations in Doctoral Readings to get to 4 credits and one 2-unit registration in the grant writing seminar). SLHS 696a will be offered by various faculty on a diverse range of topics.
- **SLHS 900** Research (two registrations for 3 units each)

Students are required to be involved in laboratory-based research during each semester of their doctoral program. This may be in the form of a laboratory rotation, project assignment by a mentor, independent study, or dissertation research.

Research Rotations (SLHS 900)

Students are required to complete a minimum of two research rotations for course credit prior to beginning dissertation research. These rotations are to be selected and designed to expose the student to various facets of the research enterprise and to lead the student to increasing independence. One of the rotations must be completed with a faculty member who does not serve as the student’s major advisor. Each rotation will result in the development of a suitable report prepared by the student. In most cases the report will be developed into a manuscript destined for submission to an appropriate refereed publication.
**Additional Major Requirement**

Doctoral students must complete or present coursework to the Qualifying Committee that is equivalent to:

- SLHS 500 - Introduction to Research Methods in Speech and Hearing Sciences. Doctoral students should plan on enrolling in SLHS 500 in their first year of study if they have not had equivalent coursework prior to enrolling at the University of Arizona.

Each student, in consultation with his or her program committee, will plan additional coursework in both the area of specialization and in any areas of speech, language, or hearing where the student may be deficient.

In the area of specialization, any chosen course should meet the following conceptual criteria:

1. Provides core information related to the student's proposed line of research.
2. Provides tools for the conduct of research (e.g., statistics, programming, measurement, technologies employed in research)
3. Contributes to the development of a conceptual theme underlying the student's training program.

In areas of deficiency in speech, language, or hearing, students may register for graduate classes or independent studies that are designed to cover core information. Independent studies require the student and instructor to develop a plan of study that may include attending lectures in an undergraduate class, readings, and a project that allows the student to demonstrate knowledge in the core area. The details of the project will be determined by the course instructor and the student. However, independent studies cannot be used solely as a replacement for existing classes.

An outline of the Doctoral Degree Study Program should be completed by the end of the first year, and a paper copy submitted to the Department.

**Research Competencies to be obtained through Laboratory Experiences and Coursework**

Procedural competencies:

1. Knowledge of research instrumentation and hardware.
2. Knowledge of general use software programs (e.g., Excel, Adobe, Powerpoint), and lab specific software (e.g., Matlab, SPM, EPrime, Direct RT).
3. The ability to search the literature, including searching electronic databases and being able to pursue a theme through the literature.
4. Knowledge and application of statistics and other mathematical models for understanding data.
5. How to keep lab records.
6. In some cases, knowledge of specific techniques (e.g., ERP, dissection) that is necessary or beneficial for a specific area of research.

Writing competencies:

1. The ability to abstract and summarize information.
2. The ability to write in the style of publications in the field.
3. The ability to present information in poster format.
4. The ability to write and manage human subjects-related documents.

Scientific competencies:

1. The ability to discuss lab projects in terms of the scientific method and aspects of validity.
2. The ability to design a project that measures/manipulates a target effect and controls extraneous effects.
3. The ability to manage the day-to-day aspects of completing a research project from conceptualization through data collection and manuscript production.

Minor

The Graduate College requires that a student complete a formal minor course of study. The minor is to reflect a student's research interest with specific coursework determined by the minor department. The minor must consist of at least 9 units of graduate-level coursework.

Teaching Preparation

It is strongly recommended that students pursuing an academic career complete the following in preparation for teaching:

Year 1: The University of Arizona offers a 10 credit Certificate in college teaching. Information on this certification can be found at http://oia.arizona.edu/project/certificate-college-teaching-program

Years 2-4 Preceptor in a course or a selected unit or units within a course
Prepare a portfolio to include:
Syllabus
Learning Objectives
Making Satisfactory Academic Progress

The Ph.D. degree is typically completed in four years. Doctoral students must maintain a 3.0 minimum GPA during the doctoral program.

Although each student’s doctoral program is unique, the following is an example timeline that would assure satisfactory progress:

**Year 1**
- Complete human subjects training  
- Establish qualifying exam committee
- Take qualifying examination
- Choose minor area of study
- Prepare degree study program (department)
- Complete a full load of coursework
- Complete an independent study in mentor’s lab
- File annual progress report with committee

**First semester**
- First semester
- First semester
- First semester
- Second semester
- First and second semesters
- First or second semester
- Second semester

**Year 2**
- Submit Plan of Study (Graduate College)**
- Continue with a full load of coursework
- Complete a research rotation or preceptorship
- File annual progress report with committee

**Third semester**
- Third semester
- Third and fourth semesters
- Third or fourth semester
- Fourth semester

**Year 3**
- Complete a second research rotation or preceptorship
- Identify a Comprehensive Examination Committee
- Complete the written and oral comprehensive exam
- Identify a Dissertation Committee
- Prepare a prospectus for dissertation
- Obtain approval of dissertation concept
- Present a colloquium on dissertation concept
- File annual progress report with committee

**Fifth or sixth semester**
- Fifth or sixth semester
- Fifth or sixth semester
- Fifth or sixth semester
- Fifth or sixth semester
- Do before colloquium
- Sixth or early seventh semester
- Sixth semester

**Year 4**
- Complete doctoral research
- Submit Doctoral Advancement to Candidacy (Graduate College)**
- Schedule final Oral Defense Examination
- Submit the Announcement of Oral Defense

**Seventh semester**
- Beginning seventh semester
- Eighth semester
- 3 weeks before date of examination
Examination (Graduate College)**
Submit the final copies of dissertation to Graduate College.

**Graduate College forms can found using UAccess: http://grad.arizona.edu/gradpath

Annual Report

Students are required to submit their most current CV by April 1 of each year, and to maintain satisfactory progress toward the degree. Your advisor will evaluate your progress annually and provide feedback each year. If changes are recommended, the consequences of not making the changes will be listed. Your advisor will discuss the recommendations with you and you will be asked to summarize your understanding of them. The advisor’s evaluation and recommendations, together with your CV, will be placed in your file, and also discussed by the faculty as a whole at a scheduled meeting. Please consult with your advisor or other faculty about CV format.

Policy on Major Advisor

Every student is required to have a doctoral mentor/advisor who is a member of the SLHS faculty. Although the major advisor is selected prior to admission into the program, circumstances may develop that cause you to want to change your major advisor. The first step in this process is to discuss a possible change with your current major advisor and a potential advisor. If changing advisors is amicable for all involved, the only interaction necessary with the Doctoral Committee will be a signature to officially make the change. In addition, the Department Head should be made aware of the change. However, if the change of advisors becomes problematic, the Doctoral Committee and/or the Department Head may serve as an arbitrator/liaison to help solve the problem. Under only unusual and exceptional circumstances a student may be allowed to have a non-SLHS faculty member serve as their doctoral mentor/advisor for the dissertation phase of the program. Such a situation must be formally proposed to the Doctoral Committee, and approved by that committee as well as the Department Head.

HIPAA Client/Patient Confidentiality Clinical Policy

HIPAA stands for the Health Insurance Portability and Accountability Act, a federal law regarding confidentiality of client/patient information. Students will receive information about departmental policies for protecting the confidentiality of client/patient information on Orientation Day. All students must receive HIPAA training to participate in any clinical endeavor.

Human Subjects Training
All students are required to complete the Human Subject Training Program. This can be done online at http://orcr.arizona.edu/hspp/training

**Institutional Review Board (IRB) Approval**

Students must obtain or be covered by **IRB approval** for research projects involving human subjects. Students should consult their mentors, research supervisors, and the chair of the departmental Human Subjects Review committee for clarification on when and how IRB should be obtained. No approval can be granted retroactively, so it is essential that before a student gathers any data, he or she have proper approval.

The Graduate College Degree Certification prefers that an IRB approval letter for dissertation research be included with the Advancement to Candidacy form (there is a checkbox to indicate if Human Subjects will be used). However, because this form should be submitted to the Graduate College soon after completing the comprehensive exam, many students will not yet have obtained IRB approval for their research. In such a case, submit the Advancement to Candidacy form and include a note stating that it is understood that IRB approval is required for final acceptance of the dissertation and that a letter of approval will be forthcoming.

To obtain the forms and information about IRB approval, refer to the Human Subjects Office for guidance:  http://orcr.arizona.edu/hspp/forms

**EXAMINATIONS AND COMMITTEES**

**Policy on Committees**

Doctoral students will have four committees during their training: *the Qualifying Exam and Program Development Committee, the Comprehensive Exam Committee, and the Prospectus/Dissertation Committee*. The student’s major advisor typically chairs each committee. The student is responsible for recruiting faculty to serve on each committee. Note: there is not an automatic carryover of members from one committee to another and it may be advantageous to have different committee members throughout the program. *The responsibility of a faculty member serving on a particular committee ends when that committee has finished its designated task.*

If the need arises for a student to change committee members for a specific committee, the student is responsible for discussing the change with the major advisor and the affected committee members. Again, if there are conflicts associated with the change, the Doctoral Committee can arbitrate; otherwise they will not be involved.

A student should always consult their mentor concerning distribution of documentation, prospectus, colloquium slides, academic plans, manuscripts, etc.
Qualifying Examination and Program Development Committee

All students must take a **Qualifying Exam** and conduct a **Program Planning** meeting. These should both be completed in the first semester of the doctoral program but is flexible depending on the specific circumstances of the student’s program. The qualifying examination committee consists of a minimum of three members of the faculty of the Department of Speech, Language, and Hearing Sciences. The purpose of the examination is to assess a student’s research potential, identify strengths and weaknesses as they relate to the student’s goals and department requirements for a Ph.D. in Speech, Language and Hearing Sciences. Each student, in collaboration with their committee chair, will complete the **Plan for Conducting the Qualifying Examination** form that can be found at the end of this document or on the department website. This form should be submitted to the Chair of the Doctoral Committee prior to the exam.

The examination is comprised of three parts:

Part 1: Students will be given 2-3 journal articles, book chapters, etc. to read that are selected by their major advisor. The advisor will also give the student 3-5 questions based on the reading material to answer in essay form. Some questions will relate to data analysis and methodology. This part of the written exam can be completed at a location of the student’s choice. One week will be allowed for completion.

Part 2: Students will be given a specific question by their committee to be completed in the Department (i.e. closed book).

Part 3: Students will be given an oral examination by their committee. The oral examination will include questions related to the written exam, specific knowledge of the field, as well as other directed discussion.

Doctoral students must also choose a minor area of study. The minor department may employ other formats for the qualifying examination in the minor area.

When the qualifying exam is finished, the student’s committee chair should complete and have the committee members sign the **Result of the Qualifying Exam** form (also included with this document or on the department website). This form should be placed in the student’s departmental file.

Comprehensive Exam Committee

All students must take a **Comprehensive Exam** that includes representation from both the major and minor departments. “The examining committee must consist of a minimum of four members. The Major Advisor and two additional members must be tenured, or tenure track. The fourth member may be tenured or tenure-track, or a special approved member. Special
members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.” From UA Graduate College website. A faculty member of the student’s minor department may also be a member of the comprehensive exam committee, depending on the Minor department’s requirements. Each student, in collaboration with their committee chair, will complete the Plan for Conducting the Comprehensive Examination form that can be found at the end of this document or on the department website. This form should be submitted to the Chair of the Doctoral Committee prior to the exam.

The comprehensive examination consists of two parts, written and oral. The written portion of the examination must be completed before the oral portion may be scheduled. The requirement of a written comprehensive examination in the major area can be satisfied in one of two ways:

1. through a traditional "closed-book" written examination, under the closed-book option, the student completes one three-hour examination in each of the areas of study represented by the examination committee members.

2. an "open-book" written examination, under the open-book option, the student is given a set of questions developed by their committee, for which they are given two-weeks to write answers (i.e., two weeks to write answers to all of the questions). Because of the time allowed and open access to resources, the questions in this second option typically require more in-depth answers than in the first option.

In either case, the written work should be turned in to the Chair of the Comprehensive Exam Committee; the Chair will then distribute the material to the committee. The minor department may prefer other formats for the written comprehensive examination in the minor area. The student must comply with the minor department requirements. Questions about the format or conduct of the examination should be directed to the Chair of the Doctoral Admissions and Policy Committee.

Upon successful completion of the written examinations in the major and minor(s), the Oral Comprehensive Examination is conducted before the examining committee of the faculty. This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague.” From UA Graduate College website.

The formal oral examination is administered by the examination committee. A member of the committee (other than the advisor) acts as a reporter for the Graduate College to insure that the exam is administered fairly. This individual will file a report with the Graduate College. The oral examination is usually structured on the basis of the previous written work (traditional examination or research option), but it may cover any aspect of the student’s preparation. This
examination must be completed within 6 months of the submission of the written materials. Graduate College requirements regarding the Comprehensive Examination can be found in the Graduate Catalog online at: http://grad.arizona.edu/academics/degree-certification/gradpath

If a student fails the written examination, they are required to meet with each committee member to discuss the negative result. The exam committee will also meet to decide whether the student will be allowed to retake the exam, and if so, the conditions for the retake (e.g., how soon the exam can be retaken, preparation, etc.). If a student fails the oral exam the procedure is the same; the committee will decide whether to allow a retake, and if so, the conditions of the retake. The difference, however, is that the Graduate College must be informed of the failing evaluation on the oral examination.

**Prospectus/Dissertation Committee**

The prospectus/dissertation committee chair is the student’s major advisor. The prospectus/dissertation committee may comprise those individuals who have served on previous committee’s for the student, or its composition may be adjusted to reflect the direction of the dissertation research.

From the Graduate College Handbook website:

“The Graduate College requires a minimum of three members, all of whom must be University of Arizona tenured, tenure-track, or approved as equivalent. If a committee has only three members, all must approve the dissertation. In departments that require four or five members, there may be one dissenting vote. The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.”

The first step* toward the dissertation is preparation of a prospectus document. It should include a review of the relevant literature, statement of hypotheses and specific aims, description of the research methods, and report of pilot data and data analyses if available. The expected format and extent of the document should be discussed and negotiated between the student and advisor. For example, a prospectus might be written in the form of a grant application, as a first draft of the dissertation document, or some other format. These agreed upon expectations should be made clear to the other members of the dissertation committee. A prospectus meeting is then scheduled where the student presents the proposal to the committee. The committee serves to advise the student on the quality of the dissertation proposal and may suggest modifications and/or additions to any aspect of the proposal. The committee should receive the written prospectus at least one week prior to the scheduled prospectus meeting. A copy of the prospectus document should be put into the student’s file in the departmental office. In addition, the dissertation director should submit a signed note to the student’s file indicating that the prospectus meeting was completed.
All students are required to **present their dissertation proposal** at a departmental colloquium. It is advantageous to do this prior to the formal prospectus meeting so that feedback from a diverse audience might be received. If scheduling conflicts do not allow this presentation to take place prior to the prospectus meeting, it should be completed as soon as possible.

The members of the prospectus committee typically serve on the final dissertation examination committee, although this is not a absolute requirement. The Graduate College requires a minimum of three committee members from the University of Arizona. A student may wish to consider more members to enhance the expertise of the committee.

Prior to the dissertation defense, student must submit an “**Announcement of Final Oral Examination**” to the Graduate College. At least one week prior to the dissertation defense, the student must **submit an advertisement of the defense to the SLHS departmental secretary**. This will be distributed to faculty and students within the department, the School of Mind, Brain, and Behavior, and to other potentially interested parties outside the department. The dissertation defense must be held publically and scheduled such that it does not conflict or coincide with the departmental colloquium. The defense should be scheduled in a classroom in the SLHS department. The dissertation committee chair presides over the examination.

* During the development of a prospectus, it may be advantageous for the student to schedule one or more **“pre-prospectus”** meetings with the committee in order to obtain input concerning the dissertation topic, hypotheses, possible methods to be used, etc.

**Joint Aud/PhD program**

In the dual degree program, an overlap of up to 28 credit hours is allowed.

As an example, the list below summarizes the degree requirements that could overlap:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Minor requirements</td>
<td>9</td>
</tr>
<tr>
<td>2) SLHS 500 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>3) SLHS 588[a,b or c] plus lab</td>
<td>4</td>
</tr>
<tr>
<td>5) SLHS 596G</td>
<td>3</td>
</tr>
<tr>
<td>6) SLHS 568</td>
<td>3</td>
</tr>
<tr>
<td>7) SLHS 900 in lieu of SLHS 912</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28</strong></td>
</tr>
</tbody>
</table>

**Additional Considerations**

1) Both degrees require a 9-unit minor. The minor completed for the Ph.D. could also count as the Au.D. minor. A caveat is that, although an AuD-only student is allowed to
minor in Speech, Language, and Hearing Sciences, a student in the AuD-PhD dual degree program will be required pursue a minor outside the department.

2) The following 3-unit courses can be used to fulfill unit requirements for both the Ph.D. and Au.D.
   SLHS 500  Research Methods
   SLHS 568  Speech perception
   SLHS 596G  Cochlear implants, Brainstem Implants, & Bone-Anchored Hearing Aids

3) Up to 6 units of 900 “research” registration required for the Ph.D. can be used for 6 units of SLHS 912 “audiology doctoral project” for the Au.D. It will be a mentored, experimental research effort, resulting in a written document, and also presented publicly and defended at a colloquium. The additional 3 units of SLHS 912 required for the Au.D. will be waived for those dually enrolled in Au.D. and Ph.D. programs. Those in the Ph.D. program will complete at least one other research rotation prior to dissertation in addition to these 6 units of research registration.

4) Candidates must make formal application to each program, the Au.D. and Ph.D.

5) Au.D.-Ph.D. students will complete both the comprehensive exam for the Au.D. (given at the end of the 2nd year of the program), and the comprehensive exam for the Ph.D. (normally given after coursework and research rotations have been completed).

6) Au.D.-Ph.D. students will complete both the final oral defense of the dissertation for the Ph.D. and the final exam (oral) for the Au.D. These will be scheduled independently of one another.
Speech, Language, and Hearing Sciences:
“Quick Guide to Doctoral Program Requirements”

What follows are separate lists of requirements and recommendations for our doctoral students. These are taken directly from the current Cactus Book which contains much more information concerning exam format, program options, suggested timelines, etc., but this should serve as a quick reference for mentors and students.

*Note:* Each requirement is followed by either SLHS, GC, or UA. These refer to whether the requirement is departmental (SLHS), Graduate College (GC), or University policy (UA). In general, any GC-based requirement involves official paperwork to be submitted to the Graduate College.

**Requirements**

- Every student is required to have a **doctoral mentor/advisor** who is a member of the SLHS faculty. *(SLHS)*

- Every student must receive **HIPAA training** to participate in any clinical endeavor. *(UA)*

- Every student is required to complete the **Human Subject Training Program** approved by the University of Arizona. *(UA)*

- Students must obtain or be covered by **IRB approval** for research projects involving human subjects. Students should consult their mentors, research supervisors, and the chair of the departmental Human Subjects Review committee for clarification on when and how IRB should be obtained. *(UA)*

- Individuals who did not complete a master’s thesis prior to enrolling in the doctoral program are required to **complete a thesis-equivalent research project and present this research in a public forum** (e.g. colloquium, seminar, conference, etc.). The topic and extent of this project, as well as the presentation venue, will be determined by mentor and student. This project must be completed prior to taking the comprehensive exam. *(SLHS)*

- Students are required to be involved in **laboratory-based research during each semester** of their doctoral program. This may be in the form of a laboratory rotation, project assignment by a mentor, independent study, or dissertation research. *(SLHS)*

- Students are required to complete a **minimum of 36 graduate semester credits** according to the plan of study approved by the student’s mentor and
Qualifying/Program Development committee. These credits are in addition to credits obtained via dissertation research and audits. (GC)

- **Required courses (SLHS)**
  - SLHS 649  Survival Skills and Ethics (3 credits)
  - SLHS 696A  Doctoral Seminars in Speech, Language, and Hearing (4 credits)
  - SLHS 696A  Grant Writing (2 credits)
  - SLHS 900  Laboratory research rotations (two registrations for 3 units each); one rotation must be in a lab other than that of the student’s primary mentor.

- Students are required to complete or present (“take or show”) coursework to the Qualifying/Program Development Committee that is equivalent to SLHS 500. (SLHS)

- The Graduate College requires that a student complete a formal **minor** course of study. The minor must consist of at least 9 credits of graduate-level coursework. (GC)

- Students are required to file an annual report at the end of each spring (due April 1) and student progress will be reviewed annually by the faculty. Note that each student should document at least one research presentation per year. This could consist of a presentation at a lab meeting, colloquium, conference, or other venue. (SLHS)

- All students must take a Qualifying Exam and conduct a Program Planning meeting. These should both be completed in the first semester of the doctoral program but is flexible depending on the specific circumstances of the student’s program. (SLHS)

- Must submit the “**Doctoral Plan of Study**” to the Graduate College. This is generally completed early in the second year of the doctoral program. (GC)

- All students must take a Comprehensive Exam that includes representation from both the major and minor departments. Both written and oral components of the exam are required. Committee reporter must submit “Results of the Oral Comprehensive Examination for Doctoral Candidacy” to the Graduate College. (GC)

- Following successful completion of the Comprehensive Exam, and appointment of a dissertation committee, a student must submit a Committee Appointment form to the Graduate College. This formalizes the student’s Advancement to Candidacy for the PhD. (GC)

- All students are required to prepare a prospectus document and hold a prospectus meeting with their chosen dissertation committee. A copy of the prospectus document should be put into the student’s file in the departmental office. In addition, the dissertation director should submit a signed note to the student’s file indicating that the prospectus meeting was completed. (SLHS)
• All students are required to present a dissertation proposal at a departmental colloquium. (SLHS)

• Prior to the dissertation defense, student must submit an “Announcement of Final Oral Examination” to the Graduate College. (GC).

• At least one week prior to the dissertation defense, the student must submit an advertisement of the defense to the departmental secretary. This will be distributed to faculty and students within the department, the School of Mind, Brain, and Behavior, and to other potentially interested parties outside the department. (SLHS)

• The dissertation defense must be held publically and scheduled such that it does not conflict or coincide with the departmental colloquium. The defense should be scheduled in a classroom in the SLHS department. (SLHS/GC)
Plan for Conducting the Qualifying Examination

Department of Speech, Language, and Hearing Sciences

Description of the Exam

The examination is comprised of three parts:

1. Students will be given 2-3 journal articles, book chapters, etc. to read that are selected by their major advisor. The advisor will also give the student 3-5 questions based on the reading material to answer in essay form. Some questions will relate to data analysis and methodology. This part of the written exam can be completed at a location of the student’s choice. One week will be allowed for completion.

2. Students will be given a specific question by their committee to be completed in the Department (i.e. closed book).

3. Students will be given an oral examination by their committee. The oral examination will include questions related to the written exam, specific knowledge of the field, as well as other directed discussion.

Student name: _______________________
Committee Chair: _____________________
Committee members: _____________________
Date proposed to begin written portion: _____________________
Date proposed to end written portion: _____________________
Date proposed for oral portion: _____________________

Signature below indicates that this plan has been submitted to, and approved by, the Chair of the Doctoral Committee. The student should make two copies of the signed version of this form: one copy to student, one copy to Committee chair, and original to Chair of Doctoral Committee.

Chair of Doctoral Committee (print name after signature) Date
Result of the Qualifying Examination
Department of Speech, Language, and Hearing Sciences

Date of Exam: ________________
Student name: ______________________

Result (circle one): PASS FAIL

Signatures below indicate that the Committee Chair and committee members concur with the result of the exam.

__________________________________________________________________________
Chair of Doctoral Committee (*print name after signature*) Date

__________________________________________________________________________
Committee member (*print name after signature*) Date

__________________________________________________________________________
Committee member (*print name after signature*) Date

__________________________________________________________________________
Committee member (*print name after signature*) Date

*When completed, this form should be placed in the student’s departmental file.*

__________________________________________________________________________Comments (optional) ________________________________________
Plan for Conducting the Comprehensive Examination

Department of Speech, Language, and Hearing Sciences

Description of the Exam

The comprehensive examination consists of two parts, written and oral. The written portion of the examination must be completed before the oral portion may be scheduled. The requirement of a written comprehensive examination in the major area can be satisfied in one of two ways:

1. Traditional “closed-book” written examination. Under this option, the student completes one three-hour examination in each of the areas of study represented by the examination committee members.

2. “Open-book” written examination. In the open-book option, the student is given a set of questions developed by their committee, for which they are given two-weeks to write answers (i.e., two weeks to write answers to all of the questions).

Upon successful completion of the written examinations in the major and minor(s), the Oral Comprehensive Examination is conducted before the examining committee of the faculty according to the steps provided in the Ph.D. Cactus Book and the Graduate College.

Student name: __________________________
Committee Chair: _________________________
Committee members: ____________________________________________
(including member from Minor dept.)
Option for written portion of exam (check one box):

☐ Closed-book (three hour exam in each area represented on committee)
☐ Open-book (two-week period for writing in all areas represented on committee)

Date proposed to begin written portion: _________________________
Date proposed to end written portion: _________________________

Signature below indicates that this plan has been submitted to, and approved by, the Chair of the Doctoral Committee. Without this approval, the Comprehensive Exam form for the Graduate College will not be signed by the Department Head. The student should make two copies of the signed version of this form: one copy to student, one copy to Committee chair, and original to Chair of Doctoral Committee.

Chair of Doctoral Committee (print name after signature) Date