

Department of Elementary and Social Studies Education
Written Comprehensive Exams Format/Content/Scope Agreement Form

Format/Content/Scope Agreement Form for: _____ (student's name)

The major professor and other doctoral committee members, in consultation with the student, should complete the form below to come to agreement upon and document the following:

1. Content of exam questions

- a. How many questions will there be? (e.g., one, two, three)

- b. What will the focus of the questions be? (e.g., synthesis of past coursework, analysis of literature in preparation for prospectus)

- c. Who will write the questions? (e.g., each committee member, the student in consultation with the committee)

2. Format

- a. What will the general format of the exam be? (e.g., sit-down, take-home, etc.)

- b. What will the format of the written product be? (e.g., research paper, publishable article)

3. Scope & Other Requirements

- a. How long should responses be? (e.g., 60 pages total, 25 pages per question)

- b. Will students know the questions in advance? If so, when?

- c. How much time is permitted to prepare for exams? (e.g., one month)

- d. How much time will be permitted to complete exams? (e.g., three hours per question for a sit-down exam, 20 weeks for a take-home exam)

- e. What materials will be permitted during sit-down exams? (e.g., a list of references, but no other materials)

- f. Is it permissible for students to consult with others? (e.g., Students may ask fellow students, but not faculty, to give feedback to drafts of take home exams.)

The major professor, committee members, and student should sign this form. Copies should be made for the student and committee members; the original should be submitted to the Graduate Coordinator to be kept in the student's file.

Major Professor	Committee member	Committee member	Student	Date

PLEASE SEND THIS REPORT TO THE ESSE GRADUATE ACADEMIC ADVISOR