

## **Comprehensive Examinations (PCS Specific Instructions) (Milestone 3)**

In addition to the protocols outlined by the Department of Kinesiology, students in the Physical Cultural Studies (PCS) program will be held to specific standards when preparing for their comprehensive examinations. The Department of Kinesiology's "Doctor of Philosophy Degree Requirements and Procedures" states the following:

Responses to Comprehensive Examination questions provide students an opportunity to integrate knowledge gained from formal coursework, independent reading and study, and research competencies. As such, examination answers should demonstrate synthesis and critical analysis of material, rather than the repetition of isolated content previously assessed in formal coursework.

The student should be able to discuss theoretical issues and frameworks from the body of knowledge, synthesize findings from current research, and pose the next logical research steps to advance knowledge in the area. The student should demonstrate a high level of scholarship as evidenced by clear, logical, and scholarly thinking in both written and oral portions of the examination.

As such, the PCS faculty will adhere to the following guidelines when approached by a student to serve on a comprehensive examination committee:

1. The students will formally, respectfully, and professionally request a meeting with PCS faculty to ask about the possibility of serving on that student's committee.
2. The faculty member will meet with the student in order to ascertain if s/he is appropriate for that student's committee.
3. If the faculty member agrees, s/he will determine an area of research on which the student will be asked to write.
4. PCS faculty members will give the student a reading list of 15-20 books, or a combination of books, chapters, and articles that comprise the equivalent number of pages.
5. PCS faculty will **not** give the student a specific question on which s/he will write the comprehensive examination.
6. PCS faculty will **not** ask the student to directly address her/his dissertation project in the written portion of the comprehensive examination. Instead, the purpose of this milestone is to assess whether the student has a command of the literature before moving on to the dissertation phase of her/his graduate career.

Faculty members outside the Physical Cultural Studies program should not be advised of the PCS guidelines unless they specifically request such information. It must be stressed to the student, however, that **all** faculty members s/he plans to approach to serve on this committee be approached with the utmost formality, respect, and professionalism.

## Department of Kinesiology

Please see:

[http://hhp.umd.edu/KNES/resources/Documents/PhD\\_Reg\\_and\\_Proc\\_0905.pdf](http://hhp.umd.edu/KNES/resources/Documents/PhD_Reg_and_Proc_0905.pdf) for a full explanation of departmental requirements.

1. Comprehensive exams are taken during the PhD student's second summer or early in the third year of her/his year of study.
2. The student must complete the written and oral comprehensive examinations and be Advanced to Candidacy within 5 years of their admission to the program.
3. The student, advisor, and Program of Study committee must agree that the student is properly prepared and ready to take the Comprehensive Exam before the examination can be scheduled.
4. The student may not have any incomplete grades on formal coursework
5. The student can have no more than 6 credits of KNES689 incompletes on transcript
6. The student must have completed 70% of non-dissertation credits.
7. The Plan of Study must be approved a **minimum of 9 months prior** to the first written comprehensive exam
8. The Program of Study must be approved **3-6 months prior** to the first written comprehensive exam.
9. The "Application for Comprehensive Examination" form must be submitted to Graduate Secretary **one month** prior to first writing comprehensive exam.
10. Students may not register for KNES 899 until the semester they apply to take comprehensive examinations

### *The Committee*

1. Must include a minimum of 4 members
2. The majority of committee members must be full-time, tenured or tenure-track graduate faculty in the Department of Kinesiology currently engaged in conducting research in their discipline.
3. The Graduate Director is responsible for approving all committees.

### *Time Frame*

1. The student has a maximum of **2 months** to complete the written portion of the exam
2. The student will write for **4 days**
3. The total examination time will be no less than **12 hours** and no more than **20 hours** overall

### *Procedures*

1. The examination format is determined by the advisor in consultation with the Comprehensive Examination Committee.
2. Prior to the examination, the student shall meet with the advisor and each committee member to be apprised of the subject areas tested.
3. Student responses must be typed on a Department of Kinesiology computer that is not accessible to the student prior to the examination. The wireless card in

- the computer should be removed by the advisor prior to the examination.
4. **Open-book examinations are not permitted.**
  5. The advisor is responsible for securing and monitoring the academic integrity of the testing environment.

**Oral Examination:**

1. Upon successful completion of the written examination, an oral examination will be scheduled for all students. Oral examinations need not be scheduled for a student who fails the written exam.
  2. The oral examination may address any relevant issue related to the specialization and may include direction for the dissertation.
  3. The Oral Examination is scheduled following the written portion of the exam.
  4. The interim period between the completion of the written and the oral examinations **shall not exceed one month**
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