



# WAYNE STATE

College of Fine, Performing  
and Communication Arts



Department of Communication

Qualifying Examination Procedures

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# Table of Contents

## **TAKE HOME EXAMINATION**

Instructions for Students – Take Home Examination through Canvas ..... 3  
Instructions for Faculty Advisors – Take Home Examination through Canvas ..... 4

## **SIT DOWN EXAMINATION**

Instructions for PhD students and Faculty Advisors for the 4-hour version sit down version of the  
qualifying exam: ..... 5  
PhD sit down qualifying exam schedule: Questions picked up and returned ..... 6

## Instructions for Students – Take Home Examination through Canvas

First, please read the description of the qualifying examination and its requirements in the [PhD Handbook](#) (pp. 19-29). You will need to have your [qualifying exam committee form](#) submitted to the graduate director and accepted by the graduate school.

Second, at least two weeks before you plan to take your examination, please contact both the Director of Graduate Studies and the Graduate Advisor about your intent to take your exam. At that time, you will be added to the department's qualifying examination Canvas page. This is where you will receive your questions and deposit your answers. Please be sure you have accepted the invitation to that course and let me or the graduate adviser know if you cannot find it.

Next, make sure you and your adviser have agreed on a schedule for releasing the questions that meets the specifications in the [PhD Handbook](#). If there have been any changes to your committee, please submit a [Change to Committee Form](#).

Your questions and schedule will be posted under Assignments on the Canvas page. These questions are only available to you. After your schedule is posted there, please look and let us know whether you can see it. That should be the only thing you see; please let us know if you see any other assignments or documents.

You will upload your answer by the deadline in the same course assignment. The Unicheck software should be enabled for an automatic plagiarism check, which your adviser will review before submitting the answers to your committee.

Please note that your adviser may have additional instructions for you.

A hard/paper copy of the schedule and questions is in your student file in the department office and in your electronic Sharepoint file. In case of problems accessing the questions, you may ask your adviser or the Director of Graduate Studies for the questions.

## Instructions for Faculty Advisors – Take Home Examination through Canvas

You should be a member of the “Comm Qualifying Exams” nonterm course on Canvas. Please let the Graduate Director know if you can’t find it among your Canvas courses. The exam questions are set up as individual assignments, and the student uploads them by the scheduled due time.

Here are the next steps for advisers:

1. Review with your advisor the description of the qualifying examination found on pages 19-29 of the [PhD Handbook](#).
2. Be sure the [Qualifying Examination Committee form](#) is completed and on file.
3. Email a copy of the exam schedule and questions to the Graduate Director to place in the student’s files before the written exam begins.
4. Familiarize yourself with the [PhD Handbook](#) for evaluation criteria for the written answers and related information. This is especially important if you expect any of the answers will be evaluated as “low pass” or “fail.”
5. When creating the assignment for each question, make sure to select “Online – File Uploads” as the submission type and select “Unicheck” as the plagiarism check. Change “Assign to” from “everyone” to the specific student’s name. Then set the availability date and time for the time you want the question released and set the due date and time.
6. Check to see that you can see the questions and that the release times are correct.
7. Canvas should begin an automatic plagiarism check with Unicheck when the student uploads a file. Look at the output and assess the answers before sending them on to the committee. (If a student is submitting by email or flash drive for the sit-down option, create a single Word file of the answers, go to the “Comm Qualifying Exams” nonterm course on Canvas and create an assignment with plagiarism checking enabled, then use “student view” to upload the file.)
8. Ask each committee member to review each answer and record their assessment (and any comments) for each answer separately on the attached qualifying exam evaluation form. **Please note that each committee member evaluates all answers and not just the one for their question.**
9. Only the summary of the evaluations and comments goes to the student, and not the individual committee members’ comments and evaluations.
10. The department keeps an electronic copy of the complete answers as well as the committee assessment in the student’s Sharepoint file. You can send electronic copies to the Graduate Director. These should be submitted before the date of the oral exam.

## **Instructions for PhD students and Faculty Advisors for the 4-hour version sit down version of the qualifying exam:**

Students will answer four questions, two or three days apart, with four hours to answer each question. Please use the form on the next page to keep track of when questions and answers have been checked out and returned.

Please read the description of the qualifying examination and its requirements in the [PhD Handbook](#) (pp. 19-29).

At least two weeks before you plan to take your examination, please contact both the Director of Graduate Studies and the Graduate Advisor about your intent to take your exam in the take home format.

Next, make sure you and your adviser have agreed on a schedule for releasing the questions that meets the specifications in the [PhD Handbook](#). If there have been any changes to your committee, please submit a [Change to Committee Form](#).

Student's adviser will place the day's question on a flash drive in a folder with the student's name. Advisers will make arrangements with Kelly Gottesman to pick up a clean laptop with wireless disabled from the [Media Arts Equipment Room \(MAER\)](#) in Old Main.

Faculty adviser, graduate director, or graduate secretary will provide the front desk with a copy of the schedule.

Student will pick up the flash drive from the front desk.

Adviser ensures that there is a room for the examination and that the laptop is set to airplane mode.

Student returns flash drive to adviser, who downloads the student's answer and returns flash drive to the front office. (Student may also return the flash drive.)

**PhD sit down qualifying exam schedule: Questions picked up and returned**

Student: \_\_\_\_\_ Exam dates: \_\_\_\_\_

Q1: Date \_\_\_\_\_ Time checked out: \_\_\_\_\_ Time returned \_\_\_\_\_

Q2: Date \_\_\_\_\_ Time checked out: \_\_\_\_\_ Time returned \_\_\_\_\_

Q3: Date \_\_\_\_\_ Time checked out: \_\_\_\_\_ Time returned \_\_\_\_\_

Q4: Date \_\_\_\_\_ Time checked out: \_\_\_\_\_ Time returned \_\_\_\_\_