TO: Molecular Engineering Second-Year Graduate Students

FROM: Paul Neubert, Counseling Services Coordinator

SUBJECT: Preliminary Examination

Attached is a sample timeline/checklist for the preliminary exam. Please note that you are responsible for scheduling your exam, after consulting with your supervisory committee. The exam takes approximately one and a half to two hours and is to be completed by Friday December 4, 2015. Many faculty serve on several supervisory committees, so it is in your best interest to start this process as soon as possible in order to avoid schedule conflicts. I will be happy to help you reserve a room once you and your committee have decided upon a date and time.

Also attached for your reference is the Prelim Examination Evaluation form.

PN

cc: Rene Overney
Appointing the Preliminary Exam Committee

You must establish a Supervisory Committee in consultation with your Dissertation Advisor. For the purposes of this exam, you must secure at least three committee members, all of whom must be UW faculty. For your convenience, a list of MoIES faculty is located at: http://www.moles.washington.edu/home/phd/faculty/
Your Supervisory Committee guides you throughout your tenure in the graduate program. This will be the evaluation committee for your Preliminary Exam. Upon successful completion of the preliminary exam and after further research activity you may decide to change some of your committee members or add committee members, given new research directions or other concerns. The Supervisory Committee that guides you through the General Exam and Final Exam does not have to be the same as the Supervisory Committee that oversees your preliminary exam (although it typically is the same). Please refer to the Graduate Student Handbook on our website (http://www.moles.washington.edu/home/phd/forms/) for complete procedural details (pages 13-17), paying close attention to the requirements surrounding faculty endorsements to chair committees, what being an official GSR represents, minimum committee member requirements, etc… Once you have selected your potential committee members (in consultation with your Dissertation Advisor), e-mail their names and departments to Paul Neubert at moleng@uw.edu.

Prelim Exam Timeline/Checklist

August or September
• Student notifies GPA (Paul Neubert at moleng@uw.edu) of supervisory committee members’ names after consultation with Dissertation Advisor
• Student sets exam date (after consulting with supervisory committee)
• Student reserves a room (schedule for 2 hours) with the assistance of MoIES staff

3 weeks prior to exam
• Committee selects the paper to be critiqued.

1 week prior to exam, no later than 2 weeks after receiving the article
• Student submits paper critique and a clean copy of the subject paper to committee
• Student submits research summary to committee

Exam day (No later than Dec. 4th, 2015)
Approximately .75 hours for the paper critique defense and .75 hours for the presentation and defense of the student’s current knowledge as well as research progress.

• Oral presentation of critique/questions.
• Oral presentation of research/questions.
• Committee evaluates performance.
• Advisor informs student of the committee’s recommendation.

1 week after the exam
Advisor gives written evaluation to student and a copy to the GPA.

NOTES:
1. The Prelim Exam occurs during the student’s 5th quarter (typically Autumn). To qualify, the student must have a 3.3 GPA based on at least 15 credits of graded UW coursework (in approved 400-level and all 500-level courses). The Supervisory Committee must have been established. See the Graduate Student Handbook on the web (http://www.moles.washington.edu/home/phd/forms/) for the most up-to-date information, such as the committee makeup and the format of the written documents you must submit.

2. The advisor coordinates selection of the paper to be critiqued. Typically, the advisor gives the other committee members a list of 2-3 candidate papers, and one is selected by consensus. The student is responsible for making sure the advisor is aware of the date on which the paper selection is to be given to the student.

3. Scheduling the exam and reserving a room can be very difficult because faculty serve on more than one supervisory committee. Start early!
University of Washington
Molecular Engineering and Sciences Institute
Preliminary Examination Evaluation

Student’s Name__________________________________________________________

Exam Date______________________________________________________________

Circle one rating for each category

1. Critical Thinking and Analysis
   Comments: E VG G F P

2. Knowledge of Scientific and Engineering Fundamentals
   Comments: E VG G F P

3. Ability to make original and independent research progress
   Comments: E VG G F P

4. Ability to formulate concise and appropriate research plans
   Comments: E VG G F P

5. Written communication
   Comments: E VG G F P

6. Oral communication and presentation skills
   Comments: E VG G F P
Recommendation:
The undersigned members of the examining committee have reviewed the prelim exam performance of the above named student and recommend that the student:

☐ Pass.
☐ Conditional Pass.

☐ Fail.
☐ Other: ____________________________ (or attached)

Examing Committee members:
Printed names       Signatures

(Advisor)

Student’s comments (attach page(s) if needed):

Student’s signature___________________________ Date____________________

Preliminary Exam Procedural Details:

• The advisor chairs the exam.

• Recommended Guidelines: Approximately .75 hours for the critique defense and .75 hours for the presentation and defense of the student’s current knowledge as well as research progress.

• Questions should probe student’s understanding of MoE fundamentals relevant to the paper being critiqued and their ability to conduct independent research.

• The advisor meets with the student immediately following the exam to convey the committee’s recommendation.

• The advisor prepares a written evaluation report (this form) with ratings and comments on the items listed above. It must be approved by the other committee members and sent to the student within one week after the exam. The advisor also sends a file copy to the graduate program assistant (GPA). This serves as the official record that the exam has taken place.

• The student has the option to submit a written statement (this form) to the GPA, which will be filed for consideration.

• A faculty vote of “Fail” constitutes unsatisfactory progress toward the Ph.D.