

Best Practices – Student Defense, Committee Meeting or Examination

Setting up the Exam

- *Student and advisor should determine the approach (skype, zoom, Teams, etc.) and inform the committee at least one week in advance; Advisor or Committee Chair should host the meeting, and is responsible for identifying system for having meetings or discussion during the exam without the student (e.g. breakout rooms)*
- We encourage use of software that enables call-in audio (e.g. zoom, gotomeeting) as an alternative if internet bandwidth is low
- For doctoral candidacy oral exams, students and advisors should figure out a ‘whiteboard’ system in advance and inform the committee; if no system is available, please let the committee know in advance so they can discuss whether a virtual exam is appropriate and in the student’s best interest
 - Note: Teams has a whiteboard option. Otherwise, students can just share their screen as use microsoft paint, chemdraw, powerpoint, etc to draw things out.
- All committee members should test out the software in advance of the exam; committee members should show up at least 10 minutes early to the meeting to check software settings and ensure adequate audio and microphone so that exam can start on time
- The student will prepare the form (GS 16 or GS 24) and email to Kathy Lucas on the day of the defense.

During the Exam

- Student and all committee members should keep their video on throughout the meeting, and only turn off if internet is slow and there are audio issues
- If there are significant audio issues, turn off video cameras or use phone call-in options if available; committee members can also ask questions through chat with chair / advisor moderating the Q&A
- Everyone but the speaker should turn their microphone off during the presentation; non-committee guests should turn off video
- Recall that chat messages through meeting software can often be seen by the entire group after the meeting, even if participants are ‘one-to-one’ messaging – breakout sessions are a more secure way to communicate privately

After the Exam: PhD or MS Plan A Defense

- Faculty have two components to evaluate, the defense exam (GS24) and the thesis/dissertation (GS30). The Defense must be evaluated immediately (results from form GS24). The dissertation may be evaluated later (results from form GS30), but we typically recommend most committee members submit their evaluation simultaneously. **All committee members MUST submit their evaluation of the outcome of the exam on the day of the exam in the “GS24 Email” to Kathy Lucas.**
- **Following the defense, each committee member will send two separate emails to Kathy Lucas:**
 - **The GS24 Email (Defense)**, which needs to say

- 1) Student name:
- 2) Date
- 3) Type of examination (Preliminary or Dissertation Defense):
- 4) Name of committee member
- 5) How you participated, skype , teams, zoom...
- 6) How you voted: Pass _____ Fail _____

- **The GS 30 Email (Dissertation Approval)**, approves the doctoral or MS dissertation which needs to say

- 1) Student Name
- 2) Committee Name
- 3) Approval of GS 30 (submitting dissertation)
- 4) Date

After the Exam: MS Plan B Defense

- **All committee members MUST submit their evaluation of the outcome of the exam on the day of the exam in the “GS24 Email” to Kathy Lucas.** This email needs to include

- 1) Student name:
- 2) Date
- 3) Type of examination (Preliminary or Dissertation Defense):
- 4) Name of committee member
- 5) How you participated, skype , teams, zoom...
- 6) How you voted: Pass _____ Fail _____

After the Exam: PhD Candidacy Exam

- **All committee members MUST submit their evaluation of the outcome of the exam on the day of the exam in the “GS16 Email” to Kathy Lucas.**
 - Following the exam, each committee member will send one email to Kathy Lucas:
 - **The GS16 Email**, which needs to say
- 1) Student name:
 - 2) Date
 - 3) Type of examination (Preliminary or Dissertation Defense):
 - 4) Name of committee member
 - 5) How you participated, skype , teams, zoom...
 - 6) How you voted: Pass _____ Fail _____