

March 25, 2008

Operational Guidelines for PhD Comprehensive Field Exams

For

Southwest, Central Asia and the South Caucasus and Eastern Mediterranean Studies

Guidelines for PhD Comprehensive Exams

**Preparation for the Written Exam**

Upon completion of the last semester of their course work students should consult with both Professors Fawaz and Hess to determine how to prepare for their field exams. Since field exams for Southwest, Central Asia and the South Caucasus and Eastern Mediterranean Studies often involve knowledge in areas other than the fields of those faculty members who will be conducting the exam, the student and the field coordinators should determine what questions should be gathered from other faculty at this first meeting. Unless modified by new coordinators, the student should promptly prepare a reading list for his/her fields. Students should then obtain from the coordinators, in a period of not less than a month, an agreement on whether a mastery of the material in the reading list will provide a comprehensive understanding for their fields. In this discussion the student and coordinators should also come to an agreement on the specific courses the student has taken to satisfy field requirements.

In keeping with past practice, **the written exam for those with three fields of study will consist of a response to any three out of five questions submitted; for those with two fields of study a response will consist of any four questions out of five submitted.**

These questions or scenarios are designed to test the student's overall knowledge of the field on the basis of past study and the coordinator's administration of the preparation for the Comprehensive Field Exam. In order to accomplish this task it is necessary for the student and the coordinator to meet regularly during a period of not more than one year to respond to questions that the student's preparation for the exam will have created.