

EEOB Capstone Exam

All first-year graduate students in the EEOB Ph.D. program in the SBS are required to provide a written summary of their progress at the end of their second semester in graduate school (typically spring semester). This summary will consist of three documents:

- 1) a completed copy of the Annual Development Plan form;
- 2) a bibliography of journal articles and books read during the first year;
- 3) a written document outlining 1-3 potential thesis topics which will form the basis of the Capstone Exam.

The latter document should be 2-6 pages of text, including any display items (figures or tables), followed by references (that is, references are not included in the 6 page limit). It should discuss why the particular topic(s) were selected for potential thesis studies and where they fit into the broader context of the student's field of study. These documents must be submitted to the Examining Committee (see below) at least one week before the oral component of the Capstone Exam. The document should be single spaced with one-inch margins; acceptable fonts and font sizes are Arial 10 or Times / Times New Roman 11.

An Examining Committee consisting of the student's advisor and two SBS faculty members will evaluate the student's documents, and will oversee a one-hour oral defense of the proposed thesis topic(s). The student, in consultation with the faculty advisor, should select members of the Examining Committee. Faculty members on the Examining Committee must be tenured or tenure-line members of the SBS.

The student must arrange with Examining Committee members the time and location for the one-hour defense, which must be completed on or before the last day of classes during the semester during which the exam takes place. Students who fail to undertake their Capstone Exam by this date will be dismissed from the EEOB Ph.D. program. Exceptions to this schedule will be at the discretion of the Director of Graduate Studies and will not be made without adequate justification.

The one-hour defense will focus primarily on the student's potential thesis topic(s); however, questions and discussion may cover any EEOB topic considered appropriate by the Examining Committee. The student should prepare and deliver a brief presentation covering potential thesis topics during the defense. The outcome of the defense will be an evaluation of "satisfactory" or "unsatisfactory" progress toward the Ph.D. degree by majority vote of the three-member Examining Committee.

Students scored as making unsatisfactory progress will be placed on probation by the SBS graduate program. They will be reassessed at the end of their third semester (excluding summer semesters) in a one-hour defense to be conducted by the Examining Committee after providing updates to the same three documents presented to their Examining Committee at the end of the previous semester (with respect to the end of the semester, the timeline for the second attempt at passing the Capstone Exam will be the same as for the first attempt). At this time, if a student is scored with an evaluation of "unsatisfactory" by majority vote of the Examining Committee, the student will be dismissed from the EEOB Ph.D. program. Otherwise, the probationary period with respect to the Capstone Exam ends.

The student's advisor will communicate the result(s) of the EEOB Capstone Exam in writing to both the graduate coordinator and the student within one week of the oral exam