



PRE-QUALIFYING EXAM FORM

This document contains a list of conversations and timelines for students and faculty members to use to help them form a guiding committee, track their progress, and establish an outline of their program plan prior to the qualifying exam. Please consult the entire document in your first meeting with students/faculty to know the expectations. By the end of each semester, be sure to have completed the items outlined and reviewed with your advisor.

DEADLINE: PLEASE COMPLETE THIS FORM BY THE END OF THE SEMESTER

Please check in with your GSAO with questions and concerns!

Every semester, please:

STUDENT: ASSEMBLE/REVIEW PRIOR TO MEETING

1. Your CV.
2. List of relevant courses you have taken before coming to UC Berkeley. Students provide a brief (1-3 sentence each) description of courses.
3. Review ESPM coursework guidelines.
4. List the courses you have taken at UC Berkeley as a graduate student (include course number, name, semester taken, and credit hours).
5. List classes you are thinking of taking next semester (include course number, name, semester taken, and credit hours).
6. What are the rough topics you hope to pursue in your dissertation research, and what analytical tools do you think you will use (e.g. biostatistics, GIS, phylogenetics, surveys)?
7. What topics do you wish to learn about in relation to your qualifying exam (qualifying exams typically cover at least four topics)? List the topics and how you think it relates to your dissertation plan and/or research interests.
8. Review suggestions for talking points
9. If applicable (domestic and permanent residents), review and start/continue the process to establish residency



GUIDING PROFESSOR PROVIDES INPUT AT MEETING:

Meet with your research mentor virtually prior to arriving on campus. In a shared google doc, have the faculty provide input on:

- Recommended classes and evaluation of previous UC Berkeley coursework (see below)
- What advice was given for areas to cover in the qualifying exam (QE), and QE preparation?
- Describe the student's dissertation plans and progress.
- Recommendations for the student as they are beginning their dissertation research
- Suggestions for QE or guiding committee members?
- Any recommendations for grants/fellowships the student should pursue this next year?
- Any recommendations for conferences the student could attend/present at?

Please submit/share/attach the google doc with this document.

By the end of the first semester, please have completed your form:

Make sure to get the faculty member's signatures on this cover sheet (see below)!

Student: _____

TIMELINE:

Semester in program: _____

Proposed semester/date for qualifying exam (if known): _____



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SCIENCE, POLICY, AND MANAGEMENT

By the end of the first semester, review below:

RESIDENCY

- The student is an international student
- The domestic/permanent resident student has established a California residency
- The domestic/permanent resident student has begun the process of establishing a California residency

By the end of the second semester, please complete and finalize the following:

COURSEWORK: **List completed coursework in the appropriate categories**

201 Series (201C and A)[2]

- Completed the 201C series requirement
- Completed the 201A series requirement

Pedagogy[3] Course (required if teaching)

- Completed the pedagogy requirement

Individual Program of Study (encompasses Area of Specialization and Methods Coursework)

Area of Specialization (Specific coursework related to the student's dissertation and qualifying exam preparation).

Completed coursework:

Planned coursework:

Methods Course (research techniques appropriate for both the disciplinary emphasis and area of specialization.):

Completed coursework:

Planned coursework:

- The student has completed the Individual Program of Study coursework

Breadth Course (breadth course must have substantive theoretical content in social science/humanities disciplines for natural science students and natural sciences for social science/humanities students.

Completed coursework:

Planned coursework:

Please contact the Head Graduate Adviser and GSAOs to have your breadth course requirement approved.



PREPARATION FOR DISSERTATION:

Recommendations from the Guiding committee on:

Dissertation plans and progress:

Suggestions for QE or guiding committee members?

Grants/fellowships:

Conferences:

Note: Please have your Qualifying Examination scheduled with all your QE committee and approved by the HGA at least three weeks prior to the QE date

PhD Oral (Qualifying Exam) Committee for: _____

Local Address: _____

Local Phone Number: _____

Email: _____

Committee Members: Name/Title Email Address Area of Responsibility

1. _____ (Chairperson)

2. _____

3. _____

4. _____

Day, Date and Time of Exam: _____

Room Reserved: _____

Guiding Professor: _____

Approved By: _____ (Head Graduate Adviser Signature)

PROGRESS (To be filled out by faculty):

Progress is:

___ Satisfactory (meets expectations/students is preparing for qualifying exam)

___ Not Satisfactory (not meeting expectations/warning letter will be sent)