

## Entomology Checklist for A-Exam Progress

**\*\*This document is meant to be a helpful tool; it does not replace official [Graduate School requirements](#) or your *Exuviae* handbook.**

### Year 1

- \_\_\_\_\_ Complete any remedial courses if not taken previously (ENTOM 2120-Insect Biology)
- \_\_\_\_\_ Complete the one required course (ENTOM 7670-Professional Development)
- \_\_\_\_\_ Form your full committee (2 members for MS, 3 members for PhD). Enter in Student Center
- \_\_\_\_\_ Have first annual committee meeting to present plans for research (thesis pitch in written and oral form). This is the first milestone toward the MS/PhD (this is done with your advisor and shared with the Committee and DGS)
- \_\_\_\_\_ Complete the annual Student Progress Review

### Year 2

- \_\_\_\_\_ Meet with the full committee 3 months before the A exam to discuss dates and materials that will be covered and format for written exam. The exam contains both oral and written components.
  
- \_\_\_\_\_ The exam begins with a 20-minute oral presentation on what the student proposes to do, with questions, hypotheses, predictions, and proposed methods to be following by a discussion/debate on the biological premises of the project.
  
- \_\_\_\_\_ The written component, of no more than 20 pages relevant to the topic and including appropriate citations, should be decided by the committee at this meeting. This determines how effective students are at summarizing the literature, extracting the key components, finding the relevant references and identifying novel questions and avenues of research. The choices are:
  - Novel proposal developed by the student
  - Novel manuscript/ literature review developed by the student
  - Essay of a topic of the committee's selection
  - Multiple topics based on a question from each committee member
  - Written exam: Open ended questions and the format should be decided during the pre-meeting

### 1 Month before Exam

- \_\_\_\_\_ Reserve room/s with GFA

### 7-10 days before Exam

- \_\_\_\_\_ Submit written component to all members of the committee
- \_\_\_\_\_ Have scheduling form completed and turned into GFA: **Schedule Form (online)**
- \_\_\_\_\_ Have exam schedule poster completed and turned into GFA

**Exam Day**

\_\_\_\_\_ Bring results form to exam and have full committee sign off. Return this form to GFA within 3 days.

\*In the case of a conditional pass clear guidelines need to be provided on the format and content of any reassessment.

**7-10 days after exam**

All committee members need to provide written comments to the students: Committee Chair will summarize all committee member comments and give them to the students in writing.

- on the written component of the exam
- strengths of the student
- weaknesses of the student
- areas of improvement
- suggested courses