

WICHITA STATE UNIVERSITY

INTER-DEPARTMENTAL CORRESPONDENCE

TO: Graduate Faculty, Division of Music

FROM: Mark Foley

RE: General statement and instructions concerning graduate oral exams

The designation of general responsibilities below interprets the spirit and content that we have attempted to associate with the graduate oral examinations.

Chair: You represent the candidate's field of specialization and otherwise are responsible for general guidance in the examination. It may be your role to re-direct questioning or discussions that, in your opinion, become too specialized or detailed in areas outside the candidate's major field.

It is appropriate to put the candidate at ease with a question about current activities, personal background, etc., at the beginning of the examination. However, since examination time is relatively short, please do not let such preliminaries take up more than approximately 5 minutes of the exam time.

Committee Members: In all cases where you are not named chair, your function should be that of general resource for historical, theoretical, pedagogical or performance questions. Such questions should generally be based on central issues and broad principles, rather than on fine points and distinctions. Summary questions that deal with developments spanning more than one period or issue are helpful in that regard. Please give thoughtful consideration to examination questions in advance of the examination.

Note: (Chair) All committee members **must** be physically present at the exam and should sign the forms, preferably, at the immediate conclusion of the exam. Please inform the examinee of the examination outcome immediately following the examination. Have all evaluation forms signed by the committee members and return the forms to my box as soon as possible. A majority of the committee members must pass the candidate (Example: two of the three committee members pass the candidate) but the negative vote must not come from the committee chair.

Thank you.

July 23, 2009