Oral Examination Procedures for Master of Education Candidates

Purpose of the Oral Examination:

The oral exam is intended to give the student an opportunity to demonstrate his or her conceptualization of various aspects of education. The student uses this culminating event to demonstrate how selected themes derived from the program course work are practiced through field experience.

Process of the Oral Examination:

- Students must meet with their faculty advisor on a regular basis before the oral exam. (See Master’s time frame file/handout.) The final project is a process and requires multiple meetings over more than one quarter. Short-term requests for orals will not be honored when no prior meetings or few prior meetings with the advisor have occurred.

- The decision whether a student is deemed ready to schedule the oral exam rests solely with the faculty advisor.

- In the event of advisor changes, the current faculty advisor retains the right to require preparation meetings and makes the decision when the student is deemed ready to schedule the oral exam.

Applying for Graduation:

The deadline for graduate application is the second Friday of the quarter before you plan to graduate. (Please see special note below the chart for summer graduates.) Graduation forms are available from the forms link on our website at http://www.ewu.edu/x14394.xml

<table>
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<tr>
<th>If you want your degree:</th>
<th>APPLY for Degree by:</th>
<th>Quarter Ends</th>
</tr>
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<tbody>
<tr>
<td>Spring 2009</td>
<td>November 7, 2008*</td>
<td>June 12, 2009</td>
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<tr>
<td>Summer 2009</td>
<td>February 20 2009*</td>
<td>August 2009</td>
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<td>Fall 2009</td>
<td>May 22, 2009</td>
<td>December 2009</td>
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<td>Winter 2010</td>
<td>August 7,2009</td>
<td>March 2010</td>
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<td>Spring 2010</td>
<td>November 6,2009*</td>
<td>June 2010</td>
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* Summer Grads: November 7, 2008/November 6, 2009 spring deadline applies if you want your name published in the commencement brochure.
Scheduling the Oral Examination:

A. Your orals committee will consist of three faculty members.
   1. Your Advisor serves as the Chair of your orals committee.
   2. You need to communicate with your second committee member, who you selected when completing your candidacy form to see if his/her schedule permits serving on your committee.
   3. Your third orals committee member is a faculty member chosen from another department. If you have a professor from another department you would like to invite to serve on your committee, please discuss this with your advisor. If you do not have any ideas, your advisor or the Graduate Studies Office ((509) 359-6297) will identify a third member. Do NOT contact them at the last minute.

   Please note that many professors choose not to do orals during finals week and many are not available during the summer. When you are ready for your orals, contact your advisor and other committee members at the beginning of the quarter in which you plan to do your orals, secure and confirm the date. First, you and your advisor should choose three dates/times as possibilities for your oral examination and then contact your other committee members to coordinate the final choice. If your orals are scheduled for the beginning of the quarter, be sure to finalize with all committee members the quarter before your orals. Some faculty have several orals to schedule and it is best to set your date early.

   It is always YOUR responsibility to keep everyone coordinated and informed.

B. Submit a completed and signed Terminal Research Approval (TRA) document to finalize the date, time and location of your orals. Scheduled orals must be confirmed with the Graduate Studies office no later than **two weeks** prior to the Exam and completed by the end of the quarter. This form link is available online at [http://www.ewu.edu/x14394.xml](http://www.ewu.edu/x14394.xml) or come to the Graduate Education Office in Williamson 314C.

D. Contact Robin Showalter, Graduate Education at 359-6492 or in Williamson 314C to reserve a room and any equipment needed for the oral exam. Be sure to include time to set up. The Graduate Studies Office will then send the official notification to you and your committee members.

E. **EDUC 601, Research AND/OR 695 PROJECTS**: Copies of the final project **must** be furnished to committee members **two weeks** prior to the Exam.
Procedures of an Oral Examination

* An oral exam lasts approximately 90 minutes.

* The student should arrive 20 minutes early to prepare all media and materials. If a committee member does not show on time, the Exam may start 15 minutes late with at least two committee members present.

* Focus of the Oral Exam

Students’ presentation and discussion of the EDUC 695 Internship and/or the EDUC 601 Research Project will constitute a substantial part of the oral exam.

A Suggested Structure of the Oral Examination

* A brief personal resume.
* A brief summary of courses that led to the final project.
* Presentation of EDUC 601 Project combined with EDUC 695 Internship experiences.
* Questions from the committee members.
* Using multimedia technology is highly encouraged. The equipment required should be reserved before the orals.

During presentation of the final project, the student needs to:

1) **Introduce the Internship/Research Project** and focus briefly on reviewing the project goals and objectives. The student must be able to describe the work in clear terms for committee members who may not be familiar with "educational language".

2) **Support/defend their work** through connections with relevant research, current literature, and information from all areas of the program. This is the time to demonstrate competence in integrating theory with practice.

3) **Identify the procedures taken for implementation** of the internship/project. Students can supplement this portion of the presentation with appropriate documentation (e.g., a portfolio with examples of student work from their classroom, curriculum developed from the research project, etc.). Remember: this is a professional presentation and the materials should support rather than overwhelm their verbal description.

4) **Reflect on the Internship/Project.** The student needs to share specific data, quantitative, qualitative, or both to validate the effectiveness of the project and or internship. Answers to the following questions should be considered: Were the goals met?
What were some problems encountered and what suggestions could be made for someone else who might attempt this experience?

5) **Summary of the Project.** The student needs to discuss how the experience can be incorporated into his/her future professional practice efforts.

**Students should also prepare to:**

- Respond to questions related to educational research (e.g., criteria for critiquing and evaluating research, explaining how to design a research study, citing studies conducted related to a given topic, knowing the common research terms).

- Discuss the professional work of at least three (3) prominent educators in the student's specific field of study.

- Outline a personal educational philosophy, supporting their position with reference to educational and applied psychology foundations, and, where applicable, national and state standards in the given discipline.

- Discuss the basic Washington State laws that relate to teachers as practitioners, and those that significantly impact the course work of the student's program.

- Summarize how their Master of Education program at EWU has assisted in preparation for future professional roles.

- Respond to general questions from the committee that emerge during the Oral Examination.

Following the Oral Examination, the student will be excused from the room, waiting outside for the committee’s decision of Pass, Pass contingent upon certain conditions, or Not Pass. The decision will be delivered to the student immediately following the committee’s discussion.

When the Oral Exam process is complete, the student should take the Comprehensive Examination Report to Robin Showalter in Williamson 314C. A copy of the Report will be made for their file in the Department of Education. Finally, the student will carry the original copy of the Report to the Graduate Studies Office in Showalter 206.