



UNIVERSITY OF CENTRAL FLORIDA

TEXTS & TECHNOLOGY, PH.D.

COLLEGE OF ARTS & HUMANITIES

T&T Exams Cheat Sheet

As you are nearing the end of your coursework, it's time to begin thinking about candidacy exams. Here are your next steps:

No later than the semester before you intend to take exams:

Find a chair

- Your first step is to find your exams chair. This person must be a T&T core faculty member.
 - A T&T core faculty member chairing for the first time must have a co-chair who has successfully chaired T&T exams to completion.

Form a committee

- In consultation with your chair, form an exams committee of three T&T faculty.
- Once committee members have agreed to participate, fill out the [Candidacy Exam Committee form](#) and submit to the T&T office. Email/scan/electronic signatures are fine.
- You may choose to add a fourth (external) member to your committee. This is optional for exams, but will be required for dissertation. It may be beneficial to invite the external member early to contribute to the development of the specialized reading lists. Consult with your chair.

Draft your lists

- The Candidacy Examination consists of three parts:
 1. Core Exam: Based on a selection of 30 texts from the core [Texts & Technology PhD Candidacy Exam Reading list](#). Two questions, six pages per question, 24 hours.
 - The first question of the core exam asks about Texts and Technology as a field, but the specific phrasing is not fixed.
 2. Primary Exam: Based on 25-30 texts in the student's primary field of concentration. Two questions, twelve pages per question, 48 hours.
 3. Secondary Exam: Based on 25-30 texts in a distinct secondary field or subfield of the student's research. Two questions, twelve pages per question, 48 hours.
- The lists must be drafted and approved by your adviser prior to registering for ENC 7919.

Before your exam semester starts

Register for candidacy hours

- You may not enroll in ENC 7919 Doctoral Research hours or schedule your Candidacy Examination until your last semester of formal coursework.
- Complete a [Restricted Registration Dynamic Form](#) for a minimum of 3 credits of ENC 7919, to be graded S/U.
 - Students who are on graduate assistantships or fellowships may enroll for up to nine hours of ENC 7919 in order to maintain their full-time status.
 - On the form, near the middle, is a box in which you must list what you hope to accomplish during the term (e.g. Exam 1 September 15, Exam 2 October 15, Exam 3 November 15). This box cannot be left empty!
 - Once this form is routed through the system and signed by your chair, it will be routed to the T&T office so that Carla can register you.
- If you do not take and pass all parts of the Candidacy Examination in one semester, you must register for at least one credit hour in ENC 7919 during the semester when you complete the exam. You must be enrolled in order to sit for any portion of the exam.

During your exam semester

Schedule your exams

- You must complete all portions of the Candidacy Examination within one semester (16 weeks). You may take the series of three exams over a 16-week period that spans two semesters, e.g., Part 1 in September, Part 2 in November, and Part 3 in January.
- You should leave at least two weeks between exams to receive feedback from the examination committee. However, it is strongly recommended to allow a month between exams to have time to incorporate feedback.
- Coordinate your proposed dates and times with your committee.
- To go on to Dissertation (ENC 7980) in the next semester, you must take your last exam by two weeks before the last day of classes.

Take your exams

- On the day of your exam, your chair will email you the questions at the agreed time and ask you to confirm receipt.
- Once you have written the exam, you should return it to your chair by email by the end of your time period (24 hours for the first exam, 48 hours for the second and third).

Receive and incorporate feedback

- Committee members will generally provide feedback/notes to the student in writing within two weeks of receiving each exam.
- All members provide a score of pass or fail on each exam. Each exam must be approved by a majority of the committee. Students who fail the candidacy examination twice cannot continue in the program.

Find your external committee member

- In consultation with your adviser, think of 2-3 scholars from outside of the College of Arts and Humanities (or outside UCF) whose research is particularly relevant for your dissertation.
- With your adviser's help, reach out to the one who seems like the best option and discuss whether they'd like to join your committee. Repeat with the other options as needed.
- In order to continue to Dissertation (ENC 7980) after exams, students must have an approved dissertation committee that includes their external member on file prior to the College of Graduate Studies candidacy deadline.
 - The CV for the external dissertation committee member (if they have not served on a T&T committee before) has to be submitted to TandT@ucf.edu for approval no later than four weeks before the last day of classes.
 - The student's dissertation committee form must be signed by all committee members and submitted to T&T no later than two weeks before the last day of classes.

It's time for your next milestone on the way to your PhD, so we hope this helps you understand the process. Good luck!