

DEPARTMENT OF HUMAN PHYSIOLOGY



Table of Contents

GENERAL POLICIES..... 2

Director of Graduate Studies..... 2

Graduate Coordinator 2

Graduate Employee (GE) Information..... 2

Faculty Advisor 2

Changing Advisors 3

Required Course Waiver Policy 3

Scholarships..... 3

Conditional Status 3

Annual Review..... 3

Teaching Academy..... 3

Laboratory Safety 4

Seminar Series 4

Continuous Enrollment Policy..... 4

MS DEGREE PROGRAM 5

Coursework..... 5

Good Standing 5

Committees 5

Program Committee 5

Research Committee..... 5

Thesis vs. Project 6

MS Proposal 6

MS Defense 6

Deadlines for Graduating Term 6

Recommended Schedule..... 7

PHD DEGREE PROGRAM 8

Coursework..... 8

Good Standing 8

Committees 8

Program Committee 8

Comprehensive Exam Committee 9

Dissertation Committee 9

Comprehensive Exam..... 9

Advancement to Candidacy 10

Dissertation Proposal 10

Dissertation Defense 10

Deadlines for Graduating Term 10

Recommended Schedule..... 11

PHD CANDIDACY COMPREHENSIVE EXAMINATION POLICY 12

Philosophy..... 12

Content 12

Format 12

Scheduling..... 13

Language..... 13

Guidelines Specific to Each Part of the Exam 13-15

Grading 15

Misconduct 16

Appendix A: MS Project Proposal Form..... 18

Appendix A: MS Project Completion Form 19

Appendix A: PhD Comprehensive Exam Application Form..... 20

Appendix A: PhD Comprehensive Exam Results Form..... 21

Appendix A: PhD Dissertation Proposal Form 22

GENERAL POLICIES

The research intensive graduate program leads to the Master's of Science (MS) and the Doctor of Philosophy (PhD) degrees. The primary goal of this program is to provide classroom and research experiences that will allow students to grow into professionals with the knowledge and experience to be exceptional researchers and educators. Providing students with an in-depth understanding of human physiology and advanced research skills is our hallmark. The program also provides students the opportunity to grow as university-level educators.

Director of Graduate Studies (DGS)

The DGS is a faculty member within the department of Human Physiology. The role of the DGS is to ensure the quality of graduate education in the department. The DGS serves as an advocate for graduate students with respect to the department faculty and university at large. Additionally, the DGS coordinates departmental Graduate Employee (GE) assignments.

Graduate Coordinator

The Graduate Coordinator is a staff member within the department of Human Physiology. The role of the Graduate Coordinator is to help implement the policies of the Graduate Program, including maintaining graduate student files, tracking graduate student progress, overseeing the department seminar series, and acting as liaison between the Graduate School and the department.

Graduate Employee (GE) Information

GE is the term used at the UO for graduate assistantships, regardless of whether the funding is for teaching (TA) or research (RA). There are three GE levels:

- GE I: Graduate students who are not eligible for a GE II or GE III appointment.
- GE II: Graduate students who have: a) an MS in a related field prior to enrolling at University of Oregon, b) an MS in Human Physiology at the University of Oregon, or c) completed 45 credit hours toward a doctoral degree, be in good academic standing, and have approval from the DGS and department head.
- GE III: Regularly enrolled doctoral students who have been advanced to candidacy (by passing the comprehensive exam).

Transition from a GE I to a GE II is automatic with the completion of a MS in Human Physiology. If a student wants to be considered for transition based on credits, their advisor needs to submit a letter of support to the DGS.

Students who are awarded teaching appointments are sometimes offered a research assistantship by a department faculty member after the academic year has begun. In such cases, the student must receive the approval of the DGS before making the change from TA to RA.

Faculty Advisor

Decisions on accepting applicants to the graduate program are based on student qualifications, as well as space within laboratories and financial support available, both of which vary from year to year. There is no

“classroom only” option – all students must work in a research lab as part of their studies. In order to be accepted into the PhD program, a tenure-related faculty member within the department of Human Physiology must be willing to serve as the student’s research advisor.

Changing Advisors

Graduate students must have a research advisor. The advisor-advisee relationship requires initial and continuing mutual consent for that relationship. When either the student or advisor is considering ending this relationship, a meeting should be called between the student, advisor and DGS. If an amicable solution cannot be found and the decision is made that an advisor change is in order, the student must find a new advisor within 8 weeks of this decision (the 8 weeks does not include university break periods). If a student goes longer than 8 weeks without an advisor, the graduate school will be notified, an action which could result in the student's termination from the program. It is important to note that while the department will help if possible, it is the responsibility of the student to find a new advisor. There is no guarantee that students will be able to find a replacement advisor.

Required Course Waiver Policy

Required courses may be waived with transfer credits under the following conditions: (i) the student has completed (with a grade of B- or higher) a course judged by the instructor of record for a course at the University of Oregon as equivalent for covering the same knowledge and skills, and (ii) the student has approval from their advisor. The student should submit the syllabus and documentation of their grade for the completed course, an approval letter from their advisor, and a written justification for the waiver to the DGS (which should include confirmation from the instructor of record at the University of Oregon).

Scholarships

Each year the department of Human Physiology awards several scholarships. Details about the available scholarships can be found on the department website.

Conditional Status

If a student is admitted to the graduate program with a conditional status, it is the responsibility of the student to update the Graduate Coordinator on their progress. Unless otherwise detailed in an acceptance letter, students need to fulfill the condition by the end of their 1st year of study.

Annual Review

During the winter quarter, graduate students should have a formal meeting with their advisor to review their progress and goals. Based on this meeting, a short progress report will be written up for each student by their faculty advisor (no later than the end of winter quarter). The intent of this meeting and report is to ensure that students are making measurable progress in their degree, as evidenced by the milestones of coursework, comprehensive exams, dissertation proposal and defense. This report should summarize where the student is in their studies and the expectations and planned work for the next year. These reports should be delivered to the Graduate Coordinator, and will be reviewed by the DGS. Where there is a potential concern about progress, the DGS will meet with the individual student and/or advisor, as appropriate.

Teaching Academy

Prior to the start of the academic year, the department hosts a teaching academy. This is typically broken down into two parts:

- **Tier One** Designed to arm new GEs with key information and perspectives that can help them succeed in the classroom. All new graduate students are required to attend.

- **Tier Two** Designed to provide continuing professional development for experienced graduate students by covering newer strategies and developments within the realm of effective teaching. It will be delivered at a level that should be appealing to both the new and the experienced instructor. All graduate students are welcome to attend.

Laboratory Safety

At the beginning of the academic year (same general time as the Teaching Academy), the department will schedule safety classes in CPR and First-Aid. All students are expected to attend the appropriate classes to keep their certification current. If students cannot attend these classes, it is their responsibility to maintain CPR and First-Aid certification.

Seminar Series

The department runs a seminar series, in which faculty invite speakers who are leaders in their respective field. The general format is to have external speakers present every other week in a one hour research talk format, then there is social time where just the graduate students and the speaker can have a Q&A. There will often be off-week activities, which are organized by the graduate students. Consistent attendance reflects professional behavior and it is expected that students attend these activities on a consistent and regular basis.

Continuous Enrollment Requirement

Unless On-leave status has been approved, graduate students enrolled in an advanced degree or graduate certificate program are required to be continuously enrolled (for a minimum of 3 graduate credits) until all requirements have been completed. Summer session registration is not required unless the student is using university facilities or faculty or staff services (for example, doctoral students taking comprehensive exams or submitting papers for advancement to candidacy). Please discuss with your advisor any plans for summer course registration prior to registering in order to verify the utility of registering for credits.

MS DEGREE PROGRAM

Coursework

The MS degree consists of a minimum of 45 credits beyond the bachelor's degree, with at least 30 of these credits in Human Physiology (HPHY) courses. Additionally, 24 of the total credits must be graded credits (i.e., not Pass/No Pass). The following are required classes:

- Professional Skills (HPHY 611, 612, 613) [1 credit each]
- System Physiology (HPHY 621, 622, 623) [4 credits each]
- Students must earn 8 graduate credits in statistical analysis (e.g., EDUC 614 & 640) covering the following topics: descriptive statistics, logic of hypothesis testing, elementary inferential statistics, confidence intervals, and introduce one-way analysis of variance, post hoc comparisons, a priori contrasts, within-subjects and between subjects effects, 2-way and higher order designs, and interactions.

Good Standing

Courses taken for letter grades must be passed with grades of B- or better. To be considered in Good Standing with the Graduate School, students must maintain, at minimum, a 3.0 grade point average for all courses. More details about the minimum requirements for a Master's degree can be found on the Graduate School Website.

Committees

Students should work with their advisor to identify appropriate faculty members to serve on the following committees, which are listed in the order in which they should be formed. It is likely that the members of these committees will have considerable overlap.

Program Committee

- Purpose: Advise the student from early in their training on coursework, requirements, and research topics.
- Formation: Each accepted student will be assigned a committee shortly after their arrival on campus.
- Composition: Two members - advisor and one additional Human Physiology faculty member.
- Role: The program committee should meet with the student at least once shortly after the student arrives on campus, ideally before he/she registers. At this first meeting, the committee will review the student's academic record, try to identify and point out gaps in the student's preparation or potential difficulties with departmental requirements and regulations, and plan jointly with the student their first term's work.

Research Committee

- Purpose: Guides the student in developing the MS proposal, data collection and analysis, and writing up the results.
- Formation: Each student should form a research committee no later than the end of the second quarter on campus.
- Composition: Two members - advisor and one additional Human Physiology faculty member.
- Role: At regular intervals during the course of the MS project, it is recommended that the candidate meet with the research committee to provide an update of, and receive feedback on, the progress of the MS work. These meetings should occur 1-2 times each academic year.
- NOTE: Committee membership can be identical to Program Committee

Thesis vs Project

Students must complete a substantial body of research, which will be their final master's degree requirement. As per the guidelines from the Graduate School, there are two options within the department: a thesis or terminal project. In terms of research, the department expectations are the same for both options. The only difference is whether a student prepares a formal thesis for submission to the Graduate School, or a journal style manuscript, which is only reviewed by the department. Students working on a thesis should register for thesis credits (HPHY 503), while students working on a terminal project should register for research credits (HPHY 601).

MS Proposal

Students must prepare a formal proposal for their research project, ideally in the spring term of their first year of study. The proposal should provide an outline of the research project that the student proposes to complete for their MS. It should include relevant background information, current gaps in the knowledge, specific aims and hypotheses to be addressed, a detailed outline of the experimental methods and statistical analyses to be used, the expected results, and a timeline. The student should provide the research committee with the proposal in written form at least 2 weeks prior to the proposal defense and then complete an oral defense of the proposal prior to undertaking the MS research. During and after the proposal defense, the candidate must satisfactorily address any questions/concerns from the committee. Once the committee is satisfied, they will sign off on the proposal using the MS Project Proposal Form, which should be turned into the Graduate Coordinator following completion.

MS Defense

Department faculty, in consultation with the student, determine the format for presentation of their research, which will include an oral defense in combination with either a master's thesis or journal-style manuscript. The public oral defense of the MS research is the culmination of the work completed by the student during the MS degree. Following the defense, the candidate will quite often be required to complete revisions to the thesis or manuscript that require approval from at least the primary advisor and, potentially, the remaining committee members.

Deadlines for Graduating Term

- Apply for Degree: Submit advanced degree application by end of week 2 - online via GradWeb.
- Complete written copy of thesis or project: Submit to the committee members at least 2 weeks prior to the oral defense date. If extenuating circumstances make this not possible, then approval for a shorter time period needs to be agreed upon by all committee members, or the defense date must be rescheduled.
- Title, date and time of oral defense: Submit to the Graduate Coordinator at least 2 weeks prior to the oral defense. The Graduate Coordinator will work with the student to find a location for the presentation.
- THESIS OPTION - Completed and approved thesis and signed forms from department: Submit to the Graduate School by the beginning of finals week.
- PROJECT OPTION - MS Project Completion Form: Submit to Graduate Coordinator by the Wednesday of finals week.

- Statement of Completion of Requirements: Department submits to Graduate School following receipt of the MS Project Completion Form.
- See information on the Grad School website for term-by-term deadlines.

Recommended Schedule

- Program committee assigned beginning of first enrolled term.
- Complete Systems Physiology and Professional Skills sequences during first year.
- Research committee formed by winter term of first year.
- Proposal defense by spring term of first year.
- Finish class work in year two.
- Communication with research committee as needed in year two (meetings and email).
- Defend MS work at end of year two.

PHD PROGRAM DEGREE

Coursework

The doctoral degree consists of a minimum of 135 credits beyond the bachelor's degree. At least 60 of these credits must be completed through Human Physiology courses.

The following are required classes (if not already completed as part of earning an MS in Human Physiology at the University of Oregon):

- Professional Skills (HPHY 611, 612, 613) [1 credit each]
- System Physiology (HPHY 621, 622, 623) [4 credits each]
- Students must complete at least one upper division 600 level class. Current options include: Advanced Respiratory Physiology (HPHY 670); Human Cardiovascular Control (HPHY 676); Kinematics of Human Movement (HPHY 684); Kinetics of Human Movement (HPHY 685). New courses may be added to this list – check with the Graduate Coordinator for updates.
- Students must earn 8 graduate credits in statistical analysis (e.g., EDUC 614 & 640) covering the following topics: descriptive statistics, logic of hypothesis testing, elementary inferential statistics, confidence intervals, and introduce one-way analysis of variance, post hoc comparisons, a priori contrasts, within-subjects and between subjects effects, 2-way and higher order designs, and interactions.

Good Standing

Courses taken for letter grades must be passed with grades of B- or better. To be considered in Good Standing with the Graduate School, students must maintain, at minimum, a 3.0 grade point average for all courses. More details about the minimum requirements for a PhD degree can be found on the Graduate School Website.

Committees

Doctoral students should work with their advisor to identify appropriate faculty members to serve on the following committees, listed in the order in which they should be formed. It is likely that the members of these committees will have considerable overlap.

Program Committee

- Purpose: Advise the student from early in their training on coursework, requirements, and research topics.
- Formation: Each accepted student will be assigned a committee shortly after their arrival on campus.
- Composition: Two members - advisor and one additional Human Physiology faculty member.
- Role: The program committee should meet with the student at least once shortly after the student arrives on campus, ideally before he/she registers. At this first meeting, the committee will review the student's academic record, try to identify and point out gaps in the student's preparation or potential difficulties with departmental requirements and regulations, and plan jointly with the student their first term's work.

Comprehensive Exam Committee

- Purpose: Administer the comprehensive examination.

- Formation: Each student should form this committee no later than the end of the first year of study.
- Composition: Three members - advisor and two additional Human Physiology faculty members. At the discretion of the advisor, the committee may have additional members if they are needed to ascertain the student's knowledge in a particular area.
- Role: Generate questions for the candidacy comprehensive exam and assess the student's ability to answer questions in written and oral formats.

Dissertation Committee

- Purpose: Guides the student in developing the dissertation proposal, data collection and analysis, and writing up dissertation; oversees an examination of the proposal and the end-product of the student's work, the written dissertation and oral defense; upholds the standards of both the university and the department for scholarly activity and degree expectations..
- Formation: Each student should form a dissertation committee within one month of completing the comprehensive exam in consultation with and approved by their research advisor.
- Composition:
 - The committee must have a minimum of four members: A Chair, an Institutional Representative, and two Core Members. The committee may have Additional Core Members to bring appropriate expertise to the committee.
 - The Chair is the student's research advisor and may be from a different department, but they must be a Tenure-Related Faculty at the university.
 - At least one member of the committee must be a Tenure-Related Faculty in human physiology.
 - At least two members of the committee (either Chair and one Core Member or two Core Members) must be members of the Graduate Faculty and faculty in the human physiology department, specifically, either a Tenure-Related Faculty or a Career Lecturer, not a Courtesy or Affiliated Faculty.
 - The Institutional Representative must be a Tenure-Related Faculty at the university but can not be from human physiology or from the same department as the Chair.
 - The two Core Members can be Graduate Faculty from human physiology or a different department, or they can be a Tenure-Related Faculty at another institution or qualified professional when nominated by the department and approved by the Graduate School (but as noted above, at least two members of the committee must be members of the Graduate Faculty and faculty in the human physiology department).
- Role: At regular intervals during the course of the dissertation project, it is recommended that the candidate meet with the dissertation committee to provide an update of, and receive feedback on, the progress of the dissertation work. These meetings should occur 1-2 times each academic year.

Comprehensive Exam

Written and oral doctoral comprehensive examinations are taken after completing a substantial portion of the program of study. It is recommended that this take place during the student's second year of study. Details about the administration of the exam can be found in the Doctoral Comprehensive Exam Policy (later in this document). It is important that a PhD Comprehensive Exam Application Form is submitted to the Graduate Coordinator no later than Friday of the 1st week of the term it is to be taken. Additionally, upon successful completion of the exam requirements, a PhD Comprehensive Exam Results Form should be completed, and turned into the Graduate Coordinator.

Advancement to Candidacy

The student is advanced to candidacy after successful completion of the candidacy comprehensive exam. After advancement, the student must enroll in Dissertation (HPHY 603) during every subsequent term of enrollment and complete a minimum total of 18 credits in this class by the time of graduation. Students must register for at least 3 credits in the term of graduation.

Dissertation Proposal

The dissertation proposal provides an outline of the research project that the student proposes to complete for their dissertation. It should include relevant background information, current gaps in the knowledge, specific aims and hypotheses to be addressed in the dissertation research, a detailed outline of the experimental methods and statistical analyses to be used, the expected results, and a timeline. The candidate will provide the dissertation committee with the proposal in written form at least 2 weeks prior to the proposal defense and then complete an oral defense of the proposal prior to undertaking the dissertation research. During and after the proposal defense the candidate must satisfactorily address any questions/concerns from the committee. Once the committee is satisfied, they will sign off on the proposal using PhD Dissertation Proposal Form, which is to be turned into the Graduate Coordinator.

Dissertation Defense

The public oral defense of the dissertation project is the culmination of the research completed by the candidate during the doctoral degree. Following the defense, the candidate will quite often be required to complete revisions to the dissertation that require approval from at least the primary advisor and, potentially, the remaining committee members.

Deadlines for Graduating Term

- Form of Dissertation: If the dissertation will include published or unpublished co-authored material, published material without co-authorship, or be in journal format style, the student must submit a completed Doctoral Dissertation Content and Style Request form to the Graduate School at least 1 term prior to the defense.
- Apply for Degree: Submit application by end of week 2 - online via GradWeb.
- Confirmation of Agreement to Attend an Oral Defense: Submit by end of week 4, after obtaining agreement from your Dissertation Committee that they will be available.
- Application for Final Oral Defense: Submit application by end of week 6.
- Complete written copy of dissertation: Submit to the committee members at least 3 weeks prior to the oral defense date. If extenuating circumstances make this not possible, then approval for a shorter time period needs to be agreed upon by all committee members, or the defense date must be rescheduled.
- Title, date and time of oral defense: Submit to the Graduate Coordinator at least 2 weeks prior to the oral defense. The Graduate Coordinator will work with the student to find a location for the presentation.
- Final Oral Defense: Must be completed by end of week 9.
- Certificate of Completion of Doctoral Degree: Submit to the Graduate Coordinator by the beginning of finals week. The Graduate Coordinator will forward this form to the graduate school.

- See information on the Grad School website for term-by-term deadlines.

Recommended Schedule

- Program Committee assigned beginning of first enrolled term.
- Complete Systems Physiology and Professional skills sequences during first year.
- Comprehensive Exam Committee formed by the end of first year.
- Finish class work in year two.
- Comprehensive Exam completed by end of second year.
- Dissertation Committee formed by end of second year.
- Proposal defense in beginning of third year.
- Communication with proposal committee as (meetings and email).
- Defend PhD work when it is complete. Time to completion will vary greatly between students, but ideally within 4 years for student coming in with an MS and 5-6 years for student coming in without an MS.

PHD CANDIDACY COMPREHENSIVE EXAMINATION POLICY

The Doctoral Candidacy Comprehensive Examination (or Comprehensive Exam) is a series of written and oral examinations, which address the primary subject areas of the field of human physiology. This exam is taken after the majority of required course work has been completed, unless specifically waived by the committee, and after most of the requirements for the degree, except proposal, completion and defense of the dissertation, has been satisfied. After successful completion of the comprehensive exam, the student is advanced to candidacy and may then present their dissertation research proposal.

Philosophy

The comprehensive exam is based on the philosophy that a doctoral candidate needs both a breadth and depth of knowledge about human physiology to be successful as either a teacher or a researcher. In many ways, the comprehensive exam marks a turning point in the training of a doctoral student, from being a student of the field, to becoming an expert on a particular research topic or subspecialty. Along these lines, it is the final test of the student's global knowledge about the field, and should ascertain whether the student is adequately prepared to take on the role of instructor of human physiology. It is also a test of the student's knowledge of and ability to assimilate the primary research literature within their field and should ascertain their readiness to embark on the line of research that will constitute their doctoral dissertation.

Content

Many consider this the highest level of exam offered in academics. At the doctoral level, it is insufficient to merely recall facts; students must also demonstrate the ability to use their knowledge base to explain observations or synthesize ideas relevant to the field. Also, students must demonstrate the ability to organize information succinctly to address questions of key interest in the field. The exam content is determined by the student's advisor and comprehensive exam committee members, all of whom serve as the examiners. As such, it is important that the student establish their committee early on, so that committee members may help advise in the selection of courses in the student's program of study. The committee should be finalized at least 6 months prior to the student's exam and the committee should review and approve the student's completed coursework prior to the exam.

Format

Part A is a take-home exam in which the student writes independently in response to two questions that are formulated to test the student's knowledge of, and ability to assimilate, the primary research literature within their field.

Part B is a closed-book exam in which the student writes independently in response to two questions which are formulated to test the student's global knowledge about the field, and should ascertain whether the student is adequately prepared to take on the role of instructor of human physiology.

The questions are comprehensive and integrate the student's coursework and research interests in a way that goes beyond course examination questions.

Part C is an oral exam in which the student must address questions related to both Parts A and B and any other material the examiners deem necessary to ascertain the student's breadth and depth of knowledge about human physiology.

Scheduling

The committee should be finalized at least 6 months prior to the student's exam and the committee should review and approve the student's completed coursework prior to the exam. Once the committee has approved the student's completed coursework, the student should schedule both their written (Parts A and B) and oral exams (Part C). Either written part can be scheduled first. The oral exam should occur between 7 and 14 days after the completion of the written exam to allow committee members time to evaluate the answers to the written exam and for the student to prepare for the oral exam. Should it be necessary for a student to retake any part of the exam, the committee will determine the appropriate time interval that will provide the student with a reasonable opportunity to improve their performance on that part of the exam.

Students may contact the Graduate Coordinator for help reserving a room for the written or oral exams. If students are registered with the Accessible Education Center (AEC), they are encouraged to contact the AEC to schedule a room for the written exam.

Language

English is recognized as the international language of science and students must be able to communicate their knowledge in that language. Students may have access to English language assistance from Academic Learning Services for Part A but not for Part B or C of the exam. Outside assistance with writing undermines the ability of the committee to assess how well the student organizes their thoughts on a topic.

Guidelines Specific to Each Part of the Exam

Guidelines for Part A

Part A is a take-home exam in which the student writes independently on two questions, which are formulated to test the student's knowledge of and ability to assimilate the primary research literature within their field. The student is able to access their own notes, book, and journal articles but must reference these sources as appropriate. The student may not discuss their exam question with anyone other than their advisor or a committee member who is delegated as responsible for a particular question, and may only do so in order to clarify the question, not to discuss the answer to the question.

It is expected that the student will demonstrate the ability to synthesize the literature in their own scholarly voice and apply a level of critical analysis to the current literature. Thus, discussion of the literature should contain not only the general postulates, but acknowledgment of weaknesses and omissions in theory development or experimental results.

The student has one week, from the time they receive the exam, to complete the exam and return it to their advisor for distribution to the committee. The questions are not known in advance, but the advisor and committee may suggest a general direction. In order to clarify expectations, the advisor and committee may provide the student with a reading list of articles or book sections prior to the exam.

Suggestions for the student:

- Recognize that the question may not have a clearly right or wrong answer. In such cases, the student may need to decide between arguing a weak position and providing the evidence for or against both sides. In either case, the experimental evidence from the literature should be used to support any claims.
- Consider including the following elements: an introductory paragraph outlining the issues or organization of the written response, a discussion of appropriate theories, citation of empirical

research to support ideas, identification of contemporary debate in the scientific community, and a summary or concluding paragraph.

- Be concise, but thorough. Limit each of the two questions to 10 pages of double-spaced text in a standard font and size (e.g., Times New Roman 12 point or Arial 12 point). References and drawn figures are excluded from this page limit.
- Avoid the use of direct quotations.
- Read questions carefully and make sure that all parts of a question have been addressed. Failure to answer a part of a question is a simple but costly mistake and could require a redo of a section of the exam.
- Take time to proof-read all sections of Part A and be sure to check for spelling and grammatical errors.

Guidelines for Part B

Part B is a closed-book exam in which the student writes independently on two questions which are formulated to test the student's global knowledge about the field, and should ascertain whether the student is adequately prepared to take on the role of instructor of human physiology. The questions are comprehensive and integrate the student's coursework and interests in a way that goes beyond course examination questions. The student does not have access to notes, book, or journal articles during the exam but will be provided with a computer for typing their answers to the questions. The student may not discuss their exam question with anyone other than their advisor or a committee member who is delegated as responsible for a particular question, and may only do so in order to clarify the question, not to discuss the answer to the question. It is expected that the student will demonstrate the ability to synthesize the literature in their own scholarly voice and apply a level of critical analysis to the current literature. Thus, discussion of the literature should contain not only the general postulates, but acknowledgment of weaknesses and omissions in theory development or experimental results.

The student has 6 hours from the time they receive the exam, to complete the exam and return it to their advisor for distribution to the committee. The questions are not known in advance, but the advisor and committee may suggest a general direction.

Suggestions for the student:

- As with Part A, recognize that the question may not have a clearly right or wrong answer.
- Consider including the following elements: an introductory paragraph outlining the issues or organization of the written response, a discussion of appropriate theories, reference to well-known studies that support ideas, identification of contemporary debate in the scientific community, and a summary or concluding paragraph.
- Be concise, but thorough. Limit each of the two questions to 10 pages of double-spaced text in a standard font and size (e.g., Times New Roman 12 point or Arial 12 point). A formal reference section is generally not included in Part B. Drawn figures are not included in the page limitation.
- Read questions carefully and make sure that all parts of a question have been addressed. Failure to answer a part of a question is a simple but costly mistake and could require a redo of a section of the exam.

- Take time to proof-read all sections of Part B and be sure to check for spelling and grammatical errors.

Guidelines for Part C

After turning in Part A and B, it is recommended that the student spend time reviewing these sections so as to recognize the limitations in their written answers and prepare to demonstrate improvement and mastery of the material during Part C. Students will have access to a copy of their written exam to review during this time, but generally do not receive direct feedback from the committee on these sections. However, the advisor and committee may comment to the student as they see fit, in an effort to guide the student's preparation for Part C.

It is expected that the student will demonstrate the ability to think on their feet and articulate their thoughts in a scholarly way about a diverse number of topics related to the field. It is expected that the student will demonstrate a breadth and depth of knowledge necessary to teach the field at all levels and mastery of the research principles and findings within their field.

A minimum of three examiners must be present for the entirety of Part C, which is generally 2-3 hours in length. The examiners may question the student about their answers from Part A and B or any topic that is deemed necessary to ascertain the student's breadth and depth of knowledge about human physiology. The student does not have access to notes, book, or journal articles during the exam but may have a copy of their written exam. Once the student has completed their oral exam, they will be asked to leave the room while the examiners deliberate on the success of the examination.

Suggestions for the student:

- Do not read from your exam to answer a question.
- Recognize that the questions may not have a clearly right or wrong answer.
- Ask for clarification of any question that is not understood, rather than trying to answer a question that is not clear.
- It is better to recognize and indicate to the committee when you do not know the answer to a question, rather than attempting to fish for an answer.

Grading

Each of the four written exam sections (two questions from Part A and two questions from Part B) will be assigned a grade of Satisfactory, Marginal, or Unsatisfactory by the Committee. A grade of Satisfactory indicates that the student's performance on that section was at the level expected of a doctoral candidate. A grade of Marginal indicates the student's performance on that section was not as strong as is expected of a doctoral candidate, but that they may be able to redress this performance by a stronger performance during the oral exam. A grade of Unsatisfactory indicates that the student's performance on that section was below what is acceptable for a doctoral candidate and it is unlikely that this performance can be redressed during the oral exam.

The student must redo any portion of the written exam on which the student receives a grade of Unsatisfactory. The student has only one opportunity to redo each Unsatisfactory section of the written exam. In general, the student will not be asked to redo any portion of the exam that receives either a Marginal or a Satisfactory grade. The student may not take the oral exam until they achieve a grade of Marginal or Satisfactory on all four sections of the written exam.

After the oral exam, the Committee will assign the student a grade for the entire exam of Pass or No Pass. A Pass indicates the student's performance was as strong as is expected of a doctoral candidate. A No Pass indicates that the student's performance was below what is acceptable for a doctoral candidate and the student may not progress to candidacy. The student has only one opportunity to redo the oral exam. In general, the student will not be asked to redo any portion of the written exam prior to redoing the oral exam. However, at the committee's discretion, the student may be asked to redo a portion of the written exam on which the student received a grade of Marginal prior to redoing the oral exam. A student who fails to Pass the exam on their second attempt will be dismissed from the doctoral program. There is no "Conditional Pass" option.

Misconduct

The written exam should be produced exclusively by the student without assistance from others. References used as experimental evidence to support ideas must be properly cited. There is seldom reason to include verbatim statements, but if they are included, they must be surrounded by quotation marks and properly cited. References must be cited whenever the student uses previously published ideas and theories unless this information is considered part of the common knowledge of the field of human physiology as would be covered in a textbook. The department and university take violations of academic conduct seriously. Students unfamiliar with any aspect of academic misconduct are encouraged to see the following resources:

<https://dos.uoregon.edu/conduct>

Appendix A: Forms

The following pages include the relevant forms for documenting the milestones met by students throughout the MS and PhD program. Specifically, the following forms are included in the following pages:

- MS Project Proposal Form
- MS Project Completion Form
- PhD Comprehensive Exam Application Form
- PhD Comprehensive Exam Results Form
- PhD Dissertation Proposal Form

MS Project Proposal Form

Name of Student: _____

Project Working Title: _____

Date of Proposal: _____

Advisor (name and signature): _____

Committee Member (name and signature): _____

MS Project Completion Form

Name of Student: _____

Project Title: _____

Date of Oral Defense: _____

The following members of the research committee hereby certify that they have read and approved the project submitted by this student in partial fulfillment of the requirement for the Master's of Science degree.

Advisor (name and signature): _____

Committee Member (name and signature): _____

PhD Comprehensive Exam Application Form

Name of Student: _____

Schedule:

Date of part A (take-home) exam to be given to student: _____

Date of part A exam to be handed in: _____

Date of part B (closed book) exam to be given to student: _____

Date of part C (oral) exam: _____

The following members of the comprehensive exam committee verify that this student has completed substantively all required degree coursework, and is eligible to take the Doctoral comprehensive exam:

Advisor (name and signature): _____

Committee Members (names and signatures): _____

PhD Comprehensive Exam Results Form

Name of Student: _____

Date of Oral Exam: _____

For each committee member, indicate your decision regarding the student's performance for each question [Satisfactory, Marginal, or Unsatisfactory] and an overall recommendation for the exam [Pass or No Pass]

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Exam Recommendation: _____

Committee Member (name and signature): _____

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Exam Recommendation: _____

Committee Member (name and signature): _____

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Exam Recommendation: _____

Committee Member (name and signature): _____

PhD Dissertation Proposal Form

Name of Student: _____

Dissertation Working Title: _____

Date of Proposal: _____

Advisor (name and signature): _____

Committee Members (name and signature): _____

Committee Members (name and signature): _____

Committee Members (name and signature): _____