5th quarter committee meeting

- Select committee chair and members based on chosen areas of emphasis
- Submit forms to program no later than 90 days prior to QE
- Schedule an introductory meeting with each committee member
- Check in with your mentor to discuss where support can be given to you

Three months prior

- Create a study plan to:
  - Write proposal
  - Study topic areas
  - Do mock QE

Two months prior

- Study topic areas daily by reading papers, textbooks, course notes, and other materials given to you by committee members
- Consider halting the incorporation of new study material unless instructed by committee members
- Distribute proposal to PI and colleagues for feedback

One month prior

- Do a mock QE with participants that represent your areas of emphasis
- Check in with committee members about study progress
- Ensure you are both in agreement about norms and expectations for the exam
- Submit proposal to committee members

Two weeks prior

- Submit proposal to PI and colleagues for feedback
- Consider halting the incorporation of new study material unless instructed by committee members
- Distribute poll to identify examination date and time

Qualifying Examination!

- Confirm meeting logistics with all members
- Meet with chair to preemptively troubleshoot any potential technology challenges
- Make sure to prioritize sleep, relax, and taking care of your self!

PERSONAL PREPARATION

Tips for effectively structuring study time

- Structure time to engage deeply with materials and time to decompress (e.g., 3 hrs working and 1 hr break)
- Have a plan with specific study topics for each area of emphasis
- Take time to revisit previously learned material by identifying how the topics are interconnected with one another
- Prep yourself to ask committee members questions during the 1 month meeting. Doing this will ensure they know you’ve been studying and will give you clarity/their perspective on the topic.
- Find a study buddy/group and then actually study/meet on a regular basis.