

## PREPARATION INVOLVING OTHERS

- ✓ Distribute poll to identify examination date and time
- ✓ Schedule an introductory meeting with each committee member

- ✓ Check in with committee members about study progress
- ✓ Ensure you are both in agreement about norms and expectations for the exam

- ✓ Do a mock QE with participants that represent your areas of emphasis

- ✓ Submit proposal to committee members  
Two weeks prior

Qualifying Examination!

- ✓ Distribute proposal to PI and colleagues for feedback

One month prior

- ✓ 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!

- ✓ Consider halting the incorporation of new study material unless instructed by committee members

Two months prior

- ✓ Check in with your mentor to discuss where support can be given to you

Three months prior

- ✓ Study topic areas daily by reading papers, textbooks, course notes, and other materials given to you by committee members

5<sup>th</sup> 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

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

## 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.