

LHRD General Exam – Student Guidelines and Actions

(To be implemented Jan 1, 2020)

Dear LHRD students,

This document provides an overview of what to expect and actions to be taken as you prepare for the LHRD General Exam. Below is a list of things to consider and exam tips. The latter portion is the department's guidelines for creating, administering, and evaluating the general exam.

Happy studying and best of luck!

~ LHRD Faculty

Checklist Action Items and Tips for Students:

- € Within the first two weeks of the semester during which you intend to take your general exam, contact the department (Melissa Turnage), the Graduate School and your advisor to request a degree audit and notify them of your intent.
- € Identify an oral exam committee (i.e., dissertation committee) in coordination with your advisor. Once an oral exam date is set, a Dean's Rep will be assigned by the grad school.
- € Select an oral exam defense date in conjunction with your committee. Submit an oral exam notification form to grad school.
- € Find out the general date determined by the school for the given semester. Decide if you will take the exam in one 8-hr day or two 4-hr days.
- € If student testing accommodations are requested, please notify the department as soon as possible
- € Recommend reviewing resource available: Reading list, review core course notes and exams, current trends and findings in HRD scholarly literature
- € Tips for the Day of the Written Test
 - Bring your student ID. Your ID number will be your main identifier (not name) for the exam
 - Bring a jacket, it can get cold
 - Scratch paper is provided if requested, No books, phones, smart watches, computers will be permitted in the testing area
 - Snacks/drinks are permitted, but you must exit the room and break from the test to consume these items.
- € Approximately two weeks after your written exam you will be notified of your exam results.
- € Tips for the Day of the Oral Test
 - You will be allowed to review your written exam answers one hour before the start of the oral exam defense.
 - Snacks/drinks are permitted

General Exam Guidelines:

I General Exam Objectives:

1. Demonstrate an understanding of foundational HRD concepts and theories.
2. Apply qualitative, quantitative, and mixed methods research methodologies (epistemology, data collection, data analysis) to investigate a problem of research, theory, and practice within your specific interest area within HRD.
3. Synthesize and apply different perspectives and theories to interpret individual, organizational, and/or societal issues or problems.
4. Demonstrate ability to communicate to scholarly and practitioner audiences.

II General Exam Process:

1. Exams can only be taken on the stated dates determined by the department in the Fall and Spring semesters.
2. Within two weeks of the semester start, it is the student's responsibility to inform the department of their intent to take the general exam. The department will confirm eligibility and schedule the exam dates to be proctors at the Test Center.
3. A Departmental General Exam Committee will be convened in the Fall and Spring to oversee the test development and evaluation process. (See Sections III and IV).
4. The General Exam is a two-step process comprised of a written and an oral exam.

A Written Exam

- a. The written exam is an 8-hour test that will be administered by the Test Center. It can be completed in one 8-hour day or two 4-hour days.
- b. The written exam has two components outlined below.

i. Component 1 Leadership and HRD Conceptualization and Application

(Addresses Objectives 1, 3, & 4)

ii. Component 2 HRD Research Methodology and Analysis

(Addresses Objectives 2 & 4)

- c. The Departmental General Exam Committee will evaluate the written performance using a pre-defined rubric.
 - i. Students will have one attempt at the written exam. Failure to pass the written exam will be reported to the Graduate School.
 - ii. Students wishing to contest a failed exam will be allowed to review their scored rubrics for the written exam, and can exercise the option of filing an appeal with the Graduate School if they so wish.
 - iii. Students who successfully pass the written exam will proceed to the oral exam.

B Oral Exam

- a. A general exam committee (i.e. dissertation committee) including a Dean's Rep will be assembled to evaluate the oral exam performance. A predefined rubric will be used during this assessment.
- b. The student's general exam committee will be granted access to the student's written exam answers from which the oral examination will be based. (Addressing Objectives 1, 2, 3, &4)
- c. The oral exam will address the following components
 - i. Extend discussion/rationale of written answers
 - ii. Answer written exam questions not addressed due to having choice/selection among available items.

- c. Upon completion of the oral defense and prior to discussion, committee members will independently score each exam according to the general/oral exam rubric. A discussion of the performance and a final decision will follow.
- i. Two attempts are permitted for the oral exam. If the first attempt is unsuccessful, the failure is reported to Graduate School.
 - ii. Students wishing to contest a failed oral exam will be allowed to review their scored rubrics and can exercise the option of filing an appeal with the Graduate School if they so wish.
 - iii. If a second attempt at the oral is granted, the written exam will not need to be retaken.

III Departmental General Exam Committee Roles and Protocols

- The Departmental General Exam Committee is assembled each semester to oversee the process for that given semester.
- Committee Composition
 - a. All tenured and tenure-track HRLD faculty are eligible to serve on the committee.
 - b. At least one tenured faculty member and one untenured faculty member
 - c. A maximum of one committee member may have a student-advisee testing during the given session.
- Protocols
 - a. The written exam is double-blind process. LSU IDs will be the identifier used to link exams to students.
 - b. At the start of each semester, the Departmental General Exam Committee will meet to design that semester's general exam based on testbank items.
- c. Tailored rubric will be developed for each semester's general exam. Rubrics will be recorded into the departmental testbank for future use.
- d. The Committee will deliver the test to the Test Center along with a set of instructions for the Test Center and to be administered the students taking the exam.
- e. Upon return of the written exam answers, copies will be supplied to the Departmental General Exam Committee who will use the established rubric to independently score each exam.
- f. One week after receipt of the written exam, the committee will convene to discuss performance.
- g. Criteria for Passing: Successful exam performance will be based on two-third's support. One dissenting (failed) vote is allowable for a passing exam.
- h. Pass/Fail outcomes will be reported to the Graduate School and test-takers. Students who pass the written exam will be instructed to prepare for the oral exam. Students will:
 - i. assemble a general exam committee (i.e., dissertation committee, to include a Dean's Rep) in coordination with their advisers.
 - ii. schedule the oral exam date, time, and location.
 - iii. be allowed review of their written exams one-hour before the oral component of the exam.

IV General Exam Composition

1. The exam will consist of two equally divided and weighted components: Leadership and HRD Theoretical Conceptualization and Application (4 hrs) and HRD Research Methodology and Analysis (4hrs)