



institute for the arts

MASTERS OF ARTS IN ARTS LEADERSHIP AND CULTURAL MANAGEMENT

EXIT EXAM HANDBOOK

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PREPARING FOR YOUR GRADUATE LEAP EXAMS:

Much of the preparation for graduate exit exams in LEAP depends on you. You prepare your own questions and submit them for approval to your LEAP advisor. In addition, you prepare a reading list of study material, which must also be approved. You select a 2nd reader (the first will be your advisor) and secure an informal agreement from him/her, then seek approval from the LEAP director for your 2nd reader. When you feel you have devoted sufficient time to studying and preparation, you arrange a testing time with the CSU testing center (or other approved testing center if you are taking the test outside of Fort Collins).

This document provides guidelines for preparing questions, reading list, and securing your 2nd reader.

QUESTION PREPARATION:

The purpose of the exit exam is to assess your level of preparedness in knowledge and skills of the field of arts leadership and management. With that in mind, you should prepare questions of sufficient depth and breadth to demonstrate your command of appropriate skills and knowledge. You will formulate 10 questions. The questions, taken as a whole, should be comprehensive enough to cover all the areas of learning of the master's program. Questions can incorporate more than one area of skills and knowledge. They should be questions that elicit answers that will permit you to demonstrate sophisticated levels of analysis, argumentation, problem solving, critical thinking, and articulation of complex material. You will be measured on your ability to demonstrate these skills at a level appropriate for someone earning a master's degree. In other words, you should be able to demonstrate mastery of the field in your responses. For that reason, questions you formulate should permit you to demonstrate that mastery.

Your questions should be well-formulated in correct standard American English and presented in a professional format. Questions that do not meet this standard will not be accepted.

READING LIST:

Your reading list is the list of materials, including books, articles, monographs, and other materials that you study to prepare you to answer the questions and pass the exam. A list of 20 items is adequate, but the exact number of items will depend on you and your needs. Some thought should go into the list as it is an indication of what you are using to prepare yourself for the exam. You will be expected to use material from this list in your responses.

2ND READER:

The 2nd reader for your exam should be CSU faculty approved for graduate level teaching and possessing a PhD. You can select an individual from any field, however you should consider individuals in social sciences or humanities fields. Most likely you will want to consider someone from whom you have taken a class and who knows your abilities. However, if you are unable to identify a person who fits the criteria, you may ask for assistance from your graduate advisor in identifying a suitable 2nd reader.

EXIT EXAM CHECK LIST:

- Review handbook and exit exam examples
- Formulate your 10 exam questions
- Submit questions along with your reading (study) list for review and approval by your graduate advisor. See *Questions Template* of this handbook. This form will be provided by LEAP.
- Select a 2nd Reader (must be a CSU Professor with a PhD)
- Inform your graduate advisor and the LEAP office about arrangements for your exam date with the testing center
- Take your exit exam in a testing center.
- Turn in your Exit Exam Results Page. See *Exam Results* document of this handbook. This form will be provided by LEAP.

STEP-BY-STEP GUIDE TO COMPREHENSIVE EXAM INSTRUCTIONS:

1. Compile a list of **10 questions** derived from the material covered in the LEAP core classes. These questions should be comprehensive enough to demonstrate knowledge gained within the program, but not so extensive that they cannot be answered in the given time.
2. Put together a **reading list of materials** to use to study for the exam that relates specifically to the questions you have written. Materials from the courses may be used as well as other materials as needed.
3. Send the list of questions along with the reading list to Dr. DeVereaux for her approval. Be aware that she may want you to make changes to the questions and/or the reading list.
4. There will be a second reader for your exam, and you will need to discuss the selection of this person with Dr. DeVereaux as soon as possible.
5. If graduating in the spring semester, then **exams must be taken prior to mid-March**. Check with Dr. DeVereaux for the specific deadline for the upcoming semester. Plan your study schedule accordingly to prepare for this deadline.
6. You are **allowed 3 hours to complete the exam**. You may take less time than this, but will not be allowed more.
7. Exams will be given at the CSU Testing Center. They are open Monday – Friday, 9 am – 5 pm so you can schedule your test for any time slot they are open, but should allow for three hours. You will schedule your testing time in advance by calling the center at 970-491-6498. You may schedule your test for any time prior to the deadline, but should allow at least two weeks prior to this in case you do not pass the first time.
8. Once you have scheduled your exam with the Testing Center, you are responsible for contacting Dr. DeVereaux directly to let her know of your testing time so she can send your materials over.
9. There is a fee assessed by the testing center of \$5 per ½ hour of the test. You will need to **bring cash or a check to cover this fee**.
10. On the date of your test, arrive a few minutes prior to your scheduled time to check in. The address is 1251 Mason Street, 203 General Services Building. If you are late it will cut into the time you are allotted for the test. There are lockers available in the lobby of the testing center. Once inside for your test you will not be allowed to leave to use the restroom or get a drink, so be sure to do these things prior to going inside. You may look at the testing center guidelines at testing.colostate.edu.

11. The testing center will proctor your exam, so they will set you up at one of the Word processing computers. They will give you the instructions for the exam and a thumb drive to save your exam on.
12. For the test, Dr. DeVereaux will choose **FOUR questions from your list** which you are required to answer for the exam. In addition, **she will choose three other questions as alternates** which you may complete if you have time. It is encouraged that you attempt to complete at least one alternate question if you have time because this may help you with passing the exam. You are allowed to bring a pencil and three blank sheets of paper along with a watch.
13. During the test you will want to monitor your time and use it wisely. Do not attempt to format your exam at this time, instead focus on writing the answers as completely and fully as possible. Use quotations as necessary. **BE SURE TO SAVE YOUR WORK REGULARLY BECAUSE THE COMPUTERS IN THE TESTING CENTER MAY CRASH ON YOU.**
14. Once the test is complete, save the exam to the thumb drive provided and return it to the desk at the testing center. They will then email a copy of your exam to Dr. DeVereaux, the second reader, and to you.
15. You will then have **NO MORE THAN 24 HOURS** to polish your exam and resend the final copy to Dr. DeVereaux. This means that you should format the exam in a professional presentation, clean up typos, fix grammatical and mechanical errors, verify the correctness of quotes, and add any necessary citations. You CANNOT change the actual content of the exam.
16. Send your final exam to Dr. DeVereaux.
17. Dr. DeVereaux will notify you directly whether or not you have passed the exam.
 - If you pass with high marks, then you are finished and can graduate.
 - If your exam is good, but not great, then you may be asked to complete an oral exam.
 - If your exam is not good, then you will have to retake the exam.
18. If you have to retake the exam, then you must wait at least two weeks to do so (which is why you should schedule your exam as early as possible). You may also pay for continuous registration and take it in the following semester, if necessary.

EXIT EXAM QUESTION TEMPLATE:



institute for the arts
Graduate Exit Exam

Student:

INSTRUCTIONS:

You are provided with 4 required questions and 3 additional questions for this exam. You must answer all four of the required questions. If time permits, you may answer any or all of the three additional questions.

You are allotted 3 consecutive clock hours to complete the exam. You will complete the exam on a computer assigned to you in the Testing Center. No internet access is allowed. You are limited to the following materials that you may bring with you:

- 4 blank sheets of paper
- 1 pen or pencil
- A timer (the timer must be a single function that has no internet access.)
- WITH SPECIAL PERMISSION FROM YOUR ADVISOR: A dictionary for non-native English speakers.

The following material is provided to you:

- A blank jump drive

During the time period of the test, respond to the question provided in a complete and comprehensive manner using the word processor function of the computer.

The objective is to demonstrate the breadth and depth of your knowledge. Each question should be answered separately, but you may introduce any information that you deem necessary and appropriate to answer each question.

When 3 hours have expired, the test is over. At that time you will be asked to save your test on the blank jump drive. You should request that a copy of the exam be sent to you by email. A copy of the exam will also be provided to your advisor.

Beginning from the time the test is completed, you have 24 consecutive clock hours to make the following types of corrections to your exam:

- Grammar
- Spelling
- Other mechanical errors
- Minor clarifications that do not change the meaning of any sentence, paragraph, or of the whole of the answer
- Citations

When you have made the desired corrections –limited to those listed above— format the document for professional appearance. You should provide the following information on a cover page:

LEAP Institute for the Arts

Comprehensive Exam

Your Name

Date Exam Taken

Also on the cover page include the following on the bottom right:

Time: _____

Initials: _____

On a second sheet of paper create a signature page with the following information:

I certify that I have read this comprehensive exam. In my opinion, it is:

_____ Fully adequate in scope and quality

_____ Adequate in scope and quality but needs additional refinement

_____ Not adequate in scope and quality

Constance DeVereaux, Committee Chair

I certify that I have read this comprehensive exam. In my opinion, it is:

_____ Fully adequate in scope and quality

_____ Adequate in scope and quality but needs additional refinement

_____ Not adequate in scope and quality

<NAME>, Committee Member

On the third page type the questions you answered beginning with those required. Include any additional questions you answered. Only include those additional questions for which you provided an answer. If you did not answer any additional questions, do not include them.

The format of the second page should be as follows:

List of Exam Questions

Required Questions

- 1.
- 2.
- 3.
- 4.

Additional Questions:

- 1.
- 2.
- 3.

The third and subsequent pages of your document are the answers to the questions. Make sure to provide the question directly above the answer so that it is clear which answers go with which questions. Include a header on all pages following the title page that includes your last name and the page number.

Consider doing a final spell check and proof read before you turn the document in.

Options for turning in your final, corrected exam:

- 1) Turn in your completed, formatted comprehensive exam document to the UCA front office. Be sure to ask the person you give it to hand write the time and initial the document on the cover sheet in the blanks provided. This will provide proof that you turned it in within the allotted time.
- 2) Email the completed document as an attachment to your advisor. The time stamp of the email will be proof that you turned it in within the allotted time. You are responsible for email receipt of the document within the allotted time and with an attachment that opens

properly and is readable. Emails not received or documents that do not properly open will be assessed as “not received.”

You will be notified within one week of the results of the exam.

Student:

Required:

- 1.
- 2.
- 3.
- 4.

Optional:

- 1.
- 2.
- 3.

REPORT OF FINAL EXAM RESULTS:



Report of Final Examination Results

Student's Name _____ CSU I.D. Number _____

Date on which examination occurred: _____ <i>For multi-part examinations, this date refers to the final part only.</i> Date on which examination was graded (if different than the date above): _____ Exam: Written _____ Oral _____

It is the student's responsibility to submit this form to the LEAP Institute Office within TWO WORKING DAYS after the results of the examination are known.

Results of the examination: _____ PASS _____ FAIL

Committee members voting to PASS (Please print name next to signatures)	Committee members voting to FAIL (Please print name next to signatures)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If, following failure of a first examination, a second is to be permitted, please list the conditions that must be met beforehand: