

Sample Comps Confirmation Letter

February 6, 2019

Student Name

Address

Dear Student:

The Core Comprehensive Examination you are registered for will be held on the weekend of Friday, March 15 (8:15 am) through Sunday, March 17 (11:59 pm). Beginning with this March 2019 exam, the format for taking the comps is changing in a significant manner. Comps will no longer be offered in a computer lab on the main campus; instead, you are able to complete the examination off campus (e.g., at home, or at some other location of your choosing) during this designated “comps weekend.”

You will receive by email the comps case and questions by 8:15 am Friday on the designated comps “weekend,” and will have until 11:59 pm on Sunday of this comps weekend to e-mail your completed responses. The e-mail address used will be the one provided on your comps registration form.

Your assigned number for the examination is **11**. **Please use this number on all written products.** Do **NOT** use your name **or** release this number to anyone.

The focus of the comprehensive exam is synthesis and analysis of key leadership and research concepts. You will be asked to read a case, and to formulate essays analyzing the case and applying leadership theory and research design to it. You are now allowed to use an unlimited number of print or electronic materials as resources, but you must ensure that all sources used are cited in the text correctly, and references listed in the reference page. You are expected to cite at least ten different sources for the leadership section, and at least five sources within the research section.

You will be held to the standards noted within the Graduate Catalog regarding “Student Academic Conduct” (pp. 59-61) including academic honesty, cheating, fabrication, falsification, and forgery, plagiarism, and complicity.

Most importantly, you must ensure that your comps response papers are indeed your own original work, and that **NO ONE** other than yourself will have assisted with any portion of the paper. This means that you cannot discuss the comps case with anyone during the comps weekend, and that no one other than yourself will have written any portion of the response, nor read any portion of the papers as part of the editing process. Any student found in violation of this policy will be dismissed from the doctoral program. The Department reserves the right to use any means to review the submitted documents for plagiarism.

Cases will be distributed based on a student's doctoral concentration. Those students with a K-12 concentration will receive a case dealing with K-12 school issues. Those with a Higher Education concentration will receive a case dealing with issues in colleges and universities. Those students with Organizational Analysis or CTE concentrations will receive both and can choose one.

The exams will be graded on a pass or fail basis separately for the morning and afternoon sessions. Passing both portions constitutes passing the core comprehensive exam. However, if a student fails one portion, he or she only needs to re-take the portion that he or she failed.

You must e-mail your final papers to [Designated person](#), by no later than **11:59 pm on Sunday March 17, 2013**. Two separate document files should be created (each with their own cover sheet and reference list), one for the leadership section, and one for the research section. Please label each attached file as follows: "leadership #55.doc" and "research #55.doc", with the # being your assigned student number for these comps. All editing must be complete within these documents, and each must have its own reference pages and must contain correct 6th APA formatting (for the cover page, page numbering, heading levels, in-text citations, and reference pages).

Please note; given the uncertainty of technology at times, IF you do not receive the e-mailed comps materials by 8:15 am on that Friday, please immediately e-mail or call me at Designated person or (269) 387-XXX. It is your responsibility to ensure that we have the correct e-mail address for you.

Sincerely,

Dr. Donna Talbot, Chair & Professor
Educational Leadership, Research and Technology