

Earth Sciences Department Guidelines for remote participation by faculty member in graduate student exams

[ver. 3, November 2019]

This document explains the procedures used by the Earth and Planetary Sciences Graduate Program for remote participation of faculty committee members on graduate student examinations.

In general, the department requires the exam committee chairperson to be present in person for the examination. Graduate students are also required to be on-site and in person. Cases where the student or advisor/ exam committee chair cannot be present will be handled on a case-by-case basis by the graduate chair. If a student wishes to schedule a remote participation where the committee chair/advisor will be absent, they should provide a memo at least 3 weeks before the exam explaining why it cannot be scheduled for a date when the advisor will be in town, and how the remote participation of the advisor will be conducted from afar so that it is "as if" the advisor is present.

Required Paperwork

- MS Plan B final presentation, Doctoral Qualifying Exam, Doctoral Comprehensive Exam:
 - Justification memo to the Earth Sciences graduate chair at least 3 weeks prior to the proposed remote participation event.

- MS or Doctoral Oral Dissertation defense (Committee Chair or University Representative):
 - Justification memo to the Associate Dean of Graduate Division (Julienne Maeda) via the Earth Sciences graduate chair at least 3 weeks prior to the proposed remote participation event.
 - Petition for Remote Committee Participation (link below)

- MS or Doctoral Oral Dissertation defense (committee members besides Committee Chair or University Representative):
 - Justification memo to the Graduate Student Services Specialist (Diane Bulosan-Randolph) of Graduate Division via the Earth Sciences graduate chair at least 3 weeks prior to the proposed remote participation event.
 - Petition for Remote Committee Participation (link below)

Masters:

http://www.manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu/graduate/files/documents/forms_page/remote_committee_masters.pdf

Doctoral:

http://www.manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu/graduate/files/documents/forms_page/remote_committee_phd.pdf

Please read the instructions on the form carefully as it contains important details. For a sample of the justification memo, please email Lily at gt@soest.hawaii.edu.

The department guidelines below refer to committee members participating in the following exams: MS Thesis oral defense, MS Plan B final presentation, doctoral qualifying exam, doctoral comprehensive exam, and doctoral final exams (oral dissertation defense).

General Guidelines:

- In the event that an EPS Graduate Faculty member other than the committee chair is unable to attend any formal graduate student exam in person because of travel, illness, or other reason, the department hereby authorizes remote participation using the following exam-specific procedures, after approval by the program's Graduate Chair. The graduate student or advisor will provide

notification of intention for remote participation at least 3 weeks in advance and describe the circumstances that prevent in-person participation.

- Only one remote participant is allowed per exam (except with prior approval by the grad. chair).
- Remote participation shall include interactive, 2-way video teleconference capability, using mutually agreed upon software of the student and remote participant (e.g., Skype, Google hangouts, Facetime). The remote participant must be able to interact with the proceedings, see the presentation, ask questions, be heard by the student and other faculty members, and vote on the outcome. The department recommends always having a back-up system, including a second software system, in case the first one isn't working, and a fallback system wherein the remote participant can at least interact with the proceedings in audio/voice-only mode (e.g., via cell phone on speaker mode). *If communications are lost during the examination or Q&A period, the exam will continue and the remote participant will subsequently be contacted by the advisor and student to complete their participation, in advance of any pass/fail decision.*
- Remote signing of paperwork: After the exam is concluded, all members present will sign the form, the student will then send a digital version of the signed document to the person who is not present, which they will sign and return, digitally. A hardcopy of that digitally signed form will be attached to the original that is missing the one remote participant's signature.

Exam-Specific Guidelines

In all cases below, every attempt will be made by the student to ensure that the remote participant is able to engage fully in the proceedings. The student will provide the remote committee member with an electronic version of any visual aids to be used in advance of the student presentation, so that the remote member can view these materials on their own device during any oral presentation by the student.

- MS or Doctoral Oral Dissertation defense: The remote participant should be able to view both the student and his/her presentation materials; They will participate in the presentation, the public Q&A, and the student + committee-only follow up question and answer period.
- MS Plan-B final presentation: The remote participant will be present for (and viewing) the student and the presentation materials, and the question and answer period with the committee.
- Doctoral Qualifying exam: The remote participant will be present for (and viewing) the student and the presentation materials, and the question and answer period with the committee.
- Doctoral Comprehensive exam: By its nature, the oral portion of the exam is very interactive. The department strongly encourages scheduling of comprehensive exams so that all faculty members are present. Remote faculty committee member participation will be approved only in the most unusual circumstances (e.g., no suitable on-site alternates; sudden illness). The remote participant will be present for (and viewing) the entire question and answer proceedings and be able to see visual aids (e.g., chalkboard, whiteboard, viewgraphs, etc..) as the student is providing answers to questions. Faculty committee members, other than the exam chair, do not need to be physically present during the written portion of the exam, although they still need to adhere to the grading and feedback guidelines and timelines as if they were present.