

Checklist for Appraisal Exams in the Department of Ecology and Evolutionary Biology

- At least three months before your appraisal exam, see the regulations about the appraisal exam in these documents, which are available on the EEB Grad Student Webpage: “Guidelines for the PhD Appraisal Examination”, “PhD Appraisal Exam Report”, and the “EEB Grad Handbook”
- Also see advice about the exam and how to prepare for it in this document “Advice for the Appraisal Exam”.
- All of these documents are available on this website—scroll down to the Appraisal section: <https://eeb.utoronto.ca/education/graduate/graduate-handbook/>
- Discuss potential exam committee members with your supervisor and get your exam committee approved by the EEB grad office (grad.eeb@utoronto.ca). You should do this well before you set the date and time for your (at least three weeks before the exam). When you provide the information on committee composition and proposed exam date to the EEB Graduate office, please provide it this way:
 - (co) supervisor(s):
 - supervisory committee members:
 - 2 additional appraisal exam members:
- Well in advance of your appraisal exam, ask your supervisory committee if they want you to know something in areas beyond what the Question Bank questions cover—see the appraisal exam instructions in the “EEB Grad Handbook” document
- If you will give your seminar and have your exam on the St. George campus, ask the seminar coordinator (currently Helen Rodd) to tell you if the time(s) that you and your supervisor prefer are available (noon is a good time for seminars but other times are fine if noon does not work for all members of the committee). If you are not at the St. George campus, speak to your seminar coordinator about possible times for your talk. If your main affiliation is with UTM or UTSC but you would like to give your seminar and take your exam on the St. George campus, contact Helen
- Find a time for your talk and exam that works for all members of your exam committee—allow at least 4 hours for the talk, questions from the audience, a short break before the exam starts, the exam, faculty discussions before and after the exam, and feedback after the exam
- Once you have selected a time for your seminar and exam, let Helen Rodd (Helen.rodd@utoronto.ca) and the EEB Graduate Office (grad.eeb@utoronto.ca) know and ask Helen to book a room for your seminar (usually RW432). At least two weeks before your exam, tell Helen and the Grad office the title for your talk.
- Ask for assistance booking a room for your exam; let the person involved know your preference if you have one. There rooms are available in RW: 435E (this is the best room if someone will be videoconferencing into the exam), 015, 015A (or, if another room is not available, 424G is ok)). These rooms are available in ESC: 3056, 1014 (get the key from EEB’s reception), and when they are ready, the new rooms in the office tower. You can check the availability for the RW and ESC by logging in here with your utoid and then clicking on Room Bookings:

<https://eeb.utoronto.ca/resources/>

- For St.G. appraisal exams, please ask the Grad Assistant to book the room for you: grad.eeb@utoronto.ca. For UTSC, contact Fahda Kulmiye fay.kulmiye@utoronto.ca (or if there is no response from her within 3 days, email someone else in the main Biology office for advice about who to contact). For UTM, contact Stephanie do Rego (stephanie.dorego@utoronto.ca). Once the room is booked, let the EEB Grad Assistant know the room number for both the seminar and the exam.
- Provide the Graduate Office (grad.eeb@utoronto.ca) with electronic copies of your research proposal and abstract at least two weeks before your exam.
- Provide your exam committee with your research proposal (as a Word file and as a PDF) two weeks before the exam (see the documents listed above for details on length, format, etc.)
- Before your actual exam, we recommend that you have a ‘practice’ exam with supervisor(s), lab mates, and/or other members of the department.