Human Factors and Ergonomics Qualifying Examination Procedures and Policies
(Effective starting Fall 2009 Qualifying Exams)

HFE Depth Requirement: The depth requirement for human factors and ergonomics includes both a coursework and exam component.

- **Course Requirement:** To take the qualifying exam, a student will have to have received a grade of AB or better in at least 1 course in each of the three areas below. Courses taken during undergraduate studies can be used to satisfy this requirement:
  
  a. **Cognitive Ergonomics**
     
     UW courses that would qualify: ISyE 549, ISyE 555, ISyE 556, ISyE 559, ISyE 691 (depending on topic), ISyE 699 (depending on topic), ISyE 859 (depending on topic)
  
  b. **Sociotechnical Systems / Macroergonomics**
     
     UW courses that would qualify: ISyE 449, ISyE 555, ISyE 556, ISyE 559, ISyE 610, ISyE 652, ISyE 653, ISyE 691 (depending on topic), ISyE 699 (depending on topic), ISyE 753, ISyE 854 (depending on topic)
  
  c. **Physical Ergonomics**
     
     UW courses that would qualify: ISyE 555, ISyE 564, ISyE 565, ISyE 662, ISyE 691 (depending on topic), ISyE 699 (depending on topic), ISyE 764

*Other courses may qualify.* Students may submit courses to the HFE Area group for consideration. Transfer students should submit a course syllabus or description and transcript for any courses from other institutions that they would like to have considered for satisfaction of this requirement. The HFE Area group will make this decision.

- **Exam Requirement:** Prior to taking the exam, students must have completed an in-depth reading list of a specific content area in HFE. The specific topic should be one of interests to the student (e.g., topic related to a dissertation proposal) and approved by the student’s examination committee.

  i. The examination committee consists of the student’s advisor and two other HFE faculty.
  
  ii. The reading list should be developed based on consultation between the student and the student’s advisor, as well as the two other HFE faculty on the committee.
  
  iii. The readings should prepare the student to integrate and evaluate the literature in their selected area/topic.
  
  iv. The reading list should be submitted by the student’s advisor to the department within 6 months (generally by the end of March) prior to the Fall exam date. The exam will be administered during the beginning of the following fall semester in accordance with the department procedure IEP 08.1.
  
  v. **The exam format is as follows:**

    - A take-home exam and a 1hr oral discussion with the examination committee.
    - The exam with consist of 3 questions with the expectation that answers to each question will NOT exceed 3 doubles spaced pages.
    - Students should pick up the exam from the department office one week prior to the scheduled exam date for the department.
    - Students should complete their take-home exam within a week and should turn in their answers to the exam on the day of the departmental exam.
    - Students should schedule their oral discussion to occur within two weeks after the written portion of the exam has been completed.
    - Passing the exam means a judgment of passing by 2 of the 3 committee members for both the written and oral portions taken together. Students may withdraw after the written portion but it would count as a fail. It is expected that some students
will be stronger in written or oral presentation. The grading is not on presentation but on the demonstration of the ability to integrate and evaluate the literature; to present more than an echo of what was in the individual papers themselves.

- The oral exam is normally closed to other students but the student being examined can request that it be open. In that case, it would be open for all to attend.

vi. Written exam questions from previous exams will be posted after completion of the exam.

2. Coordinator
   - HFE area group convener