

Indiana University

Department of East Asian
Languages and Cultures

Handbook for M.A. Students



2009-2010

This handbook is intended to **supplement**, not replace, official University publications such as the *Graduate School Bulletin*, *Schedule of Classes*, and *Guide to the Preparation of Theses and Dissertations*.

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Graduate Program Objectives

The instructional goal of the Department of East Asian Languages and Cultures (EALC) is to prepare our graduate students for a deeper understanding of East Asia through two mutually supportive and complementary approaches. One is to offer training in the study of the languages, literatures and civilizations of traditional and modern China, Japan, and Korea. The other is to provide integrated cross-disciplinary study of the region through a combination of language, disciplinary, and area studies. The Department intends to offer a broad range of programs in order to allow students maximum flexibility in pursuing academic interests which often cut across traditional disciplinary lines.

EALC Directory

Faculty 2009-2010

Name	Area of Study	Office	Phone Area Code: 812	E-mail @indiana.edu
Gardner Bovingdon	Central Eurasian Studies	GB 331	856-0230	gbovingd
Laurel Cornell	Sociology/ Japanese Studies	BH 757	855-3221	cornell
Stephanie DeBoer	Film and Media Studies China/Japan/Korea	800 E 3 rd Rm 251	8556-3708	sdeboer
Robert Eno	Early Chinese Philosophy & History	GB 327	855-5373	eno
Sara Friedman	Anthropology/ Chinese Studies	SB164	856-4595	slfriedm
Heike Frick	Chinese Studies, Education & Childhood	GB202	855-5619	hbfrick
Heon Joo Jung	Korean Politics	GB 226	855-5249	heonjung
Gregory Kasza	Japanese Politics and Society	GB 320	855-3224	kasza
Scott Kennedy	Chinese Politics and Economics	GB 205	856-0105	kennedys
Keiko Kuriyama <i>Japanese Language Coordinator</i>	Japanese Language/ Pedagogy	GB223	855-3124	kkuriyam
Hyo Sang Lee <i>Korean Language Coordinator</i>	Korean language/ Linguistics	GB 229	855-8721	hyoslee
Charles Lin	Chinese Linguistics, psycholinguistics	GB 245	855-8763	chiclin
Jennifer Liu <i>Chinese Language Coordinator</i>	Chinese Language/ Language pedagogy	GB 221	855-5180	jeliu

Wen -Ling Liu	East Asian Librarian	Wells Lib. E-860	855-9695	wliu
Julia Luo <i>Associate Chinese Language Coordinator</i>	Chinese Language	GB 227	855-3635	clu
Manling Luo	Premodern Chinese Literature	GB 246	856-0833	luom
Misako Matsubara	Japanese Language	GB 224	855-5169	mmatsuba
Ethan Michelson	Sociology/ Chinese Studies	BH 768	856-1521	emichels
Scott O'Bryan <i>Director of Undergraduate Studies</i>	Modern Japanese History	GB 332	855-2454	spobryan
Jean Robinson	Political Sci./ Gender Issues/Chinese Studies	WH 403	855-7230	robinso
Michael Robinson <i>Department Chair</i>	Korean History	GB 247	855-0856	robime
Richard Rubinger	Japanese History	GB 345	855-4407	rubinge
Edith Sarra <i>Director of Graduate Studies</i>	Premodern Japanese Literature/Gender Studies	GB 225	855-4031	esarra
Aaron Stalnak	Chinese Religion	SY 203	855-8089	astalnak
Marvin Sterling	Anthropology/Japanese Studies	SB 166	855-3858	mdsterli
Michiko Suzuki	Modern Japanese Literature	GB 327	856-7002	micsuzuk
Natsuko Tsujimura	Japanese Language/Linguistics	GB 316	855-5884	tsujimur
Sue Tuohy	Folklore/Chinese Ethnomusicology	504 N Fess	856-0203	tuohys

Staff:

Julia Mobley	Office Manager/Fiscal Officer	GB 248	855-5339	jmmobley
Lara Tokarski	Administrative/Graduate Secretary	GB 230	856-4959	ltokarsk
Talia Anderson	Administrative Assistant	GB 250	855-1992	thmander
Kim Hinton	Undergraduate Advisor	GB 202	855-3493	kishinto

Related Centers

East Asian Studies Center	Director: Heidi Ross, Assoc. Director: Margaret Key	Memorial Hall West, 207	855-3765	easc
Center for Chinese Language Pedagogy/ Chinese Flagship Program	Director: Jennifer Liu Staff: Brian Flaherty, John Howe	TBA	856-0412	cclp
Research Center for Chinese Politics and Business	Director: Scott Kennedy	TBA	856-0451	rccpb

MA Degree Requirements

To earn any of the MA degrees offered by EALC, you will need to focus on two primary kinds of work:

- 30 hours of coursework
- Final Project: A thesis, final essay, or pedagogy project

All work for the MA degree must be completed within five years of your matriculation date.

A 3.0 GPA needs to be maintained in all coursework. Grades lower than a "C" cannot be counted toward to your degree.

Transfer Credit

If you would like to transfer credit from another institution, you will need to file a "Request for Transfer of Graduate Credit" form (available from the EALC office). MA candidates may transfer no more than 8 hours. Courses taken more than five years before the date the MA is awarded cannot be transferred unless they have first been revalidated. For a detailed explanation of rules on transfer credit and revalidation, see the Academic Regulations section of the [Graduate School Bulletin](#).

Credit by Petition

If you arrange with an EALC faculty member for his or her course to fulfill a requirement it doesn't ordinarily fulfill, then you must be sure that you get confirmation in writing from the faculty member and the Director of Graduate Studies that this has been approved. An e-mail to the Graduate Secretary from the appropriate faculty member will be sufficient to establish that a non-typical course was approved.

Typical situations in which this sort of approval are necessary include having an E-prefixed course count for "C" or "J" credit, or having E595 used as part of an overseas study program.

M.A. in Chinese or Japanese

Students must complete a total of 30 credit hours, including M.A. project hours, in approved courses, as follows:

1. At least 20 credit hours in coursework in the student's major area

Ordinarily, these credit hours must be from among the courses listed under "Chinese" or "Japanese" (depending on the student's major) on the course list in the [Bulletin](#) and must include:

- o at least three classes at the 500 level or above
- o C511 (Chinese majors) or J511 (Japanese majors)

Courses listed under "Chinese" or "Japanese" in the Bulletin (i.e., courses with a "C" or "J" prefix before the course number) are courses that are taught in Chinese or Japanese and/or involve the use of materials in Chinese or Japanese language as their primary content. This distinguishes them from "E" prefixed courses which are taught in English and use English languages materials.

Note that C511 and J511 are not offered every year. If a 511 course that you will need for graduation is scheduled to be offered, you should consider enrolling.

Third and fourth-year language courses do not count toward the required 500-level courses.

Independent Study/Overseas Study credits:

- o E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- o Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- o Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.

2. Completion of the fourth-year level or equivalent in the student's major language

For some areas of research, proficiency in a classical East Asian language, involving one or more years of coursework, may be necessary. Specific program requirements will be determined in consultation with the Director of Graduate Studies and the student's Advisory Committee, according to departmental guidelines.

Language courses above the third-year level of the major language and above the second-year level of other East Asian languages may be counted toward the total of 30 credits for the degree. **Preparatory (100 - 200 level) language courses cannot be counted toward total credit hours.**

Students planning to apply to Ph.D. programs in fields that typically require a second East Asian language are strongly encouraged to begin such language study during M.A. coursework.

If you are a native speaker of the language of your major, a memo certifying your language competence must be filed by the Language Program Coordinator of the appropriate program and added to your department file. **This should be done during your first semester in the EALC MA program.**

If you believe you have achieved the required level of proficiency through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered in August and January by the faculty coordinator of each language program.

3. Electives

If a student needs additional coursework after the 20 hours of coursework in the major, and the language requirements are completed, the student may take additional EALC credits to reach the total of 30 credit hours. This can include "E" prefixed courses, independent study classes, or thesis/final essay credits. In some cases, the remaining credit hours may be taken from other departments at the discretion of the Director of Graduate Studies and the student's advisor.

4. Project credits – The student may choose to register for thesis or essay credits. No more than 4 credits can count toward the 30 credit total. Information on the distinction between a thesis and an essay project, appears on page 11 of this handbook.

The final project is required of all M.A. students, but registering for project credits is optional. Students completing a Master's thesis may register for C701 or J701. Students completing a final Essay may register for E597. **A student must complete the appropriate thesis or essay approval form prior to registering for these credits.** The approval form must include a thesis or essay proposal, and the signatures of all committee members.

M.A. in Chinese or Japanese Language Pedagogy

Students must complete a total of 30 credit hours, including M.A. project hours, in approved courses as follows:

1. At least 20 credit hours in coursework in the student's major area

Ordinarily, these credit hours must be from among the courses listed under "Chinese" or "Japanese" (depending on the student's major) on the course list in the [Bulletin](#) and must include:

For Chinese Majors:

C535, C525, C527 and C506 or C507

For Japanese majors

J421, J525, J527 and J506 or J507

The remaining credit hours may be taken from courses in Education (e.g., L520 and L630), Linguistics (e.g., L503), TESOL/Applied Linguistics (e.g., T532 and T550), and East Asian culture courses, in consultation with the advisor.

Third and fourth-year language courses do not count toward the required 500-level courses.

Independent Study/Overseas Study credits:

- E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.

2. Completion of the fourth-year level or equivalent in the student's major language

Language courses above the third-year level of the major language and above the second-year level of other East Asian languages may be counted toward the total of 30 credits for the degree. **Preparatory (100 – 200 level) language courses cannot be counted toward total credit hours.**

If you are a native speaker of the language of your major, a memo certifying your language competence must be filed by the Language Program Coordinator of the appropriate program and added to your department file. **This should be done during your first semester in the EALC M.A. program.**

If you believe you have achieved the required level of proficiency through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered in August and January by the faculty coordinator of each language program.

3. Pedagogy Project credits

The Pedagogy project is required of all pedagogy students, but registering for pedagogy project credits is optional. Students completing the pedagogy project may register for EALC-C or J 598. **A student must complete the project approval form prior to registering for these credits.** The approval form must include a project proposal, and the signatures of all committee members.

No more than 4 credits can count toward the 30 credit total.

M.A. in East Asian Studies

Students must complete a total of 30 credit hours, including M.A. project hours, in approved courses as follows:

1. 20 hours of EALC Culture/Area courses

Ordinarily, at least 20 of these credit hours must be from among the courses listed under "Culture and Area Courses" in the [Graduate Student Bulletin](#). (i.e., courses with an "E" prefix before the course number.)

At least three courses must be at the 500 level or above.

Fourth-year language courses do not count toward the required 500-level courses.

Independent Study/Overseas Study credits:

- E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.

Students may also take courses offered by other departments, specifically those listed in the Bulletin at the end of the East Asian course listings, which have been approved because of their relevance to East Asian studies and/or their East Asian content.

2. Completion of three years of Chinese, Japanese, or Korean language, or the equivalent, as determined by examination

Language courses at the 300 level and above may be counted toward the 30 hours required for the degree. **Preparatory (100 - 200 level) language courses cannot be counted toward total credit hours.** Students planning to apply to a Ph.D. program in fields that typically require a second East Asian language are strongly encouraged to begin language work during the M.A. program.

If you are a native speaker of the language of your major, a memo certifying your language competence must be filed by the Language Program Coordinator of the appropriate program and added to your department file. **This should be done during your first semester in the EALC M.A. program.**

If you believe you have achieved the required level of proficiency through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered in August and January by the faculty coordinator of each language program.

3. Electives

If a student needs additional coursework after the 20 hours of coursework in the major, and the language requirements are completed, the student may take additional EALC credits to reach the total of 30 credit hours. This can include "E" prefixed courses, independent study classes, or thesis/final essay credits. In some cases, the remaining credit hours may be taken from other departments at the discretion of the Director of Graduate Studies and the student's advisor.

4. Project credits

The student may choose to register for thesis or essay credits. No more than 4 credits can count toward the 30 credit total. Information on the distinction between a thesis and an essay project, appears on page 11 of this handbook.

The final project is required of all MA students, but registering for project credits is optional. Students completing a Master's thesis may register for E700. Students completing a Master's essay may register for E597. **A student must complete the appropriate thesis or essay approval form prior to registering for these credits.** The approval form must include a thesis or essay proposal, and the signatures of all committee members.

M.A. in East Asian Studies/M.B.A. Dual Degree

After being admitted to both the M.B.A. program in business and the M.A. in East Asian Studies students must complete requirements for both degrees as follows. Students have a total of 6 years to complete the requirements for both degrees.

1. EALC Course Requirements

30 credit hours, normally including

- three social science courses
- two history courses
- one humanities course.

Ordinarily, at least 18 of these credit hours must be from among the courses listed under "Culture and Area Courses" in the EALC section of the bulletin. (i.e., courses with an "E" prefix before the course number.)

At least three courses must be at the 500 level or above.

Fourth-year language courses do not count toward the required 500-level courses.

Independent Study/Overseas Study credits:

- E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.

With the approval of the Director of Graduate Studies, up to 6 of the required 30 credits may be business classes.

2. M.B.A. Course Requirements

Required and elective courses to total 40.5 credit hours of graduate course work. The possibilities of course combinations are many and will depend on your specific career path.

For details, contact the M.B.A. program office, 812-855-8006.

3. Language Requirement

Satisfactory completion of three years of Chinese, Japanese, or Korean, or the equivalent as determined by examination.

Language courses at the 300 level and above may be counted toward the degree.

4. Project

Jointly supervised by EALC and Business faculty, the student may choose either a thesis or an essay, combining expertise in East Asian studies and business. Information on the distinction between a thesis and an essay project appears on page 11 of this handbook.

The final project is required of all MA students, but registering for project credits is optional. Students completing a Master's thesis may register for E700. Students completing a Master's essay may register for E597. **A student must complete the appropriate thesis or essay approval form prior to registering for these credits.** The approval form must include a thesis or essay proposal, and the signatures of all committee members.

Up to 3 credits in project hours may be counted toward the degree.

M.A. in East Asian Studies/M.P.A. Joint degree

After being admitted to both the M.P.A. program and the M.A. in East Asian Studies, students must complete both degrees as follows. Students have a total of 6 years to complete the requirements for both degrees.

1. EALC Course Requirements

A total of twenty-four credit hours, normally including:

- three social science courses
- two history courses
- one humanities course

Ordinarily, at least 18 of these credit hours must be from among the courses listed under "Culture and Area Courses" in the EALC section of the bulletin.

At least three courses must be at the 500 level or above.

Fourth-year language courses do not count toward the required 500-level courses.

Independent Study/Overseas Study credits:

- E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.

2. SPEA Course Requirements

Thirty-six credit hours of graduate course work to be distributed as follows:

- professional development practicum courses
- courses in the SPEA core
- specialized concentration course, which may include SPEA, EALC, and other courses, to be selected in consultation with a SPEA advisor.

For details, contact the SPEA graduate student services office, SPEA 260, 812-855-9485.

3. Language Requirement

Satisfactory completion of three years of Chinese, Japanese, or Korean, or the equivalent as determined by examination. Language courses at the 300 level and above may be counted toward the degree.

4. Project

Jointly supervised by EALC and SPEA faculty, the student may choose either a thesis or an essay, combining expertise in East Asian studies and public affairs. Information on the distinction between a thesis and an essay project, appears on page 11 of this handbook.

The final project is required of all MA students, but registering for project credits is optional. Students completing a Master's thesis may register for E700. Students completing a Master's essay may register for E597. **A student must complete the appropriate thesis or essay approval form prior to registering for these credits.** The approval form must include a thesis or essay proposal, and the signatures of all committee members.

Up to 3 credit credits in project hours may be counted toward the degree.

M.A. Project - All Majors

All M.A. students must complete a final project, which can be either a formal thesis, a final essay or a pedagogy project. As you begin your Master's program, you should bear in mind the M.A. project requirement and start thinking about possible topics. Typically, this project will grow out of work you do for a course, but it will not be limited to this.

Once you have identified a topic which interests you, you will need to establish a committee, consisting of an advisor and two additional readers, to supervise your work. The third reader need not be a member of the EALC faculty, so, depending on the nature of your topic, you may want to consider faculty in other departments. The DGS will assist you in the formation of this committee.

Before beginning work on the project, you need to consult with your committee and prepare a proposal statement outlining the nature of the proposed project. The length and level of detail for your proposal will be determined by your advisor. Once the proposal is accepted by your committee, pick up a proposal form from the EALC office and have your committee members sign the form. Return the signed form along with your typed proposal, to the EALC office. The Director of Graduate Studies or department Chair will review your proposal.

As you work on your project, you must provide your committee with drafts on a regular schedule. Your readers will expect to comment on a work-in-progress before seeing a final draft. Please keep in mind that just as your readers need to respond in a timely way to your drafts, you need to share your work in a way which is considerate of the many demands on their professional lives. When you are nearing completion of your project, be sure that all of your committee members agree on the time frame needed

to complete the final review in time for your graduation. Plan to allow at least 2 months for final evaluation by your committee.

- **THE MASTER'S THESIS**

The thesis option is strongly recommended for all students who intend to go on to a Ph.D. program at any point. It is intended to demonstrate that you possess the training and skills necessary for further advanced work. The thesis, or portions of it, is often used as part of a student's application to a Ph.D. program. An M.A. thesis is normally 50–80 pages in length, and demonstrates the student's skills in the use of primary sources in Chinese or Japanese for M.A. in Chinese and M.A. in Japanese students, respectively, and scholarly research.

A translation of a text is not acceptable as a thesis unless it is accompanied by a substantial critical essay. If a translation is to serve as part of the thesis, the amount and nature of the translation work will be determined in consultation with the thesis committee.

After completing the thesis: Prepare a Thesis Acceptance page and obtain original signatures from all committee members. Then prepare three copies of your thesis on 100% cotton-rag paper, and arrange to have them bound. You should refer to the [Thesis Preparation Guide](#) for instructions on preparing and binding your thesis. Once the thesis is bound, give two copies to the Graduate School and one to the EALC office

Note: a "Thesis Acceptance" form must be included at the beginning of the thesis and a vita at the end – see the [Thesis Preparation Guide](#). Your thesis will not be accepted by the University Graduate School if these guidelines are not met.

- **THE MASTER'S ESSAY**

The Master's Essay is a less formal option, designed for students who intend the M.A. to be their terminal degree. An M.A. essay is normally 40–50 pages in length, and demonstrates the ability to master, use, and critically evaluate a body of scholarly literature in the student's field.

After completing the essay: Prepare an acceptance (signature) page and obtain original signatures from all committee members. (See the [Thesis Preparation Guide](#).) If you are completing a Master's Essay, you are not required to provide bound copies of your final project, however, a printed copy of your essay must be given to EALC.

- **THE PEDAGOGY PROJECT**

The Pedagogy Project is the requirement specific to students in the language pedagogy track in Chinese or Japanese. The project may take a variety of forms, ranging from an essay involving empirical study of methodological/language acquisition issues to development of concrete teaching tools with pedagogical analyses. All students must work closely with their advisor to identify a project topic.

After completing the pedagogy project: Prepare an acceptance (signature) page and obtain original signatures from all committee members. (See the [Thesis Preparation Guide](#).) If you are completing a Pedagogy Project, you are not required to provide bound copies of your final project. However, a printed copy of your project must be given to EALC.

M.A. Timeline

Keeping in mind that most M.A. students plan to finish their coursework in about 2 years, this is a general timeline for completing the M.A.

1 st Semester	- Complete coursework chosen in consultation with your academic advisor or the DGS
2 nd -3 rd + Semesters	- Complete coursework chosen in consultation with your academic advisor. - Begin to think about topics for M.A. Thesis, Essay or Pedagogy Project
3 rd + semesters	- Complete coursework chosen in consultation with your academic advisor. - Form advisory committee for thesis/essay/project - File thesis or project proposal with Graduate Secretary
After completing coursework	- Write thesis/essay/project - Registration not required
At least 60 days before you plan to graduate	- File the "Application for Advanced Degree" form with the University Graduate School. - Turn in the final draft of your project to your committee. - Consult Thesis Preparation Guide for publication details

M.A. Completion and Graduation Procedures

WITH THESIS

1. Identify research topic and committee; develop research plan.
2. Before completing plans for your thesis, check with your advisor and the Graduate Secretary to be certain that all of your coursework requirements have been met.
3. Before beginning your thesis, submit a proposal to your committee and, when it is approved, complete an EALC MA Thesis Proposal/ Approval form and have your committee members sign it.
4. With the approval of your committee and the Director of Graduate Studies, proceed with research and writing; submit drafts regularly. Enrollment is not necessary during this time, but you are required to stay in contact with your committee.
5. At least 60 days before expected completion, and preferably at the beginning of the semester you wish to graduate, file an "Application for Advanced Degree" (Graduate School, Kirkwood 111); 2 - 3 weeks later, follow up to be sure your application has been processed.
6. Consult the [Thesis Preparation Guide](#) website for details on printing and binding of your thesis.
7. Submit final draft of the thesis to readers, with a page for faculty signatures.

8. Check with the Graduate Secretary to be sure all "I" and "R" grades on your record have been removed.
9. Deliver 3 copies of the thesis to a bindery. Make sure that at least two of them are on the paper specified by the Graduate School.
10. Submit 2 copies of the bound thesis to the Graduate School (Kirkwood 111) at least 3 days before the beginning of the month you hope to have the degree conferred.
11. Make sure that the Office of the Registrar has your correct address information on file (check listing on OneStart).
12. Once all steps on this list are completed, the University Graduate School will confer your degree.

WITH ESSAY OR PEDAGOGY PROJECT

1. Identify research topic and committee; develop research plan.
2. Before completing plans for your essay or project, check with your advisor and the Graduate Secretary to be certain that all of your coursework requirements have been met.
3. Before beginning your essay or project, submit a proposal to your committee and, when it is approved, complete an EALC MA Essay Proposal form or EALC MA Pedagogy Project Proposal form and have your committee members sign it.
4. With the approval of your committee and the Director of Graduate Studies, proceed with research and writing; submit drafts regularly. Enrollment is not necessary during this time, but stay in contact with your committee.
5. At least 60 days before expected completion, and preferably at the beginning of the semester you wish to graduate, file an "Application for Advanced Degree" (Graduate School, Kirkwood 111); 2-3 weeks later, follow up to be sure your application has been processed.
6. Submit final draft of the essay or project to your readers.
7. When you have all approvals, your committee must sign an approval/signature page, which will be included in the hard copy of your project that is turned in to EALC. (See below)
8. Check with the Graduate Secretary to be sure all "I" and "R" grades on your record have been removed.
9. Submit a hard copy of your essay to the Graduate Secretary. This copy will be kept by EALC.
10. Make sure that the Office of the Registrar has your correct address information on file (check listing on OneStart).
11. Once all steps on this list are completed, the University Graduate School will confer your degree.

Advising & Support

Academic Advising

As an M.A. student, your academic advising will occur in two phases. During your first semester, in consultation with the Director of Graduate Studies, you will be assigned an academic advisor. Your academic interests and those of the faculty are taken into consideration when these assignments are made. You should expect your advisor to help you clarify the degree requirements as specified in the Bulletin, make course selections, address any issues related to credit transfer, ensure that your file accurately documents your progress toward your degree, and discuss other academic concerns (such as overseas studies programs).

In your third semester, in consultation with your primary advisor and the DGS, you will identify a project topic and form an MA Thesis/Essay/ Pedagogy Project Committee. This committee will consist of a thesis or project chair together with two additional faculty members, who will ultimately serve as thesis or project readers. Your committee chair will act as your primary academic advisor. Committee members will be available to help you develop a viable research question, supervise your research, read and respond to your drafts in a timely way, and, if it is satisfactory, sign off on your thesis, essay, or pedagogy project when it is complete.

Faculty and Staff Support

Although you are officially responsible for your progress toward the degree, a number of people in our department are available to support your work.

In addition to your advisor and committee, you may also turn to the following people for particular kinds of assistance.

- **Director of Graduate Studies (DGS)**

Throughout your work in EALC, the DGS will be available to work with you on issues related to your academic progress. Although your first step in seeking advice should be to speak with your faculty advisor, you should not hesitate to consult the DGS as you select a research topic or identify faculty to work with you on a thesis, essay or pedagogy project.

In addition to serving as a consultant, the DGS is also the official agent of the department for much IU and EALC paperwork (e.g., approving independent readings courses, requesting a change in your official academic objective, signing all official forms pertaining to EALC graduate degrees, and so forth). In 2009-10, Professor Edith Sarra will be serving as DGS.

- **Graduate Secretary**

You will work with the EALC Graduate Secretary, Lara Tokarski, when you need to obtain and complete forms related to your degree, inquire about your records, and follow up on procedures related to your degree.

- **Department Chair**

Routine issues are not typically handled by with the Chair, but the Chair's approval is needed when you submit your proposal for a Master's thesis. In addition, throughout your time as a student in this department, if you experience problems which have not satisfactorily been resolved by talking with appropriate faculty members, your own advisor, and the DGS, you may take up your concerns with the Chair. In 2009-10, Professor Michael Robinson will be serving as Chair.

- **EALC Reference Librarian**
As you clarify your academic interests and begin your graduate research projects, you are encouraged to consult the EALC reference librarian, Wen-ling Liu, to take advantage of her expertise. Her office is located on the 8th Floor of the Main Library, by the East Asian Collection, in Room E860.

Other Resources

Print and Online Resources

- University Graduate School Bulletin. <http://www.indiana.edu/~bulletin/>. Generally, you should refer to the version that was current for the year you entered.
- Office of the Registrar's Website and The Schedule of Classes. <http://registrar.indiana.edu/scheofclass.shtml> The Registrar's website includes information on course offerings, the academic calendar, instructional fees and incidental fees, registration, and policies on course withdrawal, auditing classes, taking a course pass/fail, grades, residency requirements, academic ethics, sexual harassment and discrimination, and other topics.
- Thesis and Dissertation Preparation guide. <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>. This website is maintained by the Graduate School for use by students working on their final research projects.
- The Indiana University Student Code of Conduct, <http://www.dsa.indiana.edu/Code/>
Developed so that all members of the University community have a common understanding of acceptable behavior.

Campus offices

IU Health Center: 600 North Jordan Avenue 855-4011
<http://healthcenter.indiana.edu/>

College of Arts and Science, Graduate Offices: Kirkwood Hall, Room 014. 856-3687
<http://www.indiana.edu/~college/graduate/>

University Graduate School: Kirkwood Hall, Room 111 855-8853
<http://www.indiana.edu/~grdschl/>

Graduate and Professional Student Organization: 803 E. 8th Street
<http://www.indiana.edu/~gpso/>

Office of the Registrar: Franklin Hall, Room 100. 855-0121
<http://registrar.indiana.edu/>

Office of the Bursar: Franklin Hall, Room 002 855-2636
<http://bursar.indiana.edu/>

Office of Student Financial Assistance: Franklin Hall, Room 208 855-0321
<http://www.indiana.edu/~sfa/>

Overseas Studies Office : Franklin Hall, Room 303 855-9304
<http://www.indiana.edu/~overseas/>

International Services: Franklin Hall, Room 308 855-9086
<http://www.indiana.edu/~intlsv/>

Human Subjects Committee: Carmichael Center, Room LL03
<http://research.iu.edu/rschcomp/hmpg.html>

Annual Evaluations

All EALC graduate students are required annually to submit a self-evaluation of their progress. Your primary advisor, in conjunction with the DGS and the Graduate Committee, will review the evaluations and provide feedback. This review allows the department to keep tabs on students who are making steady progress and to evaluate those who are not. Students who fail to turn in evaluations, or to meet the deadlines set for their stage of the degree will be given a formal written warning that the next step is academic probation.

Step 1: Self-evaluations

Annual self evaluations are required for all EALC graduate students, even students who are studying abroad or are in the final stages of completing their MA project.

Each year in late February, the DGS and the graduate secretary send out a notice by email and snail-mail to all graduate students announcing the timeframe for completion of self-evaluations, which will generally be due the week prior to Spring Break.

There is a form with questions intended to guide your evaluation. The evaluation should be a brief (1-2 paragraphs) statement reporting on course requirements you have fulfilled, plans for future coursework, completion of incomplete courses, composition of advisory committee and/or thesis committee, plans for your MA project etc.

Once you have completed the evaluation, send an electronic copy to your advisor, the DGS and the graduate secretary and bring or send a signed hard copy to graduate secretary.

Step 2: Faculty Review

Your evaluation will first be reviewed by your advisor, who will alert the DGS if he or she sees any problems in your evaluation.

No problems with progress:

If there are no problems, your advisor will let the DGS know, and by the beginning of April, you will receive a letter from the DGS stating that there are no problems with your progress.

Problem cases:

Problem situations would include outstanding Incompletes, too many dropped courses, marginal or poor grades, failure to make progress on thesis/essay/pedagogy project, and self-evaluations that are out of touch with reality.

If problems are identified, your evaluation will be brought before the Graduate Committee which will make a recommendation as to whether or not a formal warning is necessary. If your progress is a cause for concern, you will receive notice from the DGS and your advisor. Your first warning will be received in late March or early April.

Step 3: Follow Up

You should take the comments and suggestions in your follow-up letter seriously, and act on them as soon as you can.

If your file has been identified as problematic, it is your responsibility to work with your advisor and/or the DGS to address any problems.

If you fail to address the problems laid out in your letter, you can be placed on academic probation as early as May of the same year, or, if a longer timeframe is warranted, as late as January of the next year. It is important to keep in close contact with your advisor and make steady progress in problem areas to avoid academic probation.

If the problems have not been addressed within one year, then you will be dismissed from the graduate program.

Registering for Classes

Registration Procedures

Each semester, before you register for classes for the upcoming semester, you must meet with your advisor to discuss the courses that you plan to take. Before your meeting, you should pick up your planning chart (see example, page 20) from the Graduate Secretary and take it to the meeting. Once your advisor has signed off on your class choices, return the form to the Graduate Secretary and she will clear you to register on OneStart. **YOU WILL NOT BE ABLE TO REGISTER WITHOUT CLEARANCE FROM THE GRADUATE SECRETARY, AND SHE CANNOT CLEAR YOU TO REGISTER WITHOUT THE SIGNED FORM FROM YOUR ADVISOR.** Detailed instructions for OneStart registration can be found on the Registrar's website at: http://registrar.indiana.edu/~registra/stu_registration.shtml.

Graduate students are not required to complete registration until the term begins. However, to allow departmental planning and to ensure that any issues of course selection or enrollment are handled in a timely way, EALC requires graduate students to meet with their advisors and complete a registration plan in advance.

In 2009-10, the deadlines for course planning forms to be approved and submitted to the Graduate Secretary are: December 1 (for Spring '10); April 19 (for Fall '10).

If you are planning to register for any Independent study courses or thesis/project hours, there is extra paperwork required.

Documentation

Establish a paper trail. It is your responsibility to obtain written documentation of any requirements you have met which cannot be readily identified by your transcript.

For example, if you arrange with an EALC faculty member for his or her course to fulfill a requirement it doesn't ordinarily fulfill, then you should be sure that you get confirmation in writing from the faculty member and the Director of Graduate Studies (the DGS) that this has been approved. Frequently, you may find that the easiest way to ensure that you have documentation is simply to send a follow-up e-mail with appropriate detail to the faculty member you're working with, asking him or her to forward the message with confirmation to the EALC Graduate Secretary. Again, it's your responsibility to follow up later to see that the confirmation has arrived.

Be sure to establish this documentation in a timely way. Faculty leave town on sabbatical and staff members change jobs. By taking the initiative on these kinds of matters, your file will make clear where you stand in relation to the requirements of your degree. It can be very difficult to obtain such documentation even a semester after the agreement was made, so it is important to make sure that you follow up with the faculty member you are working with as soon as possible

Independent Study Courses

If you choose to register for Independent Readings (EALC-E595) or any other independent study course, including pedagogy practicum hours (C/J 527), you will first need to identify a faculty member to work with you for the course. Once you have spoken to the faculty member and you have both agreed on the details of the course, you will need to fill out the authorization form available from the Graduate Secretary. The form must be signed by you and the instructor and returned to the Graduate Secretary. She will pass it along to the DGS for departmental approval. Once the DGS signs off on the form, the Graduate Secretary can then authorize you to register for the course.

Thesis, Essay, or Project Hours

Students may apply up to 4 hours of thesis, essay or pedagogy project hours toward their degree. In order to register for those hours, the student will first need to have a thesis, essay, or pedagogy project committee, and have filled out the appropriate proposal form. This form is available from the Graduate Secretary. Once the proposal form has been signed by all members of the committee and the Director of Graduate Studies, the Graduate Secretary can authorize you to register for thesis, essay or pedagogy project hours. You should consult the Bulletin to see which class number is associated with thesis hours for your particular major.

Living and Studying Away from Bloomington

Whether you are studying overseas or just leaving Bloomington while you write your thesis, it is important to stay in contact with the department while you are away. Be sure to update your contact information in OneStart and let EALC know your contact information before you leave.

While you are studying abroad, you will still be required to submit the annual self-evaluations.

It is very important to check your IU e-mail account while you are away. As long as you are registered for classes at IU, your IU e-mail account will remain active. If you will be away without being registered and need to maintain your IU e-mail, contact the Graduate Secretary.

Overseas Study Options

IU Affiliated Language Programs

The Inter-University programs in Chinese and Japanese language are very highly regarded intensive language programs. . If you are considering application, you should first discuss your plans with the EALC faculty coordinator listed below for the appropriate program. Students who are accepted into and complete these programs are expected to emerge with very high proficiency levels in the language that they are studying. Students apply directly to the program and are encouraged to apply for external funding options to help finance their participation. Applications for admission to the Inter-University programs must be made in the fall of the year prior to enrollment

Students in these programs are able to register for IU overseas study credit, which in most cases can be transferred to graduate credit after the program is completed. Students are encouraged to register for the overseas studies credit, because it will keep you in good standing in terms of student loans, IU computer accounts, etc. Students should contact Susan Carty (scarty@indiana.edu) in the Office of Overseas Studies for permission to register for overseas study credits.

At the end of the program, students will be given a written statement indicating successful completion of the program. You must request that the Inter-University program send a copy to the EALC director of graduate studies so that there will be an official record of your participation in the program. Students should also get in touch with the faculty coordinators listed below to see about getting their overseas study credit transferred to graduate credit that can be applied to degree requirements. In some cases, additional materials may need to be shown. **Students are responsible for following up on credit transfers. It will not happen automatically!**

Inter-University Program (IUP) Tsinghua University, Beijing PRC

Academic Year and Summer programs available.

Information and application: www.ieas.berkeley.edu/iup/

Contact Professor Robert Eno (eno@indiana.edu) for more information

Inter-University Center (IUC), Yokohama, Japan

Academic Year and Summer programs available

Information and Application: www.stanford.edu/dept/IUC

Contact Professor Edith Sarra esarra@indiana.edu for more information

IU Affiliated Exchange Programs

IU maintains exchange agreements with a few universities in China and Korea, and students with **advanced language skills** are encouraged to apply for these programs. If students are accepted, the host university will cover most or all costs associated with study, and room and board and travel stipends are available from IU. Applications are made through the Office of the Vice President for International Affairs (OVPIA). Contact Shawn Reynolds at shreynol@indiana.edu for more information.

In most cases, these exchange programs will not result in IU graduate credit, but often certain degree requirements can be waived when the program is completed successfully. Students should contact the DGS for more information before and after their program.

For 2009-2010, the following Universities have exchange agreements with IU. For the list for 2010-2011, contact OVPIA.

Nankai University, Tianjin, PRC
<http://web.nankai.edu.cn/english>

Zhejiang University, Hangzhou, PRC
www.zju.edu.cn/

Yonsei University, Seoul, Republic of Korea
www.yonsei.ac.kr/ym/eng

Non-IU programs

There are many study abroad opportunities available that are not directly associated with IU and students are encouraged to research other options. Students should talk to their advisor, the DGS and their fellow students to get ideas for other programs that might be appropriate. Students should also look into outside funding sources.

In most cases completing a year or a semester at a non-IU affiliated school will not result in graduate credit. However, if students can produce documentation of their studies, in some cases some degree requirements might be able to be waived. Students should talk to their advisor and the DGS about this possibility before and after the program.

Advanced Research

In consultation with their advisor, many students will choose to live abroad while completing research and writing on their thesis or dissertation. If credits are needed at this point, MA students may register for thesis or essay credits while they are working. This will keep students in full-time student status for the purpose of student loans, IU computing accounts, etc.

Students are encouraged to look into funding options for living and researching while overseas.

Registration while abroad

You can review both the Schedule of Classes and on-line course information and you can register online using OneStart. Before registering, you must consult with your advisor by email to get clearance to register. An email record of your advisor's approval is required for the Department to clear you for registration. If you do not have online access while overseas, you should contact the Registrar's Office before you leave to find out your options.

If you are not planning to be registered for IU credits while you are off-campus, it is important to keep in mind that not registering can affect your financial aid and student loan status, especially as regards student loan repayment. You should be sure to check with the financial aid office and your student loan lender to determine how non-registration may affect your status.

Applying to an EALC PhD Program

Because only students who have earned a Master's degree in a relevant area are admitted directly to the Ph.D. program, Master's candidates in this department who wish to be admitted to an EALC doctoral program need to apply to the doctoral program after they have completed the M.A. or when they are close to doing so. Because we review graduate applications just once a year (in January for the following fall semester), M.A. candidates who are nearing completion of their degrees often apply the year before they expect to finish.

Your application dossier should include a completed application form, a statement of purpose, and three letters of recommendation, normally from IUB faculty who can speak to your work as a graduate student. It is not necessary to retake the GREs. You do not need to include an official IUB transcript or transcripts from schools you attended before coming to IUB, and you do not need to pay a second application fee. See the graduate secretary about having your application fee waived for the online application.

If you apply for admission to the doctoral program before you have completed the M.A. degree, and if your application is favorably reviewed, you will be offered admission, contingent upon timely completion of the M.A. When this has been accomplished, you should follow up with the Graduate Secretary to be sure that your official academic objective is changed from a Master's degree to a doctorate.

EALC Facilities

Administrative Offices

Hours: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00p.m. weekdays

EALC administrative offices are located in Goodbody Hall, Rooms 230, 250 and 248. Overall coordination of department administrative matters is the responsibility of the Office Manager, Julia Mobley (Room 248). Most matters pertaining to graduate students are handled by the Graduate Secretary, Lara Tokarski (Room 230). General office support and reception is taken care of by Talia Anderson (Room 250)

Mail and Copy Room: Goodbody 232

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The copy machine, all faculty, AI, and graduate student mailboxes are located here, along with some basic office supplies.

Lounge: Goodbody 201

Hours: 8:00 a.m. – 5:00 p.m. weekdays.

The lounge is intended as an informal meeting place for students, AIs, Faculty, and Staff that use Goodbody Hall. It includes a small kitchenette with a refrigerator and microwave oven. All EALC students are welcome to make use of the kitchen area, but please clean up after yourself. During the school year, the refrigerator will be cleaned out every other Friday.

Reading Room: Goodbody 228

Hours: 8:00 a.m. – 5:00 p.m. weekdays.

The Reading Room houses a small, informal EALC library, which includes copies of theses and dissertations of EALC students. Reading room materials cannot be checked out, and must be used in the building.

As long as there is not an event (a meeting, etc.) scheduled in the Reading Room, students may use it for quiet study. Please check the calendar on the door to see if it is available. If you wish to converse or have a group study session, it is preferable that you use the Lounge in room 201.

Computer Lab: Goodbody 334

Hours: 6:00 a.m. – 10:00 p.m.

EALC shares a computer lab with the Central Eurasian Studies Department. EALC computers are located on the right-hand side of the room as you enter. The lab has 2 PCs and 2 Macs for EALC student, AI, and faculty use. All four computers have software installed to allow use of Chinese, Japanese, and Korean writing systems. You will be assigned an access code that will allow you to use the lab whenever Goodbody Hall is open. If you have any difficulties with the computers or the printer, please tell the Graduate Secretary.

East Asian Studies Center: Main office - Memorial Hall 207 W

The East Asian Studies Center (EASC) works to support and promote East Asian studies at IU. It seeks and administers grants and funding to support East Asian studies, works on community outreach, sponsors speakers and colloquia, and publishes an online newsletter. EASC also employs some EALC graduate students on a part time basis. The EASC website is: <http://www.indiana.edu/~easc>.

Useful Websites

Graduate Program Related

Graduate School Bulletin:

<http://www.indiana.edu/~bulletin/iub/> (scroll down for correct link)

Guide to Preparation of Thesis and Dissertations: <http://graduate.indiana.edu/thesisGuide.php#I>

Office of the Registrar/Schedule of classes:

<http://registrar.indiana.edu/scheofclass.shtml>

Course Descriptions (Dean of the Faculties)

<http://www.indiana.edu/~deanfac/class.html>

The Indiana University Code of Student Rights, Responsibilities, and Conduct

<http://www.dsa.indiana.edu/Code/index.html>

Other Campus Resources

Art Museum: 855-5445, 1133 E 7th St

<http://www.indiana.edu/~iuam/>

Asian Culture Center: 807 E 10th, 856-5361

<http://www.indiana.edu/~acc/>

Campus Bus Service: 855-8384

http://www.iubus.indiana.edu/campus_bus/index.html

College of Arts and Sciences: Kirkwood Hall 014, 855-4871

<http://www.indiana.edu/~college/graduate/>

Center for English Language Training: 855-6457, Memorial Hall 313

<http://www.indiana.edu/~ird/cieda/englishlanguage.htm>

Disability Services for Students: Franklin 006, 855-7578

<http://www.indiana.edu/~iubdss/>

East Asian Studies Center (EASC): Memorial W 207, 855-3765

<http://www.indiana.edu/~easc/>

Gay, Lesbian, Bisexual and Transgender Student Support Services: 705 E 7th, 855-5452

<http://www.iub.edu/~glbt/>

Graduate and Professional Student Organization (GPSO): 803 E 8th St, 855-8747

<http://www.indiana.edu/~gpso/>

Indiana Daily Student: Ernie Pyle Hall 120, 855-0763

<http://www.idsnews.com/news/index.aspx>

IU Health Center: 600 N Jordan (northeast corner of 10th and Jordan), 855-4011

<http://www.indiana.edu/~health/>

Human Subjects Committee: Carmichael Center, Room LL03, 855-3067

<http://research.iu.edu/rschcomp/hmpg.html>

International Services: Franklin 306, 855-9086

<http://www.indiana.edu/~intlsv/>

Latino Cultural Center/La Casa: 715 E 7th, 855-1740

<http://www.iub.edu/~lacasa/>

Mathers Museum of World Cultures: 601 E 8th, 855-6873

<http://www.indiana.edu/~mathers/>

Neal-Marshall Black Cultural Center: 275 N. Jordan Ave 855-9271

<http://www.indiana.edu/~nmbcc/>

Overseas Studies: Franklin 303, 855-9304

<http://www.indiana.edu/~overseas/>

Parking Operations: Franklin 215, 855-9848

<http://www.parking.indiana.edu/>

Recreational Sports: 855-8788

HIPER Facility, 5-2371

SRSC Facility, 5-9654

<http://www.indiana.edu/~recsport/division/>

University Information Technology Services (UITS); 24-Hour Computing Consulting, 855-6789

<http://uits.iu.edu/>

University Graduate School: Kirkwood Hall 111 855-8853

<http://www.indiana.edu/~grdschl/>

Writing Tutorial Services: Ballantine 206, 855-6738

<http://www.iub.edu/~wts/>

Outside of IU

City of Bloomington: <http://www.bloomington.in.gov/>

Bloomington Transit Bus: <http://www.bloomingtontransit.com/>

Bloomington Hospital: <http://www.bhhs.org/>

Bloomington Parks and Recreation: <http://www.bloomington.in.gov/parks/>

Monroe County Government: <http://www.co.monroe.in.us/>

Monroe County Community School Corporation: <http://www.mccsc.edu/>

Monroe County Public Library: <http://www.monroe.lib.in.us/>

Herald-Times Newspaper: <http://www.heraldtimesonline.com/>

Indiana Bureau of Motor Vehicles: <http://www.state.in.us/bmv/>

Rental Possibilities: www.rentbloomington.com