

Indiana University

Department of East Asian  
Languages and Cultures

# Handbook for Ph.D. 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*.

# Table of Contents

• Program Objectives .....	2
• EALC Directory .....	2-4
• <b>PhD Requirements</b> .....	4
○ Transfer credit and course revalidation.....	4
○ Credit by petition.....	5
○ Coursework requirements and procedures .....	5-6
○ Qualifying exam requirements and procedures .....	6-7
○ Dissertation requirements and procedures.....	8-10
○ Exam and Dissertation Overview.....	10-11
• <b>Advising and Support</b> .....	12
○ Academic Advising.....	12
○ Faculty and Staff Support.....	12-13
○ Websites and Offices.....	13-14
• <b>Annual Evaluations</b> .....	14-15
• <b>Registration</b> .....	
○ Procedures.....	15-16
○ Documentation.....	16
○ Independent Study Courses.....	16
• <b>Living and Studying Away from Bloomington</b> .....	16
○ Overseas Study Options.....	17-18
○ Registration .....	18
• <b>Credentialing Service</b> .....	19
• <b>EALC Department Facilities</b> .....	20
• <b>Useful Websites</b> .....	21-23

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*.

## 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 language, literature 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 offers 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:

Name	Area of Study	Office	Phone (Area Code: 812)	E-mail (@indiana.edu)
<a href="#">Gardner Bovington</a>	Central Eurasian Studies	GB 331	856-0230	<a href="mailto:gbovingd">gbovingd</a>
<a href="#">Laurel Cornell</a>	Sociology/ Japanese Studies	BH 757	855-3221	<a href="mailto:cornell">cornell</a>
<a href="#">Stephanie DeBoer</a>	Film and Media Studies China/Japan/Korea	800 E 3 <sup>rd</sup> Rm 251	8556-3708	<a href="mailto:sdeboer">sdeboer</a>
<a href="#">Robert Eno</a>	Early Chinese Philosophy & History	GB 327	855-5373	<a href="mailto:eno">eno</a>
<a href="#">Sara Friedman</a>	Anthropology/ Chinese Studies	SB164	856-4595	<a href="mailto:slfriedm">slfriedm</a>
<a href="#">Heike Frick</a>	Chinese Studies, Education & Childhood	GB202	855-5619	<a href="mailto:hbfrick">hbfrick</a>
<a href="#">Heon Joo Jung</a>	Korean Politics	GB 226	855-5249	<a href="mailto:heonjung">heonjung</a>
<a href="#">Gregory Kasza</a>	Japanese Politics and Society	GB 320	855-3224	<a href="mailto:kasza">kasza</a>
<a href="#">Scott Kennedy</a>	Chinese Politics and Economics	GB 205	856-0105	<a href="mailto:kennedys">kennedys</a>
<a href="#">Keiko Kuriyama</a> <i>Japanese Language Coordinator</i>	Japanese Language/ Pedagogy	GB223	855-3124	<a href="mailto:kkuriyam">kkuriyam</a>
<a href="#">Hyo Sang Lee</a> <i>Korean Language Coordinator</i>	Korean language/ Linguistics	GB 229	855-8721	<a href="mailto:hyoslee">hyoslee</a>
<a href="#">Charles Lin</a>	Chinese Linguistics, psycholinguistics	GB 245	855-8763	<a href="mailto:chiclin">chiclin</a>
<a href="#">Jennifer Liu</a> <i>Chinese Language Coordinator</i>	Chinese Language/ Language pedagogy	GB 221	855-5180	<a href="mailto:jeliu">jeliu</a>
<a href="#">Wen -Ling Liu</a>	East Asian Librarian	Wells Lib. E-860	855-9695	<a href="mailto:wliu">wliu</a>

<b>Julia Luo</b> <i>Associate Chinese Language Coordinator</i>	Chinese Language	GB 227	855-3635	<a href="#">clu</a>
<b>Manling Luo</b>	Premodern Chinese Literature	GB246	856-0833	<a href="#">luom</a>
<b>Misako Matsubara</b>	Japanese Language	GB 224	855-5169	<a href="#">mmatsuba</a>
<b>Ethan Michelson</b>	Sociology/ Chinese Studies	BH 768	856-1521	<a href="#">emichels</a>
<b>Scott O'Bryan</b> <i>Director of Undergraduate Studies</i>	Modern Japanese History	GB 332	855-2454	<a href="#">spobryan</a>
<b>Jean Robinson</b>	Political Sci./ Gender Issues/Chinese Studies	WH403	855-7230	<a href="#">robinso</a>
<b>Michael Robinson</b> <i>Department Chair</i>	Korean History	GB 247	855-0856	<a href="#">robime</a>
<b>Richard Rubinger</b>	Japanese History	GB 345	855-4407	<a href="#">rubinge</a>
<b>Edith Sarra</b> <i>Director of Graduate Studies</i>	Premodern Japanese Literature/Gender Studies	GB 225	855-4031	<a href="#">esarra</a>
<b>Aaron Stalnak</b>	Chinese Religion	SY 203	855-8089	<a href="#">astalnak</a>
<b>Marvin Sterling</b>	Anthropology/Japanese Studies	SB 166	855-3858	<a href="#">mdsterli</a>
<b>Michiko Suzuki</b>	Modern Japanese Literature	GB 327	856-7002	<a href="#">micsuzuk</a>
<b>Natsuko Tsujimura</b>	Japanese Language/Linguistics	GB 316	855-5884	<a href="#">tsujimur</a>
<b>Sue Tuohy</b>	Folklore/Chinese Ethnomusicology	504 N Fess	856-0203	<a href="#">tuohys</a>

### Staff:

<b>Julia Mobley</b>	Office Manager	GB 248	855-5339	<a href="#">jmmobley</a>
<b>Lara Tokarski</b>	Graduate Secretary	GB 230	856-4959	<a href="#">ltokarsk</a>
<b>Talia Anderson</b>	Administrative Assistant	GB 250	855-1992	<a href="#">thmander</a>
<b>Kim Hinton</b>	Undergraduate Advisor	GB 202	855-3493	<a href="#">kishinto</a>

## Related Centers

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

## PhD Degree Requirements

To earn a PhD in Chinese or Japanese from EALC, you will need to focus on three primary kinds of work:

- 30 credit hours of coursework above the MA level
- Qualifying exams
- Research and dissertation

Students must complete a total of 90 credit hours to complete their PhD.

All coursework for the PhD must be completed within seven years of your matriculation date. After the exam component is completed, and you are admitted to candidacy, you have seven years to complete your dissertation.

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

### Transfer Credit and Course Revalidation:

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 department office. PhD students may apply to transfer up to 30 credit hours.

In most cases, this will be coursework from the student’s MA at another institution. Courses taken more than seven years before the date of your last qualifying exam cannot be transferred unless they have first been revalidated. In most cases, students will also need to submit documentation regarding the content of the courses they wish to transfer. Official records of course descriptions, syllabi, etc., will usually suffice. This is a particularly important step for courses that need to be revalidated before transfer.

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 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. An e-mail to the graduate secretary from the appropriate faculty member will be sufficient to establish that a non-typical course was approved.

## I. Coursework Requirements

Must be completed before qualifying examinations can be taken.

### 1. Major Subject Coursework

Students must complete a minimum of 30 credit hours beyond those taken for the MA, in approved departmental courses, as follows:

- Five courses at the 500 level
- C-511 or J-511
- Four seminar courses (600 level) including E-604

Third and fourth-year language courses do not count toward the five 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.

It is sometimes necessary to seek departmental approval to substitute an individual readings or other specialized course in fulfilling a coursework requirement. If you are having difficulty fulfilling requirements within a reasonable timeframe, consult with your faculty advisor or the Director of Graduate Studies.

Students may also take Asian Studies courses offered by other departments, specifically those listed in the [Graduate School Bulletin](#) at the end of the East Asian course listings.

### 2. Minor Subject Coursework

Students must complete a minor in a field outside their major, as follows:

- A minimum of 12 to 15 credit hours of course work in an outside field
- Examination if required by the minor department

Students should consult with their faculty advisor when choosing a minor appropriate to their expected research.

### 3. Language Requirements

Students must demonstrate proficiency in at least two foreign languages, as follows:

- Both oral and reading proficiency in the student's major language (Chinese or Japanese)
- Reading proficiency in French, German, or another European language relevant to their research area.

For some areas of research, proficiency in a second modern East Asian language or a classical East Asian language is necessary in addition to the above listed language requirements. Specific program requirements will be determined in consultation with the Director of Graduate Studies and the student's Advisory Committee, according to departmental guidelines.

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 PhD program.

If you believe you have achieved the required level of proficiency in Chinese or Japanese through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered by the department in August or January.

### **3. Electives**

In some cases, a student's advisor may recommend additional coursework above the 30 required hours for research preparation. Also, a student may need additional coursework after the specific coursework requirements are completed in order to reach the 90 credit hour total for the degree.

### **4. Dissertation credits**

In some cases, a student may choose to register for dissertation credits before their qualifying exams have been completed. No more than 15 credits can count toward the 90 credit total. Students must consult with their advisor and fill out the dissertation credit approval form before they will be allowed to register for pre-exam dissertation hours.

## **II. Qualifying Examinations**

PhD Students must complete a total of three qualifying exams in order to be nominated to candidacy in EALC.

The examination component includes:

- written genre (or disciplinary area) exam
- written historical period exam
- oral exam

These exams are typically taken after all coursework has been completed, and within a few weeks of each other (though they may be spaced more widely).

As you prepare for your exams, you will need to find a 3-member exam committee. In many cases, exam committees will be made up of the same professors as your Advisory Committee, but this does not need to be the case. Students will need to pick up a Qualifying Exam Committee form from the EALC office and obtain signatures from all committee members as you are preparing for your exams.

Any questions you have about the exams should be directed toward your exam committee. These faculty members will help you choose the specific genre/discipline and periods of your written exams. Your committee will work with you to set the individualized reading list for your exams.

When you are nearly ready to take your exams, notify your Exam Committee Chair of your intention. Your Advisory Committee should have at least six weeks to consult with one another and prepare your questions. Once you have tentatively agreed on a schedule for your exams, contact the EALC Graduate Secretary to schedule for test dates and times.

## WRITTEN QUALIFYING EXAMS

Your written exams will be taken on a computer, usually in the EALC Reading Room. You will have a choice of either a PC or a Mac. The standard time allocated for a written exam is four hours. Unless your committee chair has informed the EALC Graduate Secretary otherwise, you may take nothing into the test with you except a pen to make notes. You are allowed to take a 15-20 minute break, which will not count against your time. If you'd like to have something to eat or drink during the test, you may leave a drink or snack in the GB 201 lounge refrigerator. You may not review notes or texts during your break.

So that you can work without interruption, the room where you test will be off-limits to everyone else while you are working.

You will be given a blank flash drive on which to save your work. Remember to save your document often. In case there are problems with the flash drive, most students also save a copy of their file to the hard drive while they are working.

As you gauge your time, remember that the time set aside for your test includes tasks like proofreading, paginating, and so on.

When you have finished, bring your flash drive to the Graduate Secretary. The secretary will forward an electronic copy of your exam to your committee and to you. Please let the secretary know if you would like a hard copy of the exam.

Your exam committee will evaluate your exam, and, led by the chair of your committee, will come to a consensus regarding the results. Except in unusual circumstances (e.g., one of your readers is not available to read your answers right away), you should expect to be notified of your results, in writing, by the committee chair, within two weeks.

### Exam grades

Officially, candidates either pass or do not pass their exams. No distinction of relative merit is made in any official record. However, the committees will usually make some unofficial distinctions to convey relative merit:

- Pass with distinction
- High pass
- Pass
- No Pass

If you do not pass an exam, you may either be asked to re-take part of the exam, or you may be failed, depending on the judgment of your readers. If you fail, you will be allowed to retake the exam once.

## ORAL QUALIFYING EXAM

Once you have passed both written examinations (and ordinarily no more than one month after your second written exam), you need to contact your exam committee to arrange a convenient time for the oral exam. Once you and the committee have agreed on the time, ask the Graduate Secretary to reserve a room and set up any conference calls that may be necessary. Although all EALC faculty are invited to attend the oral portion of your examination, only your committee members will be examining you.

At the conclusion of the oral exam, your exam committee meets to consider whether to recommend your nomination to candidacy. If approved, you will move on to the final stages of a doctoral program, preparing a dissertation research proposal and writing the dissertation.

## III. Dissertation

### CONTINUOUS ENROLLMENT

You are allowed seven years from the date you passed your oral qualifying exam to complete your dissertation. During this time, you must be enrolled each spring and fall semester for dissertation credit (C801 or J801). **Each year, you will be required to show substantial progress on your dissertation. Failure to do so can result in dismissal from the program.** Only 15 hours of dissertation credit may be counted toward the 90 total needed for the degree, so you will need to plan carefully to make sure that you have enough credits in other classes before you begin registering for dissertation hours.

Once you have accumulated a total of 90 credit hours, you must still enroll for a minimum of one hour of graduate credit each semester. Once 90 credit hours have been completed, PhD candidates may sign up for G901, which carries a reduced fee, for no more than six semesters. Not meeting the requirement of continuous enrollment automatically terminates your enrollment in the degree program. If you expect to receive your degree during a summer session, you will need to be enrolled for that session.

### INITIAL PLANNING

The student has the responsibility of choosing the dissertation director, who, typically, also chairs the Research Committee. The Research Committee is the four-person committee which will advise the student in researching and writing the dissertation. Throughout the period of your coursework and exams, you will have developed both a sense of what issues you would like to pursue in your dissertation and also which faculty members you think could best facilitate your work. Having been admitted to candidacy, you may already have in mind the faculty member whom you would like to serve as Chair of your Research Committee. If not, you may want to consult with the DGS about identifying someone to approach.

As you consider possible faculty members to chair your committee, note that unless special permission is requested and granted, a faculty member must be a full member of the Graduate Faculty in order to serve as the chair of a research committee. (For up-to-date information about whether a faculty member is a member of the graduate faculty or not, and whether he or she is a full or associate member, check the Graduate Faculty listing in the *Bulletin*.)

### PROPOSAL AND COLLOQUIUM

Once you have a proposal which is provisionally satisfactory to your Research Committee (ideally, within eight months of being nominated to candidacy), you should prepare two written versions of your proposal. One should be approximately 8-10 pages long (this may vary according to the advice of the Research Committee); the other must be 1-2 pages. In the longer version, you will present in writing the argument you anticipate establishing in your dissertation.

The longer version of the proposal should serve as the basis of your Doctoral Colloquium, an oral presentation of your proposal that you should present to your committee and the department during the first semester after completion of your qualifying exams. (The precise timing can be flexible for candidates who depart Bloomington to begin research immediately after exams.) When you have completed your proposal, you should contact your committee and the Graduate Secretary to set a date for your colloquium.

Once the longer version of your proposal receives the approval of your prospective committee members and the Chair, then the shorter version will be submitted to the Graduate School, along

with the signed "Nomination of Research Committee" form, for the Dean's review and approval. The Graduate Secretary will need copies of both versions for your file.

If approved at all stages, you will continue to work with your committee, consulting and providing drafts on a regular basis. Remember that just as you have a right to receive timely responses to your work, you have a responsibility to be considerate of the many obligations of your committee members.

## **GUIDELINES FOR AN EFFECTIVE PROPOSAL**

A dissertation must present a central hypothesis that is clear, that is significant to its relevant academic field, which can be legitimately argued through presentation of a substantial body of relevant data, and which is controversial - that is, which is not likely to be accepted by members of the field without its validity being demonstrated.

The proposal that you submit to the department should principally be an expression of such an hypothesis. Below is a general guideline of the appropriate form of the proposal. Your Research Committee may suggest that you modify these guidelines in light of your specific field of specialization and topic area.

Your proposal should be as long as is advised by the Director of the committee (approximately 8-10 pages long, double-spaced) and should include the following sections:

- A clear statement of your central thesis and the method you intend to employ to demonstrate its validity.
- A summary of the existing scholarship in the field as it relates to your thesis. This summary should show how demonstration of your hypothesis will be important in the field.
- A brief, descriptive discussion of your general topic area (for example, if your thesis concerns a particular writer, you might include a paragraph or two to orient proposal readers to his or her biography, range of works, and literary influence). Include in this section a short but well structured statement of evidence that could persuade prospective Research Committee members that your hypothesis has a reasonable chance of being valid.
- A chapter-by-chapter prospectus of your final dissertation, being sure that you indicate how each chapter will contribute towards the argument; that is, show how each step of your dissertation will help you demonstrate your hypothesis.
- A brief summary, which may indicate secondary themes that your dissertation may explore.
- A bibliography (1-2 pages) of those books and articles which you have identified as important sources for your research, and on which your proposal has been based.

## **Completing & Defending your Dissertation**

As you are completing your dissertation, you will need to be in regular contact with your research committee and set a timeline for completion. You should allow at least two months for your committee to review your final draft. Committee members may require revisions before your defense, so please keep this in mind as you near completion and take this into account when scheduling your defense.

When you and your Research Committee have agreed on a date for your dissertation defense, ask the Graduate Secretary to reserve a room. You should also work with the Graduate Secretary to prepare a written announcement according to the guidelines in the [Dissertation Preparation Guide](#), and submit it to the Graduate School at least 30 days before your scheduled defense.

Any member of the graduate faculty who wishes to attend your defense is welcome to do so, but people who are not members of the Research Committee will be encouraged to notify the Chair of

your Research Committee in advance if they plan to attend.

At the conclusion of your defense, the Research Committee will vote on the outcome, according to the four options specified in the General Requirements section of the *Bulletin*. If the committee's decision requires you to make revisions in your dissertation, you should keep in mind that, in addition to providing revised text, you need to get all the appropriate signatures on the acceptance and abstract pages before final submission of the dissertation to the Graduate School. The Graduate School also requires other paperwork and fees. See the [Dissertation Preparation Guide](#) for details.

The College of Arts and Sciences requires electronic submission of doctoral dissertations. Pay close attention to the sections on the dissertation and defense in the General Requirements section of the *Bulletin*, and the [Dissertation Preparation Guide](#) developed by the Graduate School. The website also has links and information regarding paperwork that needs to be filled out for the Graduate School as part of your completion process.

Your dissertation needs to be submitted and accepted by the Graduate School within seven years of the date you passed your final (oral) qualifying examination. Please keep in mind that unless your dissertation has been accepted before the first day of classes during any given semester, you will need to be registered for graduate credit during that semester.

## COMMENCEMENT

You are encouraged to participate in commencement, but it is not mandatory. To learn which ceremony is timed for your degree, see the *Bulletin*.

## OVERVIEW OF Ph.D. EXAM AND DISSERTATION PROCEDURES

1. Under supervision of Advisory Committee, complete your coursework requirements
2. Form a three-person exam committee (not necessarily the same as your Advisory Committee) which will help you to draw up a reading list prepare for qualifying exams.
2. When you are nearing the time to take your exams, consult with your advisor and the Graduate Secretary to be sure that all of your coursework requirements have been met.
3. Allowing at least six weeks for your committee to develop questions, schedule your exams with your Exam Committee. When each exam is scheduled, notify the EALC Graduate Secretary so that exam arrangements may be completed
4. If all exams are passed, the Exam Committee will submit the Nomination to Candidacy form for needed approvals.
5. From date of last (oral) exam, you have seven years to complete the dissertation. You must be continuously enrolled every fall and spring semester until the dissertation has been submitted. If you want your degree to be awarded in June, July, or August, you must be enrolled in one of the two summer sessions.
6. Identify research project and dissertation director (who will be the Research Committee chair). Work with this faculty member to form the rest of your four-person Research Committee. Begin working with the committee to prepare your dissertation proposal, to be delivered orally and in writing.
7. Within eight months of your Nomination to Candidacy, schedule the dissertation colloquium with the Graduate Secretary and hold the colloquium. The chair of your Research Committee submits the Nomination of Research Committee form for needed approvals.

8. Proceed with research and writing, regularly following up with Research Committee.
9. When the dissertation is nearly complete, in consultation with your committee, ask the Graduate Secretary to schedule a room for your defense. Allow at least two months' time for your committee to review your final draft.
10. Consult the [Dissertation Preparation Guide](#) website for details on processing the online submission of your dissertation
11. Thirty days before your scheduled defense, submit a copy of the required announcement to the Graduate School.
12. Complete the "Survey of Earned Doctorates" (see [Dissertation Preparation Guide](#) for form) and return the form to the Graduate School.
13. Defense.
14. If needed, revise dissertation as directed.
15. Collect signatures of your committee members on your acceptance page. This can be done at the time of your defense, or after needed revisions are made.
16. Your Research Committee will need to assign a grade for your dissertation. The final grade must be reported to the graduate secretary and the DGS so that the "R" grades on your transcript can be changed to your assigned letter grade.
17. Post your dissertation online and pay appropriate fees to the Graduate School. Fees are paid through the Office of the Bursar.
18. Take the following to the University Graduate School in Kirkwood Hall 111:
  - o Signed Acceptance page
  - o Signed Abstract
  - o Fee receipt from the Bursar's Office- for microfilming and possibly copyrighting.
  - o Survey of Earned Doctorates (completed and signed)
  - o University Graduate School's Exit Survey
  - o Optional: Application for Graduation for PhD Students (if you want to be in commencement.)
19. Make sure that the registrar has your current address information on file.
20. Your diploma will be mailed to you within three months of your completion.

# Advising and 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.

## Academic Advising

When you are admitted to the doctoral program (whether your MA work was completed at IU or elsewhere), the DGS will assign you an initial faculty advisor, taking into consideration both your academic interests and those of the faculty member. Your initial advisor will 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 academic concerns (such as overseas studies programs).

By the end of your first year in the program, the DGS, in consultation with you, the Chair, and your faculty advisor, will appoint an Advisory Committee, composed of at least three faculty members. The Chair of the Advisory Committee will now serve as your academic advisor, and the committee as a whole will provide academic advice, counsel you about preparation and training outside your coursework, oversee your exam process and progress toward the degree, and along with the DGS, advise you about the formation of your Research Committee.

Once you have passed your exams and been nominated to candidacy, you need to identify a faculty member to serve as the Chair of your Research Committee. You will need to work with this faculty member to choose the other three members of your Research Committee. These committee members will oversee and authorize your dissertation and degree, help you identify your research issue, supervise your research, read and respond in a timely way to your written work, and conduct your dissertation defense. When you have satisfactorily completed this work, they will sign off on your dissertation.

## 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 consider possible minors, select a research topic or identify faculty to work with you on a thesis or dissertation, and so on.

In addition to serving as a consultant, the DGS is also the official agent in 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 the Chair, but the Chair's approval is needed when you are nominated to candidacy and your research committee is determined. 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 8<sup>th</sup> 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 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 in the final stages of completing their PhD dissertation.

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 prior to Spring Break.

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

Once you have completed the evaluation, send an electronic copy to your advisor, the DGS and the 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:**

Problems situations would include outstanding Incompletes, too many dropped courses, marginal or poor grades, failure to make progress on dissertation, 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.

# **Registration**

## **Registration Procedures**

Each semester, before you register for classes for the upcoming semester, you will need to 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!** Detailed instructions for OneStart registration can be found on the Registrar's website at:  
[http://registrar.indiana.edu/~registra/stu\\_registration.shtml](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 dissertation hours, extra paperwork is 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 or staff 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, you will first need to identify a faculty member to work with 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.

## **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](mailto: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/](http://www.ieas.berkeley.edu/iup/)

Contact Professor Robert Eno ([eno@indiana.edu](mailto: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](http://www.stanford.edu/dept/IUC)

Contact Professor Edith Sarra [esarra@indiana.edu](mailto: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](mailto: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/](http://www.zju.edu.cn/)

Yonsei University, Seoul, Republic of Korea  
[www.yonsei.ac.kr/eng](http://www.yonsei.ac.kr/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 dissertation. Registration in EALC-C or J 801 of G901 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. One option for PhD students are Fulbright fellowships, which will pay living expenses while students are abroad. Students can contact Paul Fogleman ([pfoglema@indiana.edu](mailto:pfoglema@indiana.edu)) in the Office of Overseas Study for more information on the Fulbright and other funding options.

### **Registration while abroad**

You can review both the Schedule of Classes and on-line course information and you can register on 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.

# Credentials File

While you are completing the degree, you may also be preparing for your subsequent professional life. EALC will assist you in applying for academic and non-academic jobs by providing a dossier service: keeping on file and sending materials to prospective employers at your request. This service is available for a period of up to three years from the date of your doctorate, or until you are hired into your first professional position, whichever comes first. This is an optional service.

If you think you want the department to maintain your credentials file, then **as soon as you begin work on the dissertation, you should register for this service** and get detailed instructions about dossier options from the Graduate Secretary in Goodbody 250.

- What you need to do
  - Provide dossier materials to the office (Goodbody 250) Among the materials you may want to include:
    - a complete, carefully formatted curriculum vitae (cv)
    - a personal statement
    - an abstract of your dissertation
    - letters of reference: ask your faculty to provide signed letters of reference to the EALC office
    - (if you have had teaching experience) a written statement of your teaching experience and philosophy and/or a summary overview of the results of your teaching evaluations
  - When you need to have your credentials sent, e-mail the Graduate Secretary to request in writing that the materials be sent
    - list the items in your file which you want to be sent (e.g., whole file, only cv and references, etc.)
    - give the complete mailing address for the position.
    - list the deadline for applications.
  - Plan to allow two weeks for your request to be processed.
  - provide in writing (an e-mail is fine if you are not in Bloomington) a release, giving the department permission to send out the materials as requested and waiving the right to see the letters of reference.
- What the EALC office will do
  - maintain your file;
  - show you a sample of the file (excluding letters of recommendation) which will be sent on your behalf;
  - if the number of mailings requested exceeds 50 in a given academic year, the department reserves the right to request a payment of \$3.00 per application to defray copying and mailing costs. Payment should be in a check made out to "Indiana University."

# 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 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 Room: Goodbody 232**

Hours: 8:00 a.m. – 5:00 p.m. weekdays

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 can not be checked out, but 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. EASC website: <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 for Graduate Students

<http://www.indiana.edu/~ufc/docs/AY04/circulars/U16-2004.clean.pdf>

## OTHER CAMPUS RESOURCES:

Art Museum: 855-5445, 1133 E 7<sup>th</sup> 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](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 8<sup>th</sup> 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/~intlser/>

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  
HPER Facility, 5-2371  
SRSC Facility, 5-9654  
<http://www.indiana.edu/~recsport/division/>

University Information Technology Services (UITS); 24-Hour Student 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 Department on Motor Vehicles: <http://www.state.in.us/bmv/>

Rental Possibilities: [www.rentbloomington.com](http://www.rentbloomington.com)