

## EALC Graduate Student Handbook

This handbook is designed to supply you with basic information about the Master's Program in the East Asian Languages and Cultures Department at the University of Kansas.

### **EALC Graduate Advisor**

Keith McMahon

(785) 864-9126

Email: [kcmahon@ku.edu](mailto:kcmahon@ku.edu)

The EALC graduate advisor will be the person you see every semester to plan your course of study. He or she will handle all academic questions relating to your study in the M.A. program and will assist in finding you an advisor for your thesis project.

### **EALC Administrative Assistant**

Morgan Swartzlander, Associate for Graduate Student Affairs

College of Liberal Arts and Sciences, University of Kansas

3107 Wescoe Hall

Phone: (785) 864-3665

Email: [mswartz@ku.edu](mailto:mswartz@ku.edu)

Morgan handles the paperwork and files that pertain to your study in this program, as well as the forms necessary for the completion of your requirements for the degree, including thesis defense. She is available to answer non-academic questions you have about the program.

### **Enrollment and Maximum credit hours**

The normal full-time enrollment for a graduate student is **nine** credit hours per semester or **six** hours per summer session. Students are not normally permitted to enroll for more than **sixteen** hours or more than **eight** hours in summer session. If a student is a KU employee or Graduate Teaching Assistant (GTA), the hours of enrollment should be limited accordingly—usually to no more than **ten** hours for a half-time appointment or **six** hours for full-time appointment. Please note that in order to adhere to the employment contract, a GTA must have a minimum of **six** hours per fall or spring semester. There are no enrollment requirements for GTAs for the summer.

### **Important websites:**

CLAS Calendar, petition form, grad information link-

<http://clas.ku.edu/documents/graduate/clas-grad-calendar-0910.pdf>

Graduate Studies – [www.graduate.ku.edu](http://www.graduate.ku.edu)

Electronic Thesis and Dissertations - [http://www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)

Enroll & Pay - <https://sa.ku.edu/psp/saku/?cmd=login>

ETD Release Form - [http://www.graduate.ku.edu/-downloads/04-d6\\_KU\\_ETD\\_release.pdf](http://www.graduate.ku.edu/-downloads/04-d6_KU_ETD_release.pdf)

KU Scholarworks - <http://www2.ku.edu/~scholar/>  
Thesis Formatting Guidelines - [http://www.graduate.ku.edu/-downloads/04-d3\\_ETDThesisGuidelines.pdf](http://www.graduate.ku.edu/-downloads/04-d3_ETDThesisGuidelines.pdf); UMI - <http://www.etsadmin.com/cgi-bin/school?siteId=73>

### **Master's Program Course Requirements**

The department offers a master's degree in East Asian languages and cultures. Students should declare their concentration in one of three options.

- Chinese language and literature
- Japanese language and literature
- East Asian cultures

Students of Chinese or Japanese language and literature take more language courses and study the modern and pre-modern literature of their target culture. Students of East Asian cultures develop a broad interdisciplinary knowledge of East Asia. This concentration is for students pursuing professional or non-college teaching careers, for students in the early stages of language training, or for students who have already acquired competence in an East Asian language.

#### Prerequisites

Entrance requirements for a concentration in either **Chinese or Japanese language and literature** include

- Three years of the modern language and, for Chinese language students, one year of classical Chinese or the demonstrated equivalent. Students not meeting this prerequisite may be admitted with deficiencies.
- Two lecture courses dealing with East Asia.

Entrance requirements for a concentration in **East Asian cultures** are

- At least two years of an East Asian language. Students not meeting this prerequisite may be admitted with deficiencies provided they achieve this level of proficiency *outside the minimum of 30 graduate credit hours required for the degree*.
- Two lecture courses dealing with East Asia.

#### Requirements for the Chinese or Japanese Language and Literature Concentration

A minimum of 30 graduate credit hours, including:

- (a) Fourth-year level of language courses.
- (b) At least 18 credit hours must be taken in the department in residence.
- (c) 6 of these 18 credit hours must demonstrate research capacity in the student's major language in lecture courses or seminars.
- (d) EALC 700 Introduction to East Asian Studies and the relevant bibliography course must be included [NOTE: This course is currently not being taught; please check with the DGS]
- (e) No more than 3 hours of directed readings courses may be included in the required 30

hours.

(f) Students are expected to take at least one course at the 500 level or above in the literature of their concentration.

(g) Students must take 1 course that deals wholly with an East Asian country outside their concentration.

(h) The thesis (3 credit hours) should include significant use of materials in the student's major language in consultation with the thesis advisor.

### Requirements for the East Asian Cultures Concentration

A minimum of 30 graduate credit hours, including:

(a) Third-year level of language courses.

(b) At least 24 credit hours, taken in the department in residence.

(c) EALC 700 Introduction to East Asian Studies must be included in the student's curriculum. [NOTE: This course is currently not being taught; please check with the DGS]

(d) Students are expected to select 1 of the East Asian cultures for concentration and to include in their programs at least 2 courses dealing wholly with an East Asian culture outside their concentrations.

(e) Students may not take more than 3 hours of directed readings.

(f) Students may, in consultation with the department graduate advisor, take other credit hours in a discipline or disciplines closely related to their studies. East Asian area courses are offered in anthropology, film and media studies, geography, history, history of art, linguistics, philosophy, political science, religious studies, sociology, and theatre.

(g) Students must take 1 course at the 500 level or above in the literature or thought of the country of their concentration.

(h) The thesis (3 credit hours) that must deal with a subject in the concentration chosen by the student.

### Miscellaneous facts about the EALC program:

Regarding requirements: Above all, see the Director of Graduate Studies **whenever** you are making decisions about course selection. See the DGS **every** semester at least once if not more often. Do not make important decisions without consultation.

For entering students, in general the GRE verbal score should be 500 or above. The same applies to international students, for whom the Graduate School minimums for the **TOEFL** exam are: 24 speaking, 20 reading, 20 listening, 20 writing (18-19 probationary).

Students from other overlapping programs: If a student is a degree-seeking student in Art History or some other program, EALC may accept as many of the student's completed hours in the other program as it considers feasible. If a student was formerly non-degree-seeking, only twelve hours may count toward a degree.

Course numbering: Students may take East Asia related courses from other departments, that is, courses without the EALC prefix, such as: History, Art History, Political Science, and Religious

Studies. In all cases check with the DGS first. All courses must be at the 500 level or above in order to count toward completion of the degree.

Annual evaluation: In addition to seeing students regularly in advising sessions, EALC conducts a yearly progress report on each of its graduate students. You will receive an annual evaluation every spring.

Financial Aid – see EALC graduate advisor for information about fellowships for students in East Asian Studies at K.U. There are positions as Graduate Teaching Assistants and Foreign Language Area Studies fellowships when available from the Center for East Asian Studies.

### **Student Rights and Responsibilities**

Graduate students are responsible for informing themselves of Graduate School requirements as stated in the most recent issue of the Graduate School Catalog (<http://www.ur.ku.edu/Acadpub/gradcat/>). They are also expected to be familiar with the regulations and requirements of their Graduate Divisions and departments and of their graduate programs. Members of the Graduate Faculty and of the staffs of the Graduate Divisions and Graduate School are ready to answer questions and offer counsel.

### **Student Grievance Procedure**

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, Lawrence, the Graduate School establishes the following procedures to hear the individual grievances of graduate students. A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department or program chair. Each academic unit and all Graduate Divisions have established grievance policies and procedures. Appeals of a grievance heard at one of these levels is to the Judicial Board. These procedures shall not be used to hear disputes assigned to other hearing bodies under USSR Article VI, Section 4.

### **The Graduate Student Organization (GSO)**

Graduate students are encouraged to organize themselves and provide input in departmental affairs. The following are the policies for such input (as of 10/07):

If there is an active graduate student organization (GSO) in the department, it will be responsible for annually electing, through secret ballot, a single representative.

The graduate student representative can be either self-nominated or nominated by other graduate students.

The representative should take an impartial stance in representing the best interests of the graduate student body by communicating with the graduate student body.

The graduate student representative may sit in on faculty meetings and provide input, if and only if that input has been discussed with the majority of graduate students and represents the interests/concerns of the graduate students as a whole.

The graduate student representative is responsible for communicating concerns/requests for opinions from the faculty to the GSO when the faculty expresses that desire.

The graduate student should act as a medium to present the concerns and interests of the entire graduate student body in the department.

The representative should be responsible for holding meetings and/or discussions with the graduate student body in order to represent the interests of the student body as a whole.

The GSO may at any time replace the graduate student representative if there is concern about integrity, misrepresentation, or misconduct.

In matters related to hiring and tenure and other such committees, faculty may select a graduate student to represent graduate student interests on appropriate committees. If there is no active GSO in the department, then before a decision is made regarding hiring or tenure, the relevant committee must solicit written feedback from the graduate students of the department by circulating a questionnaire. The results of that survey must be considered by the committee before making a decision. However, in no case may a graduate student vote on the final selection of a candidate being considered for hire in EALC.

### **Good Research Practices**

Your final goal in the Master's Program in EALC is writing the Master's thesis. Research is a major focus of graduate education. A key part of good research practices involves ethics and "responsible conduct for research" (RCR). Working in collaboration with the KU Center for Research, KU's graduate ethics program focuses on curriculum reform, as well as faculty, staff, student, and administrator training on issues pertaining to ethical conduct of research and scholarship. For more information, go to [www.graduate.ku.edu/RCR](http://www.graduate.ku.edu/RCR) or contact Assistant Dean Joy Koesten at [jkoesten@ku.edu](mailto:jkoesten@ku.edu) or (785) 864-6161.

A sampling of EALC courses involving research training:

EALC 518 Modern Chinese Literature in Translation

EALC 519 Contemporary Chinese Literature in Translation

EALC 530 Chinese Culture

CHIN 542 Introduction to Classical Chinese

CHIN 544 Readings in Classical Chinese

EALC 575 Love, Sexuality and Gender in Japanese Literature

EALC 580 Popular Cultures of East Asia

EALC 590 Gender and Society in Modern China

EALC 590 Chinese Popular Culture

EALC590 Contemporary Japanese Literature

EALC 590/790 Modern Korean Culture and Society  
EALC 615 Ancient China  
EALC 618 Sexual Politics in Dynastic China  
EALC 620 Daily Life in China from the Opium War to the Present  
EALC 712 Readings in Traditional Japanese Literature  
EALC716 Modern Japanese Literature in Translation  
EALC 717 Contemporary Japanese Literature in Translation

## **Writing the Thesis**

As noted above, the thesis is the culmination of your studies in EALC at K.U. The thesis is a study of approximately 60 to 100 pages (it can be longer) on a topic that you research under the supervision of an advisor at K.U. The advisor need not be a member of EALC, but may be (and commonly is) someone from another department who is a specialist in East Asia. The Graduate Advisor can help direct you toward a thesis advisor and will be in touch with that advisor once an advisor has accepted an advisee.

Timing is essential in preparing your thesis. Ideally you will decide upon a topic around the end of your first year and will begin discussion with a faculty member who will be your main advisor. You should discuss your questions and ideas with the EALC Director of Graduate Studies at the same time that you discuss anything with a potential advisor. The DGS can also help you with your topic and with deciding upon an advisor, but the advisor is the person who is most important for guidance in writing your thesis.

How to write a thesis? It is important that you make yourself aware of the basic expectations for an M.A. thesis, such as its structure, methodology, format, and so forth. An easy way to begin is to look at the theses of former M.A. students, which should remind you that the document you produce will be a public one. Others will see it and some may even cite it to conduct their own research.

After deciding upon a topic, you must collect materials and digest them in time to start writing at least four to six months before you actually hand in the thesis. For example, if you plan to graduate in May, you should plan to finish your entire first draft by March (though timing also depends on your individual advisor). Expect **revision** to be a major part of your writing. The advisor will return portions of the thesis to you for revision, usually several times. When the advisor judges that your thesis is ready, he or she will share it with the other two members of your thesis committee. You will then schedule an oral defense. To do so, you must give the department three week's advance notice. See below for steps toward applying for the degree. Remember that 1) collecting information is one thing, taking that information and writing about it is another, and 2) writing involves three important components: creating an outline, writing the first draft according to that outline, and then revising, revising, and revising.

You are responsible for informing yourself about thesis format (including type of paper and binding) and the official school formalities (including deadlines) for thesis submission. Again, see below for the details.

## Applying for the degree:

### 1) Apply for Degree

Apply for the degree through Enroll & Pay

<https://sa.ku.edu/psp/saku/?cmd=login&languageCd=ENG&> For questions, contact the Registrar's Office, 151 Strong Hall, 785-864-4422.

### 2) UMI submission

Submit the PDF version of your thesis electronically to the UMI submission site;

<http://www.etdadmin.com/cgi-bin/school?siteId=73>. Click on 'Submit my dissertation/thesis', create an account, and follow the instructions. Your submission will be checked for formatting and completeness by the COGA. You will receive email notification if the work is accepted or needs minor/major changes.

For information regarding formatting, refer to the following Thesis Formatting Guidelines document:

[http://www.graduate.ku.edu/-downloads/04-d3\\_ETDThesisGuidelines.pdf](http://www.graduate.ku.edu/-downloads/04-d3_ETDThesisGuidelines.pdf)

For technical assistance, contact UMI Support, 877-408-5027.

### 3) Submission and/or copyright fees paid to UMI.

-The UMI thesis submission fee is required, and it is \$55.

-If you are copyrighting (optional), there is an *additional* \$65 fee.

For questions about payment, please contact UMI, 800-521-0600 ext.7020

NOTE: All payments are made to UMI during the submission process. No payments are accepted in the COGA.

### 4) Title Page and Acceptance Page

-Turn in the Title Page with the signatures of the chair and each examining committee member.

-Turn in the Acceptance Page with the chair's signature (committee member signatures on this page is optional)

**\*\*Please note\*\***

-Copies and/or faxes are not adequate; *original* signatures are required.

-Signatures should NOT be included in the PDF version of the thesis.

-Sample Title and Acceptance Pages can be found on pages 7-9 in the

Thesis Formatting Guidelines document. Please include the chair and committee members' names underneath the signature lines.

### 5) ETD Release Form

Submit the ETD Release Form with the title of your thesis and your original signature:

[http://www.graduate.ku.edu/-downloads/04-d6\\_KU\\_ETD\\_release.pdf](http://www.graduate.ku.edu/-downloads/04-d6_KU_ETD_release.pdf)

If you wish to place an embargo on your thesis, you must also obtain your Department Graduate Director's original signature.

For further information, see the KU Scholar works FAQs

<http://www2.ku.edu/%7Escholar/docs/faq.shtml>.

## **After Graduation**

We can help you envision a future after graduation based on what our alumni are currently doing, but ultimately you must make that step on your own. However, keep in mind that your instructors at K.U. perform the extremely important service of writing **letters of recommendation** for you. They are willing and happy to do so. Do not feel awkward about asking for a letter of recommendation, especially if you have cultivated an active and constructive relationship with the professors who will write for you.

(fall, 2011)