

GRADUATE PROGRAM MANUAL

MA DEGREE PROGRAM STRUCTURE

The thesis-based MA degree offered by the graduate program in the Department of East Asian Studies consists of **18 units (*18)** of graduate-level course weight (500-level courses or above), **plus a thesis**. Generally this means that students take six three-credit (*3) courses during their first year, and thereafter enroll in thesis credits (THES 901 to THES 909) as needed to maintain full-time registration of a minimum of nine credits (*9) per Fall or Winter term. Please note that up to *6 of the degree coursework may be taken in other departments or programs.

The usual time for completion of a thesis-based MA degree in the Department of East Asian Studies is **two years**; the maximum time allowed for this degree by FGSR is **four years**. In our department, we expect that all students will complete their programs within two years, except in cases where a medical or family leave is necessary.

MA DEGREE PROGRAM TIMELINE

Year	Semester	Activities	Deadlines
YEAR ONE	FALL	EASIA 598 and other basic disciplinary courses (for a total of *9) Make tentative choice of thesis topic Work on abstract/proposal for grant applications	Grant deadlines (SSHRC Master's)
	WINTER	EASIA 575, EASIA 599 and one elective (total of *9) Make final choice as to advisor and thesis topic Work on abstract/proposal for grant applications Presentation at departmental graduate colloquium	
	SPRING/ SUMMER	Thesis writing Work on abstract/proposal for grant applications	
YEAR TWO	FALL	Thesis writing (THES 909, for a total of *9) Possible teaching assistantship Form thesis supervisory committee	
	WINTER	Thesis writing (THES 909, for a total of *9) Possible teaching assistantship Presentation at departmental graduate colloquium Thesis defense (March)	FGSR thesis submission deadline for June convocation is April 1
	SPRING	Convocation (June)	

GRADUATE SUPERVISION

Although students will be provisionally assigned a supervisor when they are admitted to the graduate program, students should make a final decision on a supervisor appropriate to their area of interest by the second semester of their program. The Associate Chair (Graduate) serves as the general advisor to graduate students, advising all graduate students in their first semester of study, and will advise each student on the selection of a specific supervisor for her/his concentration.

Even after selecting a supervisor for their thesis, students should continue to consult the Associate Chair, Graduate Studies for administrative matters relating to the graduate program.

COURSE SELECTION

There are two required courses for our program: EASIA 598 (our pro-seminar on basic research methods and professional issues, taught every fall) and EASIA 575 (on East Asian language pedagogies, taught every winter). In addition, it is usual for students to take an EASIA 599 reading course with their supervisor in winter of their first year, during which your supervisor will help you prepare to begin your MA thesis research. Your other three courses will be electives, two of which may be taken outside the department (these could include a graduate level writing class such as WRS 500, or a disciplinary research methods course offered by a department relevant to your own course of study).

Graduate students should **always** consult their supervisor and the Associate Chair, Graduate Studies when selecting their courses. The courses chosen should make a coherent program of study. Any courses taken in another department or unit should make a **clear contribution** to the student's overall program of study and should offer opportunities for the student to find a faculty member to serve as the arms' length examiner on their thesis defense committee.

Students and their supervisors may find the **Graduate Program Study Plan** form on the following page helpful when planning the student's program of study.



GRADUATE PROGRAM STUDY PLAN
Department of East Asian Studies

Date:		ID Number:	
Name:	LAST NAME		FIRST NAME
E-mail address:	(please write CLEARLY ↑)		
Field:		Advisor:	
Date of first matriculation:		Expected date of graduation:	
The Degree of MA Calendar Description Section 205.21.2	Program Requirements In addition to the thesis , a minimum *18 (normally six *3 courses) will usually be required for the degree. The exact number of courses and their areas shall be determined on an individual basis. For graduate students in Chinese, Korean, Japanese, and East Asian Studies, graduate courses from other departments that can strengthen the degree may be counted as part of the program. For example, for students in literature, courses in Western literary theory or other appropriate graduate-level courses in Comparative Literature, Women's Studies, or English may be considered as part of the degree. The final choice and number of such courses to be counted will be at the recommendation of the student's advisor and at the discretion of the Department's Graduate Studies Committee.		
	Length of Program The time required to complete the MA programs will vary with the individual candidate. It is assumed a candidate will normally complete the program requirements in two years. The time limit for completing the MA degree is four years from the date of registration in the program. Residency requirements involve full-time enrolment for two terms.		
Credit Type	COURSES (*18) (up to *6 allowed from other departments/units)		THESIS
Minimum Credits Required	*3 EASIA 598	*12 EASIA 599	* __ THES 90__
	*6 EASIA 575	*15	* __ THES 90__
	*9	*18	* __ THES 90__
T.A. Duties			* __ THES 90__
Thesis Title (if known)			

ETHICS TRAINING REQUIREMENT

All graduate students at the University of Alberta, regardless of their field of study, are required to fulfill an **Ethics Training Requirement** consisting of at least eight hours of structured academic activity. Part of the requirement (five hours) must be met by completing the online Graduate Ethics Training (GET) Course. For students in the Department of East Asian Studies, the remaining three hours are generally covered within the department, usually in EASIA 598.

EASIA 598 is a pro-seminar on studies of East Asia, which is offered in the fall semester and **required** for first-year graduate students in East Asian Studies. Students will take the online GET course developed by FGSR as an assignment for the course. Additionally, three class hours of EASIA 598 will be devoted to the discussion of academic integrity and ethics issues including graduate student-faculty relationships and integrity and scholarship.

Please Note: You will not be able to graduate without fulfilling this requirement.

PROFESSIONAL DEVELOPMENT and INDIVIDUAL DEVELOPMENT PLAN REQUIREMENTS

Starting with the class entering the graduate program in Fall 2016, all students are required by FGSR to complete at least eight hours of professional development training, including an Individual Development Plan.

We already have a very strong professional development component in our department—both EASIA 598 and 575 are essentially professional development courses, and six of the eight required hours will be deemed to come during these two courses. However, in addition, you are required to do two hours of professional development training from an external source. Currently, we recommend that you read and watch the materials available on mygradskills.ca for two hours; if you are not able to find suitable materials there, please consult with the Associate Chair, Graduate Studies.

Although we do welcome occasional students into our MA program who wish to pursue a degree purely out of personal interest, for most of you this graduate degree is connected directly to your aspirations for a future career. Either you are hoping to go directly from this MA degree to an Asia-related professional career in business, government, media, etc.; or else you plan to follow this MA degree with a Ph.D., and then work as a university professor or other academic researcher. However, in either case, the mere possession of an MA will not automatically get you where you want to go in your professional life. No matter what future career you envision for yourself, it is crucial that you use your two years in the MA program to specifically prepare yourself for that career.

Whether or not your future career will be in academia, you should definitely work with your supervisor to ensure that both your coursework and your thesis research are geared toward the specific field you wish to enter: doing so will make it clear (either to employers, or to PhD admissions committees) that you are well-prepared for the professional direction you wish to pursue. This may mean choosing elective courses from a particular department, directing your thesis research toward a topic relevant to your future career, presenting papers at certain professional conferences, etc. Your supervisor will best understand how to help you prepare for a PhD program and an academic career; but if you are going directly into another profession instead, your supervisor can also help you, as long as you also seek advice from the university's CaPS office.

In addition to structuring your regular academic work to prepare yourself for a career, you should take advantage of the many training opportunities available on campus, either through CaPS, FGSR, or other university units. (you will receive emails on professional development from FGSR, listing many

of these opportunities.) One of the most important opportunities is the university's Graduate Teaching and Learning (GTL) program, which offers three different levels of certification. Anyone who is considering a career in education (whether at the university level or otherwise), or who has been promised funding for teaching assistantship work, should register for the GTL program, since it provides essential basic training on how to conduct a class, design curricula and assignments, test and grade, handle problem students, and so on.

AWARDS AND FUNDING

The department awards its own funding on a competitive basis, generally in the form of **Teaching Assistantships** (details below). In addition, students may, depending on eligibility, apply for internal or external awards through the department or FGSR.

Students should consult the Faculty of Graduate Studies and Research website and the Associate Chair, Graduate Studies for further information.

In addition, students can apply for department travel funding for conference travel but this is only if the department funding is available. Students should also apply for other travel funding (e.g., FGSR travel award, GSA travel funding, China Institute grants, etc.

TEACHING ASSISTANTSHIPS

The department may award Teaching Assistantships to qualified students: these may involve assisting a faculty instructor or serving as the primary instructor of a section of a language course. In allotting assistantships, the department takes into account its own needs as well as the needs and qualifications of the applicants. Although each assistantship is for one academic year and carries no guarantee of reappointment, the department sometimes offers assistantships for up to two academic years in the MA program. Please note that assistance may be reduced on the grounds of academic performance. Students should expect to receive no offers of assistantships after their second year in the program.

GRADUATE STUDENT COLLOQUIUM

The Department of East Asian Studies holds an annual Graduate Student Colloquium, at which graduate students give presentations on their research, usually at or just after the end of the Winter semester. The colloquium provides a valuable opportunity for graduate students to practice their presentation skills and receive feedback on their work from the audience. First-year graduate students will offer presentations in the style of a conference paper, in which they present preliminary findings intended to lead into their MA thesis research. All graduate students and supervisors are expected to attend to question the first-year students on their research, with an eye toward helping them refine their thesis projects.

CONFERENCES AND PUBLICATION

Students are strongly encouraged to present at least one scholarly research paper at an academic conference during their two years in the program. Presentations are an important part of the professional development as a scholar, and it allows you to build up a research record that will be helpful in applying to PhD programs, or for a future job search. Most of our students are capable of giving conference presentations by the end of their first year, but you may need to send in a conference abstract at the beginning of your first year in order to have your paper accepted. It can be helpful to have already given a conference paper when you apply to PhD programs in your second year, but you should speak with your advisor about which conference might be right for you, and

what the timelines are. The department may also assist with graduate student travel if the funds are available.

Students are encouraged to try and publish a research article in a North American journal if they are capable of doing so. This is much harder, and most students are not ready to publish during the MA. However, if you can have an article accepted for publication by a high-quality journal, this will help in making a strong PhD application.

TIMELY PROGRESS AND PROGRESS REPORTS

It is important for students to make timely progress toward completing their MA degree. For those who wish to pursue a PhD degree at the University of Alberta or elsewhere, timely completion of the degree will demonstrate your commitment and ability to PhD admissions committees. For those of you who plan instead to go directly to a professional career, timely completion of your degree will result in faster and higher earning potential, both immediately, and over the course of your career.

It is also important to the department that you all make rapid progress, and graduate on time by the end of your second year in the program.

Deadlines you will need to meet during your second year in order to graduate on time are:

February 1: Finish a complete draft of your thesis, to your supervisor's satisfaction, and schedule a defense.

March 1: Successfully defend your thesis in an oral exam.

April 1: Complete all thesis revisions required by your exam committee, format the thesis according to FGSR requirements, fill out all forms and pay all outstanding debts to the university, and upload your thesis to FGSR's system.

It is technically possible to graduate at other times of the year; a complete list of alternate deadline dates is available on the FGSR website.

Because you will finish your first year coursework by the end of April, this means that for a normal, on-time graduation you have only ten months to write your thesis. Although you should do some preparation with your supervisor during winter of your first year, you will need to use your time efficiently. The most important way to guarantee that you will be able to make rapid progress toward your degree is for you to keep in touch with your advisor and with the graduate coordinator on a regular basis. In general, you should talk with your advisor (in person or by email) at least once a month about the state of your progress in your courses and your research. It is your responsibility to do your work independently, and to keep your advisor informed of your progress, seeking advice whenever you need it.

The department requires you to complete an Annual Progress Report in May. You will receive an email reminder in late April.

If you do encounter problems which delays your progress in your program, it is important to contact your supervisor/Graduate Coordinator as soon as possible. They will assist you in finding appropriate solutions. In certain cases, students encounter personal problems for which a leave of absence is appropriate (such as physical or mental illness, family tragedy, or the birth of a child). There are also many resources available on campus.

THESIS SUPERVISORS AND SUPERVISORY COMMITTEES

The defense committee for an MA thesis should have a minimum of three members, one of whom must be an “arms’ length examiner” who is not a member of the supervisory committee and who has not played any role in advising the student’s thesis research and writing (they may be from inside or outside the department). The FGSR requirement of an “arms’ length examiner” is what makes the careful selection of any courses taken by the student outside the Department of East Asian Studies so important, as such courses allow students to make initial contact with potential committee members.

The student and supervisor should decide on the committee’s membership together. However, it is the responsibility of the supervisor, not the student, to contact potential committee members and request their participation in the student’s defense. The members of the examining committee must be approved by the Associate Chair, Graduate Studies and their names submitted to FGSR **no later than three weeks before the defense date**.

Further information can be found on the FGSR website.

THESIS GUIDELINES

1. All MA theses in the Department of East Asian Studies should represent original, substantial research in primary sources. “Primary sources” means materials in the target language, whether Chinese, Japanese or Korean, or a combination of these.
2. Citation of sources in Chinese, Japanese, and/or Korean language should include the **alphabetical transliteration** (romanization or pinyin) of as well as the **original characters** for author, title, and publisher. **Translation into English of the title** is also required. This information should appear in the Bibliography or Works Consulted section of the thesis. For romanization guidelines, see *The Chicago Manual of Style* (available online through the University of Alberta Libraries website). The format for these citations should be as follows (asterisks represent the original characters):
Shigeo Kitayama 北山茂夫. *Kakinomoto no Hitomaro ron* 柿本人麻呂論 (A Study of Kakinomoto no Hitomaro). Tokyo: Iwanami Shoten 岩波書店, 1983.
Liu Xiaogan 刘笑敢 ed. *Zhuangzi Zhexue ji Qi Yanbian, Xiuding Ban* 庄子哲学及其演变 (修订版) (The Philosophy of Zhuangzi and its Evolution, Revised Edition). Beijing: Zhongguo Renmin Daxue Chubanshe 中国人民大学出版社, 2010.
3. When transliterated Chinese, Japanese, and/or Korean words or expressions appear in the thesis and are not commonly known, the **original characters** and **English translation** must be provided in parentheses in the text the first time the word or expression is mentioned. The format should be as follows (asterisks represent the original characters).
sazanami (漣, waves, ripples)
dazibao (大字报, big character poster)
4. Length: Although there is no definite number of pages for an MA thesis, preferably it should be between **80-130 pages**, excluding endnotes, bibliography, appendices, index, and glossary.
5. The student can choose to use endnotes or footnotes. The format of notes should be consistent. Consult *The Chicago Manual of Style* or the style manual preferred in the student’s field.
6. Whenever possible, give the years of birth and death of all people mentioned in the thesis. The first mention of a person in the thesis should include their dates of birth and death; the first mention of a text should include its date of composition and an English translation of its title.
7. Follow Japanese or Chinese name order for Chinese and Japanese names (i.e., surname first) unless the named person lives and works outside Japan or China.

8. Please go to the FGSR website for Thesis Preparation, Requirements and Deadlines.

THESIS DEFENSE CHECKLIST		
<p>At least one month in advance of defense date, check on upcoming submission/fee deadlines.</p> <p>Please go the FGSR website for information on deadlines.</p>		
BEFORE THE DEFENSE		
<input type="checkbox"/>	1.	Student: Create an account on ERA (do this <u>early</u> , as soon as you are ready to defend).
<input type="checkbox"/>	2.	Student: Ensure that FGSR and Department Ethics and Professional Development requirements are fulfilled.
<input type="checkbox"/>	3.	Student: Advise your supervisor that you are ready to defend.
<input type="checkbox"/>	4.	Supervisor: contact committee members, including external examiner; set defense date, time, and place. This information is then sent to the Graduate Administrator who will prepare the Notice of Examination form and submit it to the Associate Chair, Graduate Studies at least four weeks before the scheduled defense date.
<input type="checkbox"/>	5.	Student: Check FGSR formatting requirements for thesis; send thesis to defense committee members AT LEAST THREE WEEKS in advance of defense date.
<input type="checkbox"/>	6.	Student: Check with FGSR to ensure all necessary forms required by FGSR have been completed (e.g. Library Release form, etc.). Forms can be completed prior to your defense.
<input type="checkbox"/>	7.	Student: Apply for convocation.
<input type="checkbox"/>	8.	Graduate Administrator: Fills out relevant parts of Thesis Approval Form and give to the Chair of the examination committee to have at the final exam.
AFTER THE DEFENSE		
<input type="checkbox"/>	9.	Student: COMPLETE ANY REVISIONS AS SOON AS POSSIBLE and obtain your supervisor's approval of your thesis.
<input type="checkbox"/>	10.	Supervisor: Approve thesis revisions by signing Thesis Approval Form and submit the form to the Associate Chair, Graduate Studies. The Graduate Administrator will forward the form to the FGSR.
<input type="checkbox"/>	11.	Student: Once supervisor signs off on revisions and form submitted to the FGSR, submit thesis to FGSR and make any changes requested by FGSR.
<input type="checkbox"/>	12.	Student: Provide the Department of East Asian Studies with a copy of your thesis.