

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

# Handbook for M.A. Students

Indiana University Department  
of East Asian Languages and  
Cultures

(August 2020 edition)

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# GRADUATE PROGRAM OBJECTIVES

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

## EALC DIRECTORY

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### FACULTY AND STAFF

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The EALC directory is available at: <https://ealc.indiana.edu/people/index.html>.

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## RELATED CENTERS

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|  |   |         |          |                 |
|--|---|---------|----------|-----------------|
| <b>East Asian Studies Center</b>   | <b>Director:</b> Michael Brose<br><br><b>Assoc. Director:</b> Hye-Seung (Theresa) Kang<br><br><b>Secretary:</b> Melissa Berry | GA 2004 | 855-3765 | <b>easc</b>     |
| <b>Center for Chinese Language Pedagogy</b><br><br><b>Chinese Flagship Program</b> | <b>Director:</b> Yea-Fen Chen<br><br><b>Full-Time Staff:</b> Brian Flaherty, Alonso Saldivar, Ania Peczalska                  | GA 1024 | 856-0412 | <b>fci</b>      |
| <b>Institute for Korean Studies</b>  | <b>Director:</b> Seung-kyung Kim<br><br><b>Full-time Staff:</b> Keith Seidel  | GA 2050 | 856-7007 | <b>kjseidel</b> |



# MA DEGREE REQUIREMENTS

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

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

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

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

## EALC COURSE NUMBERS AND PLANNING

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Courses offered by the Department of East Asian Languages and Cultures are designated with the prefix “EALC-”, followed by an “E”, “C”, “J” or “K” and a three-digit course number. Generally, courses with an “E” prefix are considered to be Culture or Area Studies and are taught in English. Courses with a “C”, “J” or “K” are language classes and are taught almost entirely or completely in the target language and/or involve the use of materials in Chinese or Japanese language as their primary content. “C” indicates Chinese language, “J” Japanese language and “K” Korean language.

### Examples:

EALC-E505: Topics in East Asian Studies

EALC-C533: Third Year Chinese 1

EALC-J533: Third Year Japanese 1

EALC-K301: Third Year Korean 1

Generally, MA students in the East Asian Studies program (including dual-degree students) are expected to complete most of their coursework in “E” prefixed courses, while students in the Chinese or Japanese programs are expected to complete most of their coursework in “C” or “J” prefixed courses, respectively. All students should read carefully the appropriate sections on degree requirements in the [Graduate School Bulletin](#) and this handbook for more detailed information on the degree requirements for their major.

In most cases, courses with a number of 500 or higher are graduate level coursework. When planning class schedules, students should plan to register for classes at the 500 level or above. Culture and area courses taught at the 100-400 levels are generally considered to be undergraduate courses and will not count toward an MA degree. In many cases, undergraduate and graduate sections of courses will be linked and taught together, and graduate students **should be careful to register for the graduate sections** for such courses. For example, EALC-E350 and EALC-E505 are both topics classes that are frequently taught with linked sections, but graduate students must register for E505 in order to receive credit for the class. Such linked courses are flagged in the schedule of classes. If a graduate section of the class is not listed, it is not available to graduate students.

**There are important exceptions to the 500-level rule in the language course sequence.** First and second year classes in Chinese, Japanese, and Korean are all designated as 100 and 200 level courses for both graduate and undergraduate students. When registering for first and second year language classes, graduate students need to be aware that: 1) credit hours for these courses will not be counted toward overall degree requirements, and 2) graduate students must choose the 2 credit graduate level section numbers.

At the third and fourth year level in Chinese, Japanese, and Korean, 500 level course numbers exist, and graduate students must register for those course numbers in order to receive credit for the class. Please also note:

**EALC-E505** is a variable topics course. Students can register for E505 multiple times, and as long as the topics are different for each time the class is taken, credit hours will be counted toward degree requirements.

**EALC-E595** is an independent readings course. The course can also be used in conjunction with overseas study. Students interested in registering for E595 should review the registration details of the course on page 24 of this handbook.

**Other independent study classes.** There are course numbers available for students registering for credits while completing their final thesis, essay, or pedagogy project. Students should refer to the sections detailing degree requirements and degree completion in this handbook for more information on these classes. In all cases, students will be working with their advisor and committee while registered for these credits, and paperwork must be completed before students can register for these course numbers.

### **Courses offered in other Departments**

Cross-listed courses: Other departments sometimes offer courses that contain East Asian content, and these classes can be taken by EALC students to fulfill degree requirements. A list of cross-listed courses is in the EALC section of the [Graduate School Bulletin](#). Before enrolling in a class with another department, students should first check to see if the class is cross-listed with EALC.

Joint-listed courses: In some cases, courses may be listed with numbers in both EALC and another department (e.g. History, Political Science, Sociology). In order to avoid confusion at the time of graduation, it is important for EALC students to register for the EALC sections of these classes.

Other courses with East Asian content. Occasionally, courses will be offered in another department or school that may be appropriate for an EALC student's degree requirements, but there is no official cross- or joint-listing of the class with EALC. In these cases, students should consult with their advisor or DGS to get written permission before registering for these courses.



## TRANSFER CREDIT

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If you would like to transfer credit from another institution, you will need to file a "Request for Transfer of Graduate Credit" form (available on EALC's [Graduate Student Resources](#) page). The form will be processed by the Office of HLS Graduate Administrative Services, and sent to the College Graduate Office for final approval. Not all transfer credit is automatically approved. MA students may transfer no more than 8 credit hours from an accredited institution. Courses taken more than five years before the date the MA is awarded cannot be transferred unless they have first been revalidated. For a detailed explanation of rules on transfer credit and revalidation, see the Graduate Credit section of the [Graduate School Bulletin](#).

## CREDIT BY PETITION

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

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

## MA IN CHINESE OR JAPANESE

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Students must complete a total of 30 credit hours in approved courses, including MA project hours.

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

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

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

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

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



Third- and fourth-year language courses do not count toward the required three 500-level courses. (Note: Third- and fourth-year language courses may count toward the language requirement, see #2 below.)

Independent Study/Overseas Study credits:

- o E595 courses should be taken on the Bloomington campus only when the student can find no regularly scheduled classes to meet degree requirements.
- o Before registering for E595, students must meet with the professor they intend to work with and complete the independent study form. See page 32 of this handbook for more details.
- o Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- o Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.

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

Students must show proficiency in their major language by completing EALC-C544 (Chinese majors) or EALC-J544 (Japanese majors) with a grade of C or higher, or by passing the placement/proficiency test at an equivalent level or higher.

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

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

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

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

If you believe you have achieved the required level of proficiency through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered in August and January by the Language Program Coordinator.

### 3. Electives

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

### 4. Project credits

The student may choose to register for thesis or essay credits. No more than 4 credits can count toward the 30 credit total. Information on the distinction between a thesis and an essay project appears on page 14-15 of this handbook.

All students must complete the appropriate thesis or essay proposal form and obtain signatures of three committee members (in the case of a thesis) or two committee members (in the case of an essay) before beginning work on their final project.

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

If the student elects to complete his or her final project as a thesis, the committee must consist of three (3) tenure-track faculty members. If the student chooses to complete the final project as an essay, the committee will consist of two tenure-track faculty members.



## MA IN CHINESE OR JAPANESE – LANGUAGE PEDAGOGY TRACK

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**Students must complete a total of 30 credit hours in approved courses, including MA project hours.**

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

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

For Chinese Majors:

C535, C520, C525, C527, and C506 or C507

For Japanese majors:

J520, J525, J527, and J506 or J507

The remaining credit hours may be taken from East Asian culture courses, or courses in Linguistics (e.g. L503, L542, L543), Second Language Studies (e.g. S532, S536, S600, T550), and East Asian culture courses in consultation with the student's advisor.

Third- and fourth-year language courses do not count toward the required 500-level courses. (Note: Third- and fourth-year language courses may count toward the language requirement. See #2 below.)

Independent Study/Overseas Study credits:

- o E595 courses should be taken on the Bloomington campus only when the student can find no regularly scheduled classes to meet degree requirements.
- o Before registering for E595, students must meet with the professor they intend to work with and complete the independent study form. See page 32 of this handbook for more details.
- o Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- o Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.

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

Students must show proficiency in their major language by completing EALC-C544 (Chinese majors) or EALC-J544 (Japanese majors) with a grade of C or higher, or by passing the placement/proficiency test at an equivalent level or higher.

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

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

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

## **3. Pedagogy project credits**

The pedagogy project is required of all students in the pedagogy track, but registering for pedagogy project credits is optional. Students completing the pedagogy project may register for EALC-C 598 or EALC-J 598. A student must complete the project approval form prior to registering for these credits. The approval form must include a project proposal, and the signatures of all committee members. The pedagogy project committee will consist of two members: an advisor and a reader.

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



# MA IN EAST ASIAN STUDIES

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**Students must complete a total of 30 credit hours in approved courses, including MA project hours.**

## **1. 20 hours of EALC Culture and Area courses**

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

- o At least three courses must be at the 500 level or above.
- o J511 (for Japanese majors only)

Third- and fourth-year language courses do not count toward the required three 500-level courses. (Note: Third- and fourth-year language courses may count toward the language requirement. See #2 below.)

### Independent Study/Overseas Study credits:

- o E595 courses should be taken on the Bloomington campus only when the student can find no regularly scheduled classes to meet degree requirements.
- o Before registering for E595, students must meet with the professor they intend to work with and complete the independent study form. See page 32 of this handbook for more details.
- o Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- o Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.

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

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

Students must show proficiency in their major language by completing either EALC-C534, EALC-J534, or EALC-K302, with a grade of C or higher, or by passing the placement/proficiency test at an equivalent level or higher.

Language courses at the third-year level and above may be counted toward the 30 hours required for the degree. Preparatory (100 – 200 level) language courses cannot be counted toward total credit hours.

Students planning to apply to a PhD program in fields that typically require a second East Asian language are strongly encouraged to begin language work during the MA program.

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

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

### **3. Electives**

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

### **4. Project credits**

The student may choose to register for thesis or essay credits. No more than 4 credits can count toward the 30 credit total. Information on the distinction between a thesis and an essay project, appears on page 15 of this handbook.

The final project is required of all MA students, but registering for project credits is optional. Students completing a Master’s thesis may register for E700. Students completing a Master’s essay may register for E597. A student must complete the appropriate thesis or essay approval form prior to registering for these credits. The approval form must include a thesis or essay proposal, and the signatures of all committee members. If the student elects to complete the final project as a thesis, the committee will consist of three tenure-track faculty members. If the student chooses to complete the final project as an essay, the committee will consist of two tenure-track faculty members.



## MA IN EAST ASIAN STUDIES/M.B.A. DUAL DEGREE

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After being admitted to both the M.B.A. program in the [IU Kelley School of Business](#) and the MA in East Asian Studies, students have a total of 6 years to complete the requirements for both degrees.

### 1. EALC course requirements

30 credit hours, normally including:

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

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

- o At least three courses must be at the 500 level or above.
- o J511 (for Japanese majors only)

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

#### Independent Study/Overseas Study credits:

- o E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- o Before registering for E595, students must meet with the professor they wish to work with and complete the independent study form. See page 32 of this handbook for more details.
- o Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- o Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement

With the approval of the Director of Graduate Studies, up to 6 of the required 30 credits may be classes offered in the School of Business. No courses may be counted for **both** degrees.

## 2. M.B.A. Course Requirements

Required and elective courses to total 42 credit hours of graduate course work. The possibilities of course combinations are many and will depend on your specific career path.

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

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

Students must show proficiency in their major language by completing either EALC-C534, EALC-J534, or EALC-K302, with a grade of C or higher, or by passing the placement/proficiency test at an equivalent level or higher.

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

## 4. Project

Jointly supervised by EALC and Business faculty, the student may choose either a thesis or an essay, combining expertise in East Asian studies and business. Information on the distinction between a thesis and an essay project appears on page 15 of this handbook.

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

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





# MA IN EAST ASIAN STUDIES/M.P.A. JOINT DEGREE

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After being admitted to both the M.P.A. program in the [IU O'Neill School of Public and Environmental Affairs](#), and the MA in East Asian Studies, students have a total of 6 years to complete the requirements for both degrees.

## 1. EALC course requirements

A total of 24 credit hours, normally including

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

Ordinarily, at least 18 of these credit hours must be from among the courses listed under "Culture and Area Courses" in the EALC section of the [Bulletin](#)

- At least three courses must be at the 500 level or above.
- J511 (Japanese majors only)

Third and fourth-year language courses do not count toward the required three 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.
- Before registering for E595, students must meet with the professor they wish to work with and complete the independent study form. See page 32 of this handbook for more details.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.

## 2. SPEA course requirements

36 credit hours of graduate course work to be distributed as follows:

- professional development practicum courses
- courses in the SPEA core

- o specialized concentration course, which may include SPEA, EALC, and other courses, to be selected in consultation with a SPEA advisor.

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

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

Students may demonstrate proficiency in their major language by completing either EALC-C534, EALC-J534, or EALC-K302, with a grade of C or higher, or by passing the placement/proficiency test at an equivalent level or higher.

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

**4. Project**

Jointly supervised by EALC and SPEA faculty, the student may choose either a thesis or an essay, combining expertise in East Asian studies and public affairs. Information on the distinction between a thesis and an essay project appears on page 15 of this handbook.

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

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



## MA PROJECT – ALL MAJORS

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

Your final project is expected to be a thoughtful, thoroughly researched and carefully written academic work. You will need to work closely with your faculty committee at all phases of your project. The final project is not intended to be quickly started and completed during the last few weeks of your MA program, but instead should be integrated into your program beginning at least in the third semester of your studies.

Once you have identified a topic that interests you, you will need to establish a committee. If your final project is a formal thesis, your committee must consist of an advisor and two additional readers, to supervise your work. The third reader need not be a member of the EALC faculty; depending on the nature of your topic, you may want to consider faculty in other departments. If you are completing your final project in the form of a shorter essay or a pedagogy project, your committee will consist of two faculty members. Your primary advisor and the Director of Graduate Studies can assist you in the formation of this committee.

Some potential committee members may require that you prepare a proposal of some kind before they agree to be on your committee. Others will be willing to sign on to your committee with only a general idea of your topic and then work with you to prepare your formal proposal. Therefore, please expect to move forward with a two-step proposal writing process. **You must approach your potential committee members with at least a one-page initial proposal.** Following the agreement of all committee members to participate, you'll proceed to the more formal proposal writing.

Before beginning work on the project, you must get approval for the project. To do so, you need to consult with your committee and prepare a proposal statement outlining the nature of the proposed project. The exact length and level of detail for your proposal will be determined by your advisor, but the formal proposal should be at least 1,000 words. Once the proposal is accepted by your committee, complete the appropriate proposal form (available on the [EALC Grad Student resources](#) page or from the EALC office) and have your committee members sign the form. Return the signed form along with your proposal to the EALC office. The Director of Graduate Studies or the department Chair will review your proposal.

As you work on your project, you must provide your committee with drafts on a regular schedule. Your readers will expect to comment on a work-in-progress before seeing a final draft. Please keep in mind that just as your readers need to respond in a timely manner to your drafts, you need to share your work in a way that is considerate of the many demands on their professional lives. When you are nearing completion of your project, be sure that all of your committee members agree on the time frame needed to complete the final review in time for your graduation. **Plan to allow at least 2 months for final evaluation by your committee.**

- **THE MASTER'S THESIS**

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

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

After completing the thesis, prepare a Thesis Acceptance page and obtain original signatures from all committee members. You should refer to [Preparing Theses and Dissertations](#) in the Graduate Bulletin for instructions on formatting and submitting your thesis online.

You must submit your thesis online through [ProQuest](#) by the 15<sup>th</sup> of the month you intend to graduate. If any formatting changes are required, you will be contacted. Your signed Thesis Acceptance page and final formatted version of the thesis must be submitted by the 27<sup>th</sup> of the same month. If you do not meet these deadlines, the awarding of your degree will be postponed. You will also need to provide EALC with a spiral-bound hardcopy of your thesis.

**Note:** A blank Thesis Acceptance page must be included at the beginning of the thesis and your curriculum vitae at the end – see [Preparing Theses and Dissertations](#). Your thesis will not be accepted by the University Graduate School if these guidelines are not met.

- **THE MASTER'S ESSAY**

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

After completing the essay, prepare an acceptance (signature) page and obtain original signatures from all committee members. (See [Preparing Theses and Dissertations](#).) If you are completing a Master's essay, you are not required to submit your essay online, but a spiral bound printed copy of your project must be given to EALC before your graduation can be confirmed.

- **THE PEDAGOGY PROJECT**

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

After completing the pedagogy project, prepare an acceptance (signature) page and obtain original signatures from all committee members. (See [Preparing Theses and Dissertations](#).) If you are completing a pedagogy project, you are not required to submit your essay online, but a

spiral bound printed copy of your project must be given to EALC before your graduation can be confirmed.

## MA TIMELINE

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Keeping in mind that most MA students plan to finish their coursework in about 2 years. The following illustrates a general timeline for completing the MA.

|   |   |
|---|---|
| 1 <sup>st</sup> Semester                            | <ul style="list-style-type: none"> <li>- Complete coursework chosen in consultation with the DGS and your academic advisor</li> </ul>   |
| 2 <sup>nd</sup> Semester and 2 <sup>nd</sup> Summer | <ul style="list-style-type: none"> <li>- Complete coursework chosen in consultation with your academic advisor.</li> <li>- Begin to think about topics for MA thesis, essay, or pedagogy project and discuss your work with possible committee members.</li> </ul>  |
| 3 <sup>rd</sup> + semesters                         | <ul style="list-style-type: none"> <li>- Complete coursework chosen in consultation with your academic advisor.</li> <li>- Form advisory committee for thesis/essay/project</li> <li>- File thesis or project proposal with Office of HLS Graduate Administrative Services</li> <li>- Best case, begin writing thesis/essay/project</li> </ul>          |
| After completing coursework                         | <ul style="list-style-type: none"> <li>- Write thesis/essay/project</li> <li>- Register for at least 1 credit hour of graduate thesis credit to maintain active enrollment</li> </ul>   |
| At least 60 days before you plan to graduate        | <ul style="list-style-type: none"> <li>- Apply online for graduation in <a href="#">One.IU</a>. (Search for "Master's Application for Advanced Degree").</li> <li>- Turn in the final draft of your project to your committee.</li> <li>- Consult <a href="#">Preparing Theses and Dissertations</a> and lists below for publication details</li> </ul> |



# MA COMPLETION AND GRADUATION PROCEDURES

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## WITH THESIS

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1. Identify a research topic and develop research plan in consultation with your advisor. Write a one-page research proposal to present to potential committee members.  
Once a committee is formed, submit a formal proposal to your committee; when it is approved, complete an EALC MA Thesis Proposal/Approval form; and have your committee members sign it. This form must be completed and signed regardless of whether you intend to register for thesis credits. You will not be allowed to register for thesis credits without it.
2. With the approval of your committee and the Director of Graduate Studies, proceed with research and writing; submit drafts to your committee regularly. If you are done with your other coursework, you are required to stay in contact with your committee. Enrollment may not be required; please contact the Director of Graduate Studies or Office of HLS Graduate Administrative Services for further information.
3. Before completing plans for your thesis, check with your advisor and the Office of HLS Graduate Administrative Services to be certain that all of your coursework requirements have been met. Check with the Office of HLS Graduate Administrative Services to be sure all “Incomplete” grades on your record have been removed.
4. At least 60 days before expected completion, and preferably at the beginning of the semester you wish to graduate, apply online for graduation in [One.IU](#). (Search for “Master’s Application for Advanced Degree”).
5. Consult the [Preparing Theses and Dissertations](#) website for details on the formatting of your thesis.
6. Submit final draft of the thesis to readers, with a page for faculty signatures.
7. Once your committee has approved your thesis, collect their signatures on the signature page.
8. Make sure that your advisor reports the final letter grade for your thesis to the Office of HLS Graduate Administrative Services.
9. By the 15<sup>th</sup> of the month you plan to graduate, submit your thesis electronically to [ProQuest](#). You will be advised of any necessary formatting changes within one week.
10. The final copy of your approved thesis and your signed Thesis Approval page must be turned in to the Graduate School by the 27<sup>th</sup> of the month you plan to graduate.
11. Submit a spiral-bound hardcopy of your thesis to the EALC office.
12. Make sure that the Office of the Registrar has your correct address information on file (check listing on One.IU).
13. Once all steps on this list are completed, the University Graduate School will confer your degree.

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## WITH ESSAY OR PEDAGOGY PROJECT

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1. Identify a research topic and committee; develop research plan. Write a one-page research proposal to present to potential committee members.
2. Before beginning your essay or project, submit a proposal to your committee and, when it is approved, complete an EALC MA Essay Proposal form or EALC MA Pedagogy Project Proposal form and have your committee members sign it. This form must be completed and signed regardless of whether you intend to register for essay or project credits, but you will not be allowed to register for these credits without it.
3. With the approval of your committee and the Director of Graduate Studies, proceed with research and writing; submit drafts regularly. Enrollment is not necessary during this time, but stay in contact with your committee.
4. Before completing your essay or project, check with your advisor and the Office of HLS Graduate Administrative Services to be certain that all of your coursework requirements have been met. Check with the Office of HLS Graduate Administrative Services to be sure all incomplete grades on your record have been removed.
5. At least 60 days before expected completion, and preferably at the beginning of the semester you wish to graduate, apply online for graduation in [One.IU](#). (Search for “Master’s Application for Advanced Degree”).
6. Submit final draft of the essay or project to your readers.
7. When you have all approvals, your committee must sign an approval/signature page, which will be included in the hard copy of your project that is turned in to EALC.
8. Once your committee has approved your essay or project, collect their signatures.
9. Make sure that your advisor reports the final letter grade for your essay or project to the Office of HLS Graduate Administrative Services.
10. Submit a spiral-bound hard copy of your essay to the Office of HLS Graduate Administrative Services. This copy will be kept by EALC.
11. Make sure that the Office of the Registrar has your correct address information on file (check listing on One.IU).
12. Once all steps on this list are completed, the University Graduate School will confer your degree.



# ADVISING AND SUPPORT

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## ACADEMIC ADVISING

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

The on-going and regular process of student advising and reviews consists of the following procedures:

1. Semester Registration and Advising Meetings

These meetings will take place twice per academic year, once in late fall in preparation for spring semester and once in late spring in preparation for the following fall semester. It is your responsibility to make this meeting, and if you do not complete the meeting you will be blocked from registering for the following semester's classes. **You must bring your "Semester Registration and Advising Form" to your semester advising meeting with your faculty advisor.** During this meeting, your faculty advisor will go over your intended course schedule for the next semester, filling out the "Semester Registration & Advising Form" to evaluate your progress toward the degree requirements. The advisor will also make a general evaluation of your progress and any problem issues in your progress toward degree completion. You must return this form to the Office of HLS Graduate Administrative Services prior to registration.

2. Annual Review of Students

This is completed during the middle of the spring semester and requires the participation of the faculty advisor, the student and the DGS. Please see section below for full explanation of procedures.

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





# ANNUAL REVIEW OF STUDENTS

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Faculty advisors and the DGS will annually review the progress toward completion of the degree of each EALC graduate student.

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## FACULTY REVIEW COMPONENT OF THE ANNUAL REVIEW

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The faculty advisor will submit an annual review of student progress toward the degree and, in coordination with the DGS, provide feedback and guidance to each student. In doing these reviews, advisors will evaluate all aspects of student performance in relation to the degree requirements, and they will also take into account the Student Self-Evaluation report (see below) of each student. This annual review will be submitted by the faculty advisor to the DGS mid-spring semester.

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## STUDENT SELF-EVALUATION COMPONENT OF ANNUAL REVIEW

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Annual self-evaluations are required for all EALC graduate students as part of the Annual Review process, including students who are studying abroad or are in the final stages of completing their MA project.

Each year in late February, the DGS and HLS Graduate Administrative Services send out a notice by email to all graduate students announcing the timeframe for completion of self-evaluations. Self-evaluations are generally due the week prior to Spring Break.

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

Once you have completed the evaluation, send an electronic copy to your academic advisor, the DGS, and HLS Graduate Administrative Services, and present a signed hard copy to the HLS Graduate Office.

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.



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## RESULTS OF THE ANNUAL REVIEW PROCESS

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### **NO PROBLEMS WITH PROGRESS:**

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You will receive a letter from the DGS to inform you that you are on the right track in your academic progress.

### **PROBLEM CASES:**

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

If any of these problems is identified, your evaluation will be brought before the Graduate Committee. The Committee 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 academic advisor. A first warning will normally be sent in early April.

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## STUDENT AND DEPARTMENTAL FOLLOW UP

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You should take the comments and suggestions in your follow-up letter seriously, and act on them with urgency. If your file has been identified as problematic, it is your responsibility to work with your advisor and 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, as late as January of the next year if a longer timeframe is warranted. It is important to keep in close contact with your academic advisor and make steady progress in problem areas to avoid academic probation.

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



## FACULTY AND STAFF SUPPORT

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

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

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

In addition to serving as a consultant, the DGS is also the official agent of the department for much of 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).

- **HLS Graduate Administrative Services**

You will work with HLS Graduate Administrative Services 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. However, if you experience problems which have not satisfactorily been resolved by talking with appropriate faculty members, your own academic advisor, or the DGS, you may take up your concerns with the 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

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### PRINT AND ONLINE RESOURCES

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- University Graduate School Bulletin. Now available only **online**. Generally, you should refer to the version that was current for the year you entered.
- Office of the Registrar's Website and Schedule of Classes. <https://registrar.indiana.edu/calendars/schedule-of-classes.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 <https://graduate.indiana.edu/thesis-dissertation/deadlines.html> 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.iu.edu/~code/> This website is developed so that all members of the University community have a common understanding of acceptable behavior.

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## CAMPUS OFFICES

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**IU Health Center:** 600 North Jordan Avenue.....855-4011  
<http://www.indiana.edu/~health/>

**College of Arts and Science, Graduate Offices:** Kirkwood Hall, Room 014 .....856-3687  
<https://college.indiana.edu/student-portal/graduate-students/index.html>

**University Graduate School:** Kirkwood Hall, Room 114.....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:** 408 N Union Street .....855-0121  
<http://registrar.indiana.edu/>

**Office of the Bursar:** Poplars Building W100, 400 E 7<sup>th</sup> Street .....855-2636  
<http://bursar.indiana.edu/>

**Office of Student Financial Assistance:** 408 N Union Street .....855-0321  
<http://studentcentral.indiana.edu/financial-aid/>

**Overseas Studies Office:** Leo R. Dowling International Center, 111 S Jordan Ave.....855-9304  
<http://overseas.iu.edu/>

**International Services:** Poplars 221, 400 E 7<sup>th</sup> St. ....855-9086  
<http://ois.iu.edu/>

**Human Subjects Committee:** Carmichael Center, Room 213 .....856-4242  
<https://research.iu.edu/compliance/human-subjects/index.html>

# REGISTERING FOR CLASSES

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## REGISTRATION PROCEDURES

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When you arrive at IU, a degree-planning chart will be started for you, and it will be kept on file with the Office of HLS Graduate Administrative Services. The purpose of the planning chart is to give you and your academic advisor a point of reference to see what classes you have taken and to help in planning for upcoming semesters. It must be completed and signed by your advisor before you will be able to register for classes each semester.

Each semester, before you register for classes for the upcoming semester, you must meet with your academic advisor to discuss the courses that you plan to take. Before your meeting, you should pick up your planning chart from the Office of HLS Graduate Administrative Services and take it to the meeting. Once your academic advisor has signed off on your class choices, return the form to the Office of HLS Graduate Administrative Services, and they will clear you to register on One.IU. **You will not be able to register without clearance from the Office of HLS Graduate Administrative Services, and they cannot clear you to register without the signed form from your advisor.**

Detailed instructions for online registration through One.IU can be found on the Registrar's website at: <https://studentcentral.indiana.edu/register/steps-register/index.html>

Graduate students are not required to complete registration before 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 academic advisors and complete a registration plan in advance.

**In 2016-17, the deadlines for course planning forms to be approved and submitted to the Office of HLS Graduate Administrative Services are: December 1 (for Spring 2020); April 18 (for Fall 2020).**

If you are planning to register for any Independent Study courses or thesis/project hours, there is extra paperwork required. (see below)

## DOCUMENTATION

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Establish a paper trail. It is your responsibility to obtain written documentation of any requirements you have met that 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 that it does not ordinarily fulfill, you should make sure that you get confirmation in writing from the faculty member and the Director of Graduate Studies that this has been approved. Frequently, you may find that the easiest way to ensure that you have documentation is simply to send a follow-up e-mail with appropriate detail to the faculty member you are working with, asking him or her to forward the message

with confirmation to the Office of HLS Graduate Administrative Services. Again, it is 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. It is imperative that you follow up with the faculty member you are working with as soon as possible

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## INDEPENDENT STUDY COURSES

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

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## THESIS, ESSAY, OR PROJECT HOURS

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Students may apply up to 4 hours of thesis, essay, or pedagogy project hours toward their degree. In order to register for those hours, the student will first need to have a thesis, essay, or pedagogy project committee, and have filled out the appropriate proposal form. This form is available from the Office of HLS Graduate Administrative Services. Once the proposal form has been signed by all members of the committee and the Director of Graduate Studies, HLS Graduate Administrative Services can authorize you to register for thesis, essay, or pedagogy project hours.

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## COURSE NUMBERS FOR FINAL PROJECT HOURS

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### MA THESIS HOURS:

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MA in Chinese: Register for EALC-C701  
MA in Japanese: Register for EALC-J701  
MA in East Asian Studies: Register for EALC-E700

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### MA ESSAY HOURS:

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All majors register for EALC-E597

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### LANGUAGE PEDAGOGY PROJECT HOURS:

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MA in Chinese Pedagogy register for EALC-C598  
MA in Japanese Pedagogy register for EALC-J598

# LIVING AND STUDYING AWAY FROM BLOOMINGTON

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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 One.IU and let EALC know your contact information before you leave.

While you are away from campus, you will still be required to submit the annual self-evaluations. In order to maintain active enrollment status, you must enroll in at least one hour of graduate thesis credit for each semester of the five-year period allowed for completion of the master's degree.

It is very important to check your IU e-mail account while you are away. As long as you are registered for course credit 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 Office of HLS Graduate Administrative Services.

## OVERSEAS STUDY OPTIONS

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### IU AFFILIATED LANGUAGE PROGRAMS

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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 complete these programs are expected to emerge with very high proficiency levels in the target language. When applying to the program, students are also 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 and IU computer accounts, among others. 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 for getting their overseas study credits transferred to graduate credits 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

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Academic Year and Summer programs available.

Information and application: <http://iupchinesecenter.org/studying-iup/programs/>

Contact Professor Henghua Su [hengsu@indiana.edu](mailto:hengsu@indiana.edu) for more information

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## INTER-UNIVERSITY CENTER (IUC), YOKOHAMA, JAPAN

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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

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## IU AFFILIATED EXCHANGE PROGRAMS

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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 as well as 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 Director of Graduate Studies for more information before and after their program.

For 2016-17, the following Universities have exchange agreements with IU. For more information, please see the program links below.

Peking University, Beijing, PRC

<http://worldwide.iu.edu/activities/exchanges/students.shtml>

[english.pku.edu.cn](http://english.pku.edu.cn)

Sungkyunkwan University, Seoul, Republic of Korea

<http://worldwide.iu.edu/activities/exchanges/students.shtml>

<http://www.skku.edu/eng/>

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## NON-IU PROGRAMS

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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 academic advisor, the Director of Graduate Studies 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, some degree requirements might be able to be waived. Students should discuss this possibility with their academic advisor or the Director of Graduate Studies before and after the program.



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## ADVANCED RESEARCH

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

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

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## REGISTRATION WHILE ABROAD

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

It is important to keep in mind that not registering for IU credits while you are off-campus can affect your financial aid and student loan status, especially 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. In order to maintain active enrollment status, you must register for at least one hour of graduate thesis credit each semester you are away.

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## APPLYING TO AN EALC PHD PROGRAM

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

Your application dossier should include a completed application form, a statement of purpose, a current resume/cv; a writing sample and three letters of recommendation, normally from IUB faculty who can speak to your scholarly work as a graduate student. It is not necessary to retake the GREs. You do not need to include an official IUB transcript or transcripts from schools you attended before coming to IUB; nor do you need to pay a second application fee. See HLS Graduate Administrative Services about having your application fee waived for the online application.

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

# EALC DEPARTMENT FACILITIES

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## ADMINISTRATIVE OFFICES

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

EALC administrative offices are located in Global and International Studies Building (GA) Room 2050. Overall coordination of department administrative matters is the responsibility of the Fiscal Officer/Office Manager, Marsha Wright (Room 2035). General office support and reception is taken care of by Marsha Wright (Room 2035). Most matters pertaining to graduate students are handled by the HLS Office of Graduate Administrative Services (Room 2075).

EAST ASIAN STUDIES CENTER: MAIN OFFICE – GA 2004

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

## USEFUL WEBSITES

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### GRADUATE PROGRAM RELATED

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Graduate School Bulletin:

<http://bulletins.iu.edu/iu/gradschool/2018-2019/index.shtml#UGS%20bulletin%202015-16%20link>

Guide to Preparation of Thesis and Dissertations:

<https://graduate.indiana.edu/thesis-dissertation/>

Office of the Registrar/Schedule of classes:

<https://registrar.indiana.edu/browser/index.shtml>

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

<http://www.iu.edu/~code/>

### OTHER CAMPUS RESOURCES

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**Art Museum:** 1133 E 7<sup>th</sup> St .....855-5445  
<http://www.indiana.edu/~iuam/>

**Asian Culture Center:** 807 E 10th.....856-5361  
<http://www.indiana.edu/~acc/>

**Campus Bus Service** .....855-8384

[https://iubus.indiana.edu/campus\\_bus/](https://iubus.indiana.edu/campus_bus/)

**Chinese Flagship Center: 814 E 3<sup>rd</sup> St** .....856-0412  
<http://chinese.indiana.edu/>

**College of Arts and Sciences: Owen Hall** .....856-3687  
<https://college.indiana.edu/student-portal/graduate-students/index.html>

**Intensive English Program: Memorial Hall 313**.....855-6457  
<http://iep.indiana.edu/>

**Disability Services for Students: Wells Library, Suite W 302** .....855-7578  
<http://studentaffairs.indiana.edu/disability-services-students/index.shtml>

**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 7<sup>th</sup>** .....855-5452  
<http://glbt.indiana.edu/>

**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/>

**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  
<https://research.iu.edu/compliance/human-subjects/index.html>

**Office of International Services: Poplars 221, 400 E 7<sup>th</sup> Street** .....855-9086  
[ois.iu.edu](http://ois.iu.edu)

**Latino Cultural Center/La Casa: 715 E 7<sup>th</sup>** .....855-0174  
<http://www.iub.edu/~lacasa/>

**Libraries**  
<http://libraries.iub.edu/>

**Mathers Museum of World Cultures: 601 E 8<sup>th</sup>** .....855-6873  
<http://www.indiana.edu/~mathers/>

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| <b>Neal-Marshall Black Cultural Center:</b> 275 N. Jordan Av .....                            | 855-9271                   |
| <a href="http://www.indiana.edu/~nmbcc/">http://www.indiana.edu/~nmbcc/</a>                   |                            |
| <b>Overseas Studies:</b> Leo R. Dowling International Center.....                             | 111 S Jordan Ave, 855-9304 |
| <a href="http://overseas.iu.edu/">http://overseas.iu.edu/</a>                                 |                            |
| <b>Parking Operations:</b> Henderson Parking Garage, 310 S. Fess .....                        | 855-9848                   |
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| <a href="http://recsports.indiana.edu/home.php">http://recsports.indiana.edu/home.php</a>     |                            |
| <b>University Information Technology Services (UITS) – 24-Hour Computing Consulting</b> ..... | 855-6789                   |
| <a href="http://uits.iu.edu/">http://uits.iu.edu/</a>   |                            |
| <b>University Graduate School:</b> Kirkwood Hall 114 .....                                    | 855-8853                   |
| <a href="http://www.indiana.edu/~grdschl/">http://www.indiana.edu/~grdschl/</a>               |                            |
| <b>Writing Tutorial Services:</b> Wells Library Information Commons .....                     | 855-6738                   |
| <a href="http://www.iub.edu/~wts/">http://www.iub.edu/~wts/</a>                               |                            |

## OUTSIDE OF IU

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- City of Bloomington: <http://www.bloomington.in.gov/>
- Bloomington Transit Bus: <http://www.bloomingtontransit.com/>
- Bloomington Hospital (IU Health): <http://www.iuhealthbloomington.org/>
- Bloomington Parks and Recreation: <http://www.bloomington.in.gov/parks/>
- Bloomington Tourism: <http://www.visitbloomington.com/>
- Monroe County Government: <http://www.co.monroe.in.us/>
- Monroe County Community School Corporation: <http://www.mccsc.edu/>
- Monroe County Public Library: <http://www.monroe.lib.in.us/>
- Herald-Times Newspaper: <http://www.heraldtimesonline.com/>

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

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

