

Handbook for Graduate Students Completing the MAIS Program in Japan Studies 2015-2016



Now that you are *in* the Japan MAIS Program, we want to make the process of getting *through* the program as smooth as possible. This handbook addresses some of the most frequently asked questions and offers reminders of what you need to do when. We encourage you to ask questions about process and procedures whenever you have doubts or concerns – don't wait until it's too late!

FIRST THINGS FIRST

The Jackson School of International Studies (JSIS) houses many academic programs; the Japan Studies Program is one of them. The variety of programs provides a wealth of resources, including colloquia and symposia which bring in outside speakers. We hope you will take advantage of them while you are here.

Thomson Hall is the home of the Jackson School. Your mailbox is in Thomson 311, which is the Graduate Reading Room. Aside from being a good place to study or meet other students, the Graduate Reading Room features computers and a small kitchen with a refrigerator and microwave. A more fully equipped computer lab is located in the basement of Thomson Hall. (See page 8 for more information.) Your UW student card is your "key" to the Graduate Reading Room and the Computer Lab. Be sure to take your card to the Jackson School computer support office (Thomson Hall room 407) to have it activated.

The Office of Academic Services is in room 111. Check the bulletin boards just outside the door and in the hallway for information on visiting speakers, film series, etc. You can pick up information about relevant course offerings for

upcoming quarters from the shelves against the wall in room 111. The Academic Services staff can assign you a locker, which you may retain as long as you are here, if you renew it each spring.

Other resources available in the Academic Services office include announcements for internships and job openings. If you have specific questions regarding these announcements, contact the JSIS career and internship adviser.

GENERAL ADVISING

For advice on procedures and requirements, see Paula Milligan, the Graduate Program Adviser (GPA), in JSIS Academic Services. You may make an appointment at <http://www.tinyurl.com/paulacalendar> (To get to Paula's schedule, set up an account, click on the small down-arrow next to "John Charlton, Career Services," then click on "Paula Milligan." Enter your name in any open space.) For quick questions, come during drop-in hours (Mondays 9:00-11:00 A.M.; Thursdays 2-4 P.M.). For matters that require a longer conference, an appointment is best. Paula's office is in Thomson 116. There are approximately 150 JSIS graduate students, so please remind Paula of your name and your program. You should meet with the GPA at least once a year. It is particularly important to meet with her prior to registering for your last quarter, to make sure that you have met all requirements and to review graduation procedures.

The Graduate Program Coordinator (GPC), Professor Robert Pekkanen, serves as your overall faculty adviser and

will be appointed by the JSIS director before Autumn Quarter 2015. You must meet with the GPC at least once a year (preferably once a quarter) to review your course of study, program requirements, and guidelines for completing the degree. You will find that some actions on your part need formal approval from the GPC. This approval should be in writing and placed in your file in the GPA's office.

Before the end of Autumn Quarter in your second year in the program, you are required to submit the MA Completion Form which outlines your plans for completing the degree.

In general, for academic and career questions, it is best to go to the GPC or any Japan faculty member. For questions on Graduate School and program requirements, you should go to the GPA.

As a former student in the program, Martha Walsh, Senior Program Associate and Managing Editor of the *Journal of Japanese Studies*, can help you with information on course content, expectations, and other "inside" information about getting through the program. Ellen Eskenazi, director of outreach and coordinator of the Japan Colloquium, is another resource for you to consult.

If you find yourself struggling academically, we strongly advise you to meet with the GPC and/or the GPA as soon as possible to discuss your options.

DEGREE REQUIREMENTS

Familiarize yourself with both the *Japan Studies Program Requirements for a Master of Arts in International Studies* and the *General Graduate School Requirements for a Master's Degree*. The Japan Studies Program requirements are designed to meet Graduate School requirements automatically, but it is important to note that you must satisfy both sets of requirements to graduate.

Language Requirement

The Japan Studies Program requires that you attain competency in the Japanese language through at least the third-year level. Competency is demonstrated through a proficiency assessment or through coursework. Proficiency assessments may be arranged with the Department of Asian Languages and Literature (asianadv@uw.edu); the fee for this assessment in 2015 is \$20. To enroll in any Japanese-language class at any level, students must first submit the Japanese Placement Interview Application form (<http://tinyurl.com/owt5bvq>) to determine which class is appropriate. If you place beyond the first-year level, a placement interview will be required. Further information on the proficiency assessment and the placement interview application is available through the Department of Asian Languages and Literature:

<http://asian.washington.edu/japanese-proficiency-placement>.

Students are strongly encouraged to take language throughout their studies at the University of Washington. Those who enter the program with proficiency beyond the third-year level may continue language study through

classes in fourth-year or classical Japanese, or a variety of literature courses based on Japanese-language texts. Discipline (non-language training) courses in which the readings are primarily in Japanese can be counted toward the 41 credits of additional course work described below under "Other Course Work."

Required Courses

- *JSIS A 555/Introduction to Modern Japanese Studies* (5 cr.) This component of the program introduces the interdisciplinary approach to the study of modern Japan with emphasis on analysis of academic articles in various disciplines. You must take this course in your first year and receive a minimum grade of 3.0.
- One history course (5 cr.) chosen from *JSIS A/HSTAS 423 History of Modern Japan*, *JSIS A/HSTAS 424 Emergence of Postwar Japan*, and *JSIS 584/HSTAS 521 Modern Japanese History*.

Other Course Work

You must complete 41 additional credits in discipline (non-language training) course work with at least 13 credits at the 500 or 600 level. At least 15 credits must come from the list of Core Courses for the Japan Studies MA; the remaining 26 credits should come from the list of other approved courses, or from the Core Courses. See http://jsis.washington.edu/advise/catalog/japan_ma_courses.shtml. All courses should relate to your program, which is planned in conjunction with the GPC to ensure that both individual and program goals are met. Up to 15 credits from advanced Japanese language classes may be counted toward these 41

additional credits. A minimum grade of 3.0 is required in the core course and other course work.

While most of your work should focus on Japan, students may take a maximum of two courses not specifically focused on Japan for the purposes of fulfilling specific educational or professional objectives. For instance, those planning to pursue a PhD may find that the departments they wish to enter have prerequisites they must fulfill. On the other hand, a student may find that a non-Japan course will provide relevant topical information to assist in writing the final paper(s). Students pursuing non-university careers may determine that course work from departments or schools relevant to their career objectives (e.g. Public Affairs, Communications, Business Administration, Education, etc.) will be useful. Those doing a concurrent degree could use this option to count two courses for both their Japan Studies requirements and their professional program requirements. Prior to taking any non-Japan related courses, though, you should obtain written approval from the GPC confirming that these courses can be counted toward your Japan Studies requirements.

In selecting Japan-related courses, students should consult the above list of core and other courses for this degree. Both *Graduate Independent Study* focused on Japan and other courses on Japan which are not on the approved list may be counted toward program requirements, but only with written approval from the GPC. While language classes cannot be used here, Japanese literature courses can be.

It is preferable to take only courses at the 400 or 500 level. You may take a 300-level course as *Graduate Independent Study* at the 600 level, making a contract with the instructor to do the work required for the class plus extra work to meet graduate-level standards. While *Graduate Independent Study* at the 600 level may count toward your overall credits, it is not considered graded credit even though you may receive a decimal grade. Such grades are not included in your GPA.

Final Paper(s) and Oral Exam

Most students write two research papers to complete the degree requirements. If you think you would like to write a longer, more rigorous Essay of Distinction, consult the GPC first. An Essay of Distinction should utilize resources written in Japanese, and additional steps are required (such as forming an advisory committee, oral presentation of the Essay, and defense of the Essay).

No later than Friday of the eighth week of Autumn Quarter in the second (final) year, you must indicate which of the two options you will fulfill for the final paper requirement by returning the MA Completion Form to the Graduate Program Adviser.

Two Research Papers

These papers should originate from courses you have taken and must be written for courses completed before your final quarter. They must be on two different topics and written for two different professors. At least one of the papers must have been written for a member of the Japan faculty with a graduate appointment in the Jackson School, and the papers

must be approved by the faculty as qualifying to fulfill this degree requirement (a higher standard than simply receiving a passing grade). Each paper should be at least 20 to 25 pages in length. The papers may be a part of regular course work or may be written for additional *JSIS 600/Independent Study* credit in conjunction with a formal (regularly scheduled) course.

The first paper must be completed and approved when you submit the MA Completion Form by the eighth Friday of Autumn Quarter in your final year in the program. The second paper must be completed and approved by the third Friday of your final quarter.

Essay of Distinction

An Essay of Distinction is only for students who have prior approval from two faculty members (who constitute a supervisory committee) willing to work with them in developing a very rigorous research paper. Typically 35-50 pages (10,000-15,000 words), an Essay of Distinction presents a clear research question and statement of hypothesis/argument, and draws on Japanese-language sources. More information about standards and requirements for this option is available from the GPA or GPC. If you choose this option, your MA Completion Form will include a statement of your hypothesis along with signatures of members of your faculty advisory committee. The final version of your Essay will be due to the Office of Academic Services by 3:00 P.M. on Friday of the eighth week of the quarter in which you intend to complete the degree requirements. An oral defense of the Essay will be

scheduled when the Essay is accepted, usually in the last week of your final quarter.

Oral Exam

Students writing two research papers will take an oral exam during the fifth week of instruction in their final quarter in the program. Those choosing to write Essays of Distinction will take their oral exam during the final week of the final quarter, after the Essay is approved by the supervisory committee. The exam will be administered by the faculty for whom the student wrote research papers or by the faculty supervisory committee for the Essay of Distinction. The exam will include questions on the subject matters of the courses the student has taken at UW and general knowledge of Japan, but topics may also include any completed essay(s). The exam is expected to last at least one hour. In the event of an unsatisfactory exam, a retake will be scheduled. You will receive an evaluation of “fail,” “pass,” “high pass,” or “excellent” for the exam.

APPLYING TO GRADUATE

To graduate, you must apply through the Graduate School’s website:

<http://www.grad.washington.edu/stsc/mastapp.htm>. The application period commences the first day of the quarter of intended graduation. It is preferable for you to apply to graduate as early in the quarter as possible.

When you apply to graduate, the Graduate School’s degree auditing software will review your record to determine

whether you have met Graduate School requirements and let you know by email of outstanding Graduate School requirements.

It is important for you to maintain your status as a student until you graduate. To do this, you must be registered for every quarter except Summer Quarter, or be formally on leave.

PROGRAM PROCEDURES FOR FINISHING

In your second year of the program, you should take these steps to complete the degree requirements:

Autumn Quarter: Submit the MA Completion Form with required faculty signature(s) to the Graduate Program Adviser (see pages 4-5).

The Quarter Before You Wish to Graduate: Schedule appointments with the GPA and the GPC to review your coursework at UW and to make sure you have sufficient credits to graduate.

Your Final Quarter: (1) Apply to graduate through the Graduate School's website (see pages 5). (2) Submit your final research paper (see pages 4-5). (3) If you're writing an Essay of Distinction, you'll present your research at a Japan Colloquium early in the quarter and then turn in the final essay in the eighth week. (4) Take the oral exam (see page 5).

If you finish all required course work and need only to complete your Final Paper(s), you may want to consider

going on leave for one quarter before you finish. In the quarter you return, you can register for *JSIS 600/Independent Study* credit with a member of the Japan faculty and reapply to graduate.

REGISTRATION AND PLANNING YOUR CLASS SCHEDULE

Registration for classes begins in the middle of the preceding quarter (middle of Spring Quarter for Autumn). Course booklets on East Asia, which contain course descriptions for the upcoming quarter, are available in Academic Services prior to each registration period. Course information is also available on the Japan Program's website at <http://jsis.washington.edu/japan/courses.shtml>. As a continuing student, you will be eligible to register in the first Registration Period. Registering early will ensure entry into the classes you want.

Usually there are no classes on Japan offered at the UW during Summer Quarter, except intensive Japanese, which is offered by the Department of Asian Languages and Literature. First- and second-year Japanese are standard summer offerings, and sometimes third year is offered as well. You may wish to consider an internship or other summer language programs during these months. Consult with the GPC during Winter Quarter if you are considering another summer language program.

TAKING COURSES OUTSIDE PROGRAM REQUIREMENTS

You may take courses that do not fulfill program requirements. Comparative study is encouraged, and classes that do not meet Japan Studies requirements may be useful. However, taking too many courses that do not apply to your degree could prevent you from completing the program within two years.

COURSES NOT TO TAKE

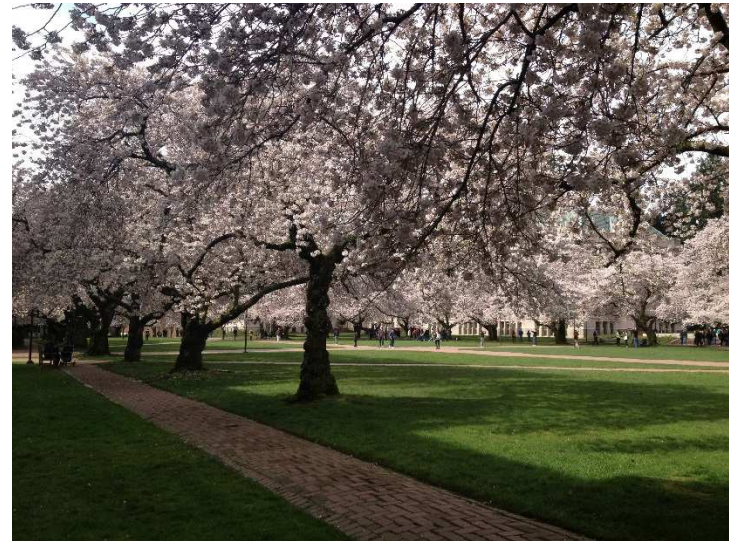
Do not register for any course numbered 499/*Undergraduate Independent Study*; this will not count for graduate credit. *Graduate Independent Study* is usually numbered 600. Check with Paula before enrolling in them. You should not take courses in the undergraduate literature series, *JAPAN 321*, 322, and 323. These are designed for undergraduates, primarily sophomores and juniors, and are not appropriate for graduate students. There are graduate-level literature classes on Japan offered in the Department of Asian Languages and Literature.

NUMBER OF CREDITS PER QUARTER

An average load per quarter for Jackson School graduate students is 12-15 credits or 3-4 courses, depending on credits per course. If you are receiving financial aid, or hold a scholarship, fellowship, or TA or RA position, you must carry at least 10 credits per quarter. International students

must be registered for 10 credits in order to maintain F-1 status.

You are not required to take a full course load every quarter, but taking a reduced load during your first Autumn Quarter may put you at a competitive disadvantage for fellowship consideration. It is difficult for the fellowships committee to assess your scholastic performance if you have taken only a course or two. Nearly all students finish this degree in two years (4-6 academic quarters). If you do not carry a full load in your first year, it may affect your ability to finish within two years. You should start your language studies as soon as possible.



TUITION (AND ESTABLISHING RESIDENCY)

Full-time tuition is assessed for 7 to 18 credits. Tuition and fees for 2015-2016 will not be set by UW until July 2015 and will be posted at <http://opb.washington.edu/content/tuition-and-required-fees>. If you are not a Washington State resident, check the Understanding WA State Residency website, <http://www.washington.edu/students/reg/residency/graduateProfessional.html>, for information about residency.

FELLOWSHIP APPLICATIONS AND FINANCIAL AID

The application deadline for most fellowships offered through the Jackson School will be early in Winter Quarter. This application may include Foreign Language and Area Studies (FLAS) Fellowships and other fellowships. Awards are made during Spring Quarter for the following summer and/or academic year. Specific questions concerning fellowships should be addressed to the Fellowships Coordinator, Robyn Davis, in JSIS Academic Services or to the Director of Academic Services. Foreign nationals, who are ineligible for FLAS awards, should complete the application in order to be considered for other fellowships offered in the Jackson School.

Fellowship applications will require some of the same materials submitted for admission to the Japan Studies Program. Because of time constraints and other limitations, however, JSIS Academic Services cannot provide copies of admission materials, so it is important to be sure you have your own copies of materials such as GRE scores and

transcripts from all previous universities attended. Photocopies of these documents are sufficient.

Faculty evaluations and grades earned at the UW are of particular importance to JSIS fellowship committees, so it is helpful to carry a full load of relevant courses and to do well in them. It is important to make good progress toward your degree before applying, and you must continue this progress if you receive a JSIS fellowship. For information on need-based financial aid, check with the Financial Aid Office in Schmitz Hall. The website is <http://www.washington.edu/students/osfa/>.

LIBRARIES

The University has a large library system housed in many different buildings across all three campuses (Seattle, Bothell, and Tacoma). There is a reference section on the first floor of Suzzallo Library. This can be particularly helpful in searching for materials via online catalogue or published indexes. The East Asia Library is in Gowen Hall and the Law Library is in William H. Gates Hall; other branch libraries also contain Japan-related resources.

JACKSON SCHOOL GRADUATE STUDENT COUNCIL

The Jackson School Graduate Student Council was formed to promote better communication among programs and to provide JSIS graduate students with a cohesiveness that did not previously exist. Over the years, in addition to its success in gaining funding for equipment, JSGC has greatly improved the facilities in the Graduate Reading Room and organized several social gatherings for the whole school, including student/faculty get togethers, all-grads potlucks, a bowling night, end-of-the-year dinners, and other activities. The council is entitled to limited funds from the Jackson School for such events, and you are encouraged to become a part of the JSGC to help keep such events alive in the Jackson School.

JSGC seeks representatives from each of the graduate programs to serve on this Council. The group meets periodically throughout the year.

COMPUTER RESOURCES

The JSGC has been successful on several occasions in applying for funds for computers and equipment. Thanks to these efforts, there are 9 workstations and 2 printers in the JSIS Annex computer lab (in the south basement of Thomson Hall). On the third floor in the Graduate Reading Room, there are 5 computers and a printer. You may use the printers after paying a quarterly fee to JSGC for paper and supplies. Jackson School graduate students also may borrow one of the three laptop computers. To check these

out, or if you have any technical or software problems with the computers in either of the Jackson School computer labs, contact the Jackson School's computer specialist, Mark Haslam, at jsishelp@uw.edu. His office is in Thomson 407.

The University's Learning Commons is in Odegaard Library. Information about this and other technology spaces can be found on the Web at

<http://www.washington.edu/itconnect/learn/technology-spaces/>.

These labs offer word processing, spreadsheet, database, and graphics applications, and access to the Internet. The Center for Social Science Computation and Research (CSSCR) offers consultation on computer services for social science students, which includes all JSIS students.

JACKSON SCHOOL RESOURCES

The Jackson School's 13 degree programs, including Japan Studies, offer a wide range of colloquiums and symposia featuring JSIS faculty members and guest speakers. Graduate students are encouraged to attend these events. Announcements are usually posted both in Thomson Hall and in the Jackson School Calendar of Events on the Web at <http://jsis.washington.edu/events/>. The calendar, which is updated and emailed weekly, will be sent to the Jackson School graduate students email list, jsisgrads@uw.edu, to which you will be subscribed by Autumn Quarter.



SUMMARY OF PROGRAM REQUIREMENTS

Language Requirement: Students must attain competency in the Japanese language through at least the third-year level. Students are encouraged to take language throughout their studies at UW.

Required Courses (10 cr): *JSIS A 555* plus selected history course.

Other Course Work: 41 credits of work should be in disciplinary courses focusing on Japan, including 15 cr. from Core Courses. A minimum of 13 credits must be at the 500 level or above. Course selections are made in consultation with the Graduate Program Coordinator.

Final Paper(s): Students write an Essay of Distinction and have an oral defense of their work, or write two research papers.

Oral Exam: Students take an oral examination on their overall knowledge of Japan. This occurs in the final quarter of the program.

UW JAPAN FACULTY DIRECTORY

(extension for all email addresses is @uw.edu)

	Location	Email	Telephone
Marie Anchordoguy*	THO 434	anchor	543-4994
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Kazumi Hasegawa	Dept of History	TBA	
Donald Hellmann*	THO 414	hellmann	543-4904
Akiko Iwata	GWN 244	iwata3	543-6628
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Ted Mack	GWN 248	tmack	543-4356
Izumi Matsuda-Kiami	GWN M214	matsuda	543-0066
Itsuko Nishikawa	GWN M225	inishi	543-4995
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Kenneth Pyle*	THO 229	kbp	543-7717
Kyoko Tokuno	THO 438	tokuno	685-0105
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*on-leave for all or part of academic year 2015-2016

OTHER CONTACTS

JSIS Graduate Program Adviser			
Paula Milligan	THO 116	milligan	616-6204
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JSIS Fellowships Coordinator

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Japan Librarian, East Asia Library			
Azusa Tanaka	GWN 322	azusat	543-7051

2015-2016 ACADEMIC CALENDAR

<http://www.washington.edu/students/reg/1516cal.html>

Autumn Quarter 2015

September 30	Wednesday	Quarter starts
November 11	Wednesday	Holiday (Vets. Day)
November 26-27	Th. & Friday	Holidays (Thanksgiving)
December 4	Friday	Last day of classes
December 7-11		Final examinations

Winter Quarter 2016

January 4	Monday	Quarter starts
January 18	Monday	Holiday (MLK Jr Day)
February 15	Monday	Holiday (Pres. Day)
March 11	Friday	Last day of classes
March 14-18		Final examinations

Spring Quarter 2016

March 28	Monday	Quarter starts
May 30	Monday	Holiday (Mem. Day)
June 3	Friday	Last day of classes
June 6-10		Final examinations
June 11	Saturday	UW Commencement