

Student name _____

Planned last quarter _____

Students fulfill the JSIS Japan Studies MA final paper(s) and Oral Exam requirements in part by writing two Research Papers or an Essay of Distinction. These requirements are detailed in the Japan Studies Handbook for Graduate Students. Further information is available from the Graduate Program Coordinator (GPC) and the Graduate Advising and Admissions Manager, Sonja Garrett. Please complete the sections of this form as you fulfill the various requirements in your final year; **this form should remain in your file with Sonja Garrett (THO 116) in the Office of Academic Services** except when you borrow it to obtain the required signatures for the various steps in the process.

TWO RESEARCH PAPERS + ORAL EXAM

I. First Research Paper

Due: 8th Friday of Autumn Quarter in final year

Research Papers originate from courses you have taken, and they must be on different topics, written for different members of the JSIS Japan faculty, and at least one must have been written for a member of the JSIS Japan faculty with a graduate appointment. First obtain a faculty member's permission to rework a class paper to fulfill the Research Paper requirement (**Step 1**), then revise the paper and have the faculty member sign again to indicate the final version fulfills this requirement (**Step 2**).

Submit this form to: Sonja Garrett (THO 116)

Paper 1 Title _____

Course number, name, quarter _____

Step 1: I approve the use of this paper for revision to fulfill the Japan Studies MA degree requirement for a research paper.

Faculty name _____ **Signature** _____

Step 2: I have read the final, revised version of this essay and approve it as submitted to fulfill the Japan Studies MA degree requirement for a Research Paper.

Faculty name _____ **Signature** _____

Due: 8th Friday of Autumn Quarter in final year. All revisions to the paper must be completed by this date in order to receive faculty approval.

II. Second Research Paper

Due: 3rd Friday of final quarter

Complete the information below for your second research paper.

Resubmit this form to: Sonja Garrett (THO 116)

Paper 2 Title _____

Course number, name, quarter _____

Step 1: I approve the use of this paper for revision to fulfill the Japan Studies MA degree requirement for a research paper.

Faculty name _____ **Signature** _____

Step 2: I have read the final, revised version of this essay and approve it as submitted to fulfill the Japan Studies MA degree requirement for a Research Paper.

Faculty name _____ **Signature** _____

Due: Third Friday of final quarter. All revisions to the paper must be completed by this date in order to receive faculty approval.

see next page

JSIS Japan Studies Program MA Completion Form 2017–2018
TWO RESEARCH PAPERS + ORAL EXAM, continued

III. Oral Exam

Due: 5th week of final quarter

Student will be consulted in scheduling the Oral Exam and will provide copies of both final, graded research papers to both members of the Oral Exam committee at least one week before the exam.

Time and date _____ Place of Oral Exam _____
>> **Evaluation:** **Excellent** **High Pass** **Pass** **Fail (exam will be rescheduled)** <<

Faculty examiner 1: Name _____ Signature _____

Faculty examiner 2: Name _____ Signature _____

IV. Warrant

Due: to Sonja Garrett (THO 116) by the last day of your final quarter

The faculty will sign this document at your Oral Exam and return it to Sonja with your file.

Review of Coursework

You must meet with the GPC at least once a year. You must also meet with Sonja Garrett in your penultimate quarter and again in your final quarter to review your file for conformance to requirements of the program and the Graduate School.

V. Warrant

Due: to Sonja Garrett (THO 116) by the last day of your final quarter

The faculty will sign this document at your Oral Exam and return it to Sonja with your file.

Review of Coursework: You must meet with the GPC at least once a year. You must also meet with the Graduate Advising and Admission Manager in your penultimate quarter and again in your final quarter to review your file for conformance to requirements of the program and the Graduate School.