

**Asian Languages and
Civilizations (Chinese) MA**

**East Asian Languages and
Civilization (Chinese) PhD**

Graduate Handbook

School of International Letters and Cultures

(Updated Summer 2022)

Table of Contents

Foreword	01
Program Goals	02
Academic Standards and Policies	02
Master of Arts Degree Requirements	09
Program of Study	09
Coursework	09
Time Limitations	10
M.A. Supervisory Committee	10
Changes of M.A. Supervisory Committee	10
Ph.D. Degree Requirements	11
Admission	11
Coursework	11
Field Requirements	12
Language Requirements	12
Comprehensive Examinations, Dissertation, and Oral Defense	12
Time Limitation	12
Ph.D. Supervisory Committee	12
International Students	13
Selection of Graduate Assistants/Associates for Academic Year Appointments	14
Evaluation of Continuing Graduate Students	14
Underperforming TAs	15
Students with Disabilities	15
Student Resources	15
SILC Certificates	16

FOREWORD

For general information about Arizona State University and its graduate programs, please see the [ASU Graduate College](#) website.

For more information about the graduate programs in the School of International Letters and Cultures, please read the [SILC website](#).

For information on admissions and applications, please visit:

- <https://admission.asu.edu/graduate> or
- Consult the corresponding section in this handbook.

This graduate handbook provides general information on degree requirements as well as academic standards, policies, and procedures. It should be used in conjunction with the current Arizona State University Graduate Catalog. Since it is the students' responsibility to comply with all university, school, and faculty requirements, it is in their best interests to be thoroughly familiar with this handbook and to consult with the SILC Associate Director of Graduate Studies, the SILC Graduate Student Coordinator, and more particularly with the Representative of Graduate Studies for East Asian Studies.

Information on Graduate College procedures can be found at:

https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf

Information for Research and Teaching Assistant can be found:

https://graduate.asu.edu/sites/default/files/ta-ra-policies-and-procedures-handbook-8-42017_0.pdf

Arizona State University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, special disabled veteran status, or any other unlawful discriminatory grounds in its programs or employment.

Tempe, May 2015

Program Goals

The graduate program in **East Asian Languages and Civilizations (Chinese)** provides a research intensive, inter-disciplinary, area-based program of study in the traditional and modern languages and cultures of China. Students may focus on literature, literary criticism, thoughts and religion, comparative cultural studies, cultural history, religious texts, or linguistics. In every case, students will be expected to acquire a solid grounding in classical and modern Mandarin Chinese.

THE M.A. PROGRAM prepares students to pursue further academic training and graduate work, or to teach in the K–16 sequence, or to go on to professional schools in such fields as law, business or journalism, or to perform well in jobs involving China or Chinese.

THE Ph.D. PROGRAM prepares students to become scholars and teachers of Chinese literature and culture or prepares them for the increasing number of professional careers that utilize knowledge at a high-level of proficiency in Chinese language and culture.

Academic Standards and Policies

Admission Procedures

Candidates who have completed a B.A. in Chinese studies, or close equivalent, from an accredited institution will be given preference for admission to the Graduate Program. Other factors taken into consideration include:

- quality of the writing sample;
- letters of recommendation assessing the student's command of Chinese and English and potential for graduate work;
- quality of previous educational experience;
- the applicant's G.P.A.;
- experience of study abroad.

Students with a non-traditional background can be considered on an ad-hoc basis, but they should contact the Faculty Advisor for East Asian Studies before applying.

In the case of Ph.D. applicants, the same factors are taken into consideration, with a normal grade point average in Master's work expected to be 3.5 or higher on a 4.0 scale. In addition, because the doctorate is a research degree that normally prepares the student for university teaching and scholarly investigation, the committee considers the level of work in graduate literature and related courses at the Master's level.

Students applying for admission to the Ph.D. program must submit recent scores from the Graduate Record Examination (GRE). Students applying to the M.A are not required to submit GRE scores, but are encouraged to do so. Students who are from a country whose native

Academic Standards and Policies

language is not English or who have not earned a bachelor's degree or higher from a regionally accredited college or university in the U.S. should submit TOEFL or IELTS scores.

Deadlines

To be considered for any form of financial aid in East Asian Languages and Civilizations, including Teaching or Research Assistantships or Associateships, an applicant's application for admission for the Fall semester of the next academic year must be received before 11:59 p.m. on the specified deadline (typically January 15). For all others, the deadline is April 15 of the year in which he or she will enroll. Applications for Graduate Assistantships are not considered until the applicant has been admitted with regular status to the Graduate College. The application for a Teaching or Research Assistantship should be submitted to the School of International Letters and Cultures along with your admission application. Assistantships are normally awarded only for the full academic year (fall and spring semesters).

Counting Transfer Credit and Course Work Taken in Non-degree Status Toward the M.A.

Under normal circumstances, no more than 6 units of graduate-level credit completed at an outside university may count toward the Master's program of study. No more than 9 units of graduate level credit completed at ASU as an unclassified graduate student may count toward the Masters' program of study.

Graduate Student and Graduate Assistant Enrollment

It is expected that all students enrolled in the program will carry a full load of coursework. Note that, without exception, graduate assistants on half-time Research Assistant or Teaching Assistant appointments (20 hours per week), must be enrolled for at least 6 approved credit hours (exclusive of audited courses) each semester. In order to maintain active status, students must be enrolled in the University for at least one credit hour in every academic semester until their program is completed. All students holding graduate Teaching Assistantships will be required to enroll in SLC 596 ("Second Language Methodologies") during the first fall semester of their first assignment. For more information see https://graduate.asu.edu/sites/default/files/ta-ra-policies-and-procedures-handbook-8-4-2017_0.pdf.

TAs may not hold any additional or outside employment beyond their TAship during the fall or spring semesters (although they may in the summer). Engaging in such activities may result in the termination of your assistantship. Additionally, students who have accepted a TA offer must reside in the Phoenix Metropolitan area, regardless of course instruction mode.

Incompletes

Students who receive an Incomplete in courses at the 500-level or above have up to one calendar year to complete the course for a grade although individual faculty members may set a deadline earlier than one calendar year. After one calendar year the incomplete will become a permanent part of the transcript. To repeat the course for credit a student must re-register and pay fees. The grade for the repeated course will appear on the transcript, but will not replace the permanent incomplete.

Academic Standards and Policies

No student may accumulate three or more Incompletes at any one time. Courses in which a student has taken incompletes and that appear on an already approved Plan of Study must be completed before the student requests the date of the oral defense of the thesis or dissertation. In addition, three incompletes will constitute evidence of insufficient progress and the student may lose his or her TA position or fellowship support.

Reading and Conference Courses

Reading and Conference courses will be given only under exceptional circumstances, and cannot duplicate standard courses that are regularly available. These courses may be counted toward degree progress if they have been approved by the student's Supervisory Committee. Students enrolling in such courses must obtain the necessary signatures on forms available in the SILC Graduate Student Coordinator's office.

Provisional Status

Students who have been admitted on provisional status must 1) make up the deficiency identified in their offer letter and, 2) earn a grade of B+ or better in all coursework taken in that status. A lower grade will result in recommendation for dismissal from the program. P (Pass) and Y (Satisfactory) grades will not be accepted for courses taken under provisional status.

Discrimination complaints (Title IX)

<https://www.asu.edu/titleIX/>

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Retention

All students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by this degree program. If a student fails to satisfy the requirements of their degree program, and/or benchmarks below, the student may be dismissed from their program based on the unit's recommendation to the Graduate College.

- M.A. students are required to maintain a minimum 3.5 GPA in graduate-level courses; Ph.D. students are required to maintain a 3.6 GPA. Students who at any time fall below these averages will be considered on probation for the following semester. If, during that semester, they do not

Academic Standards and Policies

meet minimal requirements, we will recommend to the Graduate College dean that the student be dismissed from the program.

- Grades of C and below do not meet the requirements of a graduate degree.
- Satisfy all requirements of the graduate degree program.
- Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.

Graduate students must stay continuously enrolled in their degree program. Failing to do so without a Graduate College approved *Request to Maintain Continuous Enrollment* is considered to be lack of academic progress and may lead to automatic dismissal from the program.

Review and Dismissal

All students admitted to the M.A. and Ph.D. programs will be reviewed annually and a written report will be shared with the student by the Director of Graduate Studies. Students whose work is judged unacceptable or insufficient academic progress will be given one year to correct deficiencies. If deficiencies have not been corrected, the student will be recommended for dismissal to the Graduate College.

M.A. Applicants to the Ph.D. Program

Students who complete the M.A. degree and who wish to continue graduate studies toward the doctorate must apply through the Graduate College for admission to the doctoral program. Admission to the doctoral program will be contingent upon successful completion and defense of the M.A. thesis within one semester from being admitted to the doctoral program. Acceptance into the M.A. program does not necessarily imply acceptance into the Ph.D. program.

ASU Graduate Policies and Procedures

Please visit the Graduate College's [Graduate Policies and Procedures](#) handbook.

Satisfactory Academic Progress

Please visit <https://students.asu.edu/policies/satisfactory-academic-progress>.

Scholarship/Fellowships/Awards

For Scholarship/Fellowships/Awards, please visit the [SILC Website](#) as well as the [ASU Graduate College Website](#), and [The College of Liberal Arts and Sciences](#).

Other resources: [Graduate and Professional Student Association \(GPSA\)](#), [Institute for the Humanities Research](#), [ACMRS Academic Programs Awards and Grants](#).

Archived Handbooks

Previous versions of all SILC graduate program handbooks can be found in the SILC intranet as well as the SILC Canvas. Current students who are not able to access either the intranet or Canvas

Academic Standards and Policies

should contact the Graduate Program Student Services Support Coordinator.

Student Academic Progress

For information on the university's policy regarding student academic progress (SAP), please visit the [Satisfactory Academic Progress](#) webpage.

Entrepreneurship + Innovation

Do you have an idea for a product or service that could solve a problem, fill a need or enhance people's lives? [Entrepreneurship + Innovation](#) at Arizona State University connects you to the information, resources and people that can help you turn your ideas into reality.

Coursework

Students will register for all coursework online through their My ASU page. Graduate-level courses are those numbered 500 or higher. Details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#).

Internships

The internship course for Chinese is CHI 784. Although students may not use internship credit as a substitution for courses required by the program, internship courses may be used on the iPOS as part of the total hours for the degree. One (1) credit hour may be awarded per 50 hours of internship work with prior approval.

Please visit [ASU Career and Professional Development Services](#).

Leave of Absence

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. If a student cannot meet this requirement, they must request a leave of absence, which can be done as a petition through the Interactive Plan of Study. Once submitted, the petition must be approved by the academic unit and Graduate College before the anticipated semester of non-registration. Students may request up to two semesters of nonregistration during their graduate program.

Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university's [Student Code of Conduct](#) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Academic Standards and Policies

Withdrawal

Voluntary withdrawal from ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the [Voluntary Withdrawal Form](#). Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the [International Student and Scholars Center \(ISSC\)](#) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the *Voluntary Withdrawal form*. The student should not take this action until they have been admitted to the other graduate degree program.

Other types of withdrawal: There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at the [University Registrar's Office](#).

International Students

Students who need assistance with visas, immigration status, or other immigration questions should contact the [International Student and Scholars Center \(ISSC\)](#).

Health, Wellness and Accessibility Resources

ASU offers many health and wellness resources for our students. Please visit [ASU Health Services](#) for information on counseling, public safety, and Sun Devil Fitness. ASU's [Student Accessibility and Inclusive Learning Services](#) is a great resource for students with disabilities. Additional resources for wellbeing can be found here: [Graduate Wellness Resources](#) and [10 Best Practices in Graduate Student Wellbeing](#).

Interactive Plan of Study (iPOS)

Graduate students will file their Doctoral Plan of Study using a secure online process called the Interactive Plan of Study (iPOS). This electronic process will guide you through a step-by-step process and present a list of eligible courses to choose from. A number of edits are built in to ensure that students have met university requirements prior to submitting their iPOS. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be able to login to review the status at any point along the way.

Graduation Process

Apply to Graduate: <https://students.asu.edu/registration/graduation-apply>

Graduation Deadlines: <https://graduate.asu.edu/current-students/policies-forms-anddeadlines/graduation-deadlines>

Academic Standards and Policies

Transfer Credits

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

Grade Appeals/Grievances

- A. The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating any evidence and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure used and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then take the problem to the faculty member in charge of the course (regular faculty member or director of the course sequence).
- B. If the grading dispute is not resolved in step A, the student may appeal to the department chair or other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges or schools.
- C. If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college or school concerned (or the dean-designate) who will review the case. If unresolved, the dean or designate may refer the case to the college or school academic grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

University Resources

[ASU Libraries](#), [Graduate Student Writing and Academic Centers](#), [Graduate & Professional Student Association](#), [Provost's Office](#), [Career Services](#), [Parking Permits](#), [Student Business Services](#), [Sun Devil Student ID Card](#), [IT Help](#), [Memorial Union](#), [Campus Dining](#), [Student Banking](#), and [Student Organizations](#)

Responsibilities of the Chair of the student's Supervisory Committee

The Chair of the student's Supervisory Committee shall:

- Meet with the student within the first two weeks of each semester;
- Work with the student to submit the iPOS (interactive Plan of Study) to the Graduate College by the beginning of the third semester both for Master's and Doctoral degrees;
- Write an annual evaluation of the student in accordance with the established criteria;
- Ensure that the examination, thesis and dissertation process follow the criteria established in the ASU Graduate Handbook and in this manual.

Master's Degree Requirements

Programs of Study

The Chinese Program in SILC offers Master of Arts Degrees in two areas: Area 1: Literature, Linguistics, and Culture and Area 2: Pedagogy

Area 1 seeks to prepare students for further academic training, for entrance to professional schools in such fields as law, business or journalism, and for a general level of knowledge about the languages and cultures of China as an asset to a professional career.

Area 2 is intended for students whose major interest is in teaching modern Chinese in K-16 environments.

Requirements for admission:

- Completion of 30 units or the equivalent of modern Chinese (Mandarin)
- 6 units of classical Chinese at the university level
- 6 units in Chinese Literature in Translation, or 3 units in Chinese Literature in Translation and 3 units in courses on Chinese religion or thought that utilize primary texts in translation.
- 3 units of linguistics courses on Chinese
- 3 units of a general survey of Chinese culture and civilization

Students may be admitted with deficiencies that must be made up during the first year (see Admission Procedures, p.2).

Coursework

Candidates must complete at least 30 units of 400-500 level graduate courses with a CHI heading (24 units of coursework, and 6 hours of Thesis [CHI599] or Applied Project [CHI 593]). No more than 6 units of 400 level courses may be counted. Coursework will normally include two seminars and three 400/500 level reading courses. The writing and defense of a thesis completes the M.A. program in Area 1; writing and defense of a thesis or a substantial project, in Area 2.

Core Requirement:		
CHI 501	Proseminar: East Asian Humanities	3 units
Required Concentration Course		
SLC 596	Second Language Methodologies	3 units
Other Required Course		
CHI 598	Topic: History of the Chinese Language	3 units
Electives (selected in consultation with committee chair)		15 units
Culminating Experience		
CHI 593 OR CHI 599	Applied Project OR Thesis	6 units

Master's Degree Requirements

All students need to file an official Plan of Study through the iPOS system following the requirements of the graduate programs in SILC. Students need to work with their Supervisory Committee Chair and submit the Plan of Study to the Graduate College no later than the beginning of their third semester of study. Changes in the Plan of Study may be made later if necessary. Once the Plan of Study has been completed, it must be checked and signed by the Chair of the Supervisory Committee and by the Faculty Advisor for East Asia. See the Graduate Student Coordinator for assistance.

Time Limitations

M.A. programs are expected to be completed within three years. The time allowed can be flexible, particularly for students who will want to do a year abroad. But all work done toward the Master's degree program must be completed within six consecutive years.

M.A. Supervisory Committee

The purpose of the Supervisory committee is to assist students in planning a program that fits his/her own needs and interests, to supervise the student's yearly academic progress, and to arrange the oral defense of the thesis. The committee members will normally be chosen from the faculty with whom the student has taken or will take course work in the program and subject areas chosen.

The Supervisory Committee chair will be a member of the EALC graduate faculty. If a student's research warrants, the chair of the student's Supervisory Committee may request the inclusion of a thesis committee member from outside the EALC faculty. The program cannot assume any expenses incurred by having an external member of the committee.

Change of M.A. Supervisory Committee

Under unusual circumstances, the student will be allowed to change Supervisors only until the semester in which the student defend his or her culminating experience. Changes may be requested due to a change in research topic or a prolonged absence on the part of a faculty member, etc. The committee change form may be obtained through iPOS system from the Graduate College.

Ph.D. Degree Requirements

Admission

Potential applicants who hold a bachelor's degree from a regionally accredited institution in a related field are eligible to apply to the program. The following entry-level competencies are needed for admission to the program: for Chinese concentration, completion of three years of modern Chinese and one year of university-level classical Chinese. Applicants are required to submit an official ASU graduate application, official GRE scores, official transcripts of all undergraduate and graduate course work, a statement of career and educational goals, and three letters of recommendation (two of which should be academic recommendations). A separate writing sample, no more than 15 pages in length should be sent to the department. For students applying for a Teaching Assistantship (TA), a TA application must be completed and returned to SILC by January 15. Regular admission may be granted to applicants who have achieved a grade point average of 3.5 (4.0 scale) or better in the last two years of work leading to the bachelor's degree and who are competitive in the applicant pool as evidenced by GRE scores (verbal, quantitative, and analytical), writing sample, the statement of career and educational goals, and letters of recommendation.

Coursework

The program will require a minimum of 84 credit hours. Up to 30 hours earned in a Master's degree program that is directly relevant to the degree may be counted toward that number. However, a minimum of 30 credit hours of course work, 12 hours of research and electives, and 12 hours of Dissertation (CHI799) are required beyond the M.A. level. If a student already has an equivalent M.A., it will not be necessary to complete the existing SILC M.A. in Asian Languages and Civilizations. However, the student will be required to satisfy all course requirements for the M.A. After their first year in the Ph.D. program, all students will be evaluated before being permitted to continue. Students who enter directly from the B.A. can be granted an M.A. in passing after completing the Comprehensive Examinations.

All students are required to complete CHI 501 Proseminar. Each student must complete the following requirements in the Chinese Concentration: 81 units plus CHI 501 (3).

Core Course

-CHI 501 Proseminar: East Asian Humanities (3 units)

Required Concentration Course

-CHI 514: Advanced Classical Chinese (6 units)

Other Required Courses

-CHI 691 Seminar* (15 units)

-CHI 598 Special Topics* (18 units)

-CHI 598 Topic: History of Chinese Literature (I or II) (3 units)

-CHI 598 Topic: History of the Chinese Language (3 units)

Electives* (24 units)

Culminating Experience

-CHI 799 Dissertation (12 units)

*18 credit hours of CHI 598 Special Topics must be comprised of six reading courses and 15 credit hours of CHI 691 must be comprised of five seminar courses. Other requirements and elective coursework for the degree are to be chosen in consultation with the program chair. Courses for the other requirements may be substituted with the approval of the academic unit.

Ph.D. Degree Requirements

Field requirements

A "field" is an area of study within the overall domain of Chinese language and civilization that the Ph.D. student shall investigate in some depth. The student shall be expected to be familiar with both the original texts and the secondary scholarship of the field and to show some potential for carrying out original research in the area in question. Each student must pursue four such fields of special study, and will be examined separately by an appropriate faculty member or members. The field examinations must be written.

Three of the fields shall be chosen from areas that are well represented within the EALC graduate curriculum. The student's Ph.D. advisory committee shall, in consultation with the student, determine the actual content of the fields. A fourth field will be chosen from beyond the SILC Chinese program and involve working with faculty from other ASU schools and departments. This may be a supporting field in another area of Chinese culture and civilization (e.g., history, religion, art history), in another language and culture contingent to China or with long historical association (e.g., Japan, Korea, Vietnam), or in a particular methodological or theoretical area (e.g., gender studies, place studies). The student shall prepare this field through coursework or independent study with a person selected by the student and authorized by the committee.

Language Requirements

The student must demonstrate a high level of classical Chinese in Advanced Literary Chinese classes that are required for all students and as approved by the faculty advisor. Prior to the Comprehensive Examinations and reading knowledge of an additional pertinent Asian language and one pertinent European language, aside from English, by completing a reading examination in those languages. (The student may apply any foreign language reading examination required for a previously obtained MA to this requirement.)

Comprehensive Examination, Dissertation, Oral Defense

Upon the successful completion of the student's program of course work and study, the completion of the field examinations, and the completion of the foreign language requirement, the student's supervisory committee will administer the Comprehensive Examination. This will be a written and oral examination that covers principally, but not exclusively, the four fields that the student has prepared. Within one semester after passing this examination, the student presents a dissertation prospectus to his or her dissertation adviser. The dissertation prospectus is normally closely related to one of the field examinations. After approval of the prospectus, the student writes the dissertation under the direction of the adviser. Please note that in the U.S., dissertations on Chinese and Japanese topics are uniformly written in English. This increases the readership and makes it easier for would-be employers to judge the students' work. The acceptance of the finished dissertation and passing the oral defense of the dissertation completes the degree requirements for this program.

Time Limitation

Students are expected to complete their coursework within the first 6 years of their study. Students who enter with M.A. may take less time to finish coursework. All degree requirements are expected to be completed no more than 10 years after enrolling in the first year.

Ph.D. Supervisory Committee

The purpose of the Supervisory committee is

Ph.D. Degree Requirements

- to assist the student in planning a program that fits his/her own needs and interests
- to supervise the student's yearly academic progress
- to arrange the oral defense of the thesis.

The committee members will normally be chosen from the faculty with whom the student has taken or will take course work in the program and subject areas chosen.

The Supervisory Committee chair will be a member of the EALC graduate faculty. If a student's research warrants, the chair of the student's Supervisory Committee may request the inclusion of a thesis committee member from outside the EALC faculty. The program cannot assume any expenses incurred by having an external member of the committee.

International Students

All Graduate Teaching Assistants/Associates for whom English is not a native language must have a minimum TOEFL score of 550 for paper-based, 213 for computer-based and 83 for internet-based for admission; and must also take the Test of Spoken English (TSE) or the ASU SPEAK Test (only given on campus at the ITA program office). Potential TAs must pass this test with a minimum of 55 (230 on the old scale), in order to secure their position. It is advisable that students take the TSE test in their home country, preferably at the time they take the TOEFL. If potential TAs do not take and pass the test prior to being offered a TA contract, they will have to arrange it as soon as possible—this is often logistically difficult and may put a TA position in jeopardy if not handled well in advance. If a potential TA does not receive the minimum passing score, their contract will automatically be voided. For more information contact the SILC Graduate Program Student Services Support Coordinator at silc@asu.edu. International students should apply as early as possible in the fall semester.

Selection of Graduate Assistants/Associates for Academic Year Appointments

The following priorities are in effect:

1. Ph.D. students who demonstrate satisfactory progress toward completion of degree requirements are normally supported for a maximum of five years.
2. M.A. students who demonstrate satisfactory progress toward completion of degree requirements are normally supported for a maximum of two years.

The deadline for submission of applications is usually 15 January of each year. Interested students should not miss this deadline. TAs are only granted beginning in the fall semester. Students who are selected for a TAship must complete the SLC 596 Second Language Methodologies course in August before they begin their first semester of teaching.

Continuing students must complete an annual application before February 10. This application should be accompanied by a copy of the statement of teaching experience and academic goals mentioned below.

Evaluation of Continuing Graduate Students

On or before February 1 of each academic year the chair of the student's Supervisory Committee and the Director of Graduate Study are charged with evaluating students' academic progress and teaching performance.

At the beginning of the second semester of each academic year students must present a printout of his/her graduate courses taken at ASU and a brief statement about their teaching experience and academic goals for the next year. The statement, less than 1 page in length, should include:

1. how many semesters of support s/he has received in their current program;
2. whether s/he filed the official Plan of Study, taken exams, participated in conferences;
3. other pertinent information for the period covered by the evaluation.

Optionally, each teaching assistant may arrange, through his/her supervisor, to be evaluated by another faculty member. This evaluation will result in a narrative statement.

It is the student's responsibility to submit all the required paperwork by the deadline and to ensure that his/her academic adviser has filed the appropriate report. Incomplete dossiers cannot be considered.

Underperforming TAs



TAs who are not fully performing their responsibilities as stated in their appointment letter will receive verbal and written notices from their Language Coordinator/Director of Language Acquisition/supervising faculty (in content courses). The Language Coordinator/Director of Language Acquisition/supervising faculty will detail areas and ways to improve and will provide a timeline (between two weeks and a full semester, as appropriate). The TA will acknowledge this notice. If the TA continues failing to meet expectations by the end of the provided timeline, the Language Coordinator/Director of Language Acquisition/supervising faculty will consult with the Graduate Program Advisor. After meeting with the student, they may recommend that the Associate Director of Graduate Studies issue a probation letter, with copy to The College. The probation letter will outline a remediation plan along with a timeline (between two weeks and a semester, as appropriate), decided in consultation with the Language Coordinator/Director of Language Acquisition/supervising faculty and Graduate Program Advisor. The TA will provide a written acknowledgment of this letter. The TA will be evaluated at the end of the probation period. If they fail to demonstrate the required improvements, the Director of the School may issue a letter of termination, with copy to The College. The letter will document the reasons for the termination. The TA will have 10 business days to send a written appeal to the Associate Director of Graduate Studies.

Students with Disabilities



ASU supports and fosters an environment of diversity, equity, inclusion and belonging, and promotes equal opportunity through affirmative action in employment and educational programs and activities. It strives to offer students with disabilities support and access, for all programs and academic opportunities. It also ensures that qualified individuals with disabilities are not subjected to discrimination, harassment or retaliation because of their disabilities in regard to academic pursuits, job application procedures, hiring, and other terms and conditions of employment. It is the policy of ASU to provide reasonable accommodations to qualified individuals with disabilities. SILC encourages qualified individuals to contact the SAILS office for classroom accommodations (<https://eoss.asu.edu/accessibility>) as well as to the Office for Diversity, Equity and Inclusion (<https://cfo.asu.edu/workplace-accommodations>) for workplace accommodations.

ASU and Community Resources



Please visit ASU Educational Outreach and Student Services for a variety of resources, such as Student Advocacy and Assistance, Counseling, Financial Aid, Resources for Students with Families, Community Resources (Food, Clothing, Shelter), and others <https://eoss.asu.edu/resources/basic-needs>.

SILC Certificates

Many SILC students choose to supplement their programs with additional certificates. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College transfer policies. All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program. Credit hours earned in a certificate program may also be used towards a degree program, standard preadmission rules apply.

Listed below are all certificates available through SILC along with the contact information for the directors of each.

Digital Humanities ([link](#))

Program Director: Mike Tueller Mike_Tueller@asu.edu

Core Course (3 credits)		
CDH 501	Digital Humanities: Critical Theory and Methods	3
Required Course (3 credits)		
CDH 580	Practicum	3
Electives (6 credits) – Chosen in consultation with program chair		
Culminating Experience (3 credits)		
CDH 593	Applied Project	3

Translation Studies ([link](#))

Program Co-Director (English Dept.): Richard Newhauser Richard.Newhauser@asu.edu

Program Co-Director (SILC): Christopher Johnson cdjohnson@asu.edu

Core Courses (6 credits)		
ENG 550	Translation	3
SLC 551	Global Approaches to Translation	3
Electives (6 credits) – Chosen in consultation with program chair		
Culminating Experience (3 credits)		
ENG/SLC 593	Applied Project	3

Spanish Pedagogy ([link](#))

Program Director: Sara Beaudrie Sara.Beaudrie@asu.edu

Core Course (3 credits)		
SPA 596	Second Language Methodologies	3
Restricted Electives (9 credits)		
SPA 543	Structure of Spanish	3
SPA 546	Heritage Language Pedagogy	3
SPA 598	Topic: Spanish Second Language Acquisition	3

SILC Certificates

Electives (6 credits) – Choose two of the courses listed below		
ENG 557	Computer-Assisted Language Learning	3
LIN 523	Language Testing & Assessment	3
LIN 524	Curriculum Design & Materials Development	3
SPA 542	Studies in Spanish in the Southwest	3
SPA 598	Topic: Bilingualism	3
SPA 598	Topic: Language Program Administration	3
SPA 598	Topic: Sociolinguistics	3
SPA 598	Topic: Spanish Applied Linguistics	3
SPA 598	Topic: Teaching Language through Culture and Literature	3
Culminating Experience		
Portfolio		

Contact Us

Monica Hopkins

Student Services Support Coordinator

Graduate Programs

monica.hopkins@asu.edu

School of International Letters and Cultures

SILC@asu.edu

480-965-4930



SILC.asu.edu