

# Asian Languages and Civilizations (Japanese) Graduate Handbook

School of International Letters and Cultures

(Updated Summer 2024)

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## 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](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_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

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## Academic Standards and Policies

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The graduate program in **Asian Languages and Civilizations: Japanese** provides a research-intensive, inter-disciplinary, area-based program of study in the traditional and modern languages and cultures of Japan. Students may focus on literature, literary criticism, thought and religion, comparative cultural studies, cultural history, or religious studies. In every case students will be expected to acquire a solid grounding in classical and modern Japanese, as well as reading facility in *kanbun*.

**THE M.A. PROGRAM in Japanese** 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 Japan or Japanese.

## Academic Standards and Policies

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### Admission Procedures

Candidates who have completed a B.A. in Japanese 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 Japanese 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 Representative for East Asian Studies before applying. Students who enter the program with any gaps in their prerequisite requirements should expect to make them up during their first year of study.

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 language is not English or who have earned a bachelor's degree of 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, 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 (as of the time of writing, January 1<sup>st</sup>). For all others, the deadline is April 15th of the year in which they will enroll.

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

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# Academic Standards and Policies



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, in the form of 9 credits. 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.

## **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.

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 their 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

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# Academic Standards and Policies



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](mailto: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/](http://www.asu.edu/reportit/).

## Continuous Enrollment

Once admitted to a graduate program, students must be registered for a minimum of one credit hour during all phases of their program. Students must register for graduate level credit every fall and spring semester from admission to graduation. Summer registration is not required unless students are taking examinations, completing culminating experiences, conducting a doctoral proposal/prospectus, defending their dissertations or graduating from the program. Grades of “W” and/or “X” are not considered valid registration for continuous enrollment purposes. To review the full continuous enrollment policy, please see the Graduate College’s [Graduate Policies and Procedures Handbook](#).

## 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. 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 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.

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. program 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 written notice and one year to correct deficiencies. If deficiencies have not been corrected, the student will be recommended for dismissal to the Graduate College.

## ASU Graduate Policies and Procedures

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# Academic Standards and Policies



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

## **Satisfactory Academic Progress** <https://tuition.asu.edu/satisfactory-academic-progress>

To remain eligible for federal financial aid, students must make satisfactory academic progress (SAP) as a student, meaning you need to make good enough grades, and successfully complete enough classes in a timely manner to demonstrate that you are successfully working toward your degree. ASU measures SAP yearly after the spring semester using three metrics:

- GPA – All students must meet a minimum cumulative GPA 3.0 (note this program requires you maintain a GPA of 3.6).
- Pace Rate – Students must pass at least 67% of their total attempted ASU credit hours in their degree program. Passed credits do not include courses with grades of E, EU or W. Audited courses, ungraded courses, remedial no-credit courses and courses with grade of Z are excluded from this measurement.
- Maximum Credit Hour – Students must not exceed the maximum attempted credit hour limit for the degree program.

## **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 should contact the Graduate Program Student Services Support Coordinator.

## **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**

There currently is no internship course for Japanese. Those interested in an internship must speak with their chair to confirm if CHI 784 is acceptable. 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](#).

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# Academic Standards and Policies



## 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 non-registration 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.

## Withdrawal

Voluntary withdrawal from ASU: If a student wishes to withdraw from their 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](#)



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[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 Master's 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-and-deadlines/graduation-deadlines>

## 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. Pre-admission 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

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# Academic Standards and Policies



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.

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# Master of Arts Degree Requirements

## Program of Study

The Japanese Program in SILC offers a Master of Arts Degree focusing primarily on literary and cultural studies, religion, and history.

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

Requirements for admission:

- Completion of 30 units or the equivalent of modern Japanese.
- 6 units in Japanese Literature in Translation, or 3 units in Japanese Literature in Translation and 3 units in courses on Japanese religion, thought, or philosophy that utilize primary texts in translation.
- 3 units of a general survey of Japanese culture and civilization

Previous training (3-6 units) in classical Japanese and/or *kanbun* is highly desirable, although not essential for admission. Typically, students in the M.A. program will be expected to study classical Japanese and *kanbun* during their first year in the program

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 JPN (or SLC) heading (24 units of coursework, and 6 hours of Thesis [JPN599]). 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.

<b>Core Course:</b>		
JPN 501	Proseminar: East Asian Humanities	3 units
<b>Required Concentration Course:</b>		
JPN 586	History of Japanology	3 units
<b>Electives</b>		18 units
<b>Culminating Experience</b>		
JPN 593 OR JPN 599	Applied Project OR Thesis	6 units

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Electives are to be chosen in consultation with the supervisory chair. Elective courses should be distributed as follows: six units of JPN courses in literature, religion, thought, and/or cultural history, six units of JPN 591 seminar courses, and six units of classical Japanese and/or *Kanbun*. Students with prior training may substitute with other electives as approved by supervisory chair.

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 Director of Graduate Study 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 the student in planning a program that fits their 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.

### **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 defends 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.

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## 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 each student must present a printout of their 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 the student has received in their current program;
2. whether the student has 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 their 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 their academic adviser has filed the appropriate report. Incomplete dossiers cannot be considered.

## Students with Disabilities



ASU 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 of Human Resources (<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.

### Translation Studies ([link](#))

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

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

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

### Spanish Pedagogy ([link](#))

Program Director: Sara Beaudrie [Sara.Beaudrie@asu.edu](mailto:Sara.Beaudrie@asu.edu)

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

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# SILC Certificates



Portfolio
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## Contact Us

### **Ashley Lawless**

Student Services Support Coordinator

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School of International Letters and Cultures

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