

East Asian Grad Handbook

School of International Letters and Cultures

(Updated May 2018)

Table of Contents

| | |
|---|----|
| Foreword | 01 |
| Program Goals | 02 |
| Academic Standards and Policies | 02 |
| Master of Arts Degree Requirements | 08 |
| Programs of Study | 08 |
| Coursework | 08 |
| Time Limitations | 10 |
| M.A. Supervisory Committee | 10 |
| Change of M.A. Supervisory Committee | 10 |
| Doctor of Philosophy Degree Requirements | 11 |
| Admission | 11 |
| Coursework | 11 |
| Field Requirements | 13 |
| Language Requirements | 13 |
| Comprehensive Examination, Dissertation, and Oral Defense | 13 |
| Time Limitation | 14 |
| Ph.D. Supervisory Committee | 14 |
| International Students | 14 |
| Selection of Graduate Assistants/Associates for Academic Year Appointment | 15 |
| Evaluation of Continuing Graduate Students | 15 |

FOREWORD

For general information about Arizona State University and its graduate programs, please see the ASU Graduate College website at <http://graduate.asu.edu/>.

For more information about the graduate programs in the School of International Letters and Cultures, please read the SILC website at <http://silc.asu.edu>.

For information on admissions and applications, please visit:

- <http://graduate.asu.edu/admissions> 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 and important links can be found: <http://graduate.asu.edu>.

Information on Graduate College procedures can be found at : <https://graduate.asu.edu/policies-procedures>.

Information for Research and Teaching Assistant can be found: <http://graduate.asu.edu/ta-ra-handbook>.

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: China** 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 Director of Graduate Studies 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 takes into account the level of work in graduate literature and related courses at the Master's level.

Academic Standards and Policies (continued)

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 language is not English (regardless of where they may now reside) 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 December 1 of the preceding year). For all others, the deadline is April 1 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 semester hours (exclusive of audited courses) each semester. In order to maintain active status, students must be enrolled in the University for at least one semester hour in every academic semester until their program is completed. All students holding graduate Teaching Assistantships will be required to enroll in SLC 591 ("Methods of Teaching") during the first fall semester of their first assignment. For more information see <http://graduate.asu.edu/ta-ra-handbook>.

Incompletes

Students who receive an Incomplete in courses at the 500-level or above have one calendar year to complete the course for a grade. 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 (continued)

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.

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 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.

Academic Standards and Policies (continued)

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 <https://graduate.asu.edu/policies-procedures> for Graduate Policies and Procedures.

Scholarship/Fellowships/Awards

For Scholarship/Fellowships/Awards, please visit the SILC Website (<https://silc.asu.edu/scholarships-and-awards>) as well as the ASU Graduate Education Website (<https://graduate.asu.edu/pay-for-college>), and [CLAS Graduate Fellowships and Awards](#).

Other resources: Graduate and Professional Student Association-ASU (GPSA) (<https://gpsa.asu.edu/funding/>), Institute for the Humanities Research-ASU (<https://ihr.asu.edu/>), ACMRS Academic Programs Awards and Grants (<https://acmrs.org/academic-programs/awards-grants>).

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. Please see <https://entrepreneurship.asu.edu/launch>

Coursework

Students will register for all coursework online through their MyASU 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 (<https://students.asu.edu/registration-and-tuition-payment-guides>).

Academic Standards and Policies (continued)

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 <https://eoss.asu.edu/cs/students/internships/resources>

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. The [Maintain Continuous Enrollment](#) form must be submitted and 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 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.

Academic Standards and Policies (continued)

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: <https://students.asu.edu/drop-add>. For course withdrawals contact 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 and Wellness and Disability 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 [Disability Resource Center](#) is a great resource for students with disabilities.

Interactive Plan of Study (iPOS)

iPOS: Interactive Plan of Study for Graduate Students. Graduate students will file their Doctoral Plan of Study using 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. The I POS how-to guide can be found at the graduate college <http://graduate.asu.edu/completing-your-degree/how-to>.

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 of Arts Degree Requirements

Programs of Study

The Chinese Program in SILC offers Master of Arts Degrees in two areas:

Area 1: Literature, Linguistics, and Culture

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]). 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 Requirements: | | |
|--------------------|---------------------------------|---------|
| CHI 482 | History of the Chinese Language | 3 units |
| CHI 500 | Research Methodology | 3 units |

Master of Arts Degree Requirements (continued)

| Area 1 Requirements: | | |
|-----------------------------|---|---------|
| CHI 5XX | Courses in linguistics, literature, religion, thought, cultural history | 6 units |
| CHI 591 | Seminar | 6 units |
| | Electives | 6 units |
| CHI 599 | Thesis | 6 units |

| Area 2 Requirements: | | |
|-----------------------------|--|---------|
| CHI 5XX | Courses in Chinese pedagogy, applied linguistics, language structure | 6 units |
| CHI 591 | Seminars in curriculum design, sociolinguistics, applied syntax | 6 units |
| CHI or LIN | Electives (must be approved by the committee) | 6 units |
| CHI 599 | Thesis (or CHI 593 Applied Project) | 6 units |

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

Master of Arts Degree Requirements (continued)

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 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.

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.

Doctor of Philosophy Degree Requirements

Admissions

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 financial aid, a financial aid form must be completed and returned to the 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 the 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 500 Research Methods. Each student must complete the following requirements in the Chinese Concentration: 81 units plus CHI 500 (3).

Doctor of Philosophy Degree Requirements (continued)

| Core Requirements: (15 units) | | |
|--------------------------------------|---|----------|
| CHI 500 | Research Methods | 3 units |
| CHI 513 | Advanced Classical Chinese I | 3 units |
| CHI 514 | Advanced Classical Chinese II | 3 units |
| CHI 521 OR CHI 522 | History of Chinese Literature | 3 units |
| CHI 582 | History of Chinese Language | 3 units |
| Other Requirements (72 units) | | |
| CHI 5XX, 6XX, 7XX | Completion of at least 6 graduate level readings courses (approved by faculty advisor). (examples of readings include: Medieval Chinese Poetry, Religious Texts, Chinese Prose, Traditional <i>Xiaoshuo</i> , Traditional Performance Literature, Modern Literature and Culture, Chinese Thought, CHI 521 or CHI 522) | 18 units |
| CHI 5XX, 6XX | Completion of 5 seminars (approved by faculty advisor) (examples: Literary History, Chinese Religions, Poetry and Poetics, Literary Prose, Traditional Vernacular Literature, Modern Literature and Culture, Chinese Linguistics, Chinese Thought) | 15 units |
| | Electives | 12 units |
| CHI 792 | Research | 12 units |
| CHI 799 | Dissertation | 12 units |

Doctor of Philosophy Degree Requirements (continued)

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 US, dissertations on Chinese and Japanese topics are uniformly written in English.

Doctor of Philosophy Degree Requirements (continued)

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

- 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 Appointment

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 three years.

The deadline for submission of applications is usually 15 December of each year. Interested students should not miss this deadline. TAships are only granted beginning in the fall semester. Students who are selected for a TAship must complete the Teaching Methodology 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 student 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.

Contact Us

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