

**JSIS Japan Studies
Supervisory Committee and MA Completion Form
2017–2018**

Student name _____ Planned last quarter _____

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

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

Two Research Papers & Oral Exam

I. First Research Paper

Due: 8th Friday of Autumn Quarter in final year

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

Submit this form to: Sonja Garrett (THO 116)

Paper 1 Title _____

Course number, name, quarter _____

Step 1: I approve the use of this paper for revision to fulfill the Japan Studies MA degree requirement for a research paper and **I agree** to serve on this Supervisory Committee.

Faculty name _____ **Signature** _____

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

Faculty name _____ **Signature** _____

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

see next page

II. Second Research Paper

Due: 3rd Friday of final quarter

Complete the information below for your second research paper.

Resubmit this form to: Sonja Garrett (THO 116)

Paper 2 Title _____

Course number, name, quarter _____

Step 1: I approve the use of this paper for revision to fulfill the Japan Studies MA degree requirement for a research paper and **I agree** to serve on this Supervisory Committee.

Faculty name _____ **Signature** _____

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

Faculty name _____ **Signature** _____

Due: 3rd Friday of final quarter. All revisions to the paper must be completed by this date in order to receive faculty approval.

III. Program Approval & Oral Exam

Due: 5th week of final quarter

Step 1: The faculty Graduate Program Coordinator (GPC) for Japan Studies must approve your Supervisory Committee, which will (in most cases) be composed of the faculty for whom you wrote your two research papers. At least one member must be a Japan faculty member with a graduate appointment in the Jackson School. Approved by:

GPC signature _____ **Date:** _____

Step 2: Student will be consulted in scheduling the Oral Exam and will provide copies of both final, graded research papers to members of the Supervisory Committee at least one week before the exam. I agree to the terms and schedule for presentation of work, as determined by discussion with my committee.

Student signature _____ **Date:** _____

Step 3: Oral Exam.

Time and date _____ Place of Oral Exam _____

Evaluation: **Excellent** **High Pass** **Pass** **Fail (exam will be rescheduled)**

Faculty examiner 1: Name _____ Signature _____
(Supervisory Committee Chair)

Faculty examiner 2: Name _____ Signature _____

IV. Warrant

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

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

Essay of Distinction & Oral Exam

The Essay of Distinction is only for students who have prior approval from two JSIS Japan faculty members willing to work with them (indicated by the signatures in section 1 below) in developing a very rigorous research paper. Typically 35-50 pages (10,000–15,000 words), an Essay of Distinction presents a clear research question and statement of hypothesis/argument, and draws on Japanese-language sources. Before choosing this option, you should consult with Sonja Garrett (THO 116), the Graduate Program Advisor, and with the GPC about additional requirements and expectations.

I. Hypothesis & Supervisory Committee **Due: 8th Friday of Autumn Quarter in final year**

Hypothesis:

Supervisory Committee Approval: I approve this hypothesis and agree to serve on the Supervisory Committee for this Essay of Distinction:

Faculty name _____
(Supervisory Committee Chair)

Signature _____

Faculty name _____

Signature _____

GPC Approval: The faculty Graduate Program Coordinator (GPC) for JSIS Japan Studies must approve your committee.

GPC signature _____

Date: _____

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

I agree to the terms and schedule for presentation of work, as determined by discussion with my committee.

Student signature _____

Date: _____

II. Oral Presentation of Essay

Due: Final quarter

You will present your Essay at a Japan Colloquium event early in your final quarter. This feedback will help you in preparing the final draft of your Essay. You will be consulted in scheduling this presentation.

III. Submission of Essay

Due: 8th Friday of final quarter

Submit two copies of your Essay of Distinction to the JSIS Office of Academic Services by 3:00 p.m. on Friday of the 8th week of the quarter in which you intend to complete the degree requirements. These copies will be distributed to your Supervisory Committee members. When they approve the Essay, the Oral Exam will be scheduled. **see next page**

IV. Oral Exam

Due: Final week of final quarter

You will be consulted in the scheduling of the Oral Exam.

Time and date of Oral Exam _____ Place of Oral Exam _____

We approve this Oral Exam and the Essay of Distinction submitted as fulfillment of these requirements for the Japan Studies MA degree, and we give them the following rankings:

Evaluation of Essay: **Excellent** **High Pass** **Pass** **Fail**
Evaluation of Exam: **Excellent** **High Pass** **Pass** **Fail (exam will be rescheduled)**

Faculty examiner 1: Name _____ Signature _____

Faculty examiner 2: Name _____ Signature _____

V. Warrant

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

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