

2018-2019

HANDBOOK

for Graduate Students
Completing the MAIS Program
in
JAPAN STUDIES

Now that you are *in* the Japan MAIS Program, we want to make the process of getting *through* the program as smooth as possible. This handbook addresses some of the most frequently asked questions and offers reminders of what you need to do when. We encourage you to ask questions about process and procedures whenever you have doubts or concerns – don't wait until it's too late!



Thomson Hall is the home of the Jackson School of International Studies (JSIS). The Office of Academic Services is in Thomson 111.

JSIS houses many academic programs; the Japan Studies Program is one of them. The variety of programs provides a wealth of resources, including colloquia and symposia which bring in outside speakers. We hope you will take advantage of them while you are here.

General Advising

For advice on procedures and requirements, see the Graduate Program Advisor, in JSIS Academic Services. You may make an appointment at

<http://bit.ly/schedule-jsis>. For matters that require a longer conference, an appointment is best. You should meet with the Graduate Program Advisor at least once a year. It is particularly important to meet with them prior to registering for your last quarter, to make sure that you have met all requirements and to review graduation procedures.

The Graduate Program Coordinator (GPC), Professor Marie Anchordoguy, serves as your overall academic faculty adviser. You must meet with her at least once a year (preferably once a quarter) to review your course of study, program requirements, and guidelines for completing the degree. You will find that some actions on your part need formal approval from the GPC. This approval should be in writing and placed in your file in the GPA's office.

For information about JSIS expectations of satisfactory performance and progress for master's students, please see <https://jsis.washington.edu/6257-2/>.

Before the end of Autumn Quarter in your second year in the program, you are required to submit the MA Completion Form <http://depts.washington.edu/japan/MAcompletionform20182019.pdf> which outlines your plans for completing the degree.

In general, for academic and career questions, it is best to go to the GPC or any Japan faculty member. For questions on UW Graduate School and program requirements, you should ask the GPA.

As a former student in the program, Martha Walsh, senior program associate and managing editor of the *Journal of Japanese Studies*, can help you with information on course content, expectations, and other "inside" information about getting through the program. Ellen Eskenazi, associate director of UW Japan Studies, is another resource for you to consult about Japan-related internships and professional opportunities.

If you find yourself struggling academically, we strongly advise you to meet with the GPC and/or with the GPA as soon as possible to discuss your options.

Degree Requirements

Familiarize yourself with both the *Japan Studies Program Requirements for a Master of Arts in International Studies* (<https://jsis.washington.edu/programs/graduate/mais/ma-japan/>) and the general Graduate School requirements for a master's degree (<https://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements>). The Japan Studies Program requirements are designed to meet Graduate School requirements automatically, but it is important to note that you must satisfy both sets of requirements to graduate.

Language Requirement

The Japan Studies Program requires that you attain competency in the Japanese language through at least the third-year level. Competency is demonstrated through a proficiency assessment or through coursework. Proficiency assessments may be arranged with the Department of Asian Languages and Literature (asianadv@uw.edu); the fee for this assessment in 2018 is \$20. To enroll in any Japanese-language class at any level, students must first submit the Japanese Placement Interview Application form (<http://tinyurl.com/placemeinjapanese>) to determine which class is appropriate. If you place beyond the first-year level, a placement interview will be required. Further information on the proficiency assessment and the placement interview application is available through the Department of Asian Languages and Literature: <https://asian.washington.edu/japanese-proficiency-placement>.

Students are strongly encouraged to take language throughout their studies at the University of Washington. Those who enter the program with proficiency beyond the third-year level may continue language study through classes in fourth-year or classical Japanese, or a variety of literature courses based on Japanese-language texts. Discipline (non-language training) courses in which the readings are primarily in Japanese can be counted toward the 42 credits of additional course work described below under “Other Course Work.”

Required Courses

- *JSIS A 555/Introduction to Modern Japanese Studies* (5 cr.) This component of the program introduces the interdisciplinary approach to the study of modern Japan with emphasis on analysis of academic articles in various disciplines. You must take this course in your first year and receive a minimum grade of 3.0.
- One history course (5 cr.) chosen from *JSIS A/HSTAS 423/History of Modern Japan*, *JSIS A/HSTAS 424/Emergence of Postwar Japan*, and *JSIS 584/HSTAS 521/Modern Japanese History*.

Other Course Work

You must complete 42 additional credits in discipline (non-language training) course work with at least 13 credits at the 500 or 600 level. At least 15 credits must come from the list of Core Courses for the Japan Studies MA; the remaining 27 credits should come from the list of other approved courses, or from the Core Courses. See <https://jsis.washington.edu/programs/graduate/mais/ma-japan/>. All courses should relate to your program, which is planned in conjunction with the GPC to ensure that both individual and program goals are met. Up to 15 credits from advanced Japanese language classes may be counted toward these 42 additional credits. A minimum grade of 3.0 is required in the core course and other course work.

While most of your work should focus on Japan, students may take a maximum of two courses not specifically focused on Japan for the purposes of fulfilling specific educational or professional objectives. For instance, those planning to pursue a PhD may find that the departments they wish to enter have prerequisites they must fulfill. On the other hand, a student may find that a non-Japan course will provide relevant topical information to assist in writing the final paper(s). Students pursuing non-university careers may determine that course work from departments or schools relevant to their career objectives (e.g. Public Affairs, Communications, Business Administration, Education, etc.) will be useful. Those doing a concurrent degree could use this option to count two courses for both their Japan Studies requirements and their professional program requirements. Prior to taking any non-Japan related courses, though, you should obtain written approval from the GPC confirming that these courses can be counted toward your Japan Studies requirements.

In selecting Japan-related courses, students should consult the above list of core and other courses for this degree. Both *JSIS 600/Independent Study* focused on Japan and other courses on Japan which are not on the approved list may be counted toward program requirements, but only with written approval from the GPC. While language classes cannot be used here, Japanese literature courses can be.

It is preferable to take only courses at the 400 or 500 level. You may take a 300-level course as *JSIS 600/Independent Study*, making a contract with the instructor to do the work

required for the class plus extra work to meet graduate-level standards. While *JSIS 600/Independent Study* may count toward your overall credits, it is not considered graded credit even though you may receive a decimal grade. Such grades are not included in your GPA.

Final Paper(s) and Oral Exam

Most students write two research papers to complete the degree requirements. If you think you would like to write a longer, more rigorous Essay of Distinction, consult the GPC first. An Essay of Distinction should utilize resources written in Japanese, and additional steps are required (such as oral presentation of the Essay).

No later than Friday of the eighth week of Autumn Quarter in the second (final) year, you must indicate which of the two options you will fulfill for the final paper requirement by returning the **MA Completion Form** to the GPA.

Two Research Papers

These papers should originate from courses you have taken and must be written for courses completed before your final quarter. They must be on two different topics and written for two different professors. At least one of the papers must have been written for a member of the Japan faculty with a graduate appointment in the Jackson School, and the papers must be approved by the faculty as qualifying to fulfill this degree requirement (a higher standard than simply receiving a passing grade). Each paper should be at least 20 to 25 pages in length. The papers may be a part of regular course work or may be written for additional *JSIS*

600/*Independent Study* credit in conjunction with a formal (regularly scheduled) course.

The first paper must be completed and approved when you submit the **MA Completion Form** by the eighth Friday of Autumn Quarter in your final year in the program. The second paper must be completed and approved by the third Friday of your final quarter.

Essay of Distinction

An Essay of Distinction is only for students who have prior approval from two faculty members (who constitute the supervisory committee) willing to work with them 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. More information about standards and requirements for this option is available from the GPA or the GPC. If you choose this option, your **MA Completion Form** will include a statement of your hypothesis along with signatures of members of your faculty advisory committee. The final version of your Essay will be due to the Office of Academic Services by 3:00 PM on Friday of the eighth week of the quarter in which you intend to complete the degree requirements.

Oral Exam

Students writing two research papers will take an Oral Exam during the fifth week of instruction in their final quarter in the program. Those choosing to write Essays of Distinction will take their Oral Exam during the final week

of the final quarter, after the Essay is approved by the supervisory committee. The exam will be administered by the faculty for whom the student wrote research papers or by the faculty supervisory committee for the Essay of Distinction. Students should submit the **Oral Exam Scheduling Form** as soon as the second Research Paper or Essay of Distinction is accepted. The exam will include questions on the subject matters of the courses the student has taken at UW and general knowledge of Japan, but questions will also cover the student's written work. The exam is expected to last at least one hour. In the event of an unsatisfactory exam, a retake will be scheduled. You will receive an evaluation of "fail," "pass," "high pass," or "excellent" for the exam.

Applying to Graduate

You must apply to graduate through the Graduate School's website: <https://apps.grad.uw.edu/student/mastapp.aspx>. The application period commences the first day of the quarter of intended graduation. Be sure to apply as early in the quarter as possible.

When you apply to graduate, the Graduate School's degree auditing software will review your record to determine whether you have met Graduate School requirements and let you know by email of outstanding Graduate School requirements.

It is important for you to maintain your status as a student until you graduate. To do this, you must be registered for every quarter except Summer Quarter, or be formally on leave.

Program Procedures for Finishing

In your second year of the program, you should take these steps to complete the degree requirements:

Autumn Quarter: Submit the **MA Completion Form** with required faculty signature(s) to the GPA.

The Quarter Before You Wish to Graduate: Schedule appointments with the GPA and the GPC to review your coursework at UW and to make sure you have sufficient credits to graduate.

Your Final Quarter: (1) Apply to graduate through the Graduate School's website. (2) Submit your final research paper. (3) If you're writing an Essay of Distinction, you'll present your research at a Japan Colloquium early in the quarter and then turn in the final essay in the eighth week. (4) Schedule and take the Oral Exam.

If you finish all required course work and need only to complete your Final Paper(s), you may want to consider going on leave for one quarter before you finish. In the quarter you return, you can register for *JSIS 600/Independent Study* credit with a member of the Japan faculty and reapply to graduate.

Registration and Planning Your Class Schedule

Registration for classes begins in the middle of the preceding quarter (middle of Spring Quarter for Autumn). Each quarter's Time Schedule may be found at: <http://www.washington.edu/students/timeschd/>. As a continuing student, you will be eligible to register in the first Registration Period. Registering early will ensure entry into the classes you want.

Usually there are no classes on Japan offered at the UW during Summer Quarter, except intensive Japanese, which is offered by the Department of Asian Languages and Literature. First- and second-year Japanese are standard summer offerings, and sometimes third year is offered as well. You may wish to consider an internship or other summer language programs during these months. Consult with the GPC during Winter Quarter if you are considering another summer language program.

Taking Courses Outside Program Requirements

You may take courses that do not fulfill program requirements. Comparative study is encouraged, and classes that do not meet Japan Studies requirements may be useful. However, taking too many courses that do not apply to your degree could prevent you from completing the program within two years.

Courses NOT to Take

Do not register for any course numbered 499/*Undergraduate Independent Study*; this will not count for graduate credit. *Graduate Independent Study* is usually numbered 600. Check with the GPA before enrolling in them. You should not take courses in the undergraduate literature series, JAPAN 321, 322, and 323. These are designed for undergraduates, primarily sophomores and juniors, and are not appropriate for graduate students. There are graduate-level literature classes on Japan offered in the Department of Asian Languages and Literature.

Number of Credits per Quarter

An average load per quarter for Jackson School graduate students is 12-15 credits or 3-4 courses, depending on credits per course. If you are receiving financial aid, or hold a scholarship, fellowship, or TA or RA position, you must carry at least 10 credits per quarter. International students must be registered for 10 credits in order to maintain F-1 status.

You are not required to take a full course load every quarter, but taking a reduced load during your first Autumn Quarter may put you at a competitive disadvantage for fellowship consideration. It is difficult for the fellowships committee to assess your scholastic performance if you have taken only one course. Nearly all students finish this degree in two years (4-6 academic

quarters). If you do not carry a full load in your first year, it may affect your ability to finish within two years. You should start your language studies as soon as possible.

Tuition (and Washington Residency)

Full-time tuition is assessed for 7 to 18 credits. Tuition and fees for 2018-2019 will not be set by UW until July 2018 and will be posted at <http://opb.washington.edu/content/tuition-fees>. If you are not a Washington State resident, check the Understanding WA State Residency website, <http://www.washington.edu/students/reg/residency/graduateProfessional.html>, for information about residency.

Fellowship Applications and Financial Aid

The application deadline for most fellowships offered through the Jackson School will be early in Winter Quarter. This application may include Foreign Language and Area Studies (FLAS) Fellowships and other fellowships. Awards are made during Spring Quarter for the following summer and/or academic year. Specific questions concerning fellowships should be addressed to the Fellowships Coordinator, Robyn Davis, in JSIS Academic Services or to the Director of Academic Services. Foreign nationals, who are ineligible for FLAS awards, should complete the application in order to be considered for other fellowships offered in the Jackson School.

Information on other Japan Studies scholarships may be found on the program's website,

<https://jsis.washington.edu/japan/programs/scholarships-and-funding/>

Fellowship applications will require some of the same materials submitted for admission to the Japan Studies Program. Because of time constraints and other limitations, however, JSIS Academic Services cannot provide copies of admission materials, so it is important that you have your own copies of materials such as GRE scores and transcripts from all previous universities attended. Photocopies of these documents are sufficient.

Faculty evaluations and grades earned at the UW are of particular importance to JSIS fellowships committees, so it is helpful to carry a full load of relevant courses and to do well in them. It is important to make good progress toward your degree before applying, and you must continue this progress if you receive a JSIS fellowship. For information on need-based financial aid, check with the Financial Aid Office in Schmitz Hall. The website is <http://www.washington.edu/students/osfa/>.

Libraries

The University has a large library system housed in many different buildings across all three campuses (Seattle, Bothell, and Tacoma). The East Asia Library is in Gowen Hall and the Law Library is in William H. Gates Hall; other branch libraries also contain Japan-related materials.

Japanese Studies Librarian Azusa Tanaka is a helpful resource for graduate student research.

Computer Resources

The University's Learning Commons is in Odegaard Library. Information about this and other technology spaces can be found on the Web at

<http://www.washington.edu/itconnect/learn/technology-spaces/>.

These labs offer word processing, spreadsheet, database, and graphics applications, and access to the Internet. The Center for Social Science Computation and Research (CSSCR) offers consultation on computer services for social science students, which includes all JSIS students.

<http://julius.csscr.washington.edu/>

UW IT offers free Learning Technologies Workshops for tools and software such as Canvas, HTML, InDesign, Excel, 3D printing, and making PDF documents accessible.

<https://itconnect.uw.edu/learn/workshops/>

More Student Resources

Events

The Jackson School's 13 degree programs, including Japan Studies, offer a wide range of colloquiums and symposia featuring faculty members and guest speakers. Graduate students are strongly encouraged to attend events on Japan. A detailed event calendar is found at <https://jsis.washington.edu/events/>. The calendar, which is updated and emailed weekly, will be sent to the Jackson School graduate students email list, jsisgrads@uw.edu, to which you will be subscribed by Autumn Quarter.

Graduate Reading Room

The JSIS Graduate Reading Room is located in Thomson 311. It features work stations and printers for your use as well as a small kitchen. See Mark Haslam in Thomson 407 to have your Husky Card programmed for keycard access.

Writing Center

The Jackson School supports a Writing Center with the Department of Political Science and Law Societies & Justice Program. The center can assist you at all points in the writing process so that you can most clearly and effectively communicate your ideas in your coursework as well as applications for fellowships and other study programs. <http://depts.washington.edu/pswrite/>

Study Abroad Office

This office is your portal to global opportunity and will help you identify a program to help you attain your goals, with information sessions, funding opportunities, and more. <http://www.washington.edu/studyabroad/>

Summary of Degree Requirements

Language: Students must attain competency in the Japanese language through at least the third-year level. Students are encouraged to take language throughout their UW studies.

Required Courses (10 cr): JSIS A 555 plus selected history course.

Other Course Work: 42 cr of work should be in disciplinary courses focusing on Japan, including 15 cr from Core Courses. A minimum of 13 cr must be at the 500 level or above. Course selections are made in consultation with the Graduate Program Coordinator.

Final Paper(s): Students write an Essay of Distinction and have an oral presentation of their work, or write two research papers.

Oral Exam: Students take an oral examination on their overall knowledge of Japan in their final quarter.

UW JAPAN FACULTY DIRECTORY

(extension for all email addresses is @uw.edu)

	Location	Email	Telephone
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**on-leave for all or part of academic year 2018-2019*

OTHER CONTACTS

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Japan Studies Senior Program Associate			
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JSIS Academic Services	THO 111	jsisadv	543-6001
JSIS Career & Alumni Services			
John Charlton	THO 124	jcharltn	543-0176

JSIS Fellowships Coordinator

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Japan Librarian, East Asia Library			
Azusa Tanaka	GWN 322	azusat	543-7051

2018-2019 ACADEMIC CALENDAR

Autumn Quarter 2018

September 26	Wednesday	Quarter starts
November 12	Monday	Holiday (Vets. Day obs.)
November 22-23	Th. & Friday	Holidays (Thanksgiving)
December 7	Friday	Last day of classes
December 8-14		Final examinations

Winter Quarter 2019

January 7	Tuesday	Quarter starts
January 21	Monday	Holiday (MLK Jr Day)
February 18	Monday	Holiday (Pres. Day)
March 15	Friday	Last day of classes
March 16-22		Final examinations

Spring Quarter 2019

April 1	Monday	Quarter starts
May 27	Monday	Holiday (Mem. Day)
June 7	Friday	Last day of classes
June 8-14		Final examinations
June 5	Saturday	UW Commencement

<http://www.washington.edu/students/reg/1819cal.html>
