

**The University of Chicago**

**Department of  
East Asian Languages and Civilizations**

**Graduate Handbook  
2009-10**

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## **INTRODUCTION**

The Student Handbook for the Department of East Asian Languages serves as your guide to graduate study within the Department. It is intended as a supplement to the “University Student Manual of University Policies and Regulations”. Many academic matters are determined by University and Divisional Policy, and students are expected to familiarize themselves with these policies and follow them accordingly. The contents of the Departmental handbook are subject to revision. If any revisions create a change in student graduation requirements, the student may elect to follow either the original set of requirements or the revised requirements. Partial completion of each set of requirements will not be accepted for completion of the degree.

Please also refer to the University Student Manual at <http://www.uchicago.edu/docs/studentmanual> for University-wide residency requirements.

## **EALC PROGRAM SUMMARY**

The Department of East Asian Languages and Civilizations is dedicated to the study of the cultural productions of East Asian societies. The department offers both M.A. and Ph.D. degrees, though the M.A. degree is usually viewed as preparatory to doctoral studies. In other words, graduate education is primarily geared toward the Ph.D. degree, and the department does not have an independent Master’s degree program. Accordingly, students who arrive with an accepted Master's degree will be expected to fulfill the same requirements as those arriving with only a B.A. Possible credit for previous coursework or M.A. thesis must be discussed with the student’s adviser and the Director of Graduate Studies.

During the first two years, students take courses, nine each year. Depending on the student’s interests and preparation, some of the course work may take place outside the department. It may also include work in language, either the primary language of study or a secondary one, whether East Asian or not, as well as in a second East Asian civilization.

At some point in their study, many students may also wish to spend one or more years in Japan, China, Taiwan, or Korea to achieve language mastery or do research for their dissertation. Teaching opportunities for students are also available.

After the Ph.D. qualifying exam, which consists of both an oral and written component, acceptance of a dissertation proposal admits a student to candidacy. Students are expected to write and defend dissertations that make original contributions to knowledge. The degree is conferred upon the successful defense of the completed dissertation.

## ADVISING

**1<sup>st</sup> and 2<sup>nd</sup> years:** Incoming students will be assigned to an adviser for their first and second years based on academic interest. The adviser will be responsible for meeting with the student at the beginning of each academic year and throughout the year as necessary. Advisers will help students choose courses appropriate to their interests and projected direction of study.

**3<sup>rd</sup> year:** In preparation for the Ph.D. Qualifying Exams, the student will select a committee of at least 3 faculty members, and choose one of these members to act as chair of the exam committee. This committee must be approved by the chair of the department. [Is this done? It should be. If so, what is the procedure?] The chair of the exam committee will be considered the student's adviser.

**After completion of Qualifying Exams:** The student will select a Dissertation Committee. This committee may vary from the examination committee. The department chair will again formally approve the student's nominated committee. The head of this committee will serve as the student's primary adviser for the duration of the student's graduate career. If changes are made to this committee, the student will notify the department coordinator in writing, and the chair will need to approve any changes.

**Chair of the Department:** Students must get the approval of the Department Chair for all committee selections, scheduling of exams and defenses, and changes thereto. Communication with the Chair can be done through the Department Coordinator.

**Director of Graduate Studies:** The DGS is available for questions concerning requirements, advising procedures and issues, individual progress in the program. The Director of Graduate Studies is responsible for communicating the outcome of the annual spring review to graduate students.

**Department Coordinator:** The DC tracks students' progress through the program. Please always keep the DC informed of changes or other issues in meeting degree requirements.

## REGISTRATION AND RESIDENCY

### Residency System

The University uses a system of continuous registration based on the student's date of enrollment in the PhD program. The residency system is primarily used for billing, registration and eligibility for University services. The years of residence relate to the year the student entered the program and do not reflect completion of requirements.

**Scholastic Residence** – first 4 years in residence at the University

**Advanced Residence** – 8 years following scholastic residency

**Extended Residence** – after 8 years of Advance Residence (12 years after date of enrollment in the graduate program, not counting years in Pro Forma): limited access to University resources; tuition continues to be assessed at a reduced rate.

An extensive description of the residency system is found starting on page 16 of the Student Manual of Policies. Please see <http://www.uchicago.edu/docs/studentmanual> for a full description of the residency system and many other issues pertaining to University policy.

### **Registration**

Registration is conducted at the beginning of fall quarter and during the 8<sup>th</sup> week of subsequent quarters. Students should check cMore, the University's online student gateway for any restrictions (see "electronic resources" in this handbook). Students with restrictions (from the bursar, library, student care center, etc.) are not permitted to register. Failing to complete the registration process by the quarter's deadline will result in a late registration fee.

### **Add/Drop**

The add/drop period is the first 3 weeks of the academic quarter. During this time period, students may change their course selections without penalty or additional fees. After this period, a late fee will be assessed.

### **Scholastic Residence**

Students pick up their registration cards either from their mail boxes or from the Department Coordinator. It's good to check in with the DC at this time to discuss how the student is meeting program requirements. Students then meet with their adviser to discuss plans for the quarter. The adviser will sign the registration card or have the DC sign on their behalf. The Director of Graduate Studies can advise and sign registration cards as well. Students should check the online Times Schedules to verify that course numbers are correct. Any course that requires "consent of instructor" must have the instructor's signature on the line beside that course. If the student's adviser is also the instructor for the course, the adviser must sign both the line next to the course and the departmental approval line. Students then take their signed cards and register in person at the Humanities Dean of Students Office (1<sup>st</sup> floor Walker Hall).

### **Advanced Residence and Pro-Forma**

Students in Advanced Residence or Pro-Forma will be registered by the Department Coordinator. The student is still responsible for clearing all restrictions on registration before the registration deadline. The student is asked to contact the department at the beginning of the academic year to confirm his/her intent to register for all quarters. The student is responsible for remaining in contact with his/her adviser and is expected to make satisfactory academic progress. The student does not need to be present on campus during the registration period.

Pro Forma is a status students apply for when they wish to conduct research or language study away from Chicago. This status does not interfere with a student's chronological year of residency. For example, if a student goes into Pro Forma for one year after she has completed her third year of study, she will be considered "4<sup>th</sup> year" when she returns to Chicago. For information about Pro Forma go to <http://humanities.uchicago.edu/current/#dos|pro-forma-status> or to <http://www.uchicago.edu/docs/studentmanual>

### **Department Notification of Exams and Defenses**

Students are requested to notify the department of their intention to complete exams and defenses during the quarter by the first Friday of the quarter. This deadline corresponds to the deadline for graduation applications. The intention to complete an exam or defense is not a binding agreement, but it does allow the department to anticipate scheduling conflicts and inform students of possible blackout dates. Exams and Defenses cannot be held on weekends or University holidays (e.g. the Friday after Thanksgiving, the 4<sup>th</sup> of July—check the University calendar).

### **Grading**

The lowest passing grade for graduate courses in EALC is a B-. If a student receives a lower grade, it will remain on the official transcript, but the student must take an additional course to meet the required number of passing grades. Students with a pattern of B grades (B+ or lower) may, at the time of the annual spring review, be advised to withdraw from the program.

A grade of P (Pass) is given for any course in which a student arranges with the instructor, as early as possible in the quarter, to receive a P instead of a quality grade. The grade of P nevertheless requires participation in the course, including some form of written work. Students who wish to audit a course may, with the consent of the instructor, register for an "R." The instructor may require certain forms of participation from auditors as well. Rules for granting P or R are at the discretion of the professor, so make sure to check with professors *at the beginning of their course* about their policy towards granting P or R.

Certain courses crucial to fulfilling MA requirements may not be taken for P or R.

### **Incompletes Policy**

Granting Incompletes is at the discretion of the professor, so students should learn each professor's policy early in the quarter. Arrangements for an incomplete must be made before the end of the quarter, and it is the student's responsibility to stay in contact with the professor. **All work for incompletes must be submitted to the relevant instructor/s by September 1 prior to the subsequent academic year. Incompletes may not be carried from one academic year into the next.** Students will be asked to show evidence of completion before the beginning of autumn quarter. A grade on the transcript is ideal, but submission of the paper to the faculty member may suffice.

If the incomplete has not been settled, the student must discuss the situation with his/her adviser and the relevant instructor and arrive at a timeline for completion. The timeline, signed by the student and the adviser, will be placed in the student's file and removed when the incomplete is redeemed. Failure to comply, and/or the accumulation of incompletes, may lead to academic probation.

An Incomplete is distinguished from a course that is a two-quarter sequence, in which the instructor leaves the first quarter grade blank and assigns a grade at the end of the second quarter that retroactively applies to the first quarter.

### **Academic Probation**

Academic probation is a sanction internal to the department. The student may be placed on academic probation for such reasons as accumulating incompletes, for failing to redeem them as agreed upon,

for failure to schedule an annual advisory meeting during candidacy, or poor performance in course work. Upon receiving written notice from the director of graduate studies, the student, in consultation with his/her adviser and the DGS, should draw up a timetable for correcting the problems in question. Depending upon the nature of the case, failure to comply may result in the student's being required to take a leave of absence in order to complete the necessary work or, in some cases, dismissal from the program.

### **ANNUAL REVIEW**

All students will be reviewed by the department each spring quarter. The director of graduate studies will canvass departmental faculty to get a sense of how each student is doing in preparation for the departmental meeting. In the case of students in candidacy, the director of the dissertation committee will report on the student. The purpose of this review is to monitor and encourage progress, including progress toward or the satisfactory fulfillment of language and course requirements. **In particular, the annual review of the spring quarter of the student's second year is very important for determining the student's ability to continue study for the Ph.D. degree.** Annual spring-quarter review of students will continue until completion of degree.

#### **Student Self-Review**

Students will be asked to complete a self-review in the month prior to the faculty review. The purpose of this review is to have the student track his/her progress and consider projected deadlines. The review gives students an opportunity to express in writing concerns and desires to the faculty.

#### **Faculty Communication**

The faculty will report in writing the outcome of the review to students before the end of the academic year. This will include concerns with incompletes or deadlines. Although the faculty may personalize letters, many students will receive a standard letter notifying them that they have satisfactorily passed the review and reminders of department policy. If students have more specific concerns about their review, it is the student's responsibility to discuss these concerns with their adviser or the director of graduate studies.

## TEACHING

Mentored experience in teaching is an important component of graduate student life. All students in EALC who have matriculated after 2007 have fellowship packages that involve five units of teaching service obligation. This obligation breaks down as follows:

third year—1 teaching unit = 1 Course Assistantship (CA) or 2 Drill Instructorships (DI)

fourth year—2 teaching units = 2 CAs or 4 DIs

fifth year—2 teaching units = 2 CAs, 4 DIs, or (preferably) 1 stand-alone Lectureship

**Humanities Core Internships** and **Little Red Schoolhouse Lectorships** are worth 1 teaching unit (equivalent to a CAship). To qualify for these positions you must apply to the U. of C. Writing Program in February. Get information and application at <http://writing-program.uchicago.edu/jobs/index.htm>

The department has the right to employ students where they are needed most. This usually means in language instruction. However, the department will make every effort to find students an opportunity to CA for a content course before embarking on a Lectureship. The student is expected to take an active role in obtaining suitable positions when positions need to be found outside the Department or Division. Students should discuss their teaching responsibilities with their adviser, the DC and the DGS the spring previous to the year of the teaching requirement.

Teaching opportunities are deferred when the student enters Pro Forma status. In all cases of teaching deferment the student must discuss her teaching plans with the DC and DGS. This is vital for the Department to propose an accurate budget to the Humanities Collegiate Division. The Department must work out its teaching assignments in the spring quarter prior to the year of teaching.

The Center for Teaching and Learning offers a variety of one-day programs throughout the year on such topics as leading discussion, preparing syllabi, and grading. The Center sponsors an annual two-day training session of lectures and workshops shortly before the start of the academic year. Students preparing to teach for the first time at the University of Chicago are strongly encouraged to enroll in this session. The Center offers a Teaching Certificate that might be of use when on the job market. See <http://teaching.uchicago.edu>

## **SUGGESTED TIMELINE FOR COMPLETING THE PH.D. PROGRAM**

Every student's course of study is unique. The following timeline is given as a suggestion to help the student stay on course and complete requirements in a timely manner. The student may choose to alter the course of his/her studies by going abroad to further language study or conduct research. Pro-forma status may be an option for the student during this period. Pro-forma and formal leave-of-absence must be approved by the Division in accordance with University policy.

<b><u>Year</u></b>	<b><u>Focus</u></b>
1 & 2*	language study and coursework; complete M.A. requirements
3	1 unit teaching service; prepare for and take Qualifying Exams ( by spring); dissertation proposal preparation (by end of summer)*
4	2 units teaching service; Dissertation Proposal Defense and Admission to Ph.D. Candidacy; apply for internal and external travel and dissertation writing grants
5+	2 units teaching service (lectureship preferred); research; apply for internal and external travel and dissertation writing grants in spring before final, write-up year
7+	job applications

\*Students are encouraged to spend summers in intense language study of their second East Asian language. This is also a good time to take a year to enhance mastery of their primary language and to gain experience living in Asia.

## **PROGRAM REQUIREMENTS**

Students must fulfill all requirements to obtain a degree from the Department of East Asian Languages and Civilizations. In the event that the requirements change between the date of matriculation and the graduation date, the student may choose which set of requirements he/she will fulfill. The student must completely fulfill one set of requirements for degree.

### **MASTER'S DEGREE REQUIREMENTS** **SUMMARY**

#### **Course Requirement:**

Complete 18 courses, with no outstanding incompletes.

2 non-specialization East Asian Civilization courses for a letter grade

1 course must be EALC 65000 Directed Translation for a letter grade

No more than 3 courses taken for an "R" or "P" grade

#### **Language Requirement:**

Proficiency equivalent to three years study of modern Chinese, Japanese or Korean.  
Can be fulfilled either by coursework and/or entrance examination.

#### **Translation Requirement:**

Complete EALC 6500 resulting in a supervised translation .

#### **Thesis Requirement:**

Either one long paper done independently of content coursework  
or

two shorter papers developed from papers written for two different courses taken during the first two years of the program.

*In cases of terminal MA degrees certain requirements may be waived at the discretion of the Department.*

## EXPLANATION OF MASTER'S DEGREE REQUIREMENTS

Master's Degree requirements are considered part of the process of obtaining a Ph.D. Degree at the University of Chicago. In almost all cases these requirements are met by the end of the second year and before taking the Qualifying Exams. Being granted an M.A. degree is optional: students can simply continue directly with their Ph.D. requirements. However, we encourage students to receive the M.A. degree because its appearance on one's transcript before finishing the Ph.D. program can sometimes be useful for academic opportunities outside the University.

Students who enter the Ph.D. program with an M.A. degree from another university may petition the Director of Graduate Studies to accept certain courses and master's thesis from their previous institution toward fulfillment of their M.A. requirements here. This should be done as early as possible after matriculation.

Please see page 6 about the annual student review. The annual student review that takes place during the spring quarter of the student's second year is extremely important in determining the student's ability to complete the Ph.D. program.

### Course Requirement

All full-time students must take 18 courses (9 per year) during their first two years of Scholastic Residence, one of which must be EALC 65000 (Directed Translation); no more than 3 courses may be taken for an "R" or "P" grade. (Please refer to "Grading" p. 5)

Students must take at least two courses in an East Asian civilization other than that in which they are specializing. In most cases these will be EALC courses, but students may fulfill this requirement with non-EALC courses with permission of their adviser. This requirement cannot be modified. Students who entered with an M.A. from another institution with coursework in a second East Asian civilization may petition the Director of Graduate Studies to have one or two of the courses accepted in fulfillment of this requirement. These courses cannot be taken for R or P.

All work for incompletes must be submitted to the relevant instructor/s by September 1 prior to the subsequent academic year. **In other words, incompletes may not be carried from one academic year into the next.** Failure to comply may result in denial of permission to register, and the student may be placed on probation. (See "Incompletes Policy" p. 5)

### Language Requirement

The mastery of languages is the first, essential step toward the understanding of civilizations. The minimum language requirement for the M.A. is three years of modern Chinese, Japanese, or Korean, which may be fulfilled by completing course work with a grade of B or better or by passing with a grade of "high pass" a language exam administered by the Department. This language exam is usually given some time during the registration week before the student's first quarter in the program. Students entering with prior training must take this placement exam, the results of which will either ensure their enrollment at an appropriate level or allow them to pass out of additional language course work. Upon completion of the language placement exam students should make sure their M.A. Language Placement Form has been signed by the test administrator and given to the

Department Coordinator. Students whose native language is an East Asian Language may be exempt from this requirement. They must, however, fulfill the translation requirement.

### **Translation Requirement**

All students must satisfy a translation requirement during their first two years of scholastic residence. The selection and scope of the translation, preferably relevant to the student's research interests, should be made in consultation with a faculty member; the resulting work must be approved by an EALC faculty member, presumably the same instructor. The student should fulfill this requirement by enrolling in EALC 65000 (Directed Translation), and earning a grade of B or better. It must be taken for a letter grade. The translation and faculty approval will be submitted to the Department Coordinator for the student's file. This can be done electronically.

### **Thesis Requirement**

This requirement may be satisfied in one of two ways.

1. The student may choose to use two papers that had previously been submitted for course work. Each paper must be approved by at least two different faculty members, at least one of whom must belong to EALC, and at least one paper must demonstrate the ability to use primary materials in Chinese, Japanese, or Korean. These courses must be taken for a letter grade.
2. The student may, in consultation with her/his adviser, write a single, longer paper, of the sort more traditionally construed as an "M.A. thesis." This paper too must be read and approved by two faculty members, at least one of whom must belong to EALC. Students who choose to write such a thesis may register for EALC 59700 Thesis Research for two quarters and apply these courses toward their 18 required courses. This course must be taken for a letter grade.

Papers should be submitted to the DC for student's file. An electronic version is sufficient. Upon approval of the M.A. thesis or theses, the student will submit to the DC an M.A. Thesis Completion Form signed by the M.A. adviser(s).

*If you choose to have the M.A. Degree appear on your transcript please be sure to submit a degree application to the Dean of Students and to have the department coordinator submit a signed M.A. Degree Approval Form to the Dean of Students during the quarter in which you'll get the M.A.*

## **PH.D. CANDIDACY REQUIREMENTS**

- *2<sup>nd</sup> East Asian Language*
- *Mastery of Language(s) required for primary research*
- *Proficiency in additional languages required for research*
- *Pass Ph.D. Qualifying Exams*
- *Pass Defense of Dissertation Proposal*

## **SECOND EAST ASIAN LANGUAGE**

Students are expected to demonstrate mastery of the primary language of the civilization they are studying. In addition, all students will be expected to acquire or demonstrate competence in a second language, normally an East Asian language, chosen in consultation with their adviser/s as best suited to their research interests. At a minimum, this will normally entail satisfactory completion (with a grade of B or higher) of at least intermediate level (the equivalent of two years') study of a modern language or at least one year's study of a classical language. If an East Asian or European language is acquired elsewhere, the student must pass an examination designed by the relevant program with a "high pass" or its equivalent.

In the event that specialization requires the working knowledge of a third language (Asian or non-Asian), the student will be asked to certify proficiency through classes and/or examinations.

## QUALIFYING EXAMINATIONS

After finishing all required coursework and clearing all incompletes, the student should consult the faculty adviser and form a Qualifying Examination Committee. The Department Chair, in consultation with student and adviser, will approve a committee of three faculty members (one of whom may be from another unit of the University) who will conduct and grade the examination. The composition of this committee is often, but need not be, the same as the dissertation committee.

Once the student and her or his exam committee have agreed on a schedule for the exam, the student should see the Department Coordinator to get approval from the Department Chair, to schedule a room for the exam, to discuss a time frame for submitting reading lists, and to make sure all M.A. requirements have been met.

The Ph.D. Qualifying Examination will consist of two sections, one written and one oral, testing the student's knowledge of the field, both specific (usually the field that will be the topic of the student's doctoral dissertation) and general (covering two topics, differentiated either by time period or by discipline).

At least two months prior to the date of examination, the student, in consultation with the Examination Committee, will submit to all Committee members three lists of works studied in preparation for these fields. It is expected that these lists will contain some works in the primary language of research. The student may consult the ongoing files of lists previously submitted to the department. No list should simply be copied, however, since preparation of the list itself is an important aspect of this stage of graduate student. Normally, this list will include 20 to 30 "items." An item is often, but not necessarily a book; it may be a major article or a cluster of articles.

At the time of the Examination students should submit to the DC the final versions of their reading lists to be kept in their files. Electronic versions are acceptable. Print versions of these lists may be made available as reference for future students.

Before taking the written exam the student should reach a clear understanding with the Exam Committee on what resources, electronic or otherwise, may be used during the writing of the exam.

For the Examination, each member of the Examination Committee will examine the student in one field. The student may choose the order in which to write the exams, normally taken on consecutive days, with four hours per field. The student should make use of the entire four hours. After the Examination Committee has had a chance to read the written responses (a period usually not to exceed one week), the candidate and Committee will meet for a two-hour oral examination based upon the completed written examination.

If one Committee member cannot attend the scheduled oral exam, approval must be obtained from the Department Chair to allow the committee member to attend electronically. The student is responsible for obtaining this approval and for working out the logistics of electronic attendance. No more than one Committee member may be absent from an oral exam.

This Examination is open only to the student and his or her Examination Committee. Grades in either section will be High Pass, Pass or Fail. The student should make sure that the Department Coordinator has received the signed Report of Examinations for the Ph.D. Qualifying Exam.

A student who fails in either section may retake it only once, within the next two quarters (summer quarter excepted), and must pass it on the second try in order to continue work in the Department.

The Qualifying Examination may not be taken later than the ninth quarter (excluding summer) of residence after the M.A has been awarded (or, for those with advanced degrees other than the Department's M.A., the ninth quarter after they have been admitted into the Ph.D. program).

### **Qualifying Exams Procedure**

#### **Forming the Committee**

Approach faculty to serve on your committee and secure their participation. The Chair of the Committee should be an EALC faculty member. If you have any members outside of the department who are faculty at the University of Chicago, they should be approved by your Committee Chair. Asking members outside of the University to serve on Exam Committees is strongly discouraged.

Notify the Department Coordinator and the Department Chair of your Committee members and the areas each will cover. Provide contact information about any non-EALC Committee members.

If any changes are made in your Committee, secure the approval of the Department Chair.

Discuss the days for your written and oral exams with your Committee. They will need to agree on the days for your written sections and day and time for the oral exam. The oral exam must be scheduled on a day when all committee members can be physically present. Finalizing the dates and times of the exams is the responsibility of the student, and must be communicated to the DC and the Department Chair.

#### ***At least Two Months Prior to Exam***

Submit Reading Lists to Committee Members.

Give DC the names of Committee Members (along with email address and scholarly affiliation of non-EALC faculty) and anticipated dates of Written and Oral Exams.

Have Department Coordinator schedule a room for Oral Exam.

Work out logistics for written sections with Department Coordinator.

In case of a Committee Member absence. If it happens that one of your faculty members must be out of the area for an emergency, you must inform the Department Chair and get his or her approval to have that Committee member attend the oral exam electronically. The Department can arrange a

room with a telephone jack and conference phone. Students are responsible for picking up and returning the phone to NSIT. Arranging a conference call **must** be done one month in advance; informing the DC at a later date could result in a room with no phone connection or unavailability of a conference phone. If more than one of your committee members will be out of town, the student should arrange a different time when at least two of your committee members will be on campus.

### **One Week Prior to First Written Exam**

Remind your Exam Committee of your written and oral exam dates. Remind them that Committee Members should send their questions to the DC 24 hours before each written exam is scheduled.

### **Written Exam Days**

You will complete written exams at the place of your choice (at home, in a computer lab, etc.).

The Department Coordinator will email you the exam from the professor at a prearranged time on the given day. Students can choose to begin the exams at 10:00 or 1:00, M-Th, 10:00 on Friday. Exams last 4 hours from the time the student receives the question.

- Once you receive the email with your exam question(s) attached, please reply that you have received your exam
- If you have not received the email by the arranged time, call the DC at 702-1255 to make sure it is not due to a technical difficulty.
- After each exam email your answers to the DC who will note time received and forward your answers to your Committee members.

### **Oral Exam Day**

The DC will give the Committee Chair a form to fill out confirming the pass/fail for the written and oral exams. Please be sure the DC gets the signed form back from the Committee Chair. The exam is closed to the public.

Give final versions of reading lists to DC for the student's file.

## **THE DISSERTATION PROPOSAL**

After successful completion of the Qualifying Examination, the student may proceed to invite faculty members of her choice to form a Dissertation Committee. Normally, the membership of the Committee consists of an adviser and two readers, but the composition need not be identical to the Qualifying Examination Committee. Occasionally, the student may choose to work with two co-advisers and one reader.

At least two members of the dissertation committee, including the Dissertation Committee Chair, should be from EALC. The third member may be a faculty member from another department of the University, subject to approval by both the Committee Chair and the Department Chair. In

exceptional circumstances, a student may, with the support of her/his adviser, petition the Department Chair to approve a faculty member from another institution to join the Committee. In some cases, the student may choose to ask a non-EALC faculty member to chair his/her committee. In this case, the student should secure an EALC faculty member as a co-chair.

The student will present to the Committee a short proposal (15-20 pages, excluding bibliography) describing his or her dissertation project. It should 1) identify the "what" of the project: the topic or problem the student wishes to address; 2) discuss the "why": the relationship of the problem to the field and the stakes in tackling it; and 3) present the "how": the approach envisioned, including methodology and available resources, with brief descriptions of each chapter. A working bibliography concludes the proposal.

This Proposal should be written in close consultation with each member of the Ph.D. Dissertation Committee. On the other hand, the Proposal Defense is open to the entire Department and should be written as if addressed to a general scholarly audience. That is, the proposal should be understandable to people who have not been closely following the student's project. Dissertation Proposals are kept as reference for future students, so students may want to write their proposals with future readers in mind.

Students should avail themselves of the successful proposals that are on file in the Department. Requirements have changed over the years, however, and each student's project is unique. The Dissertation Proposal is necessarily a work of speculation, insofar as it attempts to describe something that has yet to be realized. There would be little point in writing a dissertation whose conclusions were available before the research had been undertaken. Nevertheless, clarifying one's goals—both the hunches and especially, the overarching questions--and assessing the resources required for their attainment before immersion in the details of research are invaluable. A coherent Proposal is, moreover, indispensable in applying for fellowships within the university and from external funding agencies.

The Proposal Defense is open to all department faculty and, in consultation with the student, open to EALC graduate students as well. The Defense is an important occasion for the student and the Committee to engage in collective reflection on the project—its promise, possible difficulties, and ways of addressing them.

The outcome may be a simple "Pass," a conditional "Pass" with modifications, clearly stipulated (not requiring another hearing), or a request to resubmit for another hearing. The student should make sure that the Department Coordinator receives the signed and completed Dissertation Proposal Form as well as the accepted Dissertation Proposal.

## **Dissertation Proposal Procedure**

### **Forming the Committee**

Form Committee of qualified faculty members and discuss any likelihood of a Committee member's absence.

Inform the DC, so that approval can be obtained from the Chair

If any changes are made in your Committee, inform the Department in writing and secure the approval of the Department Chair. (via email is ok, but you must secure a response approving the change)

***At least 4 weeks in advance of Proposal Defense***

Set the date and time for your defense with your Committee and schedule a room with the DC.

Provide a first draft of the Proposal with the working title of your Dissertation to the DC and have a Dissertation Proposal Form filled out.

Clear any incompletes, confirm completion of requirements for candidacy, including language requirements.

**Day of Proposal Defense**

Provide a final copy of your dissertation proposal to the DC in hard and electronic copy (may be submitted prior to the defense, but should match the copy used at your Defense).

Make sure the DC receives the signed Dissertation Proposal Form from the Committee Chair after the Defense.

**PH.D. DEGREE REQUIREMENTS**

Requirements:

- *Admission to Candidacy*
- *Defense of the Dissertation*

**Admission to Candidacy**

Once the student has passed the Dissertation Proposal \*hearing, the Department will certify that the student has met all the requirements for Admission to Candidacy (all requirements for degree with the exception of the dissertation). The Department Coordinator will submit paperwork to the Dean of Student's office recommending that the student be admitted to candidacy for the PhD degree (this status is sometimes known as "ABD – All But Dissertation"). The Admission to Candidacy date is listed on the student's transcript, and renders the student eligible for certain dissertation writing fellowships.

**The Defense of the Dissertation**

With agreement of the Dissertation Committee, the Department Chair will set a date for the oral defense of the dissertation in an open examination.

***At least three weeks*** in advance of the Dissertation Defense an Abstract of the dissertation and a complete electronic copy of the draft must be filed with the Department Coordinator and made available for inspection by faculty and students. At this time the student should have the Department

Coordinator, with approval of the Department Chair, schedule the defense, reserve a room and prepare a divisional Report of Final Examination form. The Dissertation Defense is open to the public. It will be announced to the entire Department and placed on the Divisional calendar.

All Committee members must be physically present for the Dissertation Defense. In cases of extreme emergency a Committee member may petition the Chair of the Department to attend the Defense electronically. The student must notify the DC and the Department Chair to discuss logistics for absentee communication, and to understand what the student is responsible for. However, this should be avoided at all costs. If a Committee member has stopped working at the University and no longer resides in the Chicago area, the student and his Committee should make every effort to schedule the Defense when the Committee member is in town. If that cannot be done, the student must consult with the Department Chair prior to making any financial arrangements for attending the Defense (even if the arrangements have been suggested by the student's Dissertation Committee).

In addition to the Dissertation Committee, a Dean's representative from outside the Department will attend and report on the examination to the Dean of the Division of the Humanities. Upon successful completion of this examination the Department Chair will certify to the Division that all Departmental requirements have been met, and will recommend the awarding of the Ph.D. degree.

### **Dissertation Defense Procedure**

#### ***At least 4 weeks in advance of proposed Defense***

Set the date and time for your Defense with your Committee. If you plan to graduate in the same quarter as your Defense be sure you fully understand the deadlines set by the Dissertation Office at <http://www.lib.uchicago.edu/e/phd/>  
See also "Applying for the Degree" below.

Inform the DC of the date and time of your defense in order to schedule a room, and to get approval from the Department Chair.

#### ***At least 3 weeks before the date of Defense***

The following items must be submitted to the Department Coordinator:

- Abstract
- Complete Draft of your dissertation in electronic copy

THE DATE AND TIME OF YOUR DEFENSE MUST BE FINALIZED! If it is not finalized by 3 weeks before the proposed date, the date must be moved back accordingly. No exceptions can be made. This date allows for arrangements with the Dean of Students office for an outside representative. If a faculty member changes the date after this time, it must be discussed with the Department and Dean of Students if the date is less than three weeks in the future.

If your ABSTRACT and COMPLETE DRAFT of your dissertation are not turned in to the Department by 3 weeks before your proposed date of defense, the Defense date must be moved accordingly.

***At least 2 weeks before the Defense***

The DC will contact the Dean of Students office to arrange for a Dean's representative.

**One week before the Defense**

The Department will send out announcements to the entire department advertising the location and time of the Defense. A copy of the dissertation will be available in the Department Office for interested faculty and students.

**Following the Defense**

The department will submit the defense paperwork to the Dean of Students office.

You must fulfill all requirements of the Department and the Dissertation Office in submitting your dissertation to the University.

**SUBMITTING THE DISSERTATION**

The Department follows the guidelines from the University Dissertation Office for submission of the dissertation. These can be found on their website at <http://www.lib.uchicago.edu/e/phd/>. As of summer quarter, 2009, all Dissertations are submitted electronically. The Dissertation Office is continuing to improve its new procedures.

Final edits of the dissertation must be approved by the student's Committee. The Committee may suggest additional formatting guidelines. The Department has no formal formatting guidelines other than what is required by the Dissertation Office.

The student should submit the Dissertation to the Dissertation Office by their draft deadline, because the process of final revision can be time consuming. Once the Dissertation Office receives your Dissertation draft, it emails the draft to the Department. The Department checks over the Dissertation, and upon approval, the Department Chair signs a Departmental Approval Form that is generated by the Dissertation Office. Once the signed form is delivered to the Dissertation Office, the draft is checked for University-wide formatting requirements.

**APPLYING FOR PH.D. DEGREE**

A completed degree application must be submitted on-line through your cMore account by the deadline announced by the Dean of Students. Students who cannot access cMore should contact the Associate Dean of Students prior to the degree application deadline for assistance. Students should be sure their anticipated graduation date is correct in cMore before completing the degree application. Requests to submit degree applications after the deadline will be denied

You must be registered in either Advanced Residence or Extended Residence during the quarter you plan to graduate. This includes summer quarter. Doctoral students are assessed a one-time \$55 Dissertation Fee in the first quarter in which a degree application for the PhD is filed.

**Withdrawing a Degree Application** –Students may withdraw the degree application in cMore through the end of the first week of the quarter. After that students who wish to cancel a degree application must contact the Associate Dean of Students. Students who cancel a degree application after the fifth week of the quarter will be assessed a \$50 cancellation fee, regardless of the reason for cancellation.

## **GRADUATE WORKSHOPS**

Graduate workshops are one of the most distinctive features of University of Chicago graduate life, and the various strands of East Asian studies sponsor workshops on an array of topics. Workshops provide the opportunity to try out seminar papers, proposal drafts, dissertation chapters; to discuss the work of a visitor in depth; to read and discuss writing of collective interest. It is an excellent site for exposure to graduate student culture. See <http://cas.uchicago.edu/workshops>

## **DEPARTMENT LUNCH**

Each year a graduate student volunteers to represent EALC at the Humanities Division Graduate Student Council (HDGSC). Electing a Representative is the responsibility of the EALC graduate student body. It is the Representative's responsibility to present a budget each quarter to the HDGSC in order to obtain money for the quarter for graduate student social activities. If the Representative does not show up to the quarterly budget meeting the department will not receive any funds from HDGSC and therefore cannot sponsor any social events.

Traditionally HDGSC funds are used to host about four lunches per quarter for graduate students and faculty, open to anyone interested in East Asia. The catering, announcement, and clean-up of these lunches are the responsibility of the Representative and other graduate student volunteers.

Along with fun, fellowship, good food and good conversation these lunches provide students the opportunity to meet EALC colleagues from across disciplines and years of residence.

For more information on the HDGSC visit <http://hdgsc.uchicago.edu/>.

## **ENGLISH LANGUAGE FOR INTERNATIONAL STUDENTS**

Unlike many universities of comparable scale, the University of Chicago does not have an ESL program; it is, in general, not well equipped to help students whose first language is not English. The International House offers an ESL program not associated with the University (see <http://ihouse.uchicago.edu/esl/esl.html>); the Writing Program offers a course on professional and academic writing (for all students; <http://writing-program.uchicago.edu/courses/index.htm>).

Students are encouraged to exchange services based on their skills. International students are likely to need native speakers of English to proofread their papers throughout their careers. It is hard to achieve parity because of the composition of our student body, but cooperation is among the most attractive features of our program.

## **RESOURCES**

### **Electronic**

#### **EALC website and calendar**

<http://ealc.uchicago.edu> provides course information and a calendar of EALC related events and major academic deadlines.

#### **Humanities Division Website and Calendar**

<http://humanities.uchicago.edu> has general information on the humanities division as well as a division-wide calendar with events and deadlines of interest to the divisional community.

#### **Humanities Dean of Students Website and Calendar**

<http://humanities.uchicago.edu/current> has extensive information on registration and financial matters with divisional policies for graduate students. Their calendar is the most complete source of divisional deadlines. Also linked to from this site is the grants and fellowships office for the humanities division. Information and deadlines for internal and many external fellowships are available on their site.

#### **Cmore**

<http://cmore.uchicago.edu> is the online gateway for students at the University of Chicago. A few of the uses: holds for registration, confirmation of registration status, address updates for billing purposes, degree application.

#### **Timeschedules**

<http://timeschedules.uchicago.edu> lists the registrar's information on courses. Times are listed by department offering. Students register by course numbers and times on the time schedule. Students confirm course information by checking the online time schedule before submitting registration cards.

#### **Chalk**

<http://chalk.uchicago.edu> Chalk is the online courseweb system for the University of Chicago.

#### **Listserve**

##### **Department Graduate Student Listserve:**

[ealcgrad@lists.uchicago.edu](mailto:ealcgrad@lists.uchicago.edu)

For postings directly to graduate students within our department.

##### **Center for East Asian Studies Listserve:**

The Center for East Asian Studies administers an East Asian Outreach listserv that serves all students, faculty and staff interested in East Asia. Job postings, seminars, funding, and cultural events are all advertised on this list. Students are automatically subscribed when they enter the EALC program. To send a posting to this list, email the posting to:

[eastasia\\_outreach@lists.uchicago.edu](mailto:eastasia_outreach@lists.uchicago.edu). If you have questions about the list, email Sarah Arehart, Outreach Coordinator, at [sarehart@uchicago.edu](mailto:sarehart@uchicago.edu).

### **Offices and Organizations**

Information on campus organizations and offices can be found online through the graduate and professional student gateway. <http://students.uchicago.edu/grad/>

### **Center for East Asian Studies**

The Center for East Asian Studies (CEAS) is a resource for scholars of East Asia on campus, facilitating research and programming across all departments at the University. Together with its faculty-run committees, CEAS sponsors a variety of activities including colloquia, workshops, conferences, public lectures, film series, cultural events, and other programs that promote understanding of the cultures and societies of China, Japan, and Korea. CEAS administers many funding opportunities for University of Chicago students studying East Asia. The extensive film library at CEAS houses more than 4,000 DVDs from East Asia, available for borrowing by University staff, students, and faculty. Visit the website at <http://ceas.uchicago.edu> to learn more.

### **Dean of Students Office**

The Dean of Students Office for the Humanities Division handles all finalization of degrees, billing and registration for students in East Asian Languages and Civilizations.

Contact the DOS office directly instead of contacting the bursar or registrar for billing or registration issues.

The Dean of Students is directly responsible for:

- Billing issues
- Registration issues
- Residency decisions (Pro-Forma, Leave of Absence)
- Stipend Check Distribution
- Funding questions/concerns

The DOS office has an open-door policy for students and its staff is available to help you navigate any issues that may come up during your career as a graduate student at the University of Chicago. If you are unsure as to whether your issue is a Dean of Students Issue, you can contact the EALC department coordinator.

### **Student Care Center**

The student care center offers a multitude of health services covered under your health and wellness fee. More information can be obtained at their website: <http://scc.uchicago.edu/index.html>

### **Career and Placement Services**

Offers a number of services to students on the job market. Hosts workshops throughout the year. They can assist with CVs, job talks, teaching statements and cover letters for job searches. <https://caps.uchicago.edu/>

### **Office of International Affairs**

Works with International Students at the University of Chicago on immigration issues. If you need a letter of invitation to invite a family member to visit, they have a request form on their website. <https://internationalaffairs.uchicago.edu/>

## CONTACT INFORMATION

### **East Asian Languages and Civilizations**

Office Location: Wieboldt Hall 301  
Mailing Address: 1050 E. 59<sup>th</sup> St. Chicago, IL 60637  
Phone: 773-702-1255  
Fax: 773-834-1323  
Email: [dbrennan@uchicago.edu](mailto:dbrennan@uchicago.edu)

### **Department Coordinator**

Dawn Brennan  
E-mail: [dbrennan@uchicago.edu](mailto:dbrennan@uchicago.edu)  
Phone: (773) 702-1255

### **Department Chair**

Edward Shaughnessy  
E-mail: [eshaughn@uchicago.edu](mailto:eshaughn@uchicago.edu)  
Phone: (773) 702-5801

### **Director of Graduate Studies**

Michael Bourdaghs  
E-mail: [mbourdaghs@uchicago.edu](mailto:mbourdaghs@uchicago.edu)  
Phone: (773) 702-1255

### **Director of Chinese Language Program**

Youqin Wang  
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Phone: (773) 702-0778

### **Director of Japanese Language Program**

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### **Director of Korean Language Program**

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