M.A. in Asian Studies
Policies and Procedures Handbook
2013-2014
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Part A: Introduction

In this handbook, you will find the curricular guidelines and procedures relating to Georgetown University’s M.A. in Asian Studies Program. Also listed are the policies of the Graduate School of Arts & Sciences. Please examine this manual carefully, particularly the parts covering academic issues. Please keep this reference throughout your entire duration at Georgetown University.

Administration

Director of the Asian Studies Program – Victor Cha serves as the overall adviser and supervisor to the program’s faculty, staff and students. He is also responsible for representing the Program in its relationships within and outside the University.

Director of Studies – Christine Kim oversees the Asian Studies curriculum and coordinates basic academic policy issues with the School of Foreign Service, other University departments, and the Graduate School.

Assistant Director – Kat Harrington is responsible for the financial and administrative operations of the program. She handles all matters relating to finance, human resources, program development, NRC, visiting researchers and office management.

Supervisor of Academic Programs – Robert Lyons serves as the primary contact for all current and prospective Asian Studies students. He handles admissions and recruitment, academic and career counseling, and, in the future, alumni relations.

Events & Outreach Officer – This position is responsible for Asian Studies outreach and event programming.

Asian Studies Faculty

Arthur J Alexander, Japanese economy
Harley Balzer, Government, China, Russia
Carol Benedict, History, China
Benjamin E Bogin, Religion, Buddhism
Victor Cha, Government, East Asia, Korea
Francisca Cho, Religion, Buddhism
Erin Cline, Theology, Philosophy, Chinese Thought
Viet D Dinh, Law, Asia
Kevin M Doak, East Asian Languages and Cultures, History, Japan
Christine Fair, Security, South Asia
James V Finerman, Law, Asia
Michael J Green, Government, East Asia, Japan
Jeremy Haft, US-China business relations
Becky Hsu, Sociology, China
Lihong Huang, East Asian Languages and Cultures (Chinese)
Touqir Hussain, Government, South Asia
Anne Imamura, Sociology, Japan
Philip Kafalas, East Asian Languages and Cultures, Chinese Literature
Christine Kim, History, Korea, East Asia
Joanna Lewis, Science, Technology and International Affairs, China
Kristen Looney, Government, China
In Ku Marshall, East Asian Languages and Cultures (Korean)
Michael McCaskey, East Asian Languages and Cultures (Japanese)
James A. Millward, History, China, Central Asia
Yoshiko Mori, East Asian Languages and Cultures (Japanese)
Micah S. Muscolino, History, China
James Reardon-Anderson, Senior Associate Dean, SFS, Government, China
Fei Ren, East Asian Languages and Cultures (Chinese)
Matthew Rudolph, Government, India, South Asia, China, East Asia
Jordan Sand, History, Japan
Howard B. Schaffer, Institute for Study of Diplomacy, South Asia
Andrew Scobell, Government, China, East Asia
Benjamin Self, Government, Japan, China
Apichai Shipper, Government, East Asia
Sheila Smith, Government, Japan, East Asia
Pamela Sodhy, History, Southeast Asia
Howard R Spendelow, History, China, East Asia
Martin A Staab, Development, South Asia, East Asia
Elizabeth Stephen, Demography
Yuhki Tajima, Government, Political Economy, East Asia, Southeast Asia
Charles Udomsaph, Economics, China, Southeast Asia
Aparna Vaidik, History, South Asia
Michelle C Wang, Art History, East Asia
Susan R. Weld, Law, East Asia
Chen-Yieh Catherine Yu, East Asian Languages and Cultures (Chinese)
Jingyuan Zhang, East Asian Languages and Cultures, Chinese literature
Important Contact Information

Asian Studies Program

Georgetown University
Box 571040
Washington, DC 20057-1040
Phone: (202) 687-6636
Fax: (202) 687-7397
Web: http://asianstudies.georgetown.edu

Victor Cha Director (202) 687-2978
Christine Kim Director of Studies (202) 687-9637
Kat Harrington Assistant Director (202) 687-7163
Robert Lyons Supervisor of Academic Programs (202) 687-7176
Front Desk (202) 687-6636

Administrative Extensions

Campus Safety (DPS) (202) 687-4343
Registrar (202) 687-4020
University Information Services (UIS) (202) 687-4577
Student Accounts (202) 687-7100
Office of Student Financial Services (202) 687-4547
Student Health Insurance (202) 687-4883
GU Transportation Service (GUTS) Bus/Transportation Mgmt (202) 687-4372
Lauinger Library (202) 687-7452
Yates Memorial Field House (202) 687-2400

Departmental Extensions

Graduate Career Development Center (CDC) (202) 687-7046
Graduate School (202) 687-5974
School of Foreign Service Dean’s Office (202) 687-5696
Center for Contemporary Arab Studies (CCAS) (202) 687-5793
Center for Eurasian, Russian & E. European Studies (CERES) (202) 687-6080
Center for Latin American Studies (202) 687-0140
Department of Government (202) 687-6130
Department of History (202) 687-6061
Institute for the Study of International Migration (ISIM) (202) 687-2258
Institute for the Study of Diplomacy (202) 965-5735
International Business Diplomacy (IBD) (202) 687-5854
Master of Science in Foreign Service (MSFS) (202) 687-5763
Security Studies Program (202) 687-5679
Commonly Used Abbreviations/Terms

CDC: Graduate Career Development Center (for the School of Foreign Service)
CNDLS: Center for New Designs in Learning and Scholarship
GSAS: Graduate School of Arts and Sciences
GSFS: Graduate School of Foreign Service
GUTS: Georgetown University Transportation Shuttle
ICC: Intercultural Center
OIP: Office of International Programs
SFS: Edmund A. Walsh School of Foreign Service
Part B: M.A. in Asian Studies Curriculum/Requirements and Resources

Curriculum/Requirements

M.A. in Asian Studies Curriculum

The M.A. in Asian Studies Curriculum consists of twelve academic courses. Three of these twelve are required core courses to be taken during the first year of study. An additional set of three courses are to be taken from a single functional or subregional concentration. The remaining five to six courses are electives. A course may be applied to fulfill one concentration only in order to avoid “double-counting.

Course Requirements - To complete the 36 credits over the course of three semesters, students must enroll in 12 credits for each academic term. A typical course load is four courses, plus one language course (if applicable). Language courses do not count towards the 36 credits. Electives and concentration courses can be taken in any order throughout the three semesters; however, students must complete the three core courses in the first fall semester.

Fall Semester

ASST 668 Theory/Policy in Asia (Core Course)
One Course focused on History, Society of Culture of Asia (Core Course)
Elective
Elective
[Language]

Spring Semester

ASST 511 International Political Economy in Asia (Core Course)
Elective
Concentration Course 1
Concentration Course 2
[Language]

Fall Semester

Concentration Course 3
Elective
Elective
Elective
[Language]
Second Year Part-Time Option

For second-year MA Asian Studies students, there is a fourth semester option. Students will be allowed to spread their final 12 credits throughout their second year, opting for either 6 credits in the fall and 6 credits in the spring, or enroll for 9 credits in the fall and 3 credits in the spring. The fourth semester is not required OPTIONAL and is only beneficial in special circumstances (e.g., for those who wish to intern near full-time during their second year). For further questions, please consult with the Supervisor of Academic Programs. International students need to clear with the Office of International Programs to ensure that this option is feasible.

Concentrations - Students choose three courses from one of the five available functional or subregional concentrations:

Functional Concentrations
Politics and Security of Asia
History, Society or Culture of Asia
International Political Economy/Business of Asia

Subregional Concentrations
South Asia
Southeast Asia

Students should be prepared to declare their concentration no later than the first week of the second semester of the program.

Fulfilling the Foreign Language Requirement

Language Proficiency Exam – Upon arrival at Georgetown, all students are required to participate in a language placement exam. Native speakers and advanced language learners who wish to place out of continued language study while at Georgetown must pass a proficiency exam to satisfy the language requirement.

Proficiency can be fulfilled through the following methods:

- Successful completion with a grade of B+ or better of advanced language study equivalent to third year at Georgetown or a comparable language program;
- Specified grade of proficiency in U.S. Government or equivalent language testing while a graduate student at Georgetown;
- Passing the Georgetown language proficiency test;
- Successful completion of other testing approved by the Director of Studies and the Chair of the Department of East Asian Languages and Cultures

Language Courses – On the recommendation of the Director of Studies, the Graduate School will provide tuition scholarships to graduate students in Main Campus programs to cover enrollment in one approved language course per semester. Students may register for courses designed to improve their language skills. Normally, these are courses at the 350 level or below. Exceptions must be requested in writing to the Director of Studies and accompanied by a justification.
If a student either FAILS TO COMPLETE THE language course OR RECEIVES A FAILING GRADE for the course, the scholarship will be revoked and the student will be responsible for any RESULTING BALANCE charges remaining after the tuition refund policy has been applied. For more information about the Graduate School’s policies on the Language Study Scholarship, please consult the Graduate Bulletin.

Possible Language Course Plan:

First Year Fall: ____________

First Year Spring: ____________

Summer intensive language coursework at another institution (if applicable): ____________

Second Year Fall: ____________

Second Year Spring (if applicable): ____________

Over/Under Courses and Undergraduate Courses

Graduate courses are numbered 500 or above. However, M.A. students are allowed to enroll in two “over/under” courses with the numbers 350 – 499 in fulfillment of degree requirements. If a student wishes to enroll in a third over/under course, he or she must secure permission in writing from the Director of Studies. Students are encouraged to request the instructor’s assistance in tailoring coursework to graduate-level expectations.

For courses numbered below 350, exceptions are made to allow students to enroll as a tutorial provided that the instructor is willing to make significant adjustments. Students must complete a tutorial form documenting the additional requirements that is signed by the the instructor, the Director of Studies, and the Graduate School. The form is available at the following link: http://grad.georgetown.edu/academics/academic-forms/

Master’s Thesis Option

Students have the option of writing a Master’s thesis under the supervision of a faculty member of the Asian Studies Program. The primary means by which students can pursue the thesis option is as part of the research seminar course, ASST 779 International Relations & Diplomacy of East Asia (or its equivalent), usually taken in the second semester. Proper revision and approval of the paper for this class may be submitted in the third semester as fulfilling the thesis requirement. Students may also opt to write a thesis through an independent tutorial with a faculty mentor. If this option is exercised, students are responsible for finding a faculty member willing to undertake an independent study tutorial to advise the student; prepare a syllabus; and establish regular meetings throughout the semester of research. In ASST 779 or in the independent tutorial, the thesis must receive a grade of B+ or better in order to fulfill the thesis requirement. The revised and finished thesis must be approved by the Director of Asian Studies and deposited with the Supervisor of Academic Programs by the end of the student’s third semester or earlier.
GSFS Career Development Center

The Career Development Center is available to help students with their career development objectives. It regularly hosts skills workshops on topics ranging from interviewing to resume/cover letter writing, and meets with students individually for career counseling. The Career Development Center also maintains the Symplicity database with access to numerous job, internship and fellowship opportunities. Every two weeks, the Center emails a bulletin of featured job listings, career workshops, employer presentations and other important information. GSFS Alumni maintain lifetime access to the resources of the Graduate Career Development Center.

Student Professional Development Requirements

To keep students focused on career development as part of their Georgetown education, the Program mandates a professional development requirement each semester. The requirements are as follow:

First Semester of Study (Fall)

1. Update resume with the SFS Career Development Center (CDC).
2. Meet with the CDC to discuss personal career plan.
3. Attend at least two professional development events.

Fall Semester Goals: Learn how to network, participate in informational interviews, create a professional resume and write cover letters early on before applying for jobs or internships.

Second Semester of Study (Spring)

1. Attend a workshop on interviewing with the CDC or participate in a mock interview.
2. Attend at least one professional development event.

Spring Semester Goal: Obtain an internship or research opportunity for the summer.

Third Semester of Study (Fall)

2. Set up and participate in an informational interview.
3. Attend at least one professional development event.

Fall Semester Goals: Prepare for interviews, know how to negotiate job offers and salary, network, participate in informational interviews, and meet with the Career Development Center staff members at least once more before graduation.
Resources

Summer Funding

For Summer 2014, the Asian Studies Program is able to offer continuing students stipends to underwrite an internship or be applied toward language study tuition. Details on the application process will be made available at a later date. Recipients of the stipend funding will be required to submit a 1-2 page written report of their experiences, submit photographs of the experience, complete an internship evaluation form, and participate in a debriefing session.

Conference Travel Grants for Graduate Students

Financial assistance from the Graduate School is available for student participation in academic conferences. Students who have received an official invitation to present a paper or poster, or to participate in a panel discussion, will be eligible to apply for grants of up to $500 to attend an academic conference. These grants may be used toward travel and other expenses associated with participation in a professional meeting, and MUST be requested in advance. Grants are awarded on a competitive basis. The maximum available support will be the same regardless of the location of the conference. For further information, please visit the following website: http://admin.maincampusresearch.georgetown.edu/index.php/Grant-Student_Research_Travel_Grant

International Student Resources

Recognizing that life in the United States presents notable differences for students from other countries, the Office of International Programs (OIP) offers assistance to all international students. The resources of the OIP may be of use to international students for miscellaneous matters such as acclimating to life in the United States and visa processing assistance. International students should contact OIP for questions regarding their visa and campus/off-campus internships and employment.

Student Involvement

Georgetown University offers students multiple opportunities for engagement inside and outside of the classroom. Throughout the year, the Asian Studies Program will host social activities along with guest lectures and workshops.

Georgetown University Extra-Curricular Activities

Georgetown graduate students are able to participate in a wide array of extra-curricular activities in the form of career clubs, volunteer organizations, multicultural groups, interest groups, religious organizations, etc.

National Resource Center Volunteer Opportunities

Students are able to volunteer for the Asian Studies Program’s NRC/East Asia Speakers Bureau.
MD-DC-VA teachers are able to request graduate students or faculty from Georgetown to come and speak to their classes about a certain topic related to Asia. Volunteers would be responsible for crafting a presentation that meets the specifications of the teacher and is age-appropriate for the students, as well as traveling to the school and presenting in front of the class.

Campus Resources

Georgetown University students have access to multiple campus resources ranging from the Yates Field House exercise facility to counseling services. To familiarize yourself with such offerings, please browse the Georgetown website.

The Writing Center

The Writing Center, located on the second floor of Lauinger Library, is a free writing resource open to all Georgetown students. Graduate and undergraduate students trained in teaching writing are available to assist at any stage of the writing process. The Writing Center offers assistance in topic development, general organization, revision and specific or recurring structural problems with writing. Consultants are not trained to proofread papers for grammar or spelling, but rather to help individuals improve their own critical thinking, revision and editing skills.

http://www.library.georgetown.edu/writing-center

Financial Aid

All Asian Studies Program aid is merit-based and funds are limited. A committee of faculty members determines the scholarship recipients. Scholarship recipients must maintain a 3.33 GPA to continue receiving financial assistance. Information on additional resources such as Federal Direct Loans can be found through the Office of Student Financial Services.
Certificate Programs

Students may use electives to fulfill the requirements of a Certificate Program. Some programs have a regional language component and/or a minimum GPA threshold. Those interested in pursuing a certificate should visit the relevant program website. In some cases, Asian Studies courses may be able to count towards a Certificate plan in a different program.

Arab Studies
http://ccas.georgetown.edu/academics/certificates/graduate/

Eurasian, Russian and East European Studies
http://ceres.georgetown.edu/academics/undergraduate/

International Business Diplomacy
http://ibd.georgetown.edu/certificate/

Refugees and Humanitarian Assistance
http://isim.georgetown.edu/academics/refugees/
Part C: M.A. in Asian Studies Academic Policies and Procedures

All Georgetown graduate students are responsible for reviewing the rules and regulations featured in the 2013-2014 Graduate Bulletin. Please keep in mind that the Graduate School of Arts & Sciences may update the contents of such information at any time. The most recent edition of the Graduate Bulletin appears online at http://grad.georgetown.edu/academics/policies/

Transfer of Credits

The Graduate School of Arts & Sciences allows individual graduate programs to determine how many transfer credits can be applied towards a graduate degree. The Asian Studies Program will consider and possibly accept up to one relevant, external, non-language graduate course to count toward the degree requirements. The Director of Studies and the Director of Asian Studies must approve any transfer course for credit before seeking the Graduate School’s official approval. The Graduate Bulletin provides more information about this process.

Student Accommodations

If a student requires special accommodation because of a disability or other concern diagnosed by a licensed professional, he or she is encouraged to speak with the Supervisor of Academic Programs early in the academic year.

Grading

To graduate from a Georgetown graduate program, students must maintain at least a 3.0 GPA.

Below is the grading scale for Georgetown’s graduate students:

 Assigned Grade: Grade Quality Points:
A 4.000
A- 3.670
B+ 3.330
B 3.000
B- 2.670
C 2.000
F 0.000
I Incomplete
W Withdrawal
S Satisfactory (Used only for pass/fail courses)
U Unsatisfactory (Used only for pass/fail
AU Audit
IP In Progress
NR No Grade Reported

Further information about Incompletes and “NR” grades can be found in the Graduate Bulletin.
Audit and Pass/Fail Options

Courses that have been designated by departments and programs to be taken only on a pass/fail basis may be applied toward a graduate degree program. Other courses for which a student chooses to register on a pass/fail basis cannot be applied toward a degree program. Students may register for language courses on a pass/fail basis, but may not audit them without the approval of the program and the Graduate School.

Students who have received permission from an instructor to audit a course or to take a course on a pass/fail basis should first register for the course on a letter-grade basis, then change to audit or pass/fail basis during the Add/Drop period. Changes of grade status (letter-grade, audit, or pass/fail) are not allowed beyond the Add/Drop period. Students who register for courses on an audit or pass/fail basis will be assessed tuition on the same per-credit basis as for letter-grade registrations.

Voluntary Withdrawal, Forced Withdrawal, Leave of Absence, and Reinstatement or Readmission

All Georgetown graduate students must register for courses each fall and spring semester. Students who do not register for courses by the end of the Add/Drop period will be withdrawn from the university.

Please review the Graduate Bulletin for more information on such policies.

Termination of Degree Candidacy

A student’s candidacy for a graduate degree may be terminated by the Dean of the Graduate School for reasons that include, but are not limited to, failure to make satisfactory progress toward completion of degree requirements or findings of academic misconduct.

A student whose degree candidacy has been terminated for any reason will be notified in writing by the Dean of the Graduate School. The student shall have the right of appeal. The student must present the grounds for appeal to the Dean of the Graduate School in writing within 30 days of the date of the Dean’s letter terminating degree candidacy. While the student may submit any evidentiary materials deemed relevant to the appeal, the narrative presenting the basis of the appeal must be limited to ten typewritten pages, double-spaced.

Academic Integrity

Academic misconduct in any form is a serious offense against the academic community in general and against Georgetown University in particular. Students who are found to have violated standards of academic integrity will be subject to academic penalties. These penalties may include, but are not limited to, transcript notations, suspension or dismissal from the University, or revocation of degrees already conferred.

For an overview of the definitions of academic integrity and the judicial process of academic
misconduct, please consult the Graduate Bulletin. Members of the Georgetown University community are obligated to report infractions of such rules.
Part D: Department of Asian Studies Operations and Policies

Asian Studies/GHD Center Access and Student Lounge Area

Students may access the area of ICC 302 on Mondays through Fridays, from 9:00 a.m. through 5:30 p.m. This part of the building features faculty and staff offices for the Asian Studies Program and Global Human Development (GHD) Program, conference rooms open to the SFS community, and the student lounge area.

The Barkanic Library

The Asian Studies Program is home to the Barkanic Library, which houses a variety of materials focused on East Asia.

Computers, Printing and Copying

Students are able to use one of the many computer labs on campus for research, Internet usage, printing, and copying. A nominal fee per page for printing and copying applies. Students can add funds to their GOcard at one of the campus machines or online at http://gocard.georgetown.edu/managing/depositing/.

Emails and Internet

All Georgetown University students are provided with a Georgetown email account. Students are encouraged to use this account regularly or to link their Georgetown email account to a personal email address.

Georgetown University provides wireless Internet throughout the campus. Students can connect to the Saxanet network using their NetID and password. Guests of the Georgetown community can access Guestnet without any necessary log-in.

Campus Mailboxes

Asian Studies Program students are provided with their own campus mailboxes in the Asian Studies/GHD Suite, in ICC 302. They serve merely an internal purpose, and the US Postal Service will not be able to deliver to these mailboxes. Students should not use the program mailing address for personal mail.

Use of Equipment

Television

A television is available in the student lounge area. Students are welcome to use the television, but they are asked to be mindful of television volume and appropriate viewing content.
Phone Calls

Students are allowed to use their cellular phones in the Asian Studies Office area; however, students are asked to be respectful to others when carrying on such conversations.

Fax Machine

If a student wishes to send or receive a fax, please contact a staff member for assistance.

Refrigerator and Microwave

The refrigerator and microwave are for staff use only.

Personal Belongings

The Asian Studies Program, the Global Human Development Program, and Georgetown University are not responsible for the contents of lost or stolen items. Please take extra precautions with your belongings, especially high-tech goods like laptop computers and other electronic devices. The campus community and general public have open access to the Georgetown campus. The large and small conference rooms in ICC 302 hold various functions for multiple groups within the School of Foreign Service and elsewhere.