



Asian Studies Program
School of Pacific and Asian Studies
University of Hawai'i at Mānoa

GRADUATE STUDENT HANDBOOK
2020-2021

Welcome!

We're glad you're here. The Asian Studies Graduate Program strives to be not just a place where you can get advanced degrees in the study of Asia, but a community in which you can work closely and collegially with experts in the field, create life-long connections with peers, and expand your intellectual and career horizons.

This handbook is intended to help you navigate the requirements and regulations of the Asian Studies Program and the UH-Mānoa Graduate Division, answer common questions that many students have, and provide some tips and tricks for getting the most out of your time here.

TABLE OF CONTENTS

I. What's What, Where's Where, and Who's Who	3
II. Graduate Division Regulations Meet Asian Studies Students.....	6
a. Categories of Students	
b. Courseload, Credits and Enrollment	
c. Grades	
d. Time to Degree & Leaves of Absence	
e. Concurrent and Dual Degrees	
f. Graduation	
III. The MAAS Degree	11
a. Overview	
b. Coursework and Credit Requirements	
c. Language Proficiency Requirements & Waivers	
d. The Plan A (Thesis-Writing) Experience	
e. The Plan B (Non-Thesis) Experience	
IV. The MAIA Degree.....	24
a. Overview	
b. Coursework and Credit Requirements	
c. The Capstone Experience	
V. Funding and Financial Aid.....	27
VI. The Graduate Certificate Programs.....	31
a. Overview	
b. Coursework and Requirements	
c. Language Proficiency Requirements	
VII. Grad Student Life at UH-Mānoa.....	33
a. Academic Expectations	
b. University Libraries	
c. Campus Logistics and Resources	
d. In Honolulu and Beyond...	
VIII. Know Your Rights.....	36
a. FERPA	
b. Residency	
c. Grievance Procedures	
d. Title IX	
e. Consensual Relationships	
IX. Appendices.....	38
a. Calendar, Dates and Deadlines	
b. Contacts	
c. Campus Map	

I. What's What, Where's Where, and Who's Who

A. What's What

The Asian Studies Program is part of the **School of Pacific and Asian Studies (SPAS)**, which is an autonomous unit in the University of Hawai'i at Mānoa. (In other words, it is not part of a larger unit like the College of Arts and Humanities or the College of Social Sciences). The other parts of SPAS are the Pacific Islands Studies Program and the eight area studies Centers: the Center for Chinese Studies, Center for Japanese Studies, Center for Korean Studies, Center for Okinawan Studies, Center for Philippine Studies, Center for Southeast Asian Studies, Center for South Asian Studies, and Center for Pacific Islands Studies. The Asian Studies and Pacific Islands Studies Programs are degree-granting academic programs; the Centers do not grant degrees, but coordinate activities and funding for the study of Asia across campus and in the community. Center Directors are UH-Mānoa faculty members (they may or may not be Asian Studies faculty) who are specialists in the region. Several of them teach courses in Asian Studies during their tenure as Director.

TIP: Be sure to give your email address to the area Center(s) relevant to your studies, and follow them on social media. They post valuable information about scholarships, talks, and community events, and provide ways to get to know students and faculty from other departments who work on your region. Centers' contacts are listed on the last page of this handbook.

The **Asian Studies Graduate Program** includes the Master of Arts in Asian Studies (MAAS), the Master of Asian International Affairs (MAIA), and Graduate Certificates (GCERTs) in Chinese, Japanese, Korean, Philippine, Southeast Asian, South Asian, and Asian Studies. Students in the MAAS program choose one of seven regional foci when they apply: China, Japan, Korea, the Philippines, Southeast Asia, South Asia or Inter-Asia. If you select China, Japan, Korea, the Philippines, Southeast Asia, or South Asia, your transcript will show this as your "Specialization."

In all these programs, the flexibility of our degree requirements allows students to tailor the content of their coursework to meet their own academic and career goals, and to take advantage of the expertise of more than 200 faculty across campus who teach or do research about Asia.

TIP: Familiarize yourself with the Graduate Division website. It provides info on regulations, procedures, and sources of financial support, and has pdfs of several forms you will need.

The UH-Mānoa **Graduate Division** (part of the Office of the Vice-Chancellor for Academic Affairs) governs most graduate programs on campus. It handles the administrative aspects of everything from admissions to graduation, and sets the campus wide administrative framework for policies on enrollment, credits, grades, the thesis process, graduate assistantships, and more. The Grad Division website is at <http://manoa.hawaii.edu/graduate/>.

B. Where's Where

The Asian Studies Program is located in the *makai* wing of Moore Hall (*makai* means “toward the sea” in Hawaiian, vs. *mauka* which means “toward the mountains”). The main office and most faculty offices are on the fourth floor. Some faculty offices are on the second and third floors.

Moore Hall 416. This is the Asian Studies main office. Here you'll find the Asian Studies secretary, who serves as the point person for the entire program. This office also houses faculty mailboxes, a “pick-up” box where faculty, staff and students can leave items for anyone who does not have a mailbox, and a first aid kit in case of emergency. In the hallway outside 416 (makai side) is a rack that holds hard copies of several forms you may need. These forms are also available for download from the departmental website under the “Academics” tab:

https://manoa.hawaii.edu/asianstudies/?page_id=152.

The Tokioka Room (Moore 319). You will often attend meetings, talks, receptions and other events in the Tokioka Room. The room is named in recognition of the generous donation from the Tokioka family to SPAS. Asian Studies students can book the Tokioka Room for their oral defenses and for other university-related business. The SPAS Dean's secretary, whose contact information is on the last page of this handbook, is in charge of bookings.

The Center for Korean Studies (CKS) seminar room/auditorium. Across East-West Road from Moore Hall is the Center for Korean Studies building. There is both a seminar room and a small auditorium that Asian Studies faculty and students are allowed to use for university-related functions. CKS allows Asian Studies students to book the seminar room for their oral defenses and other events or meetings. You must book in advance and abide by CKS policies for usage.

Graduate Division. Located on the third floor of Spalding Hall, this office is about a 5-minute walk from Moore Hall.

C. Who's Who

SPAS Dean. The Dean of the School of Pacific and Asian Studies is the “boss” of the entire School, and is SPAS' main advocate in the higher echelons of the University administration. Most graduate students will not need to meet with the SPAS Dean, though you'll see him at various SPAS functions. The exceptions are Graduate Assistants, who will need to speak with him about funding and scheduling of the SPAS Graduate Student Conference.

Asian Studies Program Chair. The Chair is an Asian Studies faculty member who is in charge of all aspects of the Asian Studies Program for both graduate students and undergraduates.

Asian Studies Graduate Program Chair. This is an Asian Studies faculty member who oversees the Graduate Program. Make the Grad Chair's office your first stop if you have questions about the requirements of the program, suggestions for improvements, or problems with individual faculty members or other students. You will also need the Grad Chair's signature on numerous forms.

Academic Advisers. When you enter the program, you will be assigned an academic adviser based on your area focus. This person is an Asian Studies faculty member who is both a specialist

in your area and knowledgeable about the Asian Studies program requirements. (If the relevant faculty member is on leave, the Grad Chair will serve as your default adviser). You should consult your academic adviser on all matters academic, especially as you start planning your course of study, as s/he will have a good understanding of a) the courses that are available in your area of specialization both in Asian Studies and around campus, b) the requirements of the program, and c) how to plan courses to fulfill your program of study. A list of area academic advisers is included at the back of this handbook. You may change academic advisers if you wish.

Student Academic Services Adviser. Ms. Pattie Dunn (Moore 407, pdunn@hawaii.edu) is the Student Academic Services adviser for Asian Studies. She is, among other things, Asian Studies' main administrative liaison to Graduate Division. She also tracks student progress, keeps student files, and works with Grad Division and other units on campus to resolve administrative problems. She is also the one to whom you need to give copies of all official forms so that she can put them in your file. Ms. Dunn knows the University's administrative rules and regulations inside and out. If your Academic Adviser is unsure whether or not a particular course fulfills a requirement, or what the University's regulations are on a particular issue, s/he will ask you to contact Ms. Dunn. If you need help transferring credits from another institution or confirming that your coursework meets the Program and University requirements, she is the person to talk to. You are encouraged to consult her on administrative questions during your time here. You should make an appointment to see her early in the semester you plan to graduate, when she will do a "graduation check" to make sure that you're all set to finish.

Fellowships Coordinator. Dr. Chizuko Allen (Moore 416B, chizuko@hawaii.edu) is the SPAS scholarships coordinator. As the title implies, she is in charge of handling the various forms of funding—fellowships, scholarships, grants, and exemptions—for which SPAS students are eligible. If you have questions about the availability of funding, deadlines, application procedures, or how to combine funding from different sources, be sure to contact her.

Asian Studies Program Secretary. Ms. Tess Constantino (Moore Hall 416, tconstan@hawaii.edu) is the Asian Studies Program secretary. She wears many hats, all of them indispensable to the functioning of the program. She is the one to contact about how to book a room for your oral defense. She can also help if you need a Course Registration Number (CRN) for a directed reading, if a faculty or staff person has left something for you to pick up, or if you're trying to locate a faculty member.

SPAS Dean's Secretary. Ms. Marissa Robinson (Moore 310, jingco@hawaii.edu) is the SPAS Dean's office secretary. If you need to meet with the SPAS Dean, you can make an appointment through her. The Dean's secretary is also in charge of the schedule for the Tokioka Room.

II. Graduate Division Regulations Meet Asian Studies Students

This section explains how Graduate Division regulations, which govern all UHM graduate students, apply to Asian Studies students. For more information on all the regulations discussed below, please visit the Graduate Division website at <https://manoa.hawaii.edu/graduate/>.

A. Categories of Students

Most Asian Studies graduate students are **classified students**, meaning they have been accepted both into the University of Hawai'i at Mānoa and into a specific graduate program (in this case, the MAAS, MAIA, or GCERT program). You must be a classified student to qualify for most forms of financial assistance.

It is also possible to take graduate-level courses as a **post-baccalaureate unclassified ("PBU") student**. PBU students are those who have been admitted to UH-Mānoa as graduate students, but have not applied for admission into a specific degree program. This may be because a student needs to take prerequisite courses before being eligible for acceptance into a given degree program, is unsure which program to apply to, or misses the application deadline for the degree program but wishes to start taking classes right away. It is essential that PBU students meet with the Asian Studies Graduate Chair for advising prior to enrolling in any Asian Studies courses, especially if their goal is to eventually apply to an Asian Studies graduate program. If a PBU student later decides to apply to Asian Studies, credits for relevant coursework completed as PBU may be applied, with some restrictions (for details, please see <http://manoa.hawaii.edu/graduate/content/transfer-pbu-credits>).

Please note: PBU students are not eligible for most types of funding.

B. Courseload, Credits and Enrollment

To maintain regular full-time status, students must enroll in at least 8 credit hours per semester (6 credit hours for graduate assistants). Most courses are 3 credits each. The maximum limit is 16 credits per semester (9 for graduate assistants). If you are a recipient of Federal Financial Aid or are an international student, other rules may apply. Please consult the following websites:

<http://manoa.hawaii.edu/graduate/content/course-loads-full-time-definition>

<http://manoa.hawaii.edu/graduate/content/enrollment-policies>

<http://www.hawaii.edu/fas/policies/registration.php> (Office of Financial Aid Services)

<https://www.hawaii.edu/issmanoa/> (International Student Services)

All graduate students must be enrolled continuously until they graduate. In other words, you must enroll for *at least* one credit each semester (excluding summer) until you complete the degree, unless you have applied for a leave of absence as described below. (International students must maintain continuous *full-time* student status). This includes the semester in which you graduate, even if you have already completed all required coursework.

*TIP: You **must** be registered for at least 1 credit of coursework during the semester in which you graduate (if you plan to graduate in August, you must register for at least one credit in either Summer Session I or Summer Session II).*

You do not need to register for summer courses to maintain continuous enrollment, but many Asian Studies students take advantage of the summer months to work on their language skills.

ASAN 699 (Directed Reading). 699 courses allow students to work independently with a faculty member to study material that is not covered in regular courses. In any given semester, you may take ASAN 699 for one, two or three credits, depending on how much work you plan to do. However, the Graduate Division sets limits on the total number of credits of 699 that can be counted toward the M.A. degree. For Plan A students, not more than 6 credits of 699 can count toward

the degree; for Plan B students, not more than 9 credits. Please note: 699 cannot count toward the minimum number of graduate-level credits required for the MAAS, MAIA or GCERT (in other words, you must take regular courses to fulfill the minimum number of graduate-level courses; beyond that, you may also take 699 credits to count as part of your total 30 credits).

To register for a 699, you must get the permission of the faculty member you wish to work with, and then ask that faculty member to request a Course Registration Number (CRN) from the Asian Studies secretary.

Credit/No Credit (Cr/NC). Some courses are offered with a Cr/NC (Credit/No Credit) option. At the time you register, if you choose to take a course for Cr/NC instead of a grade, you will receive credit (and a "Cr" notation on your transcript) but no grade for the course, as long as your work for the course merits a grade of C or higher (not C-). If your work for the course falls short of a C grade, you will earn no credit from the course and will receive an "NC" (No credit) notation on your transcript. As the Graduate Division website notes, this is done "to encourage students to broaden their educational experience by enrolling in courses outside their disciplines without risking their GPA" (see <http://www.manoa.hawaii.edu/graduate/content/grading-policies>).

Because Cr/NC courses are not taken for a grade, they cannot count toward the credit requirements for Asian Studies graduate programs. In most cases, the only point at which you might enroll for Cr/NC is if you have completed all the requirements for the degree but have not finished revising your final project and need to register for one credit of coursework in order to graduate. In this case you may register for one credit of 695 or 699 on a Cr/NC basis.

Transfer Credits. If you have earned relevant graduate-level course credits at another accredited institution of higher education or as a PBU student at UHM, these may be applied toward the MAAS or the MAIA. The following restrictions apply:

1. The only credits eligible for transfer are those with a grade of B- or above, earned in the past 7 years, which have not been earned as part of a previously completed degree.
2. More than half the 30 credits used to fulfill the Master's degree requirements (that is, at least 16 credits) must be earned at UHM while a classified graduate student. The same goes for graduate-level credits: at least half the required number must be earned at UHM while a

classified grad student (e.g., for MAIA students and MAAS Plan B students, at least 10 credits of graduate-level courses must be earned at UHM; for MAAS Plan A students, at least 7 credits of 600- or 700-level courses must be taken at UHM, in addition to 6 credits of ASAN 700).

3. If you are already enrolled as a classified UHM graduate student and earn credits at a different accredited university (for example, on study abroad), you may transfer in up to 9 of those credits, with advance approval of the Asian Studies Program and Graduate Division.

4. The residence requirement—2 semesters full-time or equivalent—must be met, regardless of the number of previously-earned credits you transfer in.

5. Credits for courses numbered x99, for 700 (thesis-writing), or for courses with a grades of S, Cr, P or similar grades are not eligible for transfer.

Further details about transfer credits are available at <https://manoa.hawaii.edu/graduate/content/transfer-pbu-credits>.

If you want to transfer in credits you earned prior to starting the MAAS or MAIA program, you'll need to submit a petition for the transfer *within your first semester* of enrollment at UHM. If you are a current student who is planning to study at another institution and transfer those credits in to UHM, please discuss with your academic adviser and the Student Academic Services Adviser in advance of your departure.

C. Grades

Graduate Division requires that all graduate students maintain a GPA of 3.0 for all courses taken as a classified student at UH-Mānoa. The Asian Studies Program requires that you receive a grade of B- or higher in all required courses.

If your GPA dips below 3.0, you will be put on academic probation. This is noted on your transcript and has consequences for your eligibility for financial aid, graduate assistantships, and continued enrollment in the program. You will be notified that you have been put on academic probation at the end of the semester in which your cumulative GPA dips below 3.0. You will have the following semester to remedy the situation. Students who have not managed to meet the minimum academic standards by the end of the probationary semester will be dismissed from the graduate program and UHM.

TIP: In Asian Studies, like in many graduate programs, the range of grades is compressed. A grade of 'C' in a graduate course is informally considered the equivalent of a failing grade in an undergraduate course. Unless there are unusual circumstances, a student who meets graduate standards would expect grades of A or A- in most courses.

If you find yourself on academic probation due to your GPA, please come speak with the Grad Chair, the Student Services Adviser, or your own academic adviser so we can help you get back on track. Regular faculty members do not have access to your academic record, so unless you tell them that you are struggling, they may not know!

Grade of Incomplete. An instructor may choose to give you a grade of incomplete (which appears as an "I" on your transcript) if you have not been able to finish a small but important assignment

or portion of assignments by the date that grades are due and if the instructor believes that this is due to reasons beyond your control (rather than to carelessness or procrastination). You should consult with your instructor to set up a timeline for completion of the assignment(s). In general, you have one academic year from the end of the semester in which the Incomplete was given to finish the work. Once you have made up the required work, the instructor will submit a Change of Grade form to remove the incomplete (this takes some time to process). Graduate Division will not allow you to graduate if there is an “I” on your record. For details and restrictions, see the Graduate Division website: <http://www.manoa.hawaii.edu/graduate/content/grading-policies>.

TIP: If you encounter a situation during the semester that is negatively affecting your work, or if an emergency arises, please discuss it with your instructors and/or the Grad Chair right away!

Incompletes have their uses, but it is not a good idea to accumulate too many on your record. Not only does it become more difficult to complete the unfinished work as it piles up alongside your current coursework, but incompletes can be taken as evidence that you are not progressing toward the degree. This could have serious consequences for your eligibility for financial aid, graduate assistantships, and continued enrollment in the program. If you find it necessary to take an incomplete, do your best to complete the work in a timely fashion.

D. Time to Degree

Graduate students at UHM must complete all degree requirements within seven years of admission to the program. An approved leave of absence of up to two semesters is not counted in the seven years (see below). Students who have not completed the Master’s degree after 7 years will be automatically placed on academic probation.

Leaves of Absence. You may take up to two semesters of approved leave of absence and it will not count against the 7-year time limit. Certain restrictions apply; for details, see the Graduate Division website (<http://manoa.hawaii.edu/graduate/content/leave-absence>).

If you don’t register and did not apply for an approved leave of absence, Graduate Division will consider your record to be inactive. You will not be able to register for classes or continue your program of study. To return to your studies, you will need to reapply to the Asian Studies program. In this situation, the clock keeps ticking: if you are readmitted, the amount of time you were gone will count toward the seven years allowed for completing the degree.

E. Concurrent and Dual Degrees

If you are interested in pursuing a graduate degree in another department while enrolled in the Asian Studies M.A. Program, you may consider applying for concurrent enrollment. You may do so only after completing one year of coursework in Asian Studies, and you must gain approval from Asian Studies and from Graduate Division before applying to the second program.

Asian Studies master’s degree students may also apply to concurrently pursue an Asian Studies Graduate Certificate in a different geographic focus area. For more information on the Certificate Programs, please consult the section on Graduate Certificates in this handbook.

For details and instructions on how to apply for concurrent enrollment in two degree programs, please see <https://manoa.hawaii.edu/graduate/content/applying-concurrent-degrees>.

A dual degree differs from a concurrent degree. A dual degree program is a formal agreement between two UHM departments that allows students to apply and be admitted in the same semester, and start the two graduate programs simultaneously. Asian Studies has a dual MA/MLISc degree program with Library and Information Sciences. For a dual degree, you must apply to both programs simultaneously and, if admitted to both programs, begin coursework for both degrees in your first semester.

For more information on dual degrees, please see the Graduate Division website:
<http://manoa.hawaii.edu/graduate/content/dual-degrees>.

***TIP:** If you are interested in pursuing a concurrent or dual degree, please familiarize yourself with the process as outlined on the Graduate Division website, and set up an appointment to discuss it with the Asian Studies Grad Chair and Student Academic Services Adviser. Be sure to do so well in advance of the application deadlines!*

F. Graduation

UH-Mānoa confers degrees three times per year: in May, August, and December. There are commencement ceremonies only in May and December. If you graduate in August, you may choose to participate in the May or December commencement ceremony.

At the beginning of the semester in which you plan to graduate, you must file a Graduate Application for Degree with Graduate Division. The submission deadline is three weeks after the beginning of the semester for fall and spring (mid-September for December graduation, late January for May graduation), and June 1 for August graduation.

After you have filed the Graduate Application for Degree, you should be sure to schedule an appointment with the Student Academic Services adviser for a graduation check. She will review your record and make sure you have met all the degree requirements.

III. The MAAS Degree

A. Overview

The Master of Arts in Asian Studies (MAAS) is an interdisciplinary degree that gives students a deep understanding of specific regions in Asia. We believe that this deep understanding must be built on an awareness of the broader contexts, histories, and dynamics in and beyond Asia. For this reason, we encourage students to step outside their regional comfort zones and take courses that draw comparisons and connections among Asian countries and regions.

The MAAS is offered with the option of Plan A (Thesis) or Plan B (Non-Thesis). Most students take two years (four semesters) to complete the degree. This is because graduate seminars require considerably more work than undergraduate courses, so it is advisable to take no more than 6 credits of graduate seminars, and a total of 9-10 credits of coursework (including language) per semester. Both Plan A and Plan B require the following:

- 1) total of at least **30 credit hours** of Asia-related coursework. This 30 credits must include:
 - at least 18 credits at the 600 level or higher;
 - not more than 9 credit hours in any one department outside Asian Studies;
 - not more than 14 credits of online courses;
 - only courses that are taken for a letter grade only (not pass/fail or credit/no credit).
- 2) at least **two semesters (or equivalent) of full-time academic study in residence at UHM.**
- 3) proof of **language proficiency** as detailed on p. 13.
- 4) At least six credits of **ASAN 600 Approaches to Asian Studies** courses. This is a series of courses that introduce students to key themes, issues and theoretical approaches in the interdisciplinary study of specific regions of Asia. You must take two sections of ASAN 600:
 - a) The section relevant to your declared region of focus:
 - China-focus students must take ASAN 600C;
 - Japan-focus students must take 600J;
 - Korea-focus students must take 600K;
 - South Asia students must take 600I;
 - Southeast Asia focus students must take 600S;
 - Inter-Asia students must take 600Z;
 - AND
 - b) one other section of 600 (**600Z Approaches to Asia: Inter-Asia** is recommended).
- 5) **ASAN 750 Research Seminar in Asian Studies.** Normally taken in the second semester of the first year, this course aims to ensure that students are equipped to do original research and writing at the graduate level. As such, it provides nuts-and-bolts advice and practice in conceptualizing a research question, building an argument, writing a literature review, structuring and organizing a publishable paper, and formatting bibliographies. This course also allows students to start honing their own research focus.
- 6) Two other ASAN courses (6 credits total). In other words, you must take a total of 15 credits of ASAN courses (Two 600s, 750, plus two electives).

The two options diverge when it comes to the requirements around thesis-writing. If you choose **Plan A (Thesis)**, your 30 credits must also include:

- at least **12 credits of courses at the 600 level or above** (excluding ASAN 699 and 700);
- at least **6 credits of ASAN 700 Thesis Writing**, normally in the third and fourth semesters, though it is also possible to take all six credits in one semester; and
- **satisfactory completion of a Master’s thesis and oral examination** by a 3-member faculty committee you may choose in consultation with your adviser. (see <https://manoa.hawaii.edu/graduate/content/masters-plan>).

If you choose **Plan B (Non-thesis)**, your 30 credits must also include:

- at least **18 credits of courses at the 600 level or above** (excluding ASAN 699 and 700);
- 1 credit of **ASAN 695 Plan B Culminating Experience** (see <https://manoa.hawaii.edu/graduate/content/masters-plan-b>).

At-a-Glance: PLAN A VS. PLAN B

Plan A	Plan B
<p>Minimum total 30 credits, of which at least 12 credits must be at the 600+ or 700+ level (<u>not</u> including ASAN 699 or 700):</p> <p>Asian Studies Core Requirements ASAN 600 in region of concentration (3 credits) ASAN 600 in another region (600Z recommended) ASAN 750 (3 credits) 2 other ASAN Courses (6 credits)</p> <p>Language Requirement Completion of 301-302 or equivalent in a language relevant to your area. Advanced language study (above 302 level) can count toward the 30 credits</p> <p>Breadth Requirements No more than 9 credits in any one department outside Asian Studies.</p> <p>Completion of Thesis and Defense ASAN 700 (6 credits) – taken in the last 2 semesters.</p>	<p>Minimum total 30 credits, of which at least 18 credits must be at 600 or 700+ level (<u>not</u> including ASAN 699; cannot register for 700):</p> <p>Asian Studies Core Requirements ASAN 600 in region of concentration (3 credits) ASAN 600 in another region (600Z recommended) ASAN 750 (3 credits) 2 other ASAN Courses (6 credits)</p> <p>Language Requirement Completion of 301-302 or equivalent in a language relevant to your area. Advanced language study (above 302 level) can count toward the 30 credits</p> <p>Breadth Requirements No more than 9 credits in any one department outside Asian Studies.</p> <p>Completion of Plan B Culminating Experience ASAN 695 (1 credit) – in semester you plan to finish.</p>

B. Coursework and Credit Requirements for the MAAS

Before registering for courses, you should consult your Academic Adviser and/or the Student Academic Services Adviser to make sure the courses that you choose will fulfill the degree requirements. Although course offerings may change from year to year, it’s a good idea to sit down with your academic adviser and plan your optimal course of study for the entire program.

The recommended course load for Asian Studies MA students is between 9 and 12 credits per semester (the most common configuration is two content courses and a language course each semester).

Content Requirements. Most of the courses you take to count toward the 30 total credits should be Asia-related. For a course to count as “Asia-related,” at least 25% of its content (readings, lectures, or assignments) should be about Asia. All required courses should have at least 25% content about your focus area (China, Japan, SEA, etc). For electives, you may choose up to 6 credits of courses that do not deal directly with your focus area or with Asia, but are relevant to your research interests. Consult with your academic adviser to determine which courses best meet both program requirements and your individual goals.

TIP: Between Graduate Division and the Asian Studies Program, there are a lot of interlocking requirements to keep track of! Working closely with your academic adviser and checking in regularly with the Student Academic Services adviser is the best way to ensure that you’ll avoid unpleasant surprises as you near completion of the degree.

Level Requirements. In addition to the requirement that you must take 12 credits (for Plan A) or 18 credits (for Plan B) of coursework at the 600 level or higher, your coursework should generally be composed of graduate-level and 400-level undergraduate classes. In certain cases, 300-level courses may also be applied to the graduate degree, but only after approval from your academic adviser and the graduate chair. The following courses cannot count towards the MA degree in any circumstances: courses numbered 302 or below; courses numbered 393, 399 and 499; and ASAN 310 and ASAN 312.

C. Language Proficiency Requirements

Before graduation, students must complete the 301-302 level in a language relevant to the region they are studying (excluding colonial languages), or the equivalent.

If you have studied your target language prior to arriving at UH, in the first week of the semester you will take a placement test – administered by the Department of East Asian Languages and Literatures (EALL) or the Department of Indo-Pacific Languages and Literatures (IPLL) – to determine your level of proficiency. For Chinese, Japanese and Korean placement tests, online registration is available; please see the EALL website: <http://manoa.hawaii.edu/eall/placement-testing/>. For more information about language testing in South Asian and Southeast Asian languages, please contact the IPLL Department (hip@hawaii.edu or 956-8672), or speak with someone from the Center for South Asian Studies or the Center for Southeast Asian Studies.

Language courses at the 100, 200 and 301-302 level are considered “remedial” and thus do not count toward the 30 credits of coursework needed to fulfill the degree requirements. We encourage students to continue on for advanced language study. Language courses above the 302 level may be counted toward the degree.

Language Waivers. If the UHM language placement test indicates that you have already reached the 302 level in your target language, you should ask the language placement test coordinator to write a memo to your academic adviser informing him or her of the results.

If you have graduated from a university whose language of instruction is your target language, or have other ways of demonstrating that you are a native speaker of your target language, you do not need to take the placement test. Your academic adviser can fill out “Language Placement Test Waiver” form to be included in your file.

If you are an advanced speaker of a language associated with your focus area that is not taught at UHM, please contact the Asian Studies Graduate Chair for assistance in arranging a placement test or waiver.

Even if you have “tested out” of your target language, you are welcome to continue taking advanced language classes and may count up to nine credits of these classes toward the degree. If you do not wish to continue taking language classes, you should register for nine credits of other Asia-related content courses instead. **Testing out of the language requirement does not mean you need fewer credits to complete the degree.**

D. The Plan A (Thesis-Writing) Experience

Should I choose Plan A?

The Plan A thesis should be between 50 and 100 pages in length. It should make an original contribution to scholarship on a topic, rather than just rehashing what’s already been written. On completion, it will be made publicly available through the online platform Scholarspace, with your name (and your committee members’ names) on it, so it must be well-organized and well-written, with proper use of citations and bibliographic conventions, and formatted according to the requirements of the Graduate Division. In short, the MA thesis does not only represent your best work, but is also a public document that represents the quality of original work that the Asian Studies graduate students can achieve. For this reason, both you and your committee members have a stake in ensuring that it meets rigorous standards of scholarship.

If this idea excites you, and you have a topic that you can imagine spending six months to a year of your time working on intensively—researching, writing, revising, and revising again—then you may wish to consider the Plan A (Thesis) option. If you think a PhD program may be in your future, you should know that although PhD admissions committees generally do not have preference for Plan A or Plan B, many students have found the thesis experience invaluable in helping them formulate their doctoral projects and in preparing them for dissertation work.

If you are considering Plan A, you should inform your academic adviser around the beginning of your second semester of full-time enrollment. If you are not sure, discuss it with your academic adviser. You can always change your mind later, and it is usually easier to switch from Plan A to Plan B than vice versa. Normally, your Plan A committee chair (aka thesis adviser) will also serve as your academic adviser, although this is not required.

Selecting a Thesis Topic. Work with your adviser in selecting a thesis topic, and hone the research question as you go. If you opt for Plan A, you probably already have some idea of a topic you’d like to write about. The earlier you can come up with a well-formulated research question, the better; certainly by the end of the second semester of full-time study you should develop a brief prospectus of the project (you may use ASAN 750 to do so).

IRB Approval. If your research will use interviews, surveys, oral history, ethnography or other methods of research that involve living people, or will use non-public University information to identify or contact research subjects, you will need to receive clearance or exemption from the Institutional Review Board. The Institutional Review Board (IRB) is a federally mandated office that works to ensure the health, welfare, rights, and dignity of people who participate in UH research. At UH-Mānoa, the office that reviews and approves research proposals is the Human Studies Program (HSP) in the Office of Research Compliance (ORC).

It may sound daunting, but it is important to do—not only because it’s the law, but also because it ensures that you won’t inadvertently violate research ethics or cause harm to the people you are working with. The HSP folks are friendly and easy to work with, but the procedures can be rather involved, so it’s good to **get started early**. If you think your research might require IRB approval, talk to your adviser and see the Graduate Division website for further instructions (<http://www.manoa.hawaii.edu/graduate/content/compliance-ethical-standards>).

One final note about IRB: when you apply for IRB clearance, you will need to name a faculty member who has valid certification in Human Research Protection as the Principal Investigator on your project. This is a way to ensure that a qualified University representative is supervising your project. Certification is not difficult, but it does take a couple of hours to complete (it is accomplished by completing the online Collaborative Institutional Training Initiative (CITI) course <https://researchcompliance.hawaii.edu/programs/human-studies/hs-training/>). If your thesis adviser does not have certification, you may ask another faculty to serve as Principal Investigator. Talk to your adviser or the Grad Chair for details.

Selecting Committee Members. Your Plan A thesis committee must have a minimum of three members. There is no upper limit on the number of committee members you may ask, but the more committee members you have, the more complicated everything becomes (from scheduling meetings to incorporating feedback). Three is normal; four is not unheard of; five is probably too many.

Graduate Division maintains a list of graduate faculty across campus: [http://www.manoa.hawaii.edu/graduate/content/select-](http://www.manoa.hawaii.edu/graduate/content/select-committee-member)

[committee-member](http://www.manoa.hawaii.edu/graduate/content/select-committee-member). This list can be useful in identifying potential committee members.

Per University regulations, a majority of Plan A committee members (including the committee chair) must be Asian Studies regular graduate faculty or Cooperating Graduate Faculty. Cooperating Graduate Faculty (CGF) are faculty members from other departments whose Asia expertise makes their work relevant to Asian Studies students; they must be nominated and formally appointed to CGF status. As a rule, you should take at least one course with each of the members of your committee, so you can get to know each other. If you’re unsure whom to invite to be on your committee, consult with your adviser. In any case, you and your adviser should agree on the other members of the committee. If disputes arise between you and your adviser, you may ask the Grad Chair to help you form an appropriate committee. All members of the committee, including the adviser, must agree to serve.

***TIP:** When forming your committee, think of it as an opportunity to get three experienced, knowledgeable professionals to help you make your work the best it can be. Choose the three people you think will be able to help you the most!*

The chair of your thesis committee must be a member of the UHM Graduate Faculty (most full-time faculty at UH-Mānoa are members of the Graduate Faculty; if in doubt, check the list at <http://www.manoa.hawaii.edu/graduate/content/select-committee-member>). Graduate Division does not permit exceptions to this rule. If you wish to invite a faculty person who is not a member of the Graduate Faculty to serve as a committee member, you will need to inform the Grad Chair, who will petition Graduate Division for permission to do so. Approval of this petition must come before the Preliminary Conference can be convened.

If you discover, or know in advance, that a faculty member you wish to have on your thesis committee will not be physically present on campus during the semester in which you plan to hold your defense, that person may participate remotely, provided the other committee members approve. You need to submit the Petition for Remote Committee Participation form before the defense (this form is available at <http://manoa.hawaii.edu/graduate/content/forms>). Once you have decided on your committee, ask each member to sign Plan A Form II, get the signature of the Grad Chair, and submit the original to the Graduate Division office. Remember to keep one copy for yourself and give one copy to the Student Academic Services adviser. After Graduate Division approves the form, they will send a copy back to Asian Studies. If you would like a copy of the form with Graduate Division's approval, please ask Pattie Dunn.

TIP: Plan on submitting the defense draft of your thesis to your committee members no later than three weeks prior to the defense, unless otherwise instructed.

It is your responsibility to keep all your committee members informed of the scope, plan, and progress of your research and the thesis-writing. Be sure to consult with all three committee members about the process. In most cases, your adviser will want to see at least one draft of the thesis and suggest revisions before you send the defense draft to the entire committee. But does s/he want to see multiple versions? Do the other committee members want to see early versions, or only the final defense draft? How far in advance of the defense do they want to see the defense draft? Do they prefer hard copy or soft copy?

Answering these questions early on will save you trouble in the long run.

Changes to the Committee. After you have filed Form II, if it becomes necessary to change the composition of your thesis committee, all new and former members of the committee and the Graduate Chair must approve the change and the justification for it. You need to resubmit Form II with the signatures of the new member, other committee members, and the Graduate Chair. This should be done at the time you wish to make the change, and certainly before the defense.

ASAN 700. Plan A students must take at least six credits of ASAN 700 Thesis Writing. You will not be able to register for 700 until the Graduate Division has processed Form II (see below). For this reason, it's best to submit Form II midway through the semester before you plan to take 700.

ASAN 700 is graded on a "Satisfactory/Not Satisfactory" basis. Because it cannot be taken for a grade, if you opt for Plan A and then change your mind, any 700 credits that you have earned cannot be counted toward the 30 credits required for the Plan B option.

If you have completed all the Plan A requirements (including the required ASAN 700 credits), but find that you require an additional semester to complete thesis revisions, you may request to register for GRAD 700F from Graduate Student Services. GRAD 700F allows you to register for one credit but maintain full-time student status. For details, see <https://manoa.hawaii.edu/graduate/content/registration>. You can find the necessary form (Master's Petition to Enroll in GRAD 700F) at <http://manoa.hawaii.edu/graduate/content/forms>.

Plan A Timeline and Forms

Graduate Division, as well as the Asian Studies Program, keeps track of all UHM students' progress through the Plan A thesis-writing process. Administratively speaking, this progress is marked by a series of four forms that must be filled out and turned in to Graduate Division. All these forms are available for download from the Graduate Division website and the Asian Studies website; hard copies are also available in the hallway outside Moore 416.

Form I: "Master's Plan A – Pre-Candidacy Progress" certifies that you have completed all coursework and requirements necessary to be allowed to begin writing the thesis. In Asian Studies, there are no specific requirements, so this form serves primarily as an official declaration that you wish to pursue Plan A. It needs to be signed by the Graduate Chair, who may need to consult with you and/or your adviser.

Form II: "Master's Plan A – Advance to Candidacy" notifies the University that you have assembled your thesis committee – an adviser and at least two other faculty members – and that the committee approves of your thesis topic. This form must be signed by all committee members as well as the Graduate Chair. **You will not be allowed to register for ASAN 700 until Form II has been received and processed by Graduate Division**, so you should aim to submit the completed form midway through the semester before you plan to enroll for 700.

***TIP:** Be sure to plan ahead! Graduate Division maintains strict deadlines for the thesis process. Check the UHM Academic Calendar for key deadlines.*

Form III: "Master's Plan A – Thesis Evaluation," signed by all committee members who participate in the defense and the Graduate Chair, is submitted immediately after the oral defense to indicate whether you have passed or failed the defense. You pass the defense if a majority of committee members (normally, two out of three) checks "pass" on this form.

Form IV, "Master's Plan A – Thesis Submission" is submitted **along with a copy of the final version of the thesis**, after you have made all revisions required by your committee from the defense. Signed by the committee chair and a majority of the members, it indicates that committee members approve of the final version of the thesis.

PLEASE NOTE:

1) It is a good idea to keep a copy of all signed forms for your own files. You should give one copy of all forms to the Student Academic Services adviser (Pattie Dunn), and one to your academic adviser. After the Graduate Division approves the form, they will send a copy back to Asian Studies. If you would like a copy of the form with Grad Division's approval, please ask Pattie Dunn.

2) Graduate Division maintains a strict deadline for submitting the final manuscript. **It is your responsibility to keep track of this deadline.** You must meet this deadline if you wish to graduate in the semester in which you defend. It falls in early November for December graduation, and early April for May graduation. It is possible to request an extension, but only in extraordinary circumstances and usually not for more than 10 days. The deadline can be found on the UH academic calendar (<https://manoa.hawaii.edu/catalog/calendar/>).

3) Before your thesis is submitted, the grade for 700 will show as NG (no grade). After the thesis has been submitted to and approved by Graduate Division, each semester of NG will be changed to S (Satisfactory). It may take several weeks for the “S” grade to show up on your transcript. Don’t panic!

At-a-Glance: PLAN A THESIS TIMETABLE

Early 2nd semester:	Decision to opt for Plan A (Thesis)
Middle of 2 nd semester:	Choose and invite committee members
Mid-late 2 nd semester:	Convene Preliminary Conference
Late 2nd semester:	Submit Forms I & II to Graduate Division
Late 2nd semester:	Register for 3cr ASAN 700 Thesis Writing (if it will be taken in 3 rd semester)
3rd & 4th semester:	Research, writing and review of thesis
Early 4 th semester:	Consult with thesis adviser; schedule time and venue for defense. If you plan to graduate this semester, file Graduate Application for Degree form.
Middle of 4th semester:	Three weeks prior to defense date, send thesis to committee members. Immediately after defense, submit Form III to the Graduate Division.
Late 4 th semester:	Final submission of thesis to Graduate Division, along with Form IV.

What to Expect: The Plan A Preliminary Conference

The Preliminary Conference takes different forms in different graduate programs at UHM. In Asian Studies, it is not an exam, nor is it even technically required. It is highly recommended, however, because it is the best way to make sure that you, your adviser, and your committee members agree on your thesis topic, your timeline, and what courses you need to take (including language courses) to best equip yourself to write on this topic. This is also a good occasion to hammer out other expectations, such as how far in advance of the defense the committee members want to see the thesis.

At this meeting, in addition to discussing how to develop your thesis topic and course of study, Plan A Forms I and II should be completed. Form I requires your committee members to approve any credits you wish to transfer in from other institutions, certify that any undergraduate deficiencies have been remedied (this is normally not a problem for Asian Studies students), and confirm that your coursework to date has been satisfactory. Your adviser may need to consult with the Student Academic Services adviser to clarify some of these points. Form II certifies that your committee members approve of your thesis topic. **If your research needs IRB approval, you must obtain the approval letter before Form II can be submitted to Graduate Division.**

***TIP:** Print out Forms I, II, and III and bring them to the preliminary conference (Forms I&II) and the defense (Form III). Form-fillable pdf files are available on the office of Graduate Education and Asian Studies websites, and hard copies are available in the hallway outside Moore 416.*

As with all Plan A forms, you should keep one copy, give one copy to the Student Academic Services Adviser, another copy to your academic adviser, and submit the original to Graduate Division. After Grad Division approves the form, they will send a copy back to Asian Studies. If you would like a copy of the form with Grad Division's approval, please ask Pattie Dunn.

The Preliminary Conference should take place towards the end of the second semester of study for full-time students. You and all members of the committee must be able to attend (remote participation is allowable but must be approved by all committee members in advance). It is your responsibility to discuss the scheduling of the Preliminary Conference with your thesis adviser.

What to Expect: The Plan A Oral Defense

According to the Grad Division website, the defense of your MA thesis is "an oral examination open to the public, during which the author demonstrates to his or her committee satisfactory command of all aspects of the work presented and other related subjects." It may be more helpful to think of it as an opportunity to share the fruits of your many hours of labor, show how much you have learned in the thesis process, and get three knowledgeable and experienced professionals to give you valuable feedback on your work.

Although oral defenses of MA theses are open to the public, in practice outsiders will not normally attend unless you invite them. You may invite anyone you wish: classmates, family, significant others, or no one at all.

Scheduling. You should schedule a two-hour block of time for the oral defense. It needs to be far enough in advance of Grad Division's thesis submission deadline to allow yourself time to complete any revisions your committee requires. The ideal time frame is early- to mid-March for a spring defense, or early- to mid-October for a fall defense. Summer is the only time that many faculty have to devote to the research that is part of their job description, so normally defenses are not scheduled in summer. If you are on a compressed timeline and must defend during the summer, be sure to let your committee members know in advance.

***TIP:** Scheduling the time and venue for your defense is your responsibility, not your adviser's. Getting three busy faculty members and a meeting room at the same time can be one of the most difficult parts of the Plan A process! It is best to start early – no later than the beginning of the semester in which you plan to defend.*

Format. Once everyone is assembled, the chair will ask you and the audience to leave the room so the committee can discuss any concerns they have before beginning. Upon your return, you will give a 15-minute presentation, followed by questions from the committee. The audience may be invited to ask questions as well. After all questions have been answered to the committee's satisfaction, the chair will ask everyone to leave the room again while the committee decides whether the thesis is of passable quality and whether revisions are needed.

Your Presentation. You should not rehash the thesis point by point. Briefly restate the main argument, summarize and justify the methodology, give a sense of how you came to this topic, what gaps or roadblocks you encountered in doing the research, and what questions remain that might be addressed in future research. Consult with your committee members for other suggestions about what you should include.

The Q&A. You do not need to do anything special to prepare for the Q&A. Your committee will ask questions geared toward getting you to better articulate aspects of your argument and its significance, the theoretical or methodological framework it draws on, and/or the flow and organization of ideas and evidence (ie, the point is not to test your general knowledge of Asian Studies or the specific information conveyed in a particular source). If it appears that you have seriously misconstrued the meaning of sources that you draw on, or that you did not include sources that are important to the topic, you might be asked questions about these sources. Normally, however, this would not be grounds for failing the defense; instead, you would be asked to revise the thesis to reflect the committee's feedback.

Evaluation. After you have left the room at the end of the defense, the committee will grade the defense on a pass/fail basis. For you to pass the defense, a majority of the committee, including the chair, must grade it a pass. If a committee member disagrees with the majority evaluation, s/he may request a review according to the Graduate Division guidelines. If you fail the defense, you may repeat it once, at the discretion of the committee and the Graduate Chair.

The committee will call you (but not the audience members) back into the room to discuss the results with you. If the committee grades the defense a "pass," they will sign Master's Plan A Form III, Thesis Evaluation. This form also needs to be signed by the Asian Studies Graduate Chair. Once you've obtained all these signatures, you should keep one copy of this form for your records, give one copy to the Student Academic Services adviser (Pattie Dunn), and submit the original to Graduate Division. After Graduate Division approves the form, they will send a copy back to Asian Studies. If you would like a copy of the form with Graduate Division's approval, please ask Pattie Dunn.

Revisions. It is not uncommon for the committee to require students to make revisions to the thesis before submitting the final version. If revisions are required, be sure to sit down with your committee chair and/or committee members to get a clear list or description of the changes that need to be made. When the committee is satisfied with the revisions you have made, ask them to sign off on your Plan A Thesis Form IV, Thesis Submission. Once again, you should keep one copy of this form for your records, give one copy to the Student Academic Services adviser (Pattie Dunn), and submit the original to Graduate Division. After Graduate Division approves the form, they will send a copy back to Asian Studies. If you would like a copy of the form with Graduate Division's approval, please ask Pattie Dunn.

Submission of the Thesis. Graduate Division has detailed guidelines on how the thesis must be formatted and submitted. Details, plus a link to the Electronic Thesis and Dissertation Style and Policy Guide, are at <http://manoa.hawaii.edu/graduate/content/style-policy>. Don't forget to send your committee members a copy of the final version, too! (Hard or soft copy, as they prefer).

What if I don't finish on time? In extenuating circumstances, it is possible to petition Graduate Division for an extension to the deadline for filing the Plan A thesis. In general, they don't give extensions of more than ten days. If you need more time than that, you can register for one credit of 700 or 700F in the semester after you had planned to graduate. This will allow you to finish the thesis and graduate the following semester (note that you must be registered for at least one credit in the semester you graduate).

E. The Plan B (Non-Thesis) Experience

Should I choose Plan B? The Plan B (non-thesis) option requires you to take more content courses than Plan A, but does not require a major original piece of writing that is as rigorously conceived and executed as a thesis. You still get to experience the oral defense, but in the Plan B option, what you present to a committee of three faculty members is not a thesis, but a portfolio of written work you have produced in these courses. If you want to broaden your knowledge of Asia but don't have a particular topic that you'd like to research intensively, Plan B may be for you.

In contrast to the close tabs that Graduate Division keeps on Plan A students, the administration and requirements of the Plan B experience is left up to individual graduate programs. Graduate Division does not track the progress of Plan B students, set Plan B deadlines, or collect Plan B papers; it simply asks Asian Studies to certify that you have completed the requirements of the Asian Studies Plan B option. Plan B paperwork should be submitted to the Asian Studies Student Academic Services adviser (not to Grad Division) for inclusion in your file.

Selecting Your Plan B Oral Defense Committee Members. The Plan B committee must have a minimum of three faculty members, all of whom must have Graduate Faculty status. The committee chair should be an Asian Studies faculty member. The other members may be Asian Studies faculty or from other departments on campus. As a rule, your committee should be comprised of faculty members from whom you have taken at least one course, especially since your portfolio may include one or more papers you wrote in their courses.

When you invite faculty members to serve on your Plan B oral defense committee, have them sign the Plan B Preliminary Form. Keep one copy of this form for your records and submit one copy to the Asian Studies Student Academic Services adviser (Pattie Dunn). Your academic adviser may also request a copy for your file. No Preliminary Conference is required for the Plan B exam, but it may be a good idea to have one anyway, especially if your committee members do not know each other. Consult your committee chair about this decision.

You should invite faculty to serve on your Plan B committee and submit the Preliminary Form sometime during you're the semester before that in which you plan to graduate (normally, the

TIP: *Plan on submitting the defense draft of your Plan B portfolio to your committee members no later than **two weeks** prior to the defense, unless otherwise instructed.*

third semester), and no later than early in the semester in which you plan to graduate (normally, your fourth semester). Be sure to communicate clearly with all committee members their expectations. Does your committee chair want to see your work and suggest revisions before you send them to other committee members? Do the other committee members want to read just the final draft, or earlier drafts too? How far in advance of the defense will they need your papers? Hard copy or soft copy? Answering these questions early on will make your life easier later.

Changes to the Committee. After you have filed the Plan B Preliminary Form, if it becomes necessary to change the composition of your committee, you need to resubmit the Preliminary Form with signatures of the new member(s), all the other members of the committee, and the Graduate Chair. This should be done at the time you decide to make the change, and must be done before the defense.

ASAN 695. Plan B students must take one credit of ASAN 695 Plan B Culminating Experience. Register for 695 with the Asian Studies faculty member who is your Plan B committee chair.

The Plan B Culminating Experience in Asian Studies is quite rigorous. ASAN 695 gives you course credit for the work you put into revising, presenting and discussing your portfolio, and provides structure for the experience. In 695 you will work with your committee chair to either revise two seminar papers or expand one seminar paper (the total length for either option should be around 30-35 pages), and to complete an oral examination on this portfolio by your committee. Since 695 is only one credit, you will not meet every week, but your chair should meet with you once or twice early in the semester and help you put together your committee (if you have not done so yet), decide on which paper(s) to use in your portfolio, review your work and suggest revisions, and schedule a preliminary conference if necessary. He or she will lay out the deadlines and expectations for the exam.

You need to ask the faculty member if he or she is willing to serve as your Plan B Committee Chair *before* registering for 695!

A note on your portfolio: when deciding what to include, consider not just the piece(s) that have received the best grade, but those that you feel are most representative of the quality and content of your work in the program. If you use two papers, ideally they should have been written in courses taught by two different faculty members. (It is a good idea to ask those professors to serve on your committee). Be sure to revise the paper(s) according to the original professor's feedback before showing it to your other committee members. Generally, it is wise to get feedback from your committee chair before sending it to the rest of the committee.

The Plan B Timeline and Forms. Your progress through the Plan B experience is marked by the submission of two forms. The **Plan B Preliminary Form** serves as confirmation that you have opted for Plan B and formed a committee. The **Plan B Final Examination Form** indicates whether you have passed or failed the defense. Both forms need to be signed by all committee members plus the Graduate Chair, and both must be submitted to the Student Academic Services Adviser who will place them in your file to show that you have completed the requirements of the Plan B option. Keep a copy for your records, and give one copy to your academic adviser.

The deadline for submission of the Plan B Final Form is the Monday of Week 14 of the semester in which you defend. This form can be submitted only after all committee members have approved of the final revised version of your portfolio. Week 14 of the semester normally falls in late October for fall semester and late April for spring semester.

At-A-Glance: PLAN B TIMETABLE

Late 3 rd /early 4 th sem.	Form your committee; submit <u>Plan B Preliminary Form</u> to Asian Studies Student Academic Services adviser.
Early 4 th semester	Register for <u>695</u> ; schedule time & venue for defense. If you plan to graduate this semester, file <u>Graduate Application for Degree</u> .
Middle of 4 th sem:	Two weeks before defense, send portfolio to committee members.
Mon, Wk 14, 4 th sem:	After passing defense and completing any required revisions, submit <u>Plan B Final Exam Form</u> to Asian Studies Student Academic Services Adviser.

What to Expect: The Plan B Defense

The format of the Plan B oral defense is not substantially different from a Plan A thesis defense. As with Plan A, it is useful to think of it as an opportunity to get three knowledgeable and experienced professionals to give you feedback on your work. As with Plan A, you may invite anyone you wish: classmates, family, significant others, or no one at all. It is, however, somewhat less formal than a Plan A defense. There are fewer forms involved, and, as noted above, the deadline for final submission of Plan B papers is internal to Asian Studies.

TIP: It's a good idea to bring the Plan B Final Examination form with you to the defense.

Scheduling. You should schedule a two-hour block of time for the defense. It needs to be far enough in advance of the Week 14 deadline to allow yourself time to complete any revisions your committee asks you to make. The ideal time frame is mid-March for a spring semester defense, or mid-October for a fall defense. Summer is the only time that many faculty have to devote to the research that is part of their job description (and technically, most faculty members are officially not on duty at UHM from mid-May to mid-August), so you should not expect to be able to schedule a thesis defense over the summer.

The format, presentation, and Q&A are all similar to the Plan A oral defense procedures described on p. 20.

Evaluation. After you have left the room at the end of the defense, the committee will grade the defense on a pass/fail basis. For you to pass the defense, a majority of the committee (including the chair), must grade it a pass. If you fail the defense, you may repeat it once at the committee's discretion. The committee will call you (but not the audience members) back into the room to discuss the results with you. If committee grades the defense a "pass" and no revisions are required, the members will sign off on the Plan B Final Examination Form at the close of the defense.

Revisions. It is not uncommon for the committee to require students to make revisions to the portfolio before submitting the final version, in which case one or more of the committee members will withhold their signature from the Plan B Final Exam form until you've submitted the final revised version. Be sure to sit down with your committee chair and/or committee members to get a clear description of the changes that need to be made and a timetable for resubmission. Getting this description in writing may be helpful.

Once you have your committee's signatures on the Plan B Final Examination form, you'll need to get the Grad Chair's signature as well. Keep one copy of this form for your records, give one copy to your academic adviser, and give the original to the Student Academic Services adviser.

What if I don't finish on time? In extenuating circumstances, it is possible to extend the Week 14 deadline for submitting the Plan B Final Examination form. It is not possible to extend the deadline beyond the end of the semester. If you need more time than that, you can register for one credit of 695 on a Credit/No Credit basis in the semester after you had planned to graduate. This will allow you to finish the revisions and graduate in that semester (you must be registered for at least one credit in the semester you graduate). Speak to your academic adviser and the Graduate Chair to request an extension.

IV. The MAIA Degree

A. Overview

This innovative new degree program represents a hybrid between traditional area studies and traditional international relations approaches. It is designed for working professionals who do not have an academic background in the study of Asia but whose careers would be enhanced by a deeper understanding of contemporary Asian geopolitics. This may include early-to-mid-career managers, policy-makers, educators, executives and advisers in government, the military, international businesses, and non-governmental organizations, in Hawai'i and beyond, who need or wish to engage with the Asian region. The program will focus on exploring issues of global and regional significance—such as security, trade, human rights, and regional cooperation—through a deeper understanding of the domestic and regional factors that shape the actions of stakeholders from the Asian region. This will better position MAIA graduates, and the organizations they represent, to work productively across cultural boundaries on questions of national and global importance, and to make well-informed decisions in a global environment in which Asia is increasingly central.

The program started accepting students in the 2019-2020 academic year. Full-time students can complete the program in 12-18 months; part-time students may complete it in 2-4 years. Core courses are scheduled in the evenings or online. There is no language requirement.

The MAIA program requires the following:

- 1) A total of **30 credit hours of Asia-related coursework**. This 30 credits must include:
 - at least **18 credits at the 600 level** or higher;
 - not more than 14 credits of online courses;
 - only courses that are taken for a letter grade only (not pass/fail or credit/no credit).
- 2) At least two semesters (or equivalent of full-time academic study) in residence at UHM:
- 3) At least **15 credits of ASAN courses**. These must include:
 - a. Core Thematic Requirements (6cr): At least two of the following four graduate seminars:
 1. ASAN 626 Capitalism in Contemporary Asia (3 cr)
 2. ASAN 629 Asian Security Cultures (3 cr)
 3. ASAN 687 Conflict and Cooperation in Asia (3 cr)
 4. ASAN 689 International Relations of Asia (3 cr)
 - b. Core Area Requirements (6cr): At least two of the following three courses:
 1. ASAN 630 Southeast Asia Now: an overview of the region including Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Vietnam. (3 cr)
 2. ASAN 651 East Asia Now: an overview of the region including China (including Taiwan, Hong Kong and Macau), Japan, and Korea. (3 cr)
 3. ASAN 654 South Asia Now: an overview the region including India, Pakistan, Bangladesh, Nepal, Afghanistan, Bhutan, Tibet, Sri Lanka, and the Maldives (3 cr).
 - c. ASAN 710, MAIA Capstone (3 cr) – see below for details.

4) The remaining 15 credits of electives must be Asia-related (defined as having at least 25% course content dealing with Asia) unless they provide important theoretical or methodological training, in which case the student may petition to count up to 6 credits of non-Asia related courses. The Graduate Chair, in consultation with the student's adviser, will decide on the appropriateness of the courses being petitioned.

B. Coursework and Credit Requirements

Before registering for courses, you should consult your Academic Adviser and/or the Student Academic Services Adviser to make sure the courses that you choose will fulfill the degree requirements. Although course offerings may change from year to year, it's a good idea to sit down with your academic adviser and plan your optimal course of study for the entire program.

You should consult with your adviser to decide how many credits of coursework you can reasonably handle given your professional obligations. Most graduate courses only meet once a week, but they often require a substantial amount of independent work outside of class time.

Content Requirements. To count toward the 30 credits needed for the degree, all courses should be Asia-related. For a course to count as "Asia-related," at least 25% of its content (readings, lectures, or assignments) should be about Asia.

For your electives, you may choose up to 6 credits of courses that do not deal directly with Asia but are relevant to your research interests. Consult with your academic adviser to determine which courses best meet both program requirements and your individual goals.

Level Requirements. In addition to the requirement that you must take 18 of coursework at the 600 level or higher, your coursework should generally be composed of graduate-level and 400-level undergraduate classes. In certain circumstances, 300-level courses may also be applied to the graduate degree, but only after approval from your academic adviser and the graduate chair. The following courses cannot count towards the MAIA degree requirements in any circumstances: courses numbered 299 or below; courses numbered 393, 399 and 499; and ASAN 310 and ASAN 312.

Language Proficiency Requirement

There is no Asian language proficiency requirement for the MAIA degree.

C. The Capstone Experience

The capstone course allows students to gain course credit for work on a real-world problem or issue. There are two options for ASAN 710:

Option 1 allows you to work with a UH faculty member to apply the knowledge you have learned in the program to a project relevant to your workplace or career goals (such as writing a policy brief, a syllabus/lesson plan, or a project development plan). You will present your project publicly as the culmination of the capstone experience.

Option 2 assigns you, as an individual or in small teams, to work with members of the security, diplomacy, advocacy or industrial sectors in Hawai'i as they research a carefully

defined real-world problem, or one aspect of a problem, specific to their field. Initially, we will partner with the Daniel K. Inouye Asia-Pacific Center for Security Studies. Each year, DKI-APCSS brings in hundreds of “fellows,” mid-career professionals from the government, military, and non-profit fields from 44 countries across the Indo-Pacific region, for four-week courses. Prior to arriving, all fellows must formulate a project they intend to implement in their home country. Past fellows have implemented election safety plans in Myanmar, drafted new cybersecurity legislation for Mongolia, and tackled cross-border immigration issues in Southeast Asia. Prior to the start of your capstone course, you will be able to indicate your preference, from among APCSS fellows from dozens of countries, for partners whose projects are of particular interest to you. You will apply your knowledge of Asian international affairs to work collaboratively with the fellow (and under the supervision of a UHM faculty member) in conceptualizing, researching and drafting his or her project. Your team will produce a report with actionable findings, and an oral briefing on your findings, as the culmination of the capstone experience.

Halfway through the semester prior to that in which you plan to do the capstone, and in consultation with your adviser, you will choose to pursue Option 1 or Option 2. This is necessary to allow enough lead time to make the logistical arrangements for Option 2.

At-a-Glance MAIA

Minimum **total 30 credits**, of which at least **18 credits must be at 600 or 700+ level** (not including ASAN 699; cannot register for 700)

MAIA Core Requirements (2+2+1)

Two of the following: ASAN 626, 629, 687, 698

Two of the following: ASAN 630, 651, 654

ASAN 710 MAIA Capstone Experience (Option 1 or Option 2)

Breadth Requirements

No more than 9 credits in any one department outside Asian Studies.

No Language Requirement

V. Funding & Financial Aid

At present, it is not possible for the Asian Studies Program to guarantee funding for its graduate students. We will, however, actively help you seek out and apply for sources of funding. SPAS has a dedicated Fellowships Coordinator who can help you navigate the deadlines, requirements and application procedures for the various funding opportunities. In addition, if you are in financial need, please do not be shy about mentioning it to your academic adviser, as s/he may be able to help you strategize about the best options for funding your education. With diligence and creativity, it may be possible to piece together enough funding to cover your expenses in graduate school. Listed below are the kinds of sources our students most often benefit from:

A. WICHE-WRGP

UH-Mānoa is a member of the WICHE WRGP (the Western Interstate Commission on Higher Education's Western Regional Graduate Program), which allows legal residents of its member states (Alaska, Arizona, California, Colorado, the Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) to pay 150% of resident tuition to attend UHM. This amounts to a significant savings!

Please remember: You must identify yourself as a WICHE-WRGP applicant **when you apply** to UHM. Due to residency determination, WRGP nominations and approvals can **only** be done at the time of admissions. WICHE WRGP applicants applying to UHM are required to have an undergraduate GPA of 3.0 or higher, or otherwise possess certain exceptional abilities as affirmed by the UHM graduate program to which they apply. For details, please see <http://wiche.edu/wrgp> and <http://manoa.hawaii.edu/graduate/content/wiche-program>.

B. East-West Center Programs

The East-West Center is a non-degree granting educational institution located adjacent to the UH-Mānoa campus. Established in 1960 by the United States Congress, the Center serves as a link among the peoples of some 60 countries and territories across Asia, the Pacific, and the US. The East-West Center runs three programs that can Asian Studies MA students can benefit from:

EWC Graduate Fellowship Program. The East-West Center Graduate Degree Fellowship provides master's and doctoral funding for graduate students from Asia, the Pacific, and the United States to participate in educational, cultural, residential community building, and leadership development programs at the East-West Center while pursuing graduate study at UHM. The Fellowship covers the cost of tuition and fees, books, housing in an East-West Center residence hall (immediately adjacent to the UH campus), and partial funding toward meals, health insurance, and incidental expenses. Funding for field study and conference presentations is offered on a competitive basis during the fellow's period of study.

The East-West Center Graduate Fellowship program is very competitive. Fellows are also required to spend about 10 hours per week on community-building activities with their peers at the Center. However, many Asian Studies students have found this commitment to be extremely rewarding. According to the EWC website, through team-building activities, leadership development projects and internships, educational enrichment gatherings, and community

service projects, EWC Graduate Degree Fellows establish friendships and lifelong ties to a network of people committed to positive change in the Asia Pacific region.

Postmark application deadline for US citizens or permanent residents is **December 1**. For eligibility and other information, please see the East-West Center Graduate Fellowship Program website: <https://www.eastwestcenter.org/education/ewc-graduate-degree-fellowship>.

EWC Student Affiliate Program. The East-West Center Student Affiliate Program gives externally funded (e.g., Fulbright awardees) or self-funded graduate students at UHM the opportunity to participate in the Center's educational programs and leadership development opportunities, and to live in its international residence halls. Essentially, this program gives you access to all the benefits of the Graduate Fellowship Program except the funding for tuition, fees and stipend (although student affiliates are allowed to apply for EWC conference and field study travel funding). Access to living in the residence halls is no small benefit, since the cost of a single-occupancy furnished EWC dorm room is far lower than anything else you will find in Honolulu, including most housing options on or off campus.

This program does still require a time commitment from student affiliates, as you are expected to participate in some of the same team-building activities and leadership development programs as graduate fellows. This has the benefit of allowing you to meet and form life-long connections with individuals from across the Asia Pacific region.

The application deadline is **November 1** for the following spring semester and **May 15** for the fall. For eligibility and other details, please see the EWC Student Affiliate website: <https://www.eastwestcenter.org/education/student-programs/opportunities-for-study/student-affiliate-program>.

EWC Student Housing Program. If you are not interested in the community and leadership development aspects of the EWC, but are attracted by the convenience and relatively low cost of EWC housing, of you may be able to apply for to the EWC Special Housing Program for UHM graduate students. Although the Special Housing Program is intended for international students, housing may be open to any UH graduate student on a space-available basis. Priority is given to graduate students who 1) are majoring in Asian or Pacific studies, 2) have research or major projects focused on the Asia/Pacific region, or 3) have a professional commitment to the Asia/Pacific region. Room rates are slightly higher than those for fellows and affiliates.

For more information on all East-West Center programs, please see the EWC Student Housing website: <http://www.eastwestcenter.org/about-ewc/housing/student-housing>.

C. UH-Mānoa Funding Sources

FLAS Fellowships. An important source of funding for many of our students who study East Asian and Southeast Asian languages is the Foreign Language and Area Studies (FLAS) fellowship program, funded by U.S. Department of Education grants and administered by the SPAS area centers. Fellowships for the academic year and for summer study are available. The amount of each fellowship varies from year to year, but in general the academic year fellowships cover more than half of non-resident tuition and fees, and provide a living stipend as well. You must take language courses as well content courses for the academic year FLAS; summer FLAS covers

primarily language study, either at UH or elsewhere. All UH-Mānoa graduate students and undergraduates working on East Asia or Southeast Asia (not just Asian Studies students) are eligible to apply for FLAS fellowships, so competition *can* be stiff. Application deadlines fall in January and February. For more information, please contact the Fellowships Coordinator or visit the Center for Chinese Studies, Center for Korean Studies, Center for Japanese Studies, and Center for Southeast Asian Studies websites at <http://manoa.hawaii.edu/spas/>.

SPAS Area Center Funding. Most of the SPAS area centers have pots of funding (some large, some small) to help support graduate students. For more information, please visit the SPAS area center most relevant to your area of specialization (<http://manoa.hawaii.edu/spas/>).

The Graduate Student Organization (GSO). This student-led organization has a travel fund to provide assistance to UH graduate students making scholarly/artistic presentations at conferences and professional meetings, doing field research, or attending special training courses. Grants do not exceed \$1000. Applicants must be classified graduate students. For more information on eligibility and deadlines, see the GSO website at <http://gso.hawaii.edu>.

Asian Studies Fellowships and Scholarships. The Asian Studies Program directly administers two grants that graduate students can apply for: the Starr Foundation Graduate Fellowship in Asian Studies, and the James Shigeta Scholarship in Asian Studies. Normally, award amounts do not exceed a few thousand dollars. Application deadlines are in January and February.

Asian Studies Achievement Scholarships. The Asian Studies Achievement Scholarship is offered each fall semester by the Asian Studies Program based on availability of funds each year. Incoming students who start in the fall will be automatically considered and do not need to fill out a separate form. Continuing students, however, should send the Asian Studies Achievement Scholarship Application form (<https://manoa.hawaii.edu/asianstudies/academic-programs/asian-studies-forms/>) directly to Chizuko Allen by February 1.

Non-Resident Tuition Exemption (NRTE) Awards. The NRTE award, which allows recipients to pay in-state resident tuition, is given to highly qualified incoming students who start in the fall semester.

Graduate Assistantships. The Asian Studies Program offers two graduate assistantships per academic year. The responsibilities include assisting in the instruction of core undergraduate courses (ASAN 201, 202, 310 and 312) and organizing the annual SPAS Graduate Student Conference, which takes place each spring. The GA-ship provides a full tuition waiver and a stipend for a 9-month appointment. Appointees must carry a minimum of 6 and a maximum of 9 credits of courses each semester and maintain a minimum GPA of 3.0. GA-ships are not normally awarded to graduate students in their first year of study, since they require a substantial time commitment (even while they can be very rewarding). The application deadline is **January 15**. For information on eligibility and application procedures, please see http://manoa.hawaii.edu/asianstudies/?page_id=79.

D. Federal Financial Aid

All students are encouraged to apply for federal financial aid. Information about federal financial aid other many scholarships can be found at the UH System Financial Aid Office

(<http://www.hawaii.edu/tuition/financial-aid/>) and the UH-Mānoa Financial Aid Services website (<http://www.hawaii.edu/fas/>) Please make sure you understand the policies regarding registration, credit load, enrollment status, withdrawals and receiving other resources when you are receiving federal financial aid.

E. Other Funding Sources

There are many other scholarship programs out there, often targeted for particular groups or for the study of particular fields or regions. The Asian Studies Chair or Grad Chair, and the area centers, will notify all graduate students of any opportunities they become aware of, but it is also worthwhile for you to spend some time researching these opportunities.

The STAR system allows you to search and apply for a variety of UH fellowships and scholarships. It is available at <http://www.star.hawaii.edu/scholarship>. After logging in with your UH username and password, you can conduct a keyword search or "my best fit scholarship search" to identify fellowships and scholarships appropriate for your qualifications and needs. The site provides information throughout the year, but accepts applications only from late November to mid-February. Application deadlines for the fellowships and scholarships listed on STAR vary, so it's a good idea to look through the system early in the fall semester to identify relevant opportunities. Please note that some UH units may require you to apply for their scholarships on their own websites, not through the STAR system.

Graduate Division also has a funding information tab on its website:
<https://manoa.hawaii.edu/graduate/content/financial-support>.

If you come across other sources of funding for which you believe you may be eligible, please feel free to discuss them with the Asian Studies Fellowships Coordinator or your academic adviser.

VI. The Graduate Certificate (GCERT) Program

A. Overview

The Asian Studies Graduate Program offers seven Graduate Certificates that are open to all students of graduate standing who meet the admissions requirements:

Graduate Certificate in Asian Studies	Graduate Certificate in Philippine Studies
Graduate Certificate in Chinese Studies	Graduate Certificate in South Asian Studies
Graduate Certificate in Japanese Studies	Graduate Certificate in Southeast Asian Studies
Graduate Certificate in Korean Studies	

As a stand-alone, the Graduate Certificate program may be useful for professionals in business, government, education, law, public health and other fields in which there is increasing demand for integrated, interdisciplinary knowledge about Asian cultures.

The Graduate Certificate can also be useful for graduate students already enrolled in another degree program (in Economics or Anthropology, in Public Health or Natural Resource Management, for example) who wish to provide evidence on their transcript of expertise not only in their discipline but also in a particular region of Asia.

If you are a graduate student in Asian Studies whose interests cross national boundaries, you may wish to earn an MA in one focus area and a certificate in a second area (for example, a China-focus MA student may wish to also earn a GCERT in Japanese Studies). This can be useful in demonstrating your expertise in two specific regions of Asia (as opposed to the MA in Inter-Asian Studies, which does not specify any particular region).

All seven graduate certificate programs require the following:

- 1) a total of at least **15 credits** of area-related coursework. This 15 credits must include:
 - at least 9 credits at the 600 level or above
 - courses taken for a letter grade only (not pass/fail or credit/no-credit)
- 2) at least **one semester** (or equivalent) of full-time academic study **in residence** at UHM
- 3) **Proof of language proficiency** as detailed below
- 4) **ASAN 600** (Scope and Methods of Asian Studies) in the area of the certificate program

ASAN 750 (Research Seminar in Asian Studies). This course and your presentation of the research paper you have written in the course fulfill the Graduate Division's requirement of a "culminating experience" for the graduate certificate.

At-a-Glance: THE GRADUATE CERTIFICATE

Minimum total **15 credits**, of which **9** at 600+ level, Including

ASAN 600 (3 credits) and

ASAN 750 (3 credits)

PLUS

Completion of **201-202 level** (or equivalent) in **language** of certificate area.

Note: no oral defense is required for the GCERT.

GCERT Coursework and Credit Requirements

Before registering, you should consult your Academic Adviser and/or the Student Academic Services Adviser to make sure the courses you choose will fulfill the certificate requirements.

Content Requirements. To count toward the 15 credits required for the GCERT, all courses must be related to the area of your certificate. A rule of thumb for determining if a course counts as “area-related”: at least 25% of its content should be about the area.

Level Requirements. Your coursework should be composed of graduate-level and 400-level undergraduate classes. In certain circumstances, 300-level courses may also be applied to the graduate certificate, but only after approval from your academic adviser and the graduate chair. The following courses cannot count towards the GCERT: courses numbered 299 or below; courses numbered 399 and 499; and ASAN 310 and ASAN 312.

Double-Counting Credits. If you are a student in a different graduate degree program, it may be possible to count the credits from a single course toward both the other degree and the Asian Studies GCERT (called double-counting), as long as the course meets the requirements of both programs and the other degree program approves. Asian Studies permits double-counting up to the full 15 credits of required coursework, but if your home department does not permit double-counting, it will not be possible. If your home department permits a smaller number of credits to be double-counted, the lower limit will apply.

Please note: Only courses that meet the content and level requirements outlined above can count toward the certificate and you must still fulfill the other requirements of the program. The Asian Studies Graduate Chair reserves the right to make the final decision as to whether or not the credits from a particular course can count toward the Asian Studies GCERT.

Language Proficiency Requirement

For the Graduate Certificate, you must obtain a B grade or higher in the 202 level of an Asian language associated with the region of your certificate, or take an exam to prove competency at that level. If the UHM language placement test shows you have already reached the required proficiency level in your target language, you should ask the language placement test coordinator to write a memo to your academic adviser informing him or her of the results.

If you have graduated from a university whose language of instruction is your target language, or have other ways of demonstrating that you are a native speaker of your target language, you do not need to take the placement test. Your academic adviser can fill out “Language Placement Test Waiver” form to be included in your file. If you are an advanced speaker of a language associated with your GCERT region that is not taught at UHM, please contact the Asian Studies Graduate Chair for assistance.

Please note: Courses taken to fulfill the language requirement do not count towards the 15 credits of coursework required for the GCERT.

Asian Studies MA students are welcome to apply to a GCERT program in a different geographic area. The GCERT and MA programs are separate programs, so current Asian Studies MA students need to apply separately for admission to the Asian Studies Graduate Certificate program. For details, see the Grad Division website (<http://www.manoa.hawaii.edu/graduate/content/graduate-certificate>).

VII. Grad Student Life at UH-Mānoa

A. Academic Expectations

At the graduate level, faculty expect you to be able to work independently and take more responsibility for your own education and intellectual development than at the undergraduate level. This does not mean that they expect you to be experts in your field already. What it means is that faculty will be willing to put a lot of effort into helping you meet your goals if they can see that you are taking the initiative in setting these goals and that you are eager for and receptive to critical but constructive feedback.

Most courses you will take to fulfill the requirements of the Asian Studies degree will ask you to do copious amounts of reading and writing. Being asked to read a book a week and write a short essay in response to it is not unusual. This requires a different way of reading than you may be accustomed to. There are various strategies for reading academic work more efficiently, but they rarely involve reading a book straight through from start to finish. In most cases, you will need to “read for the argument.” In other words, read to understand what point the author is trying to make, and how s/he differentiates this approach from other approaches in the same field. You will need to question what you read—how does this author know what s/he knows, or prove what s/he claims? You will need to take notes: writing down, either in the book itself (if it’s yours – please spare the library copies!) or on a separate sheet, what the main idea of each chapter is, some key quotes or terms that you find significant or helpful in understanding the main point. It may also be helpful to jot down a few questions or points of contention that arise while you read to prepare for discussion-based seminars. Pay attention to tables of contents, chapter titles, heading and subheadings to get a sense of where the author is going. Normally it’s helpful to read the introduction very closely, since that is where authors lay out the overarching argument, significance, and structure of the book (or article). Don’t be shy about talking to your classmates and instructors about reading strategies, or google “reading strategies for grad school.” It’s a skill like any other: one that is not innate, but can be learned and mastered with practice.

Similarly, be prepared for writing to feel more difficult than ever. It is not unusual for good students to arrive in graduate school and suddenly feel as if they don’t know how to write. This is a good sign: it means you are thinking harder about how to express your ideas with greater precision. The ASAN 750 course will give you more guidance as to the nuts and bolts of writing at the graduate level, but here are three things to keep in mind: a) all your papers should be analytical (asking “why” and “how” and “why not” questions) rather than summaries of the readings (or “what” questions); b) each paper should contain a clearly defined argument (aka thesis statement); and c) each section (each sentence, even!) of a paper should clearly support that argument. Again, writing good academic papers is a skill that can be learned with practice, as long as you’re aware that it is a distinct genre of writing with its own rules and strategies.

Finally, there’s a myth that reading and writing and thinking are best done in solitude. Nothing could be further from the truth. Working in pairs or small groups can be very productive. Try setting up a writing group, in which you and two or three of classmates you trust read and give feedback on each other’s work. Or form a reading group, in which you and a few classmates meet and read the assigned readings for a course in each other’s company. Even if you read at different paces, leave time to talk about what you have read, comparing notes about what you

found interesting, useful, or problematic about it. In grad school you can learn as much from your peers as from your professors, and if you've already talked with one or two people about the reading beforehand, you may find yourself feeling more confident in seminar discussions.

Speaking of seminar discussions: they are the cornerstone of most courses you'll take at the graduate level. A good discussion can be very rewarding: the interaction can bring up ideas, themes and questions that none of the participants, including the instructor, has thought of before. (A bad discussion is, conversely, dull and pointless for all involved). But a good discussion takes thoughtful participation from everyone in the room. If you find yourself at a loss for what to say, never be afraid to ask questions about parts of an argument that didn't make sense to you. If you didn't understand something, chances are some of your classmates are equally perplexed. Also don't be afraid to ask your classmates—politely!—clarifying questions about a comment they have made; this can help both you and your classmates better vocalize your thoughts. In any case, don't feel that you have to sound “smart;” seminars are intended to help everyone involved explore the intricacies and implications of complex arguments, and discussions work better if everyone puts their cards on the table.

B. University Libraries

There are two main libraries on campus. For hours, see <http://manoa.hawaii.edu/library/about/visiting-the-library/>.

-Hamilton Library. UH-Mānoa's main library, Hamilton, houses the oldest Asia Collection in the country (dating back to 1935), and is home to no fewer than six Asia librarians. It is home to the Course Reserves Collection (physical copies of books and materials that professors have placed on hold for students in their classes), the Wong Audiovisual Center (with DVDs, videotapes, CDs, and other media, along with playback equipment), the Music Collection, bound periodicals, microfilm and microfiche services, meeting rooms, presentation practice rooms, lockable study carrels open to thesis-writers, and open carrels available to all. No food or drinks are allowed in Hamilton except water.

-The UH Law Library is located in the William S. Richardson School of Law (makai side of Dole St). It is open to all students, faculty and the general public. Most of its materials are non-circulating, but the circulating materials are subject to the same policies as materials at other UH libraries.

Graduate students can borrow materials from either library for a period of 91 days, except for AV/Media, which can be borrowed for a period of seven days. The UH library system has thousands of online resources—electronic journals, ebooks, databases, theses and dissertations, digitized maps and images, and much more. If UH does not own or have access to a book or journal article, the Inter-Library Loan (ILL) service, located at Hamilton Library, can probably borrow it for you from one of dozens of libraries around the country.

C. Campus Logistics and Resources

Please be sure to check your hawaii.edu email address regularly. This address will be added to the Asian Studies Graduate Student email list for announcements of scholarships, deadlines, and events, and it is the address your instructors will use to contact you about your courses.

There are bulletin boards outside Moore Hall 416 that have information about scholarships, study abroad opportunities, upcoming courses and events that may be of interest.

Valuable information about on-campus housing, dining, transportation, fitness, safety, parking and other logistics can be found at <http://www.studentaffairs.manoa.hawaii.edu/lifeatmanoa/>.

The UH Mānoa Graduate Student Organization (GSO) represents the academic interests of the over 5,000 graduate students at UHM. It offers a Grants & Awards program and has representatives on University committees who provide important input on issues affecting UH-Mānoa graduate students. It also publishes a newsletter and runs social events, movie nights, and information sessions on a variety of useful topics. Please see <http://gso.hawaii.edu>.

Graduate school can be a demanding, stress-inducing, and sometimes lonely environment. If you are feeling anxious, depressed or otherwise in need of help, please contact the Counseling and Student Development Center (<http://www.manoa.hawaii.edu/counseling/>). They provide psychological, crisis, and career counseling, and their services are confidential.

The University of Hawai'i at Mānoa provides equal opportunity for students with disabilities. The KOKUA Program offers services free of charge to students with a range of health-related, mobility related, hearing, visual and learning disabilities. Please see <http://www.hawaii.edu/kokua/>.

D. In Honolulu and beyond...

Needless to say, Hawai'i is a state with stunning natural beauty. There are countless ways to spend time in the great outdoors— beaches, hikes, parks, gardens, and more—and such activities can be an excellent release from all that schoolwork. But as dramatic as Hawai'i's natural landscapes are, they also have their dangers. If you see information posted at beaches or on news sites about riptides, rogue waves, high surf, shark sightings, box jellyfish (whose stings can be unbelievably painful), slippery hiking trails, and other hazards of nature, please take it seriously! And, just in case: never try to surf a tsunami.

Similarly, Honolulu is a thriving city with one of the most diverse populations in the country. The opportunities for eating well, learning new skills, and broadening your horizons are too numerous to take full advantage of (although we encourage you to try!). That said, it has the problems of any big city. Honolulu's violent crime rate is relatively low, but the rate of property crimes such as burglary, theft, and vehicle theft is higher than the national average (<https://www.civilbeat.org/2019/10/honolulu-property-crime-problem-tourists-make-great-victims/>). On campus, theft of bicycles and mopeds is a persistent problem, and cases of attempted sexual assault have been reported along Dole Street after dark. Please take precautions. Lock your doors and your bike even when you don't think you need to; don't leave valuables in your car; don't leave your stuff lying around unattended (in the library or elsewhere); and if you're walking on campus alone between dusk and dawn, feel free to call the UH Safety Escort Service (956-SAFE, <http://manoa.hawaii.edu/dps/escort.html>).

VI. Know Your Rights

A. FERPA.

The Family Educational Rights and Privacy Act of 1976 ensures the rights of students in matters pertaining to their academic records. The Act gives students the right to review their academic file, except as prohibited by Section X of the Act; to challenge the accuracy of any item in the file; to request correction of inaccuracies; and to complain in writing to the FERPA Review Board in the federal Department of Education if they believe inaccuracies in their records stand uncorrected. Students have the right to waive their rights under this Act, but the Asian Studies Program is not permitted to require them to do so. Also, FERPA prohibits university staff and faculty from sharing information about your academic record with anyone other than you unless we have your consent. For further information regarding FERPA at UH-Mānoa, please see <https://manoa.hawaii.edu/records/policies.html#ferpamemo>.

B. Residency.

As in many state schools, tuition at UH-Mānoa is substantially less expensive for legal residents of Hawai'i than for residents of other states or countries. But states differ on how they define a "resident." In Hawai'i, to qualify for resident tuition, you must have been a bona fide resident of Hawai'i for at least one calendar year (365 days) prior to the semester for which you want resident tuition status. This means you must hold US citizenship or permanent residency, be physically present in the state, and demonstrate your intent to make Hawai'i your permanent home. In addition, you cannot maintain residence in another state or country at the same time, and you can take only five semester credits each semester at any school in Hawai'i. Exceptions are made for military personnel, EWC grantees, native Hawaiians, and certain employees of UH. For more information, please see: <https://manoa.hawaii.edu/admissions/financing/residency.html>.

C. Grievance Procedures.

The responsibilities of all UH-Mānoa graduate faculty when it comes to teaching, research, mentoring, and advising can be found at <https://manoa.hawaii.edu/graduate/content/standards-responsibilities>. If you believe you have been unfairly negatively affected by a faculty member's failure to fulfill his or her responsibilities, or by the actions or decisions of the Asian Studies Program (relating to, for example, academic progress, formation of the thesis committee, final thesis defense, or infringement of intellectual property), you have the right to file a grievance to remedy the situation.

Before filing a formal grievance, you must make a good faith effort at informal conflict resolution. Your first course of action should be trying to address the problem directly with the faculty member. If this does not work, and the problem is with a member of the Graduate Faculty, your second course of action should be to bring the problem to the attention of the Graduate Chair. Depending on the severity of the problem, the Graduate Chair may speak directly with the faculty member, or bring the issue to the attention of the Asian Studies Chair. If the problem is still not resolved (or if the problem is with the Graduate Chair or Asian Studies Chair), depending on the nature of the problem, you may consult the Dean of SPAS, the Graduate Division, or the UHM Office of Judicial Affairs (which is part of the UHM Office of Student Services, http://studentaffairs.manoa.hawaii.edu/departments/judicial_affairs.php). In some cases,

the Graduate Student Organization may also be able to help. If you are not satisfied with the outcome of informal attempts at conflict resolution, you may file a formal grievance. For more information, see http://www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/.

D. Title IX (Nine)

Title IX is a federal law that prohibits sex discrimination in education. Under the rights established by this law, all forms sex/gender harassment, discrimination and misconduct are prohibited. Examples include, but are not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking, as well as gender-based discrimination.

The University treats all reported violations of Title IX very seriously. The Office of Title IX (<http://manoa.hawaii.edu/titleix/>) is responsible for providing prompt and effective responses to complaints of such violations. If you have been subjected to sexual or gender-based discrimination, harassment, or violence at UH-Mānoa, please report it promptly to a faculty or staff member in Asian Studies or elsewhere at the University. You should be aware, though, that faculty and staff of the University of Hawai'i, including the staff of the Title IX Office, are mandated reporters: that is, they cannot promise you confidentiality, because they are required by law to inform the University when they have been made aware of Title IX violations. If you wish to speak to someone in confidence, please contact University Health Services, the Counseling and Student Development Center, or the UH-Mānoa Office of Gender Equity. For more information, please see <https://manoa.hawaii.edu/titleix/resources/#confidential>.

E. Consensual Relationships.

The University of Hawai'i Policy on Consensual Relationships prohibits initiating or engaging in a new consensual relationship between employees and students when a power differential exists between them. Consensual relationships are not a form of sexual harassment, but they may create conflicts of interest that are not conducive to the maintenance of a productive, professional learning environment. If you find yourself in such a relationship, you should disclose it to the Graduate Chair or Asian Studies Chair so that appropriate measures can be taken to resolve any conflict of interest. For more information, please see UH Policies and Procedures: <http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=1&policyNumber=203>.

**Appendix I:
CALENDAR, DATES AND DEADLINES**

UH-Mānoa Academic Calendar: <https://manoa.hawaii.edu/records/calendar/>

Registering for Courses	
<p>See the UH-Mānoa Registration Timetable: http://myuhinfo.hawaii.edu/object/uhmtimetable.html In general, the deadline for registering is midnight of the day before classes start. A late fee applies if you register during the first week of class. Deadline for Fall Registration: Aug. 23 (\$30 fee applies for late registration, Aug 24- Sept 1) Deadline for Spring Registration: Jan. 10 (\$30 fee applies for late registration, Jan 10- 18)</p>	
Add/Drop Courses	
<p>Generally speaking, you have seven days from the start of classes to add or drop courses without any penalty. It serves you well to be in close contact with your adviser during this first week if you find it necessary to change your schedule.</p>	
Funding	
<p>East-West Center Fellowships & Affiliate Programs: November 1 or December 1 FLAS, UHM & Asian Studies Scholarships and GA-ships: Late January & February FAFSA: February 1 (priority deadline through UHM)</p>	
Graduation	
<p>***In the semester you intend to graduate, you must file Graduate Application for Degree Form (and a \$30 fee) by:</p> <ul style="list-style-type: none"> a) September 11 for December 2020 graduation b) January 29 for May 2021 <p style="text-align: center;">The specific dates are subject to change; check the UHM Academic Calendar!!!</p>	
MAAS PLAN A	MAAS PLAN B
<p>For Spring Graduation: - Early April: Completed thesis and relevant forms due in the Graduate Division</p>	<p>- Monday of Week 14: Asian Studies departmental deadline for completion of all Plan B work (including any revisions you were asked to do in the defense).</p>
<p>For Winter Graduation: - Early November: Completed thesis and relevant forms due in the Graduate Division</p>	

**Appendix II:
KEY CONTACTS FOR ASIAN STUDIES GRADUATE STUDENTS**

Please note: The area code for Hawaii is 808. If a local person gives you a 7-digit phone number, you can assume it has an 808 area code. All UH-Mānoa telephone numbers start with the prefix 956. When calling an on-campus landline from another on-campus landline, you can eliminate the first two digits of the prefix and just dial 6 plus the last four digits (eg., instead of dialing 956-6085, just dial 6-6085). When calling from a campus landline, first hit 9 to get an off-campus line and then dial the phone number.

Asian Studies Program

Chair: Dr. Cathryn Clayton (cclayton@hawaii.edu, Moore 408, 956-5237) – on leave Spring 2021

***Spring 2021 Acting Chair: Dr. Anna Stirr (stirr@hawaii.edu, Moore 409, 966-2689)

Graduate Program Chair: Dr. Young-A Park (Moore 321, 956-9125, yapark@hawaii.edu)

Student Academic Services Adviser: Pattie Dunn (pdunn@hawaii.edu, Moore 407, 956-7814)

Fellowships Coordinator: Dr. Chizuko Allen (chizuko@hawaii.edu, Moore 416B, 956-2210)

Asian Studies Program Secretary: Tess Constantino (tconstan@hawaii.edu, Moore 416, 956-6085)

Asian Studies Program Website: <https://manoa.hawaii.edu/asianstudies/>

Facebook: <https://www.facebook.com/uhasianstudies/>

Twitter: @UHMASianStudies

Instagram: @asianstudiesuhmanoa

Asian Studies Academic Advisers

China: Dr. Eric Harwit (harwit@hawaii.edu, Moore 410, 956-2681)

Korea: Dr. Young-A Park (yapark@hawaii.edu, Moore 321, 956-9125)

Japan: Dr. Gay Satsuma (gay@hawaii.edu, Moore 216, 956-2664)

Southeast Asia: Dr. Barbara Andaya (bandaya@hawaii.edu, 956-5962)

South Asia: Dr. Anna Stirr (stirr@hawaii.edu, 956-2689)

Graduate Division

2540 Maile Way, Spalding Hall 354

Phone: (808) 956-8544

Email: graduate.education@hawaii.edu

Website: <http://manoa.hawaii.edu/graduate/>

School of Pacific and Asian Studies Contact Information

Dean's Office

Marissa Robinson (jingco@hawaii.edu, Moore 310, 956-8818)

Center for Chinese Studies

Director: Dr. David Yang (yangd@hawaii.edu)

Associate Director: Dr. Cynthia Ning (cyndy@hawaii.edu)

General Contacts: china@hawaii.edu, Moore Hall 417, 956-8891

Website: <https://manoa.hawaii.edu/chinesestudies/>

Center for Japanese Studies

Director: Dr. Lonny Carlile (lonny@hawaii.edu)

Associate Director: Dr. Gay Satsuma (gay@hawaii.edu)

General Contacts: cjs@hawaii.edu, Moore Hall 216, 956-2665

Website: <http://www.hawaii.edu/cjs/>

Center for Korean Studies

Director: Dr. Tae-Ung Baik (tubaik@hawaii.edu)

Academic Support Specialist: Kortne Oshiro-Chin, kortne@hawaii.edu, 956-2212

Administrative Support Specialist: Merclyn Labuguen, merclyn@hawaii.edu, 956-7041

Website <https://manoa.hawaii.edu/koreanstudies/>

Center for Okinawan Studies

Director: Dr. Masato Ishida (masatoi@hawaii.edu)

General Contacts: cos@hawaii.edu, Moore Hall 316, 956-5754

Website: <http://manoa.hawaii.edu/okinawa/wordpress/>

Center for Philippine Studies

Director: Dr. Pia Arboleda (pca62@hawaii.edu)

General Contacts: cps@hawaii.edu, Moore Hall 416, 956-6086

Website: <http://www.hawaii.edu/cps/>

Center for South Asian Studies

Director: Dr. Sai Bhatawadekar (saib@hawaii.edu)

General Contacts: csas@hawaii.edu, Moore Hall 416

Website: <https://www.hawaii.edu/csas/>

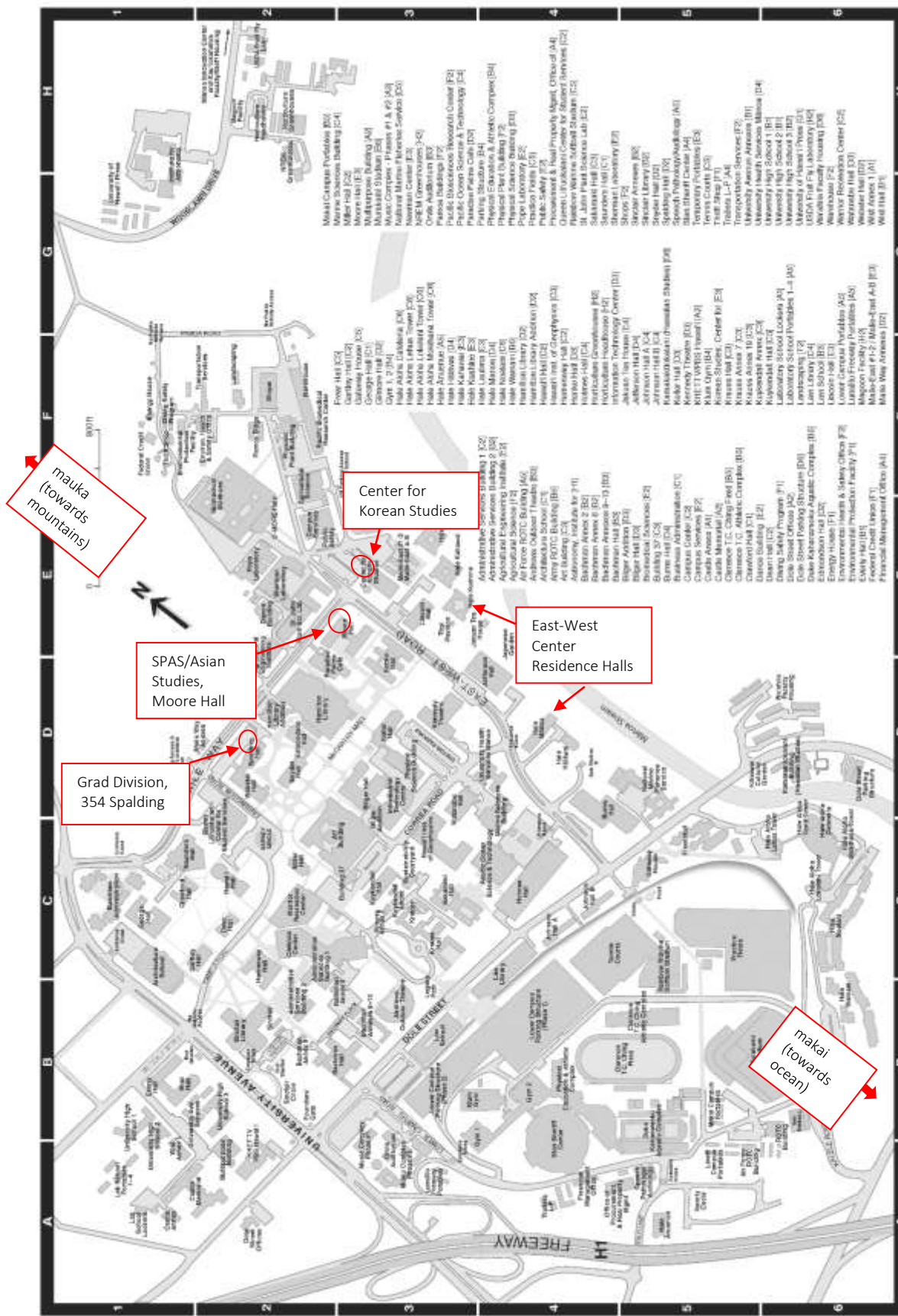
Center for Southeast Asian Studies

Director: Dr. Miriam Stark (miriams@hawaii.edu)

Associate Director: Paul Rausch (rausch@hawaii.edu)

General Contacts: cseas@hawaii.edu, Moore Hall 405

Website: <http://www.cseashawaii.org/>



mauka
(towards
mountains)

SPAS/Asian
Studies,
Moore Hall

Grad Division,
354 Spalding

Center for
Korean Studies

East-West
Center
Residence Halls

ma kai
(towards
ocean)