

**WEATHERHEAD EAST ASIAN INSTITUTE**



**Master of Arts in Regional Studies–East Asia  
Student Handbook**

**Fall 2009**

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## **About the Weatherhead East Asian Institute**

Since its establishment in 1949, Columbia University's East Asian Institute has been a major center for research, teaching, and publishing on modern and contemporary Asia Pacific activities, covering China, Japan, Taiwan, Hong Kong, the Korean peninsula, and the countries of Southeast Asia. The Institute is affiliated with Columbia's Schools of Business, Law, International and Public Affairs, and Arts and Sciences, bringing together over 50 full-time faculty, a diverse group of visiting scholars and professionals, and students from the United States and abroad.

In January 2003, the East Asian Institute was renamed the Weatherhead East Asian Institute to honor the generosity of the Weatherhead Foundation.

The Institute's mission is to train new generations of Asian experts in the humanities, social sciences, and the professions and to enhance understanding of East Asia in the wider community.

Faculty and scholars at the Institute are distinguished by their interdisciplinary and multinational focus. Resources available to the Institute community include Columbia University's renowned C.V. Starr Library and the Institute's extensive ties to the business diplomatic, legal, and media communities in New York City, the nation, and abroad. The Institute is one of the leading in-service teacher training centers in the United States.

The importance of East Asian Studies at Columbia has been recognized by a wide variety of funding sources, including the U.S. Department of Education, which, since 1960, has designated Columbia as an East Asian National Resource Center.

Through its many programs, conferences, seminars, and publications, the Institute creates an international forum for discussion about cultural, economic, historical, and political issues involving the Asia Pacific region.

## **Contact Information for the Weatherhead East Asian Institute**

The Weatherhead East Asian Institute is on Columbia's Morningside Heights campus on the 9<sup>th</sup> floor of the International Affairs Building. The address and other contact information is as follows.

Weatherhead East Asian Institute  
International Affairs Building  
420 West 118<sup>th</sup> Street, 9<sup>th</sup> Floor  
New York, NY 10027  
Tel: (212) 854-2592  
Fax: (212) 749-1497  
Web: [www.columbia.edu/weai](http://www.columbia.edu/weai)

For any questions about the MARSEA program please contact Celia Bhattacharya, the Student Affairs Program Officer, at [cb2462@columbia.edu](mailto:cb2462@columbia.edu) or (212) 854-9206.

## **Master of Arts in Regional Studies–East Asia Program Summary**

The Weatherhead East Asian Institute administers the Master of Arts in Regional Studies–East Asia (MARSEA) program through the Graduate School of Arts and Sciences for those wishing to focus on a social science approach to modern East Asia. The program provides interdisciplinary training (intensive exposure to the politics, international relations, modern history, and cultural and social formations of the region) with a country and trans-regional focus. Applicants should have some prior language training and must complete at least three years of an East Asian language or two years of a Southeast Asian language or Tibetan.

In addition to the language requirement, the degree program requires completion of a minimum of 30 credits, including a master's thesis and eight regional courses from a wide range of offerings in Anthropology, Business, Economics, History, International Affairs, Literature, Law, Political Science, and Sociology. Of the eight courses, two must be in modern history. Candidates must also take courses in at least two different disciplines, and at least one course must focus on an Asian country or sub-region other than the country of specialization. Students will normally complete more than 30 credits in order to meet these requirements.

The program is tailored to meet the needs of persons entering professional careers, mid-career professionals, students preparing for entry into doctoral programs, and those pursuing a professional degree, such as the J.D. or M.B.A., who want to gain regional expertise.

### **Degree Requirements**

The requirements listed below must be fulfilled in accordance with the Graduate School of Arts and Sciences degree requirements <<http://www.columbia.edu/cu/gsas>>.

Requirements vary depending on the regional focus and are described in detail below. The basic requirements are as follows.

#### Summary of Basic Degree Requirements

- Proficiency equivalent to 3 years of Chinese, Japanese, or Korean, or 2 years of Tibetan
- 2 appropriate modern history courses
- 6 appropriate regional courses (at least 2 of which are colloquia or seminars)
- 2 electives (any graduate-level course, can be on East Asia)
- Minimum of 30 credits in total
- 2 residence units (equivalent to two full-time semesters at Columbia)
- a Masters thesis
- No credits from an outside institution will be counted toward the degree requirements
- No undergraduate level courses will be counted toward the degree requirements

### Requirements for the China, Japan, Korea, or Tibet Program

- Proficiency equivalent to 3 years of Chinese, Japanese, or Korean, or 2 years of Tibetan. The language requirement may be met through coursework or by passing a language placement exam at Columbia. The language placement exam is offered each semester on the Friday before classes begin. For more information on the language placement exam, contact the Department of East Asian Languages and Cultures at 212-854-5027.
- Two courses of modern history in the appropriate country/area. Comparable work may be substituted with written permission by the Institute director.
- Six regional courses selected from at least two different fields: at least one of the six courses must focus on an Asia Pacific country or sub-region other than one's country/area of specialization. These courses must include at least two colloquia and/or seminars. Up to two semesters of language courses at the fourth-year level or above may be counted toward this requirement. Courses dealing with the region as a whole or dealing with American or Soviet/Russian relations with the region may also be taken to fulfill this requirement.
- Two elective courses not necessarily dealing with East Asia.

### Thesis

The master's thesis must be at least thirty pages in length (including footnotes and bibliography) and deal with a modern or contemporary topic in the social sciences that focuses on East Asia. It must substantially incorporate the student's country of focus, although other countries can be dealt with in the paper. The use of primary source material is not required.

Approval of the thesis topic must be obtained from the Institute director. A thesis proposal must be submitted and approved by the director one semester before each student writes and submits his/her thesis (i.e. to submit a thesis in the spring semester, students should submit a proposal in the preceding fall semester; to submit a thesis in the fall semester, students should submit a proposal in the preceding spring semester).

The thesis submission deadline varies, but is always near the end of the semester. The thesis proposal due date always falls in the semester prior to the thesis submission.

### *Thesis Proposal and Thesis Submission Due Dates*

| <u>Submission Semester and Due Date</u> | <u>Thesis Proposal Due</u> | <u>Thesis Advisor Form Due</u> |
|---|----------------------------|--------------------------------|
| Fall 2009: November 30, 2009            | March 20, 2009             | April 3, 2009                  |
| Spring 2010: April 23, 2010             | October 22, 2009           | November 24, 2010              |
| Fall 2010: November 29, 2010            | March 19, 2010             | April 2, 2010                  |

The thesis proposal should include the following:

- a title
- a one to two page narrative of the subject, research methodology, and conceptual framework
- a preliminary bibliography

To assist students with choosing a thesis topic, a thesis discussion will be held each semester. This discussion will be an opportunity for students to get feedback from each other and at least one faculty member. Once the thesis proposal is approved, the Institute will assist students in finding an academic advisor as needed.

*Thesis Advisor*

Each student works with a professor who serves as the thesis advisor. As many students choose to expand a paper written for a seminar course into a thesis, the professor from the seminar course often serves as the thesis advisor. Students may, however, work with any faculty member of the Institute, or another Columbia University faculty member or course instructor.

Students must have the thesis advisor sign a MARSEA Thesis Advisor Form and turn that form in to the Student Affairs Program Officer by the deadline.

*Thesis Submission and Review*

One copy of the thesis must be submitted to the thesis advisor, along with a Thesis Grade Form, and another submitted to the Director of the MARSEA program by the deadline. The thesis must be bound or in a report cover, not simply stapled.

Both the thesis advisor and the Director review the thesis. The Director’s approval is required for the thesis requirement to be completed. The thesis advisor and the Director confer on the thesis grade.

*Thesis Course Registration*

Students must register for a thesis course in the semester that they write the thesis. These credits can be used toward the thirty-credit requirement for the degree, but will not count toward specific degree requirements such as the regional course requirements.

Thesis Course Numbers

|             | <u>Call Number</u> | <u>Course Number</u> | <u>Section Number</u> | <u>Credits</u> | <u>Grade</u> |
|-------------|--------------------|----------------------|-----------------------|----------------|--------------|
| Fall 2009   | 76536              | RSRH G4995           | 001                   | 4              | Letter       |
| Fall 2009   | 80031              | RSRH G4995           | 002                   | 3              | Letter       |
| Fall 2009   | 82534              | RSRH G4995           | 003                   | 3              | Pass/Fail    |
| Spring 2010 | 72191              | RSRH G4995           | 001                   | 4              | Letter       |
| Spring 2010 | 88443              | RSRH G4995           | 002                   | 3              | Letter       |
| Spring 2010 | 88005              | RSRH G4995           | 003                   | 3              | Pass/Fail    |

Residence Units

Students are required to complete two residence units at Columbia University. One full residence unit is equivalent to full-time registration for one semester.

## **Degree Audit and Application for Degree**

In order to have the degree conferred, each student must complete the following paperwork to be given to the Student Affairs Program Officer at the Institute:

- MARSEA Degree Audit Form
- Application for Degree or Certificate

Both of these forms are available online at <http://www.columbia.edu/cu/weai/marsea-resources.html>.

Degree application deadlines are as follows:

| <u>Month of Graduation/Degree Conferral</u> | <u>Application Deadline</u> |
|---|-----------------------------|
| May   | December 1                  |
| October                                     | August 1                    |
| February                                    | November 1                  |

The MARSEA Degree Audit Form must be submitted on or prior to the deadline.

## **Language Placement Tests**

Columbia's programs in Chinese, Japanese, and Korean languages are run by the Department of East Asian Languages and Cultures (EALAC), a distinct department from the WEAI. At the beginning of every term EALAC offers languages placement tests for students to determine their ability level or test out of required language classes.

**For the Fall 2009 semester, the tests for *Chinese language* will be held on Thursday, September 3<sup>rd</sup>, 2009 from 10 a.m. to 12:30 p.m. in Kent Hall on Columbia's Morningside Heights Campus. Tests for *Japanese and Korean languages* will be held on Friday, September 4<sup>th</sup> from 10 a.m. to 12:30 p.m. in Kent Hall.**

Advance online registration is required for the Japanese language placement test at <http://www.columbia.edu/cu/ealac/japanese/plreg.html>. Registration is not normally required for the Chinese or Korean language placement tests.

For additional information about any of these tests, please contact EALAC at <http://www.columbia.edu/cu/ealac/>, 212-854-5027, or visit the department's office in 407 Kent Hall.

## Fall 2009 Calendar

|                |   |
|----------------|---|
| September 1    | GSAS Orientation  |
| September 2    | MARSEA Orientation and Lunch                                    |
| September 4    | Language Placement Tests  |
| September 8-18 | Registration period   |
| September 8    | First day of classes  |
| September 9    | MARSEA Student Luncheon   |
| September 11   | Academic Writing Workshop                                       |
| September 18   | Last Day to Add a Class   |
| October 2      | Thesis Proposal Discussion and Lunch                            |
| October 13     | Last Day to Drop a Class  |
| October 22     | Thesis Proposal Due (for Spring Semester Thesis Submission)     |
| November 2     | Academic Holiday (no classes)                                   |
| November 3     | Election Day—University Holiday (no classes)                    |
| November 19    | Last Day to Exercise the Pass/Fail Option                       |
| November 24    | Thesis Advisor Form Due (for Spring Semester Thesis Submission) |
| November 26-27 | Thanksgiving Holiday (no classes)                               |
| November 30    | Thesis Due (for Fall Semester Submission)                       |
| December 14    | Last day of classes   |
| December 17-23 | Final Exams   |

## Writing Center

The Writing Center provides writing assistance to all Columbia students, although it is run by the Undergraduate Writing Program. It is located in 310 Philosophy Hall. Students may call to set up an appointment or drop in. Email: [uwptutors@columbia.edu](mailto:uwptutors@columbia.edu). Tel: (212) 854-3886. Web: <http://www.columbia.edu/cu/uwp/wc/main/main-page/index.html>.

## Course Information

There are generally two resources for information about courses for the MARSEA degree: the Weatherhead East Asian Institute Course Bulletin at <http://www.columbia.edu/cu/weai/graduate-courses.html> and the Directory of Classes at <http://www.columbia.edu/cu/bulletin/uwb>. The Institute's Course Bulletin lists all graduate-level East Asia courses at the university, while the Directory of Classes is a comprehensive listing of courses university-wide. Additionally, academic departments generally list courses on their websites, so that, for example, courses offered by the Department of East Asian Languages and Cultures can be found on their website at <http://www.columbia.edu/cu/ealac/>. Some schools list their courses separately. For students interested in cross-registering for Courses at the Law School, the web address to go to for courses is <http://www.law.columbia.edu/academics/curriculum>. For the Business School, go to

<<http://www-1.gsb.columbia.edu/students/affairs/selection/>> and click on the appropriate semester.

Below is an illustration of a course information summary page from the Directory of Classes. It has most of the information you will need to register and plan your schedule—including the call number, the day and time the class meets, the number of points of credit the course carries, whether instructor approval is required (in this case it isn't), the instructor's name, and the department offering the class. To find more information about a course—including a description of the course's main themes—visit the website of the department offering the class. You can navigate to the department's home page simply by clicking on the link available on the Directory of Classes summary page for the class.

## Directory of Classes University of Columbia

### Fall 2008 Political Science G4472 section 001 JAPANESE POLITICS

|                    |  |
|--------------------|--|
| Call Number        | 61600  |
| Day & Time         | R 4:10pm-6:00pm                                    |
| Location           | 410 International Affairs Building                 |
| Points             | 3  |
| Approvals Required | Instructor   |
| Instructor         | Gerald L Curtis                                    |
| Type               | LECTURE  |
| Department         | <a href="#">Political Science</a>                  |
| Enrollment         | 25 students as of 11:53PM Wednesday, June 18, 2008 |
| Subject            | Political Science                                  |
| Number             | G4472  |
| Section            | 001  |
| Division           | Graduate School of Arts and Sciences               |

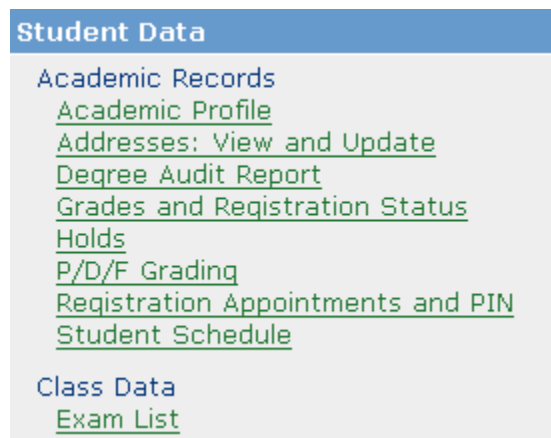
## Registration

Registration is the mechanical process of securing a seat in a class. Before a student may be certified as enrolled in good standing, he or she must also satisfy administrative obligations such as paying prior term bills and demonstrating compliance with New York State's public health law requiring immunity from measles, mumps, and rubella.

Students register for classes by means of an interactive on-line system <<https://ssol.columbia.edu/>>. Students are assigned registration appointments—you can only register during one of your appointed times. Your assigned registration times can be viewed on-line and will be distributed prior to registration.

The on-line system for registration is part of the very helpful Student Services On-Line system, called SSOL by University administrators. Here is an illustration of the SSOL menu screen, from which you can navigate to screens that allow you to view your grades, your schedule, your billing information, your registration appointments, and update your address.

On the web at <https://ssol.columbia.edu/>.



All students are asked to give Social Security numbers when registering in the University. However, Social Security numbers are required of international students only when those students will be receiving remuneration from the University. International students should consult the International Students and Scholars Office, (212) 854-3587, for further information.

## Courseworks

Another good resource for course information is Courseworks. Most instructors place information about their courses (including syllabi) online in Courseworks. Columbia students can log on at <<https://courseworks.columbia.edu/>> and view information about courses.

## **Registration Assistance**

### The Registration Process

You can register for the majority of your classes online at <<https://ssol.columbia.edu/>>. For the widest selection of courses, we advise you to log on or call at your earliest scheduled appointment. More information about registration can also be found on-line at: <[www.columbia.edu/cu/registrar/](http://www.columbia.edu/cu/registrar/)>

### Registration Activities Checklist

#### *Before Registration:*

- Select courses from those offered in the *Schedule of Classes* at <<http://www.columbia.edu/cu/bulletin/uwb/>>. Get the CALL NUMBER of the courses for which you wish to register.
- Contact the relevant department with any questions about courses.
- You may need to obtain signatures from the department or the instructor for courses requiring special approval.

#### *Registration:*

- Go on-line to <<https://ssol.columbia.edu/>> during your appointment times.
- Enter your University Network ID (UNI) and Password.
- If you log on before your appointment time, the system will remind you of your next appointment.
- Register for your classes.
- Register in a billing category by specifying a full Residence Unit if you are a full-time student (taking four or more courses).

#### *After Registration:*

- Make payments at Student Financial Services, located in 210 Kent Hall.
- Go to the ID validation location.

### Notes About Registration:

- A \$50 late fee is charged for those who register for the first time during the first two weeks of the semester
- A \$100 late fee is charged for those who register for the first time after the first two weeks of the semester
- Please contact the Registrar's Office for updated information on late registration fees

## **Related Registration Topics**

### Approvals

To register for courses that require special approval, get the required signatures on a registration form available from the Registrar's Office. Some courses may require that you register through the Registrar's Office in 205 Kent Hall.

### Change of Program

You may make changes to your program online or over the telephone during the dates specified above.

Classes taken for Pass/Fail or R may not count towards your degree.

All classes, unless otherwise permitted, must be taken for a letter grade.

### Directory of Classes

The Directory is available on-line at <<http://www.columbia.edu/cu/bulletin/uwb/>>.

### Dropping Your Last Class

You are not permitted to drop your last course by telephone, since this constitutes a withdrawal from the University. To drop your last course, you must fill out a withdrawal form (available at the Registrar's Office) and have it signed by the Institute's Student Affairs Program Officer. Withdrawal carries a fee.

### Full Classes

The Registrar's office cannot override a full class without the department's written permission.

### Holds

The University permits many offices to place a "hold" against a student's enrollment. The reasons for holds vary from office to office. Financial holds, library holds, and deans' holds are most common.

### Non-Online or Telephone Registration Courses

Most courses are eligible for online registration. Some seminars or independent study courses, which require department or instructor approval, may not be eligible for online registration. To register for these courses go to the appropriate person or department. At that time they will advise you of the registration procedure.

### Time Conflicts

You cannot take two or more classes whose scheduled times are the same, and/or overlap by as little as one minute, without the written permission of a dean.

## **Policies and Procedures**

### Immunization Requirements

New York State requires that all college and university students enrolled for 6 or more points be adequately protected against measles, mumps, and rubella (MMR). Students born on or after January 1, 1957, must provide documentation of immunity. (Students born before January 1, 1957, are assumed to have had exposure and need not take further action.) For more information regarding the state law, students should contact the Health and Related Services Immunization Line at (212) 854-7210. Details on methods of documenting immunity are provided in the Health and Related Services brochure and on the web-site (<http://www.columbia.edu/cu/health/>). In very rare cases, a student may be granted exemption from the MMR requirements if he or she submits documentation about a medical diagnosis or religious orientation that precludes further immunization. All letters will be carefully reviewed and considered by the medical director of Health and Related Services. Please note: If you cannot provide evidence that you are immune to

measles, mumps, and rubella, you will not be permitted to register for classes and may be charged a fine.

### Changes in Programs of Study

A student who wishes to drop courses or to make other changes in his or her program of study must obtain the written approval of the Institute director on a special registration form issued by the Registrar. Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course and will result in a failing grade in the course. Also, you will remain responsible for all tuition charges and any related late payment fees.

For courses dropped after the last day of change of program, no adjustment of tuition will be made. Be aware of university deadlines for schedule changes! The first two weeks of Fall and Spring semesters are available for students to make fee-free changes in their schedules. After the end of the second week of the term, any change in schedule will carry a fee and in most cases students cannot get tuition refunds after the end of this two week period.

### Academic Standards

Academic progress is determined by the successful completion of courses. MARSEA degree candidates must maintain an average of B or better to remain in good standing; all courses must be taken for credit. No audited courses or courses taken for R credit or Pass/Fail may be counted toward completion of the degree requirements. Students desiring any of these marks must have the permission of the director of the Weatherhead East Asian Institute. Academic records are reviewed each term to determine whether candidates are making satisfactory progress. Those who do not maintain a satisfactory average may be asked to discontinue their studies.

Students must avoid cheating on examinations, plagiarism, and improper citation and paraphrasing; they cannot purchase papers from or post papers on on-line term-paper sites; nor should they submit the same paper to more than one class. Failure to observe these rules of conduct can result in dismissal.

### Leaves of Absence

Many reasons may compel students to discontinue their studies temporarily. Candidates should write to the Director of the Institute to explain why a leave is required. Additionally, a Leave of Absence form must be completed, signed by the director, and given to GSAS. When ready to return, a student should notify the Director. A returning candidate may be asked for an explanatory statement about the leave.

If your absence from the Graduate School of Arts and Sciences has been less than six regular semesters (i.e., excluding Summer Sessions), you may apply for readmission by completing an application and submitting it to the Weatherhead East Asian Institute office at least six weeks before the beginning of classes of the semester in which you intend to reenroll. If your absence has been six or more regular semesters, you must also submit an update to your admissions statement indicating what you have done in your time away from Columbia, describing your continued interest in the program, and providing a proposed timeline for accomplishing the remaining requirements for your degree.

## Withdrawal and Fees

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one's entire program in a given term as opposed to dropping a portion of one's program.

Formal withdrawal ordinarily is allowed only prior to the examination period. Withdrawal means that courses and grades are not listed on the student's record and that the student does not receive any credit.

Any student withdrawing must notify the Weatherhead East Asian Institute office in writing. The approval of the director is required for all withdrawals. The student's responsibility, both academic and financial, continues in all courses for which the student has registered until he or she is notified by the Institute that the withdrawal has been approved and accepted.

The health service fee, health insurance premium, application fees, late fees, and special health fees are not refundable.

## E-mail

All students should create a Columbia e-mail account, *even if you plan on using another e-mail service as your main e-mail provider*. Your Columbia e-mail address will be linked to a University Network ID (UNI) and password, which you will use over and over again for a wide range of Columbia University digital services. For information about e-mail accounts and to activate your Columbia e-mail UNI, visit <<http://www.columbia.edu/acis/accounts/create/current.html>>. You should familiarize yourself with Columbia's e-mail policies. Unauthorized attempts to gain access to any account or system not belonging to you on any University system or on any system outside the University network are not permitted. No University system or network may be used for any purpose or in a manner that violates University statutes or policies or federal, state or local law.

## **Important Offices, Addresses, & Contact Information**

### *Academic Information Systems (AcIS)*

102 Philosophy Hall  
[consultant@columbia.edu](mailto:consultant@columbia.edu)  
(212) 854-1919

### *Center for Career Education*

Lower Level, East Campus  
[cce@columbia.edu](mailto:cce@columbia.edu)  
(212) 854-5609

### *Financial Aid*

107 Low Memorial Library  
[scp3@columbia.edu](mailto:scp3@columbia.edu)  
(212) 854-6725

*Health Services*

John Jay Hall

[health@columbia.edu](mailto:health@columbia.edu)

(212) 854-2284 (general questions)

(212) 854-7210 (insurance)

*Human Rights, Center for the Study of*

1108 International Affairs Building

[cshr@columbia.edu](mailto:cshr@columbia.edu)

(212) 854-2479

*ID Center*

204 Kent Hall

[IDOffice@columbia.edu](mailto:IDOffice@columbia.edu)

(212) 854-4323

*International Students and Scholars Office (ISSO)*

525 Riverside Drive

[isso@columbia.edu](mailto:isso@columbia.edu)

(212) 854-3587

*Registrar*

205 Kent Hall

[registrar@columbia.edu](mailto:registrar@columbia.edu)

(212) 854-4330

*Student Financial Services*

210 Kent Hall

[sfs@columbia.edu](mailto:sfs@columbia.edu)

(212) 854-4206

*Weatherhead East Asian Institute*

International Affairs Building

420 West 118<sup>th</sup> Street, 9<sup>th</sup> Floor

New York, NY 10027

[www.columbia.edu/weai](http://www.columbia.edu/weai)

[weai@columbia.edu](mailto:weai@columbia.edu)

(212) 854-2592

Student Affairs: Celia Bhattacharya at [cb2462@columbia.edu](mailto:cb2462@columbia.edu) or (212) 854-9206

*Writing Center*

310 Philosophy Hall

[uwptutors@columbia.edu](mailto:uwptutors@columbia.edu)

(212) 854-3886