

MAAS Handbook

for Graduate Students in the
Master of Arts in Asian Studies Program
at Florida International University

Marcela Lopez Bravo, Graduate Program Director
305-348-1915; SIPA 520; asian@fiu.edu

For more information: <https://asian.fiu.edu>

MAAS Program Information

The Master of Arts in Asian Studies at Florida International University prepares students for a variety of careers in public service, education, business, government, and other arenas in which expertise in the culture, history, language, politics, philosophy, religion, geography, and/or economics of Asian countries is desirable. The MAAS program encourages students to take an interdisciplinary approach, and it is receptive to students with a wide variety of backgrounds.

This document explains the requirements and procedures of the MAAS program, as well as some of the relevant university and graduate school requirements. Prospective and current students are also encouraged to familiarize themselves with the policies of the University Graduate School (UGS), which can be found on the UGS website (<http://gradschool.fiu.edu/>).

For international applicants, TOEFL (score of 80) or IELTS (score of 6.5) is required. Non-native English speakers seeking graduate assistantships must score 50 or better in the Test of Spoken English (TSE) OR score 26 or better on the speaking portion of the internet-based TOEFL. The Admissions Committee may make an exception to the minimum admission requirements when it is persuaded that a particular case warrants doing so. Students seeking a waiver of the minimum admission requirements should include a justification for this waiver with their application.

If admitted to the program, students may transfer up to 9 graduate credits earned in non-degree seeking status at FIU and up to 6 graduate credits earned at other recognized institutions of graduate education, provided a grade of B or better was awarded. MA students may matriculate in either Fall or Spring semester.

For detailed instructions on how to apply, visit the MAAS program website (<http://asian.fiu.edu/>).

Financial Assistance

The MAAS program provides financial assistance in the form of a very limited number of teaching assistantships. These assistantships include a tuition waiver for 9 credits per semester and a stipend sufficient to cover the living expenses of a single person. Please note that there are other fees which are not covered by the assistantship (e.g. parking fees, health fees, etc.). Stipends or partial stipends may be available during the summer. Also, Teaching Assistants must register for at least 3 credits of graduate courses during the summer. Check for updates on stipends and summer requirements. Continuing students may apply for vacated assistantships as they become available.

Students who wish to be considered for financial assistance should notify the Graduate Director when applying to the program.

Graduate students receiving an assistantship are assigned to work with a faculty member in one of the departments participating in the Asian Studies program for 20 hours per week as teaching assistants. Assistantships are renewable on a competitive basis, subject to satisfactory

academic progress. Students receiving financial assistance may not carry incomplete grades for more than one semester. Assistants are expected to be full-time students, not otherwise employed.

Foreign students who receive assistantships will need a US work permit and a social security number to receive their stipends.

Advising

New students will plan their degree program with the assistance of the Graduate Director at the beginning of the semester of matriculation. The Graduate Director will advise students on degree requirements throughout their programs of study. By the end of their second semester in the program, however, MAAS students should select a faculty advisor from among participating Asian Studies faculty. Students are responsible for developing good professional relations with members of the Department faculty who share their interests. MAAS students are strongly encouraged to attend and participate in events sponsored by the Asian Studies Program.

Enrollment and Active Status

The MAAS program requires a minimum of 30 semester hours of credit at the graduate level. Students who fail to maintain a 3.0 grade point average will receive an academic warning and probation; failure to address a low GPA will result in dismissal from the program. Moreover, the University Graduate School requires that students have a GPA of 3.0 or higher to graduate and that all courses applied toward the completed degree have a grade of B or better. Undergraduate courses which are taken to satisfy prerequisites for graduate courses do not count toward the 30-hour minimum requirement.

MA students are encouraged to take courses on a full-time basis (9 credits per semester). All students must enroll for at least 3 credits per semester until they have completed 30 credits. Thereafter, students must enroll for at least one credit per semester to prevent suspension from the program. While some courses are offered after regular working hours, students should not expect all the courses necessary to complete their program of study to be offered in the evening.

Lapses in enrollment for three or more consecutive semesters will result in automatic dismissal from the program and, hence, suspension from the university, with no assurance of reinstatement, unless the student has been granted a leave of absence. Students may apply in writing for a leave of absence not to exceed three consecutive terms. The Graduate Director and the Dean of Graduate Studies must approve leave requests.

An admitted degree-seeking student who has not enrolled in any course at the University for three (3) or more consecutive terms, excluding summer terms and military withdrawals, will be required to apply for readmission. The student must meet the University and program regulations in effect at the time of readmission. Students must contact the Office of Admissions to apply for readmission.

Full-time students should be able to complete degree requirements in two years. Part-time students should make every effort to complete their degree requirements in three years. All students must complete degree requirements within six years of matriculation in the program.

Transfer of Credits

During the student's second semester, the Graduate Director will decide on the student's requests to transfer credits earned from other programs at the University or at other accredited institutions, based on relevance to the planned program of study. The Graduate Director may approve the transfer of up to 12 graduate credits earned at FIU as a non-degree seeking student prior to admission into the program and up to 6 graduate credits earned at other recognized institutions. The Graduate Director may request that students provide supporting information (course syllabi, research papers) before deciding on the transfer of credits for any course, including independent study courses. After matriculating, students must secure the Director's approval before attending another institution to earn credits for transfer.

Program Requirements

All MAAS students must complete a core sequence of three courses (9 credits), usually taken during the first year of enrollment in the program. Only in exceptional circumstances will core courses be replaced by courses for which credit has been transferred. A list of core courses is available at <https://asian.fiu.edu/graduate/m.a-asian-studies/index.html>.

In addition to satisfying the core requirements, students must complete at least 15 hours of main concentration coursework and satisfy the program exit requirements (as described below). A list of potential main concentration courses is available from the Asian Studies website. Students should consult with the Program Director (before enrolling) to determine whether other courses not on this list will satisfy program requirements. Students who would like to petition for an exception to Asian Studies program requirements must submit a petition in writing to the Graduate Committee for consideration.

Exit Options

To complete the requirements of their degree, MAAS students have the option of either (a) writing a Master's Thesis, or (b) a non-thesis Master's Essay. **At mid-course in the program (15 credits) the student must meet with the Program Director, who will determine whether the student is recommended for the Thesis option or the non-thesis Master's Essay option. No exceptions.**

If the Thesis option is recommended, the student must take responsibility to find an advisor who will form the advisory committee and make a recommendation to the Program Director.

If the non-thesis Master's Essay option is recommended, the student must take responsibility to find a professor to help guide this option.

Thesis Exit Option

Students who successfully defend their proposed topic for the Thesis exit option are responsible for all forms and dates pertaining to the Thesis process. M-forms and their respective due dates can be found on the UGS website (<http://gradschool.fiu.edu>). Please note that all M-forms must be submitted to the University Graduate School and *not* the Asian Studies office.

Students writing a thesis will normally take 6 credit hours of supervised research by enrolling in ASN 6972 Master's Thesis over two successive semesters. Students planning to enroll in ASN 6972 should prepare a thesis proposal for approval by a Thesis Committee consisting of their Faculty Advisor and two other members of the university's Graduate Faculty. The Faculty Advisor and at least one other member of this committee must be faculty affiliated with the Asian Studies program. Students completing the Thesis should also consult the University Graduate School's Thesis/Dissertation Preparation manual (available online from the UGS website, <https://gradschool.fiu.edu/thesis-dissertation>). Students must carefully follow the procedural, stylistic, and other guidelines specified therein.

The MA Thesis must conform to accepted standards of scholarship in the relevant disciplines, as determined by the thesis committee members. Students are therefore encouraged to consult often with the members of their committee.

No Thesis may be approved until all committee members indicate that the student may defend it in a public examination. This thesis defense must be scheduled before the appropriate University Graduate School deadline, and any member of the university community, including guests invited by the student, may attend. The outcome of the examination may be either to accept the Thesis, to specify revisions as a condition of acceptance, or to reject the Thesis. In the last case, committee members will specify conditions under which they will participate in another defense. All such decisions are made by a consensus of Thesis committee members. Please keep in mind that the Thesis must be approved by the Academic Dean of the College of Arts & Sciences.

Non-Thesis Master's Essay Exit Option

Students pursuing the non-thesis Master's Essay option must complete a 40-page essay, in consultation with their faculty advisor and the Program Director. To fulfill the requirements of this option, students will complete 3 hours of coursework related to their proposed topic as well as 3 credits of ASN 6912 Master's Essay.

The Master's Essay is carried out under the direction and supervision of a Primary Professor along with a Secondary Professor. The Primary Professor should have expertise in the field of the student's research. The professors supervise the Essay and provide constructive criticism in content, style, and form. The Primary Professor must be chosen and approved by the Asian Studies Program Director at least four weeks before the semester in which the essay is being completed. **THE PRIMARY PROFESSOR WILL CONSULT AND DISCUSS WITH THE GRADUATE COMMITTEE BEFORE APPROVAL IS GIVEN.** Please note that if

Graduate Program Director, Dr. Marcela Lopez Bravo, serves as Primary Professor, she will work with students to select a Secondary Professor. If a different Primary Professor is chosen, then Dr. Lopez Bravo will generally serve as the Secondary Professor.

Students following the Master's Essay option will first submit a 2-page formal proposal. The proposal should explain the problem to be investigated and convince the Primary professor that the problem merits investigation. It should show that the student has read the relevant and recent literature on the subject and contain a list of materials consulted during the preliminary stages of research. The proposal is part of the learning process and helps the student avoid oversights and possible mistakes, as well as assists the Primary professor to provide appropriate assistance to the student in their task.

Approximately one month later, Master's Essay students will submit a 5-page, double-spaced overview of their topic with a bibliography. This overview must be presented and defended with the primary and secondary professors. The 5 pages serve as a benchmark for the professors to assess the topic for clarity, depth, and continuity. It also serves as an advisement time for continuing research and constructive criticism.

In addition to the written work which will be examined by a faculty advisor and the Asian Studies Program Director/Graduate Director, students will be required to make a presentation with a Question & Answer session. In addition to the two faculty members above, other faculty and students may be invited to attend this Q&A session. The Q&A session is to be scheduled during finals week of Fall and Spring semesters, and during the last week of classes of the Summer semester.

Please refer to the following forms concerning the Master's Essay:

- [M.A. Essay Proposal Agreement Form](#)
- [Plagiarism and Misconduct Agreement Form](#)
- [M.A. Essay Final Approval Form](#)

Non-Thesis Research Essay plus Self-Study

Students must complete a 20-page research essay and 20 pages of self-study, plus notes and appendices where appropriate. Otherwise, the requirements and procedures for this exit option are identical to those of the Non-Thesis Master's Essay, including the need for a final presentation with a Question & Answer section.

Please refer to the following forms concerning the Research Essay and Self-Study:

- [Agreement Form](#)
- [Plagiarism and Misconduct Agreement Form](#)

Advisement Policies

For additional information and guidance relating to the Asian Studies MA Program, please reach out to asian@fiu.edu for advising.

Student Resources

For further details on student resources and Conduct and Academic Integrity, see the university's handbook at <https://dasa.fiu.edu/all-departments/student-handbook/index.html>.

Student Health Services (SHS)

SHS provides affordable and accessible student-focused medical care and promotes healthy lifestyles through education, mentorship, and research activities thus facilitating the academic success of students.

<http://studenthealth.fiu.edu>

MMC Campus: (305) 348-2401

BBC Campus: (305) 919-5620

Counseling and Psychological Services (CAPS)

CAPS offers programs and services with licensed psychologists, clinical social workers, and trainees with expertise dealing with student concerns and development. The services offered by CAPS are funded by the student health fee and therefore free to currently enrolled students.

<http://caps.fiu.edu>

MMC Campus: (305) 348-2277

BBC Campus: (305) 919-5305

Disability Resource Center (DRC)

The DRC facilitates reasonable accommodations made available so that students with disabilities have an equal opportunity to enjoy the full array of services, programs, and activities offered. Some of the academic accommodations facilitated by the DRC include: test-taking accommodations, the provision of alternative formats for course materials, access to accessible software and adaptive technology equipment, speech-to-text captioning, and the provision of American Sign Language Interpreter services.

<http://drc.fiu.edu>

MMC Campus: (305) 348-3532

BBC Campus: (305) 919-5345

Department of Emergency Management (DEM)

The DEM's provides notification and guidance regarding the University's hazard preparedness, response, recovery, and mitigation needs.

<http://dem.fiu.edu>

(305) 348-0670

Victim Empowerment Program (VEP)

The VEP provides free confidential assistance to FIU students who have been victimized through threatened or actual violence and to support the healing process.

<http://vep.fiu.edu>

Dean of Students

The Dean of Students creates a culture of care for students, their families, faculty and staff by providing proactive education, consultation, resources, and response to distressed students or students in crisis. The Dean of Students can assist students one-on-one by identifying the appropriate campus resources to best help them.

<https://dasa.fiu.edu/all-departments/dean-of-students/>

(305) 348-3396

Office of the Ombudsperson

The Ombudsperson provides a forum for students to discuss and identify options to resolve student issues. The Ombudsperson helps students who have encountered problems or conflicts within the University, particularly problems not being adequately addressed through normal channels, or which processes and procedures seem incapable of, or are causing an inordinate delay in resolving.

<http://ombuds.fiu.edu>

(305) 348-2797

Division of Diversity Equity & Inclusion (DEI)

The DEI works to ensure that a diversity of cultures, races and ethnicities, genders, political and religious beliefs, physical and learning differences, sexual orientations and identities thrive on our campuses and within our community.

<http://dei.fiu.edu>

Office of Civil Rights Compliance and Accessibility (CRCA)

OCRCA oversees and investigates all discrimination, harassment, and sexual misconduct complaints in accordance with the University's policies and procedures.

(305) 348-2785

Discrimination Complaint Processing Form link:

https://cm.maxient.com/reportingform.php?FloridaIntlUniv&layout_id=14

FIU Food Pantry

The purpose of the food pantries is to serve FIU students in need. The pantries are available to students on both campuses.

<https://dasa.fiu.edu/all-departments/student-food-pantry/>

Veteran and Military Affairs

The Office of Veteran and Military Affairs is committed to delivering and facilitating comprehensive “military-friendly” services and programs for FIU veteran and military-affiliated learners.

<https://dasa.fiu.edu/all-departments/veteran-and-military-affairs/>

(305) 348-2838

FIU OneStop

OneStop provides assistance with transcripts, enrollment verifications, adding and dropping courses, establishing residency, general financial aid questions, student case resolution and any other enrollment related questions.

<http://onestop.fiu.edu>

(305) 348-7000

Parking and Transportation

For detailed information on FIU parking and transportation, including information regarding parking permits and citations, rules and regulations, and available transportation services, please visit:

<http://parking.fiu.edu>

University Regulations

Graduate students are expected to abide by all FIU Regulations, including 2501 (Student Conduct and Honor Code) and 105 (Sexual Harassment (Title IX) and Sexual Misconduct). Such processes take precedence, but program-specific processes may follow.

Discrimination

FIU promotes a culturally diverse and inclusive working and learning environment where current and prospective faculty, staff, and students are treated fairly and valued for their individuality.

If any applicant, employee, or student has a good faith belief that they have been discriminated against or harassed based on age, color, disability, gender, marital status, ethnic/national origin, race, religion, retaliation, sexual harassment, or any other protected category, the Office of Civil Rights Compliance and Accessibility (CRCA) encourages him/her to complete the Discrimination Complaint Processing Form and submit it to our office on the Modesto A. Maidique Campus in PC-220. CRCA will investigate the complaint in accordance with **University Policy and Procedures**.

Discrimination Complaint Processing Form

FIU – 106 Regulation on Nondiscrimination, Harassment and Retaliation (Title VII)

Title IX Coordinator

The Title IX Coordinator is responsible for managing the development of policies related to sexual harassment and sexual misconduct; ensuring compliance with Title IX and relevant federal and state regulations; responding to concerns raised by the Deputy Title IX Coordinator(s), University Police, Responsible Employees or other members of the University Community; coordinating effective implementation of Supportive Measures; and overseeing investigation of alleged violations of FIU-105.

The University's Title IX Coordinator is:

Ryan Kelley, J.D.

Office of Civil Rights Compliance and Accessibility

Office Number: (305) 348-2785

Email: ocrca@fiu.edu

Address: 11200 S.W. 8th Street, Primera Casa 220
Miami, FL 33199

The Title IX Coordinator has designated Deputy Title IX Coordinators to assist in fulfilling the Title IX Coordinator duties. The Deputy Title IX Coordinators are:

- Michelle R. Horvath, Assistant Dean of Students, Office of Student Conduct and Academic Integrity; Office number: 305-348-3939; email: conduct@fiu.edu
- Julie Berg-McGraw, Sr. Associate Athletic Director, Athletics Department; Office number: 305-348-2352; email: julie.bergmc_graw@fiu.edu
- Joann Cuesta-Gomez, Director, Office of Employee & Labor Relations; Office number: 305-348-4186; email: elr@fiu.edu
- Joanna Garcia, Program Director, Center for Leadership; Office number: 305-348-6995; email: jogarcia@fiu.edu

Reporting

Potential violations of Title IX or FIU-105 Regulation may be reported using the:

- **[Title IX Reporting Form](#)**
- **[Title IX Reporting via iSight](#)**
- **[Ethical Panther Line](#)** (you may also call 1-844-312-5358, 24 hours a day, 365 days a year)
- **[Student Conduct Incident Reporting Form](#)**