



# Folklore Graduate Handbook



University of Oregon



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## ≈PROGRAM INFORMATION≈

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### **PROGRAM OVERVIEW**

The Folklore Program at the University of Oregon is an important center of folklore research in the United States. It offers perspectives on ethnic, regional, occupational, gender, and other traditional identities of individuals in specific communities. Students study the extent to which tradition enriches and expresses the dynamics of human behavior throughout the world. Folklore courses examine the historical, cultural, social, and psychological dimensions of such expressive forms as mythology, legend, folktale, music, dance, art, belief, foodways, ritual and ceremony.

The Folklore Master's (M.A/M.S.) degree is interdisciplinary. The program provides students with a strong foundation in Folklore while also allowing the flexibility for developing strengths in students' areas of focus. In consultation with an advisor, students take designated courses from Folklore Program faculty across campus, representing multiple disciplines (Folklore, Anthropology, Arts and Administration, English, German, and Music), in addition to taking elective courses that strengthen students' areas of expertise. A public folklore track is available to students preparing for careers in the public sector. A thesis or terminal project is required for completion of the degree. Students working toward an M.A. degree must demonstrate competence in a second language.

Theoretical analyses, research methods, and fieldwork techniques are integral parts of the program's curriculum. Graduate courses cover an extensive range of interdisciplinary topics: cultural heritage, ethnicity, performance, subcultures, popular culture, performance, gender, film, religion, community arts administration, local culture and issues of diversity and globalization.

Folklore graduates work in various public and private agencies as educators, archivists, editors, arts and humanities consultants, museum curators, festival planners and more.

Visit the Folklore website for more information: [www.uoregon.edu/~flr](http://www.uoregon.edu/~flr)

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### **PROGRAM ADMINISTRATION**

**Lisa Gilman**, Director

Office: 447 PLC

Phone: (541) 346-3967

Email: [imgilman@uoregon.edu](mailto:imgilman@uoregon.edu)

**Cathy O'Grady**, Program Secretary

Office: 118 PLC

Phone: (541) 346-1505

Email: [ogradyc@uoregon.edu](mailto:ogradyc@uoregon.edu)

#### **Faculty**

**Doug Blandy**, professor (art and community service, art and special populations). Arts and Administration.

**Dianne M. Dugaw**, professor (Britain, ballads, folk songs, 18th-century literature). English.  
**John Fenn**, assistant professor (ethnomusicology, multimedia and the arts). Arts and Administration.  
**Lisa M. Gilman**, associate professor (gender, performance studies, Africa). English.  
**Loren Kajikawa**, assistant professor (ethnomusicology, popular music, Japan). Music.  
**Philip W. Scher**, associate professor (Caribbean, politics of culture, transnationalism). Anthropology.  
**Sharon R. Sherman**, professor emerita (film studies, popular culture). English.  
**Carol T. Silverman**, professor (performance, eastern Europe, gender). Anthropology.  
**Daniel N. Wojcik**, associate professor (alternative religions, vernacular arts). English.

### **Participating Faculty**

Ina Asim, history  
Martha J. Bayless, English  
Carl R. Bybee, journalism and communication  
Matthew Dennis, history  
Patricia M. Dewey, arts and administration  
James D. Fox, library  
Marion Sherman Goldman, sociology  
Lori Hager, arts and administration  
Kingston Heath, historic preservation  
Kenneth I. Helphand, landscape architecture  
Lamia Karim, anthropology  
Kathleen Rowe Karlyn, English  
Mark Levy, music  
Phaedra Livingstone, arts and administration  
Gabriela Martinez, journalism and communication  
Anne Dhu McLucas, music  
Debra L. Merskin, journalism and communication  
Julianne H. Newton, journalism and communication  
Jeffrey Ostler, history  
Dorothee Ostmeier, German and Scandinavian  
Priscilla P. Ovalle, English  
Gordon M. Sayre, English  
Kartz Ucci, art  
Stephanie Wood, Wired Humanities Project  
Stephen R. Wooten, international studies

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## ADMISSION

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### ADMISSION REQUIREMENTS AND PROCESS

Applications are processed for Fall term (September) admission only and must be received by **January 15th**. An applicant seeking admission to the Program shall submit to the Folklore Program the following required documents:

- A completed Online Graduate Application.
- Transcripts from all institutions of higher education ever attended.
- A Graduate Record Exam (GRE).
- Applicants whose native language is not English please visit the Graduate School's web site for English language proficiency requirements. <http://gradschool.uoregon.edu/?page=international>
- Three completed "Report on Graduate Applicant" recommendation forms that should also include formal letters of recommendation from your three references. Sent directly from references.
- A statement of academic objectives NOT to exceed five double-spaced, printed pages.
- A current résumé or curriculum vitae.
- Application checklist form.

### ONLINE GRADUATE APPLICATION

The Graduate Application form for admission may be found online at:

[http://gradweb.uoregon.edu/online\\_app/application/guidelines.htm](http://gradweb.uoregon.edu/online_app/application/guidelines.htm)

The application requires a \$50 nonrefundable fee, which can be paid by credit card or e-check with your on-line application. If you have any questions or problems concerning this process, please contact the Folklore Program Secretary by phone or email.

### TRANSCRIPTS AND GPA

Admission to the folklore program requires an undergraduate GPA of at least 3.30 (B+).

With the exception of UO graduates, the Office of Admissions requires that every applicant submit one set of OFFICIAL transcripts from all institutions of higher education ever attended, both undergraduate and graduate. Make sure to send degree transcripts. If you have not yet graduated send a current transcript once your degree is complete.

Official transcripts should be sent directly to the Office of Admissions: 1217 University of Oregon, Eugene, OR 97403-1217. A set of unofficial transcripts must be included in the materials sent to the Folklore Program.

### GRADUATE RECORD EXAM

Submission of verbal and analytical GRE scores is required at the time of application. The minimum GRE score is 500 verbal, plus 4 or above on the analytical writing section (GRE-AW). Have the GRE form sent directly to the Folklore Program.

The GRE is typically offered six times each year on most campuses. Contact the Testing Center, Student Health and Counseling Center, 1280 University of Oregon, Eugene, OR 97403-1280 for information on testing dates.

## **LETTERS OF RECOMMENDATION**

At least three letters of recommendation are required, which include three "Report on Graduate Applicant" forms ([gradschool.uoregon.edu/pdf/reportGradApplicantGS620.pdf](https://gradschool.uoregon.edu/pdf/reportGradApplicantGS620.pdf)) and formal letters of recommendation from your three references. For an applicant who has been out of school for several years, letters from employers or others able to evaluate his/her abilities are appropriate.

## **STATEMENT OF ACADEMIC OBJECTIVES**

Given the interdisciplinary nature of the Folklore Master's Program, provide a statement addressing your academic objectives. Explain how the academic resources associated with the UO Folklore Program would enable you to meet your goals. Make sure to specify which track (general or public sector) you would like to follow. The statement is not to exceed five double-spaced, printed pages.

## **APPLICATION CHECKLIST FORM**

See Application Forms page on the website to find the link.

## **ADMISSION ACCEPTANCE**

The Folklore Program Admissions committee will consider each application in accordance with the factors listed above. Each applicant will be notified in writing of his/her acceptance or denial into the Folklore Program. The director of Folklore shall also notify the Dean of the Graduate School of the status of each applicant. The Director of Folklore shall have the final determination on the admissibility of an applicant into the Folklore Program.

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## **≈DEGREE PROGRAM≈**

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- All policies and procedures of the Graduate School, EXCEPT those noted below, apply to Folklore Masters candidates.
- The Folklore Program offers two degree tracks: a General Folklore track and a Public Folklore track.
- NOTE: Each Folklore candidate will need to contact the Graduate School directly regarding Graduate School requirements and deadlines.

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## **REQUIREMENTS FOR TRACK ONE: GENERAL FOLKLORE M.A./M.S. (63 Credits)**

### **1) Required courses (10 credits)**

- FLR 681 History and Theory of Folklore Research (5 credits)
- FLR 684 Folklore Fieldwork (5) (or other fieldwork course approved by advising committee)

### **2) Interdisciplinary Folklore core courses (28 credits, of which 12 must be "FLR" courses),**

In consultation with advising committee, students select courses from the following list that are relevant to their individual research foci and contribute to their academic and professional goals. Courses not listed in the catalog can be substituted with the authorization of students' advisors:

FLR 507 Seminar Video Production (5).  
FLR 510 Folklore and the Supernatural (4).  
FLR 510 Magic, Myth, and Religion (4).  
FLR 511 Folklore and Religion (4).  
FLR 512 Folklore of Subcultures (4).  
FLR 513 Folk Art and Material Culture (4).  
FLR 516 African Folklore (4).  
FLR 518 Folklore and Gender (4).  
FLR 583 Folklore and Mythology of the British Isles (4).  
FLR 584 American Folklore (4).  
FLR 585 Film and Folklore (4).  
FLR 586 African-American Folklore (4).  
FLR 591 Anglo-American Ballad and Folk Song (4).

AAD 510 Art, Learning, Policy and Practice (4).  
AAD 510 Media Management Praxis (4)  
AAD 510 Media Publics (4).  
AAD 510 Public Folklore and Cultural Programming (4).  
AAD 550 Art in Society (4).  
AAD 551 Community Cultural Development (4).

ANTH 511 Politics, Ethnicity, Nationalism (4).  
ANTH 519 Performance, Politics and Folklore (4).  
ANTH 529 Jewish Folklore and Ethnology (4).  
ANTH 534 Balkan Society and Folklore (4).  
ANTH 539 Feminism and Ethnography (4).  
ANTH 550: The Anthropology Museum (3).  
ANTH 593 Anthropology and Popular Culture (4).

ENG 582 Studies in Mythology (4).  
ENG 680 Folklore: [Topic] (4).

GER 625: Translations-Transformations: Fairy Tales on the Move (4).

MUS 551 Introduction to Ethnomusicology (4).  
MUS 552 Musical Instruments of the World (4).  
MUS 553 Folk Music of the Balkans (4).  
MUS 554 Music of India (4).

### **3) Electives (16 credits)**

These electives, (either within Folklore core or outside) are selected in consultation with students' advising committees to bolster areas of student expertise.

**4) Thesis/terminal project (9 credits):** The thesis/terminal project requires a **minimum of nine FLR (503 or 609) credit hours** The number of thesis/terminal project hours that a candidate may complete has no maximum, although only nine credit hours will be counted toward the degree.

These credits are graded as incompletes until a student successfully completes the thesis or terminal project at the time of graduation.

NOTE: At least 9 credits must be completed at the 600 level.

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## **REQUIREMENTS FOR TRACK TWO: PUBLIC FOLKLORE M.A./M.S. (63 Credits)**

### **1) Required courses (26 credits)**

- FLR 681 History and Theory of Folklore Research (5 credits).
- FLR 684 Folklore Fieldwork (5) (or other fieldwork course approved by advisor).
- AAD 550 Art in Society (4).
- AAD 510 Public Folklore and Cultural Programming (4).
- AAD 551 Community Cultural Development (4).
- AAD 610 Cultural Administration

### **2) Interdisciplinary Folklore core courses (12 credits).** In consultation with advisors, students select courses from the following list:

FLR 507 Seminar Video Production (5).  
FLR 510 Folklore and the Supernatural (4).  
FLR 510 Magic, Myth, and Religion (4).  
FLR 511 Folklore and Religion (4).  
FLR 512 Folklore of Subcultures (4).  
FLR 513 Folk Art and Material Culture (4).  
FLR 516 African Folklore (4).  
FLR 518 Folklore and Gender (4).  
FLR 583 Folklore and Mythology of the British Isles (4).  
FLR 584 American Folklore (4).  
FLR 585 Film and Folklore (4).  
FLR 586 African-American Folklore (4).  
FLR 591 Anglo-American Ballad and Folk Song (4).

AAD 510 Art, Learning, Policy and Practice (4).  
AAD 510 Media Management Praxis (4).  
AAD 510 Media Publics (4).  
AAD 510 Public Folklore and Cultural Programming (4).  
AAD 550 Art in Society (4).  
AAD 551 Community Cultural Development (4).

ANTH 511 Politics, Ethnicity, Nationalism (4).  
ANTH 519 Performance, Politics and Folklore (4).  
ANTH 529 Jewish Folklore and Ethnology (4).  
ANTH 534 Balkan Society and Folklore (4).  
ANTH 539 Feminism and Ethnography (4).  
ANTH 550: The Anthropology Museum (3).  
ANTH 593 Anthropology and Popular Culture (4).

ENG 582 Studies in Mythology (4).  
ENG 680 Folklore: [Topic] (4).

GER 625: Translations-Transformations: Fairy Tales on the Move (4).

MUS 551 Introduction to Ethnomusicology (4).  
MUS 552 Musical Instruments of the World (4).  
MUS 553 Folk Music of the Balkans (4).  
MUS 554 Music of India (4).

### **3) Electives (10 credits)**

These electives, (either within Folklore core or outside) selected in consultation with advisors should bolster students' specializations.

### **4) Internship (6 credits/200 clock hours at site):**

Public Folklore related internship either through AAD or FLR.

**5) Thesis/terminal project (9 credits):** The thesis/terminal project requires a **minimum of nine FLR (503 or 609) credit hours** The number of thesis/terminal project hours that a candidate may complete has no maximum, although only nine credit hours will be counted toward the degree. These credits are graded as incompletes until a student successfully completes the thesis or terminal project at the time of graduation.

NOTE: At least 9 credits must be completed at the 600 level.

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## **ADDITIONAL COURSES**

Consult the program's website each term for special offerings that fulfill degree requirements. Other graduate courses with related subject matter may be applied to the folklore Master's program by arrangement with the instructors and student advisors/folklore director.

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## **COURSE DESCRIPTIONS**

- Please reference the University of Oregon Catalog, University of Oregon class schedule (<http://classes.uoregon.edu/>), and/or the Folklore Program website ([www.uoregon.edu/~flr](http://www.uoregon.edu/~flr)) for course descriptions and availability.
- In addition to FLR classes, our affiliated professors offer a number of approved courses covering a variety of topics in folklore.

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## **ACADEMIC ADVISOR**

- The Folklore Director, in consultation with core faculty, will assign an academic advisor based on student research interests and equitable distribution of advising responsibilities at the time of admission.
- It is a student's responsibility to confer with an advisor, who will assist in planning a course of study consistent with the student's interests, competence based on prior performance, and the program's requirements. The design of a course of study remains primarily the responsibility of the student, drawing upon the counsel of the advisor.

- If an advisor takes a leave of absence or sabbatical, the student should consult with the advisor to work out a plan well in advance of the leave to determine mentoring needs during the period of leave and how they will be met. Whatever arrangements the student makes with an advisor should be mutually agreeable.
  - Students wishing to change their academic advisors should consult with the Program Director.
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## **RESEARCH COMMITTEE**

By third term of their first year, students will establish a research advising committee. The research committee will serve to help guide students through their thesis/terminal projects.

The research committee members should be selected in consultation with the student's academic advisor based on research interests and professional goals. The research committee will consist of two members: the chair must be a core folklore program faculty member, and the other should be a faculty member who has research expertise related to the student's project.

If appropriate the academic advisor can serve as a member of the research committee.

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## **RESEARCH COMPLIANCE**

University of Oregon policy requires that students who expect to engage in research involving human or animal subjects receive approval of their research procedures prior to the collection of data. Protocol forms and a detailed explanation of procedures may be obtained from the Office of Protection of Human Subjects (541) 346-2510. The Research Clearance form must be completed, signed, and on-file in the Graduate School before data is collected. Failure to follow the required procedures below may result in a recommendation to the Dean of the Graduate School that the University not accept your thesis, project, or dissertation. An overview of Graduate Student Research Compliance Policy is available on the following site:

<http://gradschool.uoregon.edu/?page=researchCompliance>

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## **LANGUAGE PROFICIENCY**

All Master of Arts degree candidates are required to demonstrate foreign language proficiency equivalent to second year, third term college level. Proficiency must be demonstrated within the time limit set for completion of the Folklore Program (within 7 years of your graduation date from the Folklore program, not from entrance). It may be demonstrated by (1) presenting a transcript showing successful completion of a second year, third term level language course; (2) enrolling in and passing any second year, third term level language course; (3) passing the Graduate Student Foreign Language Test (GSFLT) with a score in the 25th percentile or above; (4) negotiating and passing a proficiency test administered through one of the UO foreign language departments; (5) obtaining credit by exam; or (6) passing a language waiver test. [NOTE: Computer language is not acceptable as a foreign language.]

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## **THESIS/TERMINAL PROJECT**

Every Folklore Master's Degree shall culminate in either a thesis or a terminal project based on original fieldwork. The thesis/project must show evidence of original ideas within a theoretical framework. A thesis is a written document following the Graduate School guidelines, whereas a project is somewhat more flexible, but just as rigorous. The faculty evaluates each of these with the same expectation of quality. The project may take many forms, such as a film, slide show, or museum exhibition. The project must be archivable. Every master's terminal project and thesis should be presented at a public forum or defense.

- **Research Proposal:** the research proposal is a document submitted to a student's research committee prior to conducting research. Students should submit a 3-4 page proposal that describes: the topic, scholarly framework, the major line of inquiry, research methods, the timeline, and objectives (e.g. thesis, film, exhibit etc.). Ideally the research proposal should be submitted by the end of the first year (especially if you plan to graduate in two years).
- **Prospectus:** the prospectus is a document written after research is conducted that presents a plan for the thesis or terminal project. The (8-10 page) prospectus should include a title, an explanation of the overarching line of inquiry, discussion of scholarly framework, review of the literature, methodology, schedule of work, outline, and bibliography. The purpose of the prospectus is to help you plan and organize your thesis/project and to help you and your research committee work together toward mutually agreed-upon goals. The prospectus is due, with a copy to each research committee member, at the end of Week Six two terms prior to the term you plan to graduate. A minimum of two terms work will be devoted to the thesis/project. The student's research committee will review the academic merit and potential contribution of the proposed research. The chair will notify the candidate of the results of the committee's discussion (see timeline below).
- **Steps Toward Completing Thesis/Terminal Project (Folklore Program):**

These are highly recommended guidelines; students should work with their research committee to determine specific guidance for their thesis/projects.

- A preliminary (but complete) draft of the thesis/project is due by end of the term before you plan to graduate, a student will discuss with committee members whether one or both members will review the first draft.
- By Week Two of the term you plan to graduate the chair, one or both research committee members must provide feedback (depending on the agreement made with the committee).
- By Week Four you will submit a revised draft to your entire research committee.
- By Week Six you and your committee will hold a feedback meeting. The research committee will provide feedback, and you will respond to inquiries about the thesis/terminal project.
- Beginning Week Eight you will submit revisions to the chair (usually the revisions are only submitted to the chair; submit to other committee members when requested to do so).
- By Week Nine the chair will provide final feedback.
- From Week Eight to Week Ten a public presentation of the thesis/project is recommended.
- At the beginning of Week Ten submit a final version of the thesis to the graduate school or terminal project to the Folklore Program.

### **Submitting Theses and Terminal Projects**

Candidates selecting the terminal project option shall submit one copy of the completed project to the Folklore Program, where it will be kept on file. Candidates choosing the thesis option should follow instructions provided by the Graduate School. All Folklore Masters students should familiarize themselves with the Graduate School's Master's Degree Policies & Procedures as early in their degree program as possible. <http://gradschool.uoregon.edu/?page=mastersDegreeProcedures>

All theses must be submitted electronically and formatted according to the Graduate School's Style Manual. A Thesis and Dissertation Style and Policy Manual, along with other resources can be found on the Graduate School's webpage:

<http://gradschool.uoregon.edu/?page=thesisDissertationResources>

Use the Style and Policy Manual for templates. Concerning the abstract page use the Sample Thesis Abstract Page that only requires one signature.

### **Thesis and Terminal Project credits**

A candidate selecting the thesis option shall obtain written permission from his/her Folklore Program research committee chair and register for a minimum of 9 credits of FLR 503, Thesis; a candidate selecting the terminal project option shall follow the same procedure and register for a minimum of 9 credits of FLR 609, Terminal Project.

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### **TIMELINE**

In accordance with published guidelines, the candidate shall apply for graduation through the Graduate School no later than the **beginning of the second week of the term** of anticipated graduation. All candidates must be registered for a minimum of **three credit hours** of graduate work during the actual term of graduation. Each candidate should check with the Folklore Program and the Graduate School at least two terms before anticipated graduation to verify that all requirements will or have been met. Students should not plan to graduate in the summer unless they have received confirmation that committee members will be available during that time (many faculty have nine month contracts are and not available during summer term).

#### **\*\*\*Check with the Graduate School for specific dates\*\*\***

<http://gradschool.uoregon.edu/?page=deadlinesMasters>

Two terms prior to graduation:

- End of Week 6: Submit a prospectus to research committee.
- Verify that all requirements will or have been met.

One term prior to graduation:

- By end of the term: Submit a thesis/terminal project first draft to chair/research committee. Student will discuss with committee whether one or both members review the first draft.
- Petition to remove incompletes older than one year.
- Petition to transfer hours into your degree program that were completed prior to admission in a conditional or regular master's. (This includes all graduate post-baccalaureate, non-admitted graduate, and pre- or post- master's, etc., and/or work from another institution.)
- Request to change your current classification to a regular master standing in your major.

Term of graduation:

- By Week 2: Chair or both research committee members provide thesis/terminal project feedback to student.
- Friday Week 2: Completed degree application due. Apply for degree online at the Graduate School website.
- By Week 4: Submit revised thesis/terminal project draft to research committee.
- Friday Week 5: Last day to file two signed copies of your final abstract to the Graduate School, with the Certificate of Submission, if you're doing a Master's thesis.

- By Week 6: Committee Feedback Meeting for thesis/terminal project. Research committee provides feedback and student answers questions about thesis or terminal project.
- Beginning Week 8: Submit revisions to the chair for final approval. Usually, the revisions are only submitted to the chair; student should submit to other committee members when requested to do so.
- Week 9: Chair provides final feedback to student.
- Week 8-10: Public presentation of thesis/project (recommended, but not required).
- Tuesday Week 10: Last day to upload completed and approved thesis and submit signed forms to the Graduate School. Submit final version of terminal project to Folklore Program.

Requirement Checklist:

- Will you have a minimum of 54 graduate hours on your record plus 9 credits of FLR 503 or FLR 609?
- Will you have completed 24 graded graduate hours, and 30 credits total in residence AT THE U of O?
- Will you have completed 9 graduate hours at the 600 level?
- Will your graduate standing be classified as a REGULAR graduate this term?
- Will you have a cumulative GPA of 3.0?
- Will you be registered for at least 3 graduate hours the term you graduate?
- Will all of your requirements for the degree be completed within a 7-year period of time?
- If you are applying for an M.A., have you passed the foreign language requirement?

**STATEMENT OF COMPLETION REQUIREMENTS**

The Folklore Program submits to the Graduate School a Statement of Completion of Requirements by the deadline <http://gradschool.uoregon.edu/?page=deadlines> specified by the Graduate School verifying that the student has met all department requirements for a master's degree.

**PHD INFORMATION**

Students interested in obtaining a PhD in English or Anthropology with an emphasis in Folklore must go through the respective departments.

**REGULATIONS AND GENERAL GRADUATE INFORMATION**

**GRADE POLICY/GPA**

To remain in the Folklore Program, each candidate must maintain a B (3.0) grade point average in graduate-level course work. Any candidate falling below a 3.0 GPA will have one term to restore his/her cumulative to the 3.0 level. Failure to maintain a 3.0 GPA may result in termination of a candidate's Folklore Program. Classes completed with lower than a B- will not count for the degree.

**SATISFACTORY ACADEMIC PROGRESS**

Each spring, academic progress shall be determined through an annual review of the candidate's records by the folklore faculty. The review will include course work, GPA, incompletes, Y grades,

late work, quality of written and oral work, and progress through the program. Failure to make satisfactory academic progress may result in termination of the candidate's Folklore Program.

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### **GRADING OPTIONS**

Candidate may elect to take Folklore courses as graded only; or, with the approval of their academic advisor, may designate up to six credit hours under the pass/no pass option. Exceptions to this policy are those courses, such as thesis and terminal project, which are offered only pass/no pass.

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### **INCOMPLETES**

An incomplete may be issued when the quality of work is satisfactory but some minor requirement has not been completed for reasons acceptable to the instructor. An incomplete should be cleared within one calendar year if the course is to be included in a Folklore Program degree. Any candidate having more than two incompletes on record at one time (excluding thesis/terminal project courses) is considered to be making unsatisfactory academic progress toward the degree; his/her Folklore Program may be subject to termination. FLR 609 Terminal Project and FLR 503 Thesis credits are given incompletes until a student completes the degree at which point they are changed to "Pass".

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### **OPEN-END COURSES**

A maximum of fifteen graduate credit hours in open-end 600 level research, reading and conference, and field studies may be used in the Folklore Program. Such open-end hours shall be distributed across all three areas.

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### **TRANSFER CREDITS**

After admission into the Folklore Program, at least thirty credit hours must be completed at the UO. Approval of the transferability of classes will be determined by a student's academic advisor. Transfer work must be relevant to the Folklore Program, be graded A, B or Pass, be taken for graduate credit, and be listed on an official transcript. Note: The graduate school requires an official transcript attached to the Request for Credit Transfer form.

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### **JOINT CAMPUS PROGRAM**

A maximum of ten credit hours taken under the Joint Campus (JC) Program may be used to fulfill Folklore Program degree requirements. However, only JC courses not offered on the UO campus will qualify for use in the Folklore Program. Under special conditions, an entire area may be taken at another Oregon State System of Higher Education institution.

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### **ON-LEAVE STATUS & PERMISSION TO REREGISTER**

A candidate may apply through the Graduate School for "on leave" status for any term (except summer) or academic year that he/she will be unable to attend the UO. Only graduate students in good standing are eligible.

The Graduate School must receive the application by the last registration day in that term, as noted in the schedule of classes. On-leave status is granted for a specific time period that may not exceed three academic terms, excluding summer session. Students with on-leave status are not required to pay fees. However, students must register and pay fees if they will be using university facilities or faculty or staff services during that term. The on-leave form is available from the Graduate School

website [http://gradschool.uoregon.edu/gs\\_770-a.html](http://gradschool.uoregon.edu/gs_770-a.html). Master's degree candidates may apply for a maximum of three academic terms of on-leave status during the course of study for the degree.

A candidate who does not apply for on leave status must file a “Request for Permission to Re-Register” form to be readmitted to the Folklore Program (and a re-registration fee will be assessed). Any candidate who re-registers is subject to all Folklore Program requirements in effect at the time of re-registration (i.e., if Program requirements have changed during the period the candidate is unable to attend -- and the candidate did not obtain on leave status -- he/she will have to meet any NEW requirements to complete the Folklore degree). The Permission to Reregister form is available on the Graduate School website at [http://gradschool.uoregon.edu/forms/gs\\_710.pdf](http://gradschool.uoregon.edu/forms/gs_710.pdf).

When re-registration is approved, a master's candidate must register for 3 credits for each term he or she has stopped out. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration.

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## CONTINUOUS ENROLLMENT

Unless On-leave or In Absentia status has been approved, graduate students enrolled in an advanced degree or graduate certificate program are required to be continuously enrolled, excluding summer session, until all requirements have been completed. “On-leave” status is granted to Master’s students by petition.

To remain in compliance with the Continuous Enrollment Policy, graduate students must be registered for a minimum of 3 graduate credits each term. This includes students who are taking only comprehensive exams, final examinations or presenting terminal projects. Also, students not in residence while writing a thesis, dissertation or project, but using faculty assistance, university services or facilities such as sending chapters to an advisor by mail or email for criticism must register for a minimum of 3 graduate credits per term. Registration should be for Thesis or Project credits.

For the term in which a degree is granted, graduate students must register for at least 3 graduate credits. If submitting a master's degree thesis in this final term, registration must include at least 1 of the 3 credits as Thesis (FLR 503) or Terminal Project (FLR 609).

Various on-and off-campus agencies and offices have their own course-load requirements. For example, some agencies offering student loans set registration requirements. Because the minimum registration requirements for the Graduate School may not satisfy some agency requirements, it is the student's responsibility to register for the required number of credits. The Office of the Registrar can certify a student's registration.

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## TIME LIMIT

While candidates take varying amounts of time to complete the Folklore Master's Degree, the average completion time is two academic years (six quarters). The typical course load for graduate students is three courses per term.

All credits to be applied toward the Folklore Program Master's Degree **must be completed within a seven-year period** from a student's entrance into the program.

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## **WAIVER OF REGULATIONS**

Graduate students may file a petition requesting exemption from any academic requirement. The Graduate School reviews, upon petition, the educational purpose the regulation in question was designed to serve. Please be aware that petitions are seldom granted if the only reason given is to save the student from inconvenience or expense. The petition form is available on the Graduate School website [http://gradschool.uoregon.edu/forms/gs\\_610.pdf](http://gradschool.uoregon.edu/forms/gs_610.pdf).

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## **≈DEPARTMENTAL FUNDING/AWARDS≈**

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### **FINANCIAL AID**

Financial aid information may be obtained through the Office of Student Financial Aid, 1278 University of Oregon, Eugene, OR 97403-1278.

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### **GRADUATE TEACHING FELLOWSHIPS AND GRADUATE RESEARCH FELLOWSHIPS**

A limited number of Graduate Teaching Fellowships (GTF) and Graduate Research Fellowships (GRF) are available to through the Folklore Program. Notification of GTF/GRF opportunities in Folklore will be posted in February. GTF/GRF appointments are decided by the Folklore Program Faculty during the spring term before the year of appointment.

GTFs/GRFs are primarily assigned to teach large lecture sections of FLR courses; serve as Archivists in the Randall V. Mills Archives of Northwest Folklore; assist in administrative tasks related to the Program; and serve in other areas as determined by the Program Director and the Folklore Faculty.

GTF/GRFs in the Folklore Program are available to qualified graduate students in the Folklore Program. Awards are based on GPA, letters of recommendations, progress in program, and need. The number of appointments is determined annually by the Folklore Program faculty, and are subject to Program needs and budgetary constraints on the Folklore Program and the University.

Folklore students are encouraged to apply for other GTFs/GRFs on campus. A listing of these is found at the GTF/GRFs Openings page:

<http://gradschool.uoregon.edu/?page=gtfJobAnnouncements>

This can also be found through the Graduate School homepage at:  
<http://gradschool.uoregon.edu>.

The link to “GTF & Employment Opportunities” will take you to the GTF Openings page. This page contains basic information on GTF position openings, Full-time equivalent, and departmental contacts. It also contains GTF collective bargaining information that affects all GTF positions.

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### **GTF/GRF APPLICATION AND APPOINTMENT**

Position announcements for GTF and GRF positions in Folklore for the next academic year are distributed by email in early February to all current graduate students enrolled in the Folklore

Program. Students applying for admission to the program for the next academic year also receive this information via email at this same time. Deadlines for applications are announced each year, usually during the latter part of February.

Requirements for applications:

- A statement of interest that indicates the positions for which the student wishes to be considered, explanation of qualifications a student has for each position, and reasons why each position is useful in her or his professional development
- A current curriculum vitae or resumé
- A current academic transcript

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## **GTF/GRF ELIGIBILITY**

The source of funding for GTF and GRF positions determines student eligibility. For those positions funded through the English Department, students are only eligible through the first 6 terms that they are admitted into the program (not including summer session), as long as they are making satisfactory progress toward the degree. For those positions funded through the Folklore Program and other sources, students are eligible through 9 terms that they are admitted into the program, as long as they are making satisfactory progress toward the degree.

Requirements for students wishing to be considered for initial appointment as GTFs/GRFs in Folklore:

- Must be admitted into the Folklore Masters Program
- Students newly entering the program must demonstrate outstanding academic record
- Students already in the program, must demonstrate satisfactory academic standing and progress toward the degree:
  - Minimum of 3.5 GPA
  - Satisfactory progress toward completing coursework for degree requirements (usually at least 9 credits per term).
  - Making appropriate progress toward thesis or terminal project (assessed by Folklore faculty, including chair of student's advising committee, based on when student entered program and anticipated date of graduation)

GTFs/GRFs in Folklore are required to maintain studies in residence at the U of O during each term of appointment.

GTF and GRF positions in the Folklore program are not renewable from year to year. Students who have held positions one year are eligible to apply for the same or different positions in subsequent years, up until the 6 or 9 term limit.

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## **GTF/GRF CREDITS, TUITION AND FEES**

The University of Oregon Graduate School requires that a GTF/GRF be enrolled for a **minimum of 9 graduate credit hours per term of appointment**. Except for language hours, these 9 hours must be at the graduate-level. GTFs/GRFs pay no tuition on the first 16 credit hours per term if their appointment is equal to or greater than .20 FTE and they complete the assignment at .20 FTE or greater. Graduate Teaching Fellows and Graduate Research Fellows must pay \$150 of the mandatory fees set by the Oregon University System (assessed at \$416 per term, 2009-10 rates).

Fees are subject to change without notice. Details of GTF/GRF and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

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## **GRADUATE TEACHING FELLOWS FEDERATION**

Most GTFs and GRFs at the University of Oregon are represented by a union, the Graduate Teaching Fellows Federation (GTFF). Official membership is at the individual's option, although payment of monthly dues or an equivalent is required under the fair share agreement (Article 4, Section 4). Levels of appointment and salary quoted for all graduate teaching appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon.

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## **SUMMER SESSION/SUMMER SANDWICH**

The summer term (typically mid-June to mid-August) is a little different from fall, winter, and spring terms. A "Summer Sandwich" tuition waiver is available to students who will not be hired as GTFs during the summer if they meet the criteria below:

- Option A: Hold a GTF appointment **at least two terms** during the academic year that precedes the summer in question AND will be appointed to a GTF position for the following fall term, or
- Option B: Hold a spring term GTF appointment in the academic year that precedes the summer in question AND will be appointed to a GTF position for **all three terms** of the following academic year.

With the Summer Sandwich students may take courses at a reduced fee (typically the same fee paid by GTFs who are employed during the summer). In order to get a Summer Sandwich, a qualified student needs to complete forms available on the Graduate School website:

<http://gradschool.uoregon.edu/?page=summerSandwich>.

Occasionally, employment during summer is available as a GTF. Advanced graduate students sometimes have the opportunity to teach their own courses in the summer. Interested students should inform the faculty person in charge of summer session that they are interested in a position as soon as possible. Decisions about the summer teaching schedule are usually made during the first half of fall term.

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## **DEPARTMENT AWARDS**

### **Alma Johnson Graduate Folklore Award:**

In 2001, Susan Fagan and her husband, Tom Fagan, established the Alma Johnson Graduate Folklore Award, for the best project completed by a graduate student in an English or Folklore graduate course. The annual award is named for Susan's grandmother, who was, as she realized once she began the study of folklore, the original spark for her lifelong interest in the field.

- Best project/paper/video/graded component by a graduate student in a graduate level course.
- Must be in a FLR or FLR/ENG course.
- Can be nominated by the teacher of the course or submitted by the student.
- Time period- Fall through Spring quarters (and awarded/announced prior to and/or at graduation).

- Can be repeated.

Recipient determined by a committee comprised of program director and one additional faculty member.

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## INTERNATIONAL STUDENT INFORMATION

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### LANGUAGE REQUIREMENTS

A satisfactory command of the English language is required for admission to the University of Oregon. Applicants whose native language is not English must show proof of language proficiency through one of the following three methods:

1. Submit an acceptable score from the Test of English as a Foreign Language (TOEFL) examination, currently offered in paper-based (written) or internet-based formats.
  - A minimum score of 575 on the paper-based test or 88 on the internet-based test is required. Your individual department/program of interest may have a higher minimum standard. Please see specific Graduate Program Admissions Information: <http://gradschool.uoregon.edu/?page=gradProgramInfo>
2. Submit an acceptable score from the International English Language Testing System (IELTS) examination.
  - The minimum IELTS (academic module) overall band score for graduate admission is 7.0, unless otherwise specified by the major department. See specific Graduate Program Admissions Information: <http://gradschool.uoregon.edu/?page=gradProgramInfo>
3. Submit degree transcripts proving that you have received a bachelor's degree or higher from an accredited U.S. institution or from an institution in the following countries: Australia, Canada (excluding Quebec), Ireland, New Zealand, or the United Kingdom.

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### SERVICES AVAILABLE

The UO has a range of services to meet the unique needs of international students:

International Students Association (ISA): organizes special events for international students including dances, Oregon sight-seeing trips, cultural programs, weekly coffee hour, and the International Week Festival. (541)346-4387 <http://isa.uoregon.edu/home.html>

Friendship Foundation for International Students: organizes hospitality programs with local friends and families. (541) 346-1436 <http://www.ffisoregon.org/>

International Student Orientation (ISO): provides a special orientation program for international students held in the beginning of each term. (541) 346-3206 <http://international.uoregon.edu/index.php/students/orientation>

Office of International Programs (OIP): offers comprehensive services including personal counseling, consultation on government regulations about immigration and tax issues, and financial planning assistance. (541) 346-3206 <http://international.uoregon.edu/>

American English Institute (AEI) at the University of Oregon provides intensive English language instruction with 6 levels of English. For more information contact American English Institute, 5212 University of Oregon, Eugene, OR 97403-5212, USA. (541) 346-3945, Email: [aei@oregon.uoregon.edu](mailto:aei@oregon.uoregon.edu) <http://aei.uoregon.edu/>

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## **FINANCIAL RESOURCES**

The U.S. government regulations require that the University of Oregon verify the availability of sufficient financial support for non-immigrant students before a Certificate of Eligibility can be issued. Scholarships are available to some international students. Contact the Office of International Programs (see Services Available section above) for more information.

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## **HEALTH INSURANCE**

International students are required to purchase health insurance which may be purchased through the University Health Center. (541) 346-2770 <http://uoregon.edu/~uoshc/>

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For more information on special services for international students, admission requirements, deadlines, international student organizations, housing resources, and other information contact the Office of Admissions, 1217 University of Oregon, Eugene, OR 97403-1217, USA (541) 346-3201 [uoadmit@uoregon.edu](mailto:uoadmit@uoregon.edu), or log on to the website at <http://admissions.uoregon.edu>

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# **≈CAMPUS RESOURCES≈**

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## **CAMPUS COMPUTING FACILITIES**

Information Services (formerly Computing Center), located in McKenzie Hall, supports the computing needs of the university through the creation and maintenance of computing and networking environments. You may also pick up Duckware. This CD-ROM is free to all university members and provides the user with free software, including virus and spyware protection, as well as a step-by-step guide to setting up your on and off-campus connection. All university members receive free internet access.

To connect to UOnet, see <http://it.uoregon.edu/help/getconnected/index.shtml>.

To set up an email account, see <http://it.uoregon.edu/help/email/index.shtml>.

Microcomputer Services are fully detailed at: <http://micro.uoregon.edu/services/>

The various computing labs on campus can be found at: [http://it.uoregon.edu/campus\\_labs.shtml](http://it.uoregon.edu/campus_labs.shtml).

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## **ARCHIVES, LIBRARIES, AND LEARNING SERVICES**

**The Randall V. Mills Archives of Northwest Folklore, 453 Prince Lucien Campbell Hall**  
(541) 346-3925, <http://pages.uoregon.edu/flr/archives/archives.htm>

Established in 1966, Archives serve as a repository for information collected in Oregon by scholars and students of folklore. The Archives have grown to become the largest facility of its kind in the Northwest, and is an important resource for scholars, students, and the general public interested in

folklore of the region. The Archives hold over 4,000 separate collections of folklore and ethnographic fieldwork reports, including numerous video documentaries and over 7,000 slides of visual folkloric materials.

### **Knight Library, 1501 Kincaid**

(541) 346-3053, <http://libweb.uoregon.edu/knight/index.html>

The Knight Library is considered the main branch of the University of Oregon Library System. The UO library catalog system, known as "JANUS" is on line, and can be accessed from any terminal on campus. To browse the library system on the Internet, the address is <http://libweb.uoregon.edu/>. Janus is used to find books, periodicals, etc., owned by the UO Library. If a publication is unavailable in the UO Library, check to see if it is in one of the Summit-Cascade (formerly Orbis) libraries. Books available in Summit libraries can be sent to the University of Oregon quickly and are available for short-term loans. If not available through Summit, the interlibrary loan service can help to locate it through other libraries.

### **Special Collections. Knight Library, 2nd floor North**

Here you will find an unmatched and irreplaceable record of Northwest history and culture. Special Collection's major manuscript collection strengths include illustrated children's literature, popular fiction, intentional communities, women in society, and missionaries, in addition to important institutions and personalities of the Northwest. University Archives hold the official records and the history of the University of Oregon. Photograph collections document the university as well as the people, history and landscape of the Northwest. Rare books include illuminated medieval manuscripts, fine press editions, and the Oregon Collection of printed materials on the Northwest or by Northwest authors.

### **Architecture and Allied Arts Library, 200 Lawrence Hall**

(541) 346-3637, <http://libweb.uoregon.edu/aaa/index.html>

This library contains 80,000 books and other materials on architecture, interior architecture, landscape architecture, arts and administration, art history, fine and applied arts, historic preservation, and urban planning. The Visual Resource Collection, also in Lawrence Hall, is a part of the AAA Library.

### **Law Library, William W. Knight Law Center, 1515 Agate Street, 2nd floor South**

(541) 346-3088, <http://libweb.uoregon.edu/law/>

Holdings consist of primary materials for research in U.S. federal and state law, including records and briefs of the U.S. Supreme Court, current statutes and caselaw for all 50 states, and extensive holdings of law journals. The collection supports research in international law and interdisciplinary studies in a number of areas, including psychology and medicine.

### **Science Library, Onyx Bridge, Lower Level**

(541) 346-3075, <http://libweb.uoregon.edu/scilib/index.html>

The Science Library holds most of the UO Libraries' materials related to biology, chemistry, physics, computer science, and environmental studies.

### **University Teaching and Learning Center (TLC), 64 Prince Lucien Campbell Hall**

(541) 346-3226, <http://tlc.uoregon.edu/>

ALS provides assistance to students in a variety of ways: academic courses (Introduction to University Studies and College Reading Skills), research skills, speed-reading, writing and math

workshops, and general study skills. The Teaching Effectiveness Program's services engage the academic community in viewing, assessing, and improving undergraduate instruction. These services are free to faculty, graduate teaching fellows, and academic departments.

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## MUSEUMS

University of Oregon Jordan Schnitzer Museum of Art, adjacent to UO Library,  
<http://jsma.uoregon.edu/> (541) 346-3027.

University of Oregon Museum of Natural and Cultural History, 1680 East 15th Avenue,  
<http://natural-history.uoregon.edu/> (541) 346-3024.

Lane County Historical Museum, 740 West 13th Avenue,  
<http://www.lanecountyhistoricalsociety.org/> (541) 682-4239.

The Science Factory, 2300 Leo Harris Pkwy, <http://www.sciencefactory.org/> (541) 682-7888

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## CAMPUS CONTACTS

Academic Advising and Student Services (541) 346-3211  
164 Oregon Hall

Associated Students of the University of Oregon (541) 346-3724  
Erb Memorial Union Suite 4 <http://asuo.uoregon.edu/>

Bookstore (541) 346-4331  
895 East 13th Avenue <http://uoduckstore.com>

Career Center (541) 346-3235  
220 Hendricks Hall <http://career.uoregon.edu/>

Club Sports and Recreation Center (541) 346-3733  
Erb Memorial Union (Bottom Floor)

The Craft Center (541) 346-4361  
Erb Memorial Union (lower level) <http://craftcenter.uoregon.edu/>

The Crisis Hotline (541) 346-4488  
<http://gladstone.uoregon.edu/~uocrisis/>

The Cultural Forum (541) 346-4373  
Erb Memorial Union (lower level) <http://culture.uoregon.edu/>

Disability Services (541) 346-1155  
164 Oregon Hall <http://ds.uoregon.edu>

Graduate School (541) 346-5129  
125 Chapman Hall <http://gradschool.uoregon.edu>

Graduate Teaching Fellows Federation (541) 342-0832  
870 E. 13th Ave

Health Center (541) 346-4441  
1590 East 13th Street <http://healthcenter.uoregon.edu/>

Health Insurance (541) 346-3702  
U of O Health Center 1590 E. 13th, Eugene, Oregon 97403

LBGTA (541) 346-1134  
164 Oregon Hall

UO Information Campus Operator (541) 346-1000  
<http://www.uoregon.edu>

International Affairs (541) 346-3206  
330 Oregon Hall <http://international.uoregon.edu/>

Moss Street Children's Center (541) 346-4384  
1685 Moss St. <http://moss.uoregon.edu/>

Office of Affirmative Action & Equal Opportunity (541) 346-4215  
474 Oregon Hall <http://aaeo.uoregon.edu/>

Office of Multicultural Academic Success (541) 346-3479  
164 Oregon Hall <http://www.uoregon.edu/~omas>

Office of Public Safety (541) 346-5444  
1319 East 15th <http://safetyweb.uoregon.edu/>

Office of Student Life (541) 346-3216  
164 Oregon Hall <http://studentlife.uoregon.edu>

The Outdoor Program (541) 346-4365  
Erb Memorial Union Room 37 <http://outdoorprogram.uoregon.edu/>

Student Financial Aid (800) 760-6953 or (541) 346-3221  
260 Oregon Hall <http://financialaid.uoregon.edu>

University Housing (541) 346-4277  
1220 University of Oregon <http://housing.uoregon.edu>