



Folklore and Public Culture

Graduate Handbook



University of Oregon
2017-2018



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PROGRAM INFORMATION

Program Overview

The Folklore and Public Culture 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 and Public Culture Program faculty across campus, representing multiple disciplines (Folklore, Anthropology, Arts and Administration, English, German and Scandinavian, 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 a 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, literature, 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: <http://folklore.uoregon.edu>

Program Administration

Daniel Wojcik, Program Director
Director of Graduate Studies
Office: 463 PLC
Phone: (541) 346-3946
E-mail: dwojck@uoregon.edu

Beth Magee, Program Secretary
Office: 118 PLC
Phone: (541) 346-1505
Email: emagee@uoregon.edu

Faculty

[Martha Bayless](#), Professor (Britain, Welsh, Old and Middle English medieval literature and culture). English. On leave 2017-18.

[Doug Blandy](#), Professor (art and community service, art and special populations). Arts and Administration.

[Dianne Dugaw](#), Professor (Britain, ballads, folk songs, 18th-century literature). English.

[Lisa M. Gilman](#), Professor (gender, performance studies, Africa). English. On leave 2017-18.

[Gantt Gurley](#), Assistant Professor (Scandinavian literature and folklore, Jewish literature and folklore, Old Norse literature). German and Scandinavian.

[Habib Iddrisu](#), Assistant Professor (performance, Africa). Dance/Ethnomusicology

[Loren Kajikawa](#), Associate Professor (ethnomusicology, popular music, Japan). Music.

[Dorothee Ostmeier](#), Professor (18th- and 20th-century literature, culture, philosophy). German and Scandinavian.

[Riki H. Saltzman](#), Instructor (public folklore, foodways, ethnicity/identity, British folklore) Oregon Folklife Network.

[Philip Scher](#), Professor (Caribbean, politics of culture, transnationalism). Anthropology.

Sharon R. Sherman, Professor Emerita (film studies, popular culture). Retired.

[Carol T. Silverman](#), Professor (performance, Eastern Europe, gender). Anthropology.

[Daniel N. Wojcik](#), Professor (alternative religions, subcultures, vernacular artistic expression, visionary cultures). English.

Juan [Eduardo Wolf](#), Assistant Professor (ethnomusicology, folklore, Latino/Latina American studies, Afro-descendant/indigenous issues in the Andes). Music.

Participating Faculty

[Ina Asim](#), History

[Bob Busse](#), Labor Education and Research Center

[Carl R. Bybee](#), Journalism and Communication

[Matthew Dennis](#), History

[Patricia M. Dewey](#), Arts and Administration

[Keith Eggener](#), History of Art and Architecture

[Maria Fernanda Escallon](#), Anthropology

[Kingston Heath](#), Historic Preservation

[Kenneth I. Helphand](#), Landscape Architecture

[Lamia Karim](#), Anthropology

[Gabriela Martinez](#), Journalism and Communication

[Debra L. Merskin](#), Journalism and Communication

[Julianne H. Newton](#), Journalism and Communication

[Jeffrey Ostler](#), History

[Priscilla P. Ovalle](#), English

[Gordon M. Sayre](#), English

[Lani N. Teves](#), Ethnic Studies

Stephanie Wood, Education

[Stephen R. Wooten](#), International Studies

ADMISSION

Admission 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 and Public Culture Program the following required documents:

- A completed Online Graduate Application
- Transcripts, either official or unofficial, from all institutions of higher education ever attended
- A Graduate Record Exam (GRE), including scores for Verbal Reasoning, Analytical Writing, and Quantitative Reasoning. Self-report your scores on the online application and submit official scores to the program. Use English code (2501) and the University of Oregon code (4846)
- Applicants whose native language is not English please visit the Graduate School's website for English language proficiency requirements
<http://gradschool.uoregon.edu/admissions/non-native-english-speakers>
- Three formal letters of recommendation from three referees, submitted directly by referees
- A statement of academic objectives NOT to exceed five double-spaced, printed pages
- A current résumé or curriculum vitae
- A writing sample is required

Online Graduate Application

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

https://gradweb.uoregon.edu/online_app/application/guidelines1.asp

The application requires a \$70 nonrefundable fee, which can be paid by credit card or e-check with your online application. If you have any questions or problems concerning this process, please contact the Folklore and Public Culture Program Secretary, Beth Magee, 541-346-1505, emagee@uoregon.edu.

Transcripts and GPA

Admission to the Folklore and Public Culture Program requires an undergraduate GPA of at least 3.30 (B+). With the exception of UO graduates, send official transcripts only from schools where you earned a degree (bachelor's degree or higher) directly to the Office of Admissions: 1217 University of Oregon, Eugene, OR 97403-1217. Make sure to send **degree** transcripts. If you have not yet graduated send a current transcript once your degree is complete.

In addition, a set of either unofficial or official transcripts from all institutions of higher education ever attended, both undergraduate and graduate, must be included in the materials uploaded to the online application.

Graduate Record Exam

Submission of verbal and analytical GRE scores is required at the time of application. The minimum GRE score is 153 verbal (500 on the prior scale), plus 4 or above on the analytical writing section (GRE-AW). Self-report your scores on the online application and submit official scores to the Folklore and Public Culture Program. Use English code (2501) and the University of Oregon code (4846).

The GRE is typically offered six times each year on most campuses. GRE scores are valid for five years. For information on testing dates, contact the Testing Center, 1590 E. 13th Ave., Room 270,

University Health and Counseling Building, Eugene, OR 97403, Phone: 541-346-3230,
<http://testing.uoregon.edu/>

Letters of Recommendation

At least three formal letters of recommendation are required, ideally from instructors who can speak to your academic abilities. For an applicant who has been out of school for several years, letters from employers or others able to evaluate their abilities are appropriate. Provide name and contact information for referees on the Online Graduate School Application. Your referees will then be contacted and instructed how to submit their letters online. In the event that a referee does not have access to the online application system, provide them with the "[Report on Graduate Applicant](#)" form <http://folklore.uoregon.edu/application-forms/>. Be sure to fill out and sign the applicant portion of the form.

Statement of Academic Objectives

Given the interdisciplinary nature of the Folklore and Public Culture Master's Program, provide a statement addressing your academic objectives. Explain how the academic resources associated with the UO Folklore and Public Culture 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.

Admission Acceptance

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

Conditional Acceptance: The admissions committee accepts students conditionally when its members feel that a student has great potential to succeed in the program, however, some aspect of their application is weaker than what is required to be admitted into the program. Moving from conditional to regular status depends on faculty evaluation of grades (minimum 3.0 GPA), written and oral work, and progress toward a thesis or terminal project during the first two terms of attendance (at least 18 credits, with no incompletes). Failure to meet these requirements will result in student's removal from the program at the end of the second term of attendance.

Concurrent Degree Program

The term "concurrent graduate degrees" is used when a graduate student is pursuing two degrees simultaneously, for example, a student pursuing a master's degree in Folklore and Public Culture *and* Arts Administration, or a student pursuing a master's degree in Folklore and Public Culture *and* a PhD in Anthropology. A student who wishes to pursue concurrent graduate degrees must gain admittance to both degree programs. For more information, see <https://gradschool.uoregon.edu/policies-procedures/concurrent-degrees> and contact the Folklore and Public Culture Program's Director of Graduate Studies.

DEGREE PROGRAM

- All [policies and procedures](#) of the Graduate School, EXCEPT those noted below, apply to Folklore and Public Culture Master's candidates.
- The Folklore and Public Culture Program offers two degree tracks: a General Folklore and Public Culture track and a Public Folklore and Public Culture track.
- NOTE: Each Folklore and Public Culture candidate must contact the Graduate School directly regarding Graduate School requirements and deadlines.

Requirements for Track One: General Folklore and Public Culture M.A./M.S. (63 Credits)

1) Required courses (9-10 credits)

- FLR 681 History and Theory of Folklore Research (5)
- FLR 684 Folklore Fieldwork (5) (or other fieldwork course approved by advising committee (4))

2) Interdisciplinary Folklore and Public Culture 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 511 Folklore and Religion (4)
FLR 513 Folk Art and Material Culture (4)
FLR 514 Mythology and Modern Fantasy Fiction (4)
FLR 515 Folklore and Foodways (4)
FLR 516 African Folklore (4)
FLR 518 Folklore and Gender (4)
FLR 550 Folklore in the Public Sector (4)
FLR 583 Folklore and Mythology of the British Isles (4)
FLR 585 Film and Folklore (4)
FLR 591 Anglo-American Ballad and Folk Song (4)

AAD 521 Cultural Programming (4)
AAD 551 Community Cultural Development (4)
AAD 562 Cultural Policy (4)

ANTH 511 Politics, Ethnicity, Nationalism (4)
ANTH 519 Performance, Politics, and Folklore (4)
ANTH 529 Jewish Folklore and Ethnology (4)
ANTH 530 Balkan Society and Folklore (4)
ANTH 539 Feminism and Ethnography (4)
ANTH 593 Anthropology and Popular Culture (4)
ANTH 611 Ethnographic Research: Epistemology, Methods, Ethics (4)
ANTH 683 Anthropological Linguistics (5)

GER 507 Seminar: Magic, Uncanny, Surrealistic and Fantastic Tales (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 557 Native American Music (4)
MUS 558 Celtic Music (4)
MUS 560 Music and Gender (4)
MUS 562 Popular Music in the African Diaspora (4)

3) Electives (16 credits)

These electives (either within Folklore and Public Culture core or outside) are selected in consultation with students' advising committees to bolster areas of student expertise. Terminal project credits and courses in language and the composition teaching program **DO NOT** count as electives.

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. All students must complete **at least 1** thesis or terminal project credit in the term they graduate.

NOTE: At least 9 credits must be completed at the 600 level. A maximum of 6 credits (other than FLR 503 or 609) can be pass/no pass. A maximum of 15 credits can be 600-level open-ended courses (e.g. research, reading, internship). Students can take unlimited internship credits; however, FLR 604 credits do not count as "Interdisciplinary Folklore and Public Culture core courses," and a maximum of 4 FLR 604 credits can count as "Electives."

Requirements for Track Two: Public Folklore and Public Culture M.A./M.S. (63 Credits)

1) Required courses (18 credits)

- FLR 550 Folklore in the Public Sector (4)
- FLR 681 History and Theory of Folklore Research (5)
- FLR 684 Folklore Fieldwork (5) (or other fieldwork course approved by advisor)
- AAD 521 Cultural Programming (4)

2) Interdisciplinary Folklore and Public Culture core courses (20 credits). In consultation with advisors, students select courses from the following list:

FLR 507 Seminar Video Production (5)
FLR 511 Folklore and Religion (4)
FLR 513 Folk Art and Material Culture (4)
FLR 514 Mythology and Modern Fantasy Fiction (4)
FLR 515 Folklore and Foodways (4)

FLR 516 African Folklore (4)
FLR 518 Folklore and Gender (4)
FLR 550 Folklore in the Public Sector (4)
FLR 583 Folklore and Mythology of the British Isles (4)
FLR 585 Film and Folklore (4)
FLR 591 Anglo-American Ballad and Folk Song (4)

AAD 562 Cultural Policy (4)

ANTH 511 Politics, Ethnicity, Nationalism (4)
ANTH 519 Performance, Politics, and Folklore (4)
ANTH 529 Jewish Folklore and Ethnology (4)
ANTH 530 Balkan Society and Folklore (4)
ANTH 539 Feminism and Ethnography (4)
ANTH 593 Anthropology and Popular Culture (4)
ANTH 611 Ethnographic Research: Epistemology, Methods, Ethics (4)
ANTH 683 Anthropological Linguistics (5)

GER 507 Seminar: Magic, Uncanny, Surrealistic and Fantastic Tales (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 557 Native American Music (4)
MUS 558 Celtic Music (4)
MUS 560 Music and Gender (4)
MUS 562 Popular Music in the African Diaspora (4)

3) Electives (12 credits)

These electives, (either within Folklore and Public Culture core or outside) selected in consultation with advisors should bolster students' specializations. Terminal project credits and courses in language and the composition teaching program **DO NOT** count as electives.

4) Internship (4 credits/120 clock hours at site):

Public Folklore and Public Culture related internship organized through the Folklore and Public Culture Program or Oregon Folklife Network.

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. All students must complete **at least 1** thesis or terminal project credit in the term they graduate.

NOTE: At least 9 credits must be completed at the 600 level. A maximum of 6 credits (other than FLR 503 or 609) can be pass/no pass. A maximum of 15 credits can be 600-level open-ended courses (e.g. research, reading, internship). **The 4 required internship credits do not fulfill course requirements.** Students can take unlimited internship credits over and above the internship

requirement; however, FLR 604 credits do not count as “Interdisciplinary Folklore core courses,” and a maximum of 4 FLR 604 credits over and above the internship requirement for Track Two can count as “Electives.”

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 and Public Culture Master’s Program by arrangement with the instructors and students’ advisors/Folklore and Public Culture Director.

Course Descriptions

- Please reference the University of Oregon Catalog, University of Oregon class schedule <http://classes.uoregon.edu/>, and/or the Folklore and Public Culture Program website <http://folklore.uoregon.edu> (follow links for Course Descriptions and Year’s Class Schedule).
- In addition to FLR classes, our affiliated professors offer a number of approved courses covering a variety of topics in folklore and public culture. These are listed on our website [Course Description](#) page.

Academic Advisor

- The Folklore and Public Culture Director of Graduate Studies, 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.

Research Committee

By the 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.

It is a student’s responsibility to form a research committee. Members of the committee should be selected in consultation with the student’s academic advisor based on research interests and professional goals (the academic advisor may or may not serve on the research committee, depending on the goals and needs of the student). The research committee will consist of a minimum of two members: the chair must be a core Folklore and Public Culture tenure-line program faculty member, and the other should be a faculty member who has research expertise related to the student’s project.

Steps required in forming committee

- Students meet with potential members, discuss their research and professional goals, and discuss the possibility of the faculty member joining the committee.
- After two committees members have agreed to serve, the student notifies the Folklore and Public Culture Program in writing by sending an email to the director and program secretary informing them of the committee make-up.

Changing committee members

- Students may change the make-up of their committee, usually because of changes in faculty availability or research topic, though other reasons may be acceptable.
- The student is required to tell the existing member of their choice to remove the member from the committee and to request whether the new member is willing to serve.
- Once both the existing and new member have agreed to the change, the student must inform the director and program secretary of the new committee constitution members in writing by sending an email to both.
- Changes in committees should be avoided unless absolutely necessary after the student has obtained approval for the research proposal and has begun work on the thesis/terminal project.
- If students have concerns about this process, they should meet with the Folklore and Public Culture Program Director.

Research Compliance

University of Oregon policy requires that students who 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 or project. An overview of Graduate Student Research Compliance Policy is available on the following site: <http://gradschool.uoregon.edu/policies-procedures/research>
<http://gradschool.uoregon.edu/policies-procedures/research>

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 and Public Culture Program degree (**within 7 years of graduation** date from the Folklore and Public Culture 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) 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: Please refer to the [Language Proficiency Demonstration Guidelines](#) on the Folklore website for more detailed information.

Thesis/Terminal Project

Every Folklore and Public Culture master's degree shall culminate in either a thesis or a terminal project based on original fieldwork or other type of research. The thesis or terminal project must show evidence of original ideas within a scholarly framework. A student's research committee evaluates each of these based on the same expectation of quality. Every master's terminal project and thesis should be presented at a public forum.

Thesis and Terminal Project credits

Candidates selecting the thesis option shall obtain written permission from their Folklore and Public Culture 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. These credits can be completed at any time and should always be taken with the chair of the student's research committee. Students receive an "I" grade until the completion of the degree at which point they are converted to "Pass" grades. These **DO NOT** count toward the "elective" credits in the degree requirements.

A thesis, usually 60-100 pages, is a written document following the Graduate School guidelines:

A thesis is a substantial paper presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A thesis adheres to a standard format, generally including five basic chapters or divisions: an introduction and statement of the problem, a review of the literature pertinent to the problem, an explanation of the materials and methods used to solve the problem, a discussion of results, and a conclusion. A formal bibliography of references cited in the thesis is also required. A thesis must be formatted to conform to the University of Oregon [Style and Policy Manual for Theses and Dissertations](#). The thesis is presented to the Graduate School, acknowledged on the student's transcript, and submitted to the Knight Library. <https://gradschool.uoregon.edu/policies-procedures/masters/thesis-terminal-project>.

A terminal project is more flexible, but just as rigorous. Examples include, but are not limited to documentary films, exhibits, and multimedia presentations. All terminal projects must include a written component, usually a 20-30 page paper that explains the project and situates it within a scholarly framework. A typical paper includes a brief description of the project, an explanation of its lines of inquiry, an overview of the goals and objectives of the project, a description and reflection on research methods, engagement with the relevant scholarly literature, and a reflection on the project's strengths and weaknesses. The project is typically archivable, though exceptions may be made when extenuating circumstances prevent it from being archived (e.g. nature of project, lack of permission, and so on).

- **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, brief review of relevant 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 and Public Culture Program):**

These are highly recommended guidelines; students should work with their research committee to determine the timeline for their individual 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 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 the student will give a presentation of the thesis/project
- From Week Eight to Week Ten, the research committee reviews the final version and approves it for graduation. If more work remains to be done prior to approval, the committee may stipulate that the student delay graduation in order to submit a satisfactory project.
- At the beginning of Week Ten, submit a final version of the thesis to the graduate school and an unbound copy to the Folklore and Public Culture Program. Or, submit a terminal project to the Folklore and Public Culture Program archives. [see below]

Public presentation

It is a master's candidate's responsibility to organize a public presentation of their thesis/terminal project during the term they plan to graduate, often during week eight or nine, to allow time for final revisions before submission. Students present an overview of their work to the research committee along with members of the Folklore and Public Culture Program community and other invited guests. Following the presentation, the audience, starting with the research committee, asks the candidate questions about their project or thesis. At the conclusion of the event, the research

committee meets with the student to provide feedback and guidance for any revisions or changes that need to be made for final approval. The committee then works with the student to develop a timeline for completing the final phase of the project. In some cases, the revisions/changes still required may necessitate more time than is remaining in the term, in which case the student must delay graduation.

Steps to organize presentation:

- Student meets with committee members (or just chair) to plan for event and agree on expectations
- Student identifies a date and time when student and all research committee members will be available (at least three weeks before event)
- Student works with Folklore and Public Culture Program secretary to identify and reserve an appropriate room
- Student sends announcement with details of event to program secretary so that information can be disseminated (at least three weeks before event)

Submitting Theses and Terminal Projects

Candidates selecting the terminal project option should submit one copy of the completed project to the Randall V. Mills Archives of Northwest Folklore, where it will be kept on file. Contact Archivist for submission process. If it is inappropriate to submit the project to the archives (e.g. inappropriate format or lack of permissions), students should notify their research committee and agree on an appropriate procedure. Candidates will receive a copy of the Terminal Project Completion form in their PLC 118 mailbox. This form needs to be signed by the student's committee after their project presentation and returned to the Folklore and Public Culture Program secretary prior to graduation.

Candidates choosing the thesis option should follow instructions provided by the Graduate School plus submit an unbound copy of the thesis to the Randall V. Mills Archives of Northwest Folklore. All Folklore and Public Culture 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/policies-procedures/masters>.
<http://gradschool.uoregon.edu/policies-procedures/masters>

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/thesis-dissertation>.
<http://gradschool.uoregon.edu/thesis-dissertation>

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

Submission of a terminal project or thesis to the Archives of Northwest Folklore is a requirement for the Folklore and Public Culture Master's degree. Instructions for submission can be found at <http://folklore.uoregon.edu/how-to-archive/>. Since the terminal project and thesis are works for completion of degree, the Archives does not require any paperwork. Just a print copy, single-sided and unbound, delivered to Archives and, if possible, a PDF copy sent to flr@uoregon.edu.

Graduating

In accordance with published guidelines, the candidate shall apply for graduation through the Graduate School no later than the **Friday 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 and Public Culture 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 and are not available during summer term).

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

<http://gradschool.uoregon.edu/node/262>

<http://gradschool.uoregon.edu/node/262>

TIMELINE AND CHECKLIST<http://gradschool.uoregon.edu/node/262>

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, pre- or post- master's, etc., hours 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.
- 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 or unbound copy of thesis to Folklore and Public Culture Program.

Requirement Checklist:

- Will you have a minimum of 54 eligible 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 a M.A., have you fulfilled the foreign language requirement?

Statement of Completion Requirements

The Folklore and Public Culture Program submits to the Graduate School a Statement of Completion of Requirements by the deadline <http://gradschool.uoregon.edu/node/262> specified by the Graduate School verifying that the student has met all department requirements for a master's degree.

Ph.D. Information

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

REGULATIONS AND GENERAL GRADUATE INFORMATION

Residency Requirement

For a master's degree, the Graduate School requires that students complete a minimum of 30 University of Oregon graduate credits (applicable to degree requirements) during at least two terms of study on the Eugene campus.

Satisfactory Academic Progress

At the beginning of spring term, academic progress will be determined through an annual review of the candidate's records by the Folklore and Public Culture 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 position in the Folklore and Public Culture Program. The Folklore and Public Culture Program Director and the student's advisors will devise a plan to help the student succeed. Students will be contacted only if they are determined not to be making satisfactory progress.

Grade Policy/GPA

To remain in the Folklore and Public Culture Program, each candidate must maintain a B (3.0) grade point average in graduate-level course work. Candidates falling below a 3.0 GPA will have one term to restore their cumulative GPA to the 3.0 level. Incompletes will not be accepted during the probationary period. Falling below a 3.0 GPA in subsequent terms may result in termination of the candidate's status in the Folklore and Public Culture Program. ***Classes completed with lower than a B- will not count for the degree.*** Students with GE appointments are required to maintain a 3.5 GPA.

Grading Options

Candidates may elect to take Folklore and Public Culture 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.

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 and Public Culture Program degree. Candidates having more than two incompletes on record at one time (excluding thesis/terminal project courses) are considered to be making unsatisfactory academic progress toward the degree; their status in the 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."

Open-End Courses

A maximum of fifteen graduate credit hours in open-end 600 level research, reading and conference, and field studies can fulfill degree requirements.

Transfer Credits

After admission into the Folklore and Public Culture 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 and Public Culture Program, be graded A, B or Pass, be taken for graduate credit, and be listed on an official transcript. Students may request to transfer a maximum of 15 graduate credits into their master's degree program. Note: The graduate school requires an official transcript attached to the [Transfer of Graduate Credit form](#).

Joint Campus Program

A maximum of ten credit hours taken under the Joint Campus (JC) Program may be used to fulfill Folklore and Public Culture Program degree requirements. However, only JC courses not offered on the UO campus will qualify for use in the Folklore and Public Culture Program.

On-Leave Status & Permission to Re-Register

A candidate may apply through the Graduate School for "on-leave" status for any term (except summer) or academic year that they 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/policies-procedures/leave>. 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 and Public Culture Program (and a re-registration fee will be assessed). Any candidate who re-registers is subject to all Folklore and Public Culture 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 - they will have to meet any NEW requirements to complete the Folklore and Public Culture degree).

When re-registration is approved, a master's candidate must register for 3 credits for each term they have 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.

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 final examinations or presenting terminal projects. Also, students not in residence while writing a thesis 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 Terminal Project credits.

For the term in which a degree is granted, graduate students must register for at least 3 graduate credits. 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.

Time Limit

Candidates take varying amounts of time to complete the Folklore and Public Culture Master's Degree. Students typically complete the degree in two academic years (six quarters) or two academic years and an additional term (or two). The typical course load for graduate students is three courses (9-12 credits) per term.

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

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/policies-procedures/general-petition>.

DEPARTMENTAL FUNDING/AWARDS

Financial Aid

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

Graduate Employee Appointments

A limited number of Graduate Employee appointments are available through the Folklore and Public Culture Program. Notification of GE opportunities in Folklore and Public Culture will be posted in mid-March. GE appointments are decided by the Folklore and Public Culture Program faculty during the spring term before the year of appointment.

GEs are primarily assigned to teach large lecture sections of FLR courses, serve as archivists in the Randall V. Mills Archives of Northwest Folklore, serve as research and administrative assistants to the Oregon Folklife Network, and in other areas as determined by the Program Director and the Folklore and Public Culture Faculty.

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

Our General Duties and Responsibilities Statement (GDRS), which outlines GE policies for the Folklore and Public Culture Program, is available at <https://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs>.

Folklore and Public Culture students are encouraged to apply for other GE appointments on campus. A listing of these is found at the GE Openings page: <http://gradschool.uoregon.edu/gtf-openings>. This page contains basic information on GE position openings, full-time equivalent, and departmental contacts. It also contains GE collective bargaining information that affects all GE positions.

GE Application and Appointment

Incoming students: Students who have been admitted to the Folklore and Public Culture Program are automatically considered for positions for their first year in the program.

Current students: position announcements for GE positions in Folklore for the next academic year are distributed by email in mid-March to all current graduate students enrolled in the Folklore and Public Culture Program. Deadlines for applications are due to the Folklore and Public Culture Program secretary by mid-April, the specific date will be announced in the position announcement.

Requirements for applications (more details will be distributed with position announcement):

- A statement of interest that indicates the positions for which students wish to be considered, explanation of qualifications they have for each position, and reasons why each position is useful in their professional development
- A current curriculum vitae or résumé

- The name of a core Folklore and Public Culture Program faculty member who can speak to student's strengths and abilities

GE Eligibility

Requirements for GEs in Folklore:

- Must be admitted into the Folklore and Public Culture Master's 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 (at least 9 credits per term)
 - Making appropriate progress toward thesis or terminal project (assessed by Folklore and Public Culture faculty, including chair of student's advising committee, based on when student entered program and anticipated date of graduation)

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

GE positions in the Folklore and Public Culture 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.

GE Absences Policy

NOTIFICATION. If you are unable to attend work at the scheduled time, you must notify your supervisor(s) (the instructor of record if you are teaching, Archive Manager for the Archives, and Emily Hartlerode and Riki Saltzman for the Oregon Folklife Network) as soon as possible, including, if possible, in advance of the scheduled work assignment that you are unable to attend. To the extent possible, provide your supervisor with information about where you left off.

In the case that you are unable to directly notify your supervisor, you may designate someone to make your notification and provide the necessary information to your supervisor or the Folklore and Public Culture Program Director using this protocol.

If you are going to miss more than one work week, you or your designee must contact the Graduate School. The Graduate School will coordinate with the GE and the department on any adjustment due to the GE's absence.

Coverage for Teaching GEs Using Sick Leave.

Sick leave substitution hours are built into your FTE (see Sections 6 & 7 of the [GDRS](#), Workload & Work Assignments). The Folklore and Public Culture Program will attempt to use substitutes evenly. In some cases, expertise in a subject or availability will determine a substitution. Please track your substituting hours and notify the Director of Graduate Studies if you believe you will likely exceed the hours allocated in Sections 6 & 7.

Make-Up Work. For duties missed not related to a class meeting, please check in with your supervisor(s) (the instructor of record if you are teaching, Archives Manager for the Archives, and

Emily Hartlerode and Riki Saltzman for the Oregon Folklife Network) to determine when and how the missed work will be made up.

Planned Absences. If you are planning an approved absence during any working days of the term, notify your supervisor(s) (the instructor of record if you are teaching, Archives Manager for the Archives, and Emily West and Riki Saltzman for the Oregon Folklife Network) how to reach you (if possible).

More Info. More information about GE absences—including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition—can be found in Articles 27 and 28 of the UO-GTFF Collective Bargaining Agreement, <http://hr.uoregon.edu/er/labor-agreements>

GE Sick Leave Policy

Effective January 1, 2016, Graduate Employees began receiving paid sick leave per the GTFF collective bargaining agreement (Article 28). A GE's sick leave contains unique elements, so please note the following:

- Sick leave is accrued in “days”
 - If a GE is absent for a work assignment, regardless of the length of the absence that day, they will be charged a “day” of sick leave
 - GEs accrue two days per term that they work; they accrue an additional day during their first appointment in a school year
 - Sick leave is accrued at the start of each term
- GEs can accrue a maximum of ten (10) days of sick leave, to roll over in a year
- Except for parental leave, they must exhaust sick leave prior to taking unpaid leave or reducing their GE appointment for illnesses or other covered circumstances
- Administrators in Folklore and Public Culture are approved to ask a GE to substitute as follows:
 - FLR GEs who are discussion leaders for large lecture classes: Instructor of Record
 - FLR GEs working as student archivists in the Randall V. Mills Archives of Northwest Folklore: Archives Manager
 - FLR Administration GEs working in the Oregon Folklife Network: Riki Saltzman, Director or Emily West Hartlerode, Associate Director

If asked to substitute for another GE who is out sick, the GDRS and the GE's job description set aside hours for substituting, therefore they will not receive additional pay.

- To record and report sick leave, GEs will fill out the GE Time Entry Form available at <http://folklore.uoregon.edu/forms>. They will need to record their name, UO ID, and the day(s) they were out sick. Sick leave should be used when cancelling a class without providing a compensatory activity. If a GE wishes to provide their class with a compensatory activity while they are away (not using sick leave), their supervisor will determine eligibility for using the compensatory activity prior to their absence. Once completed, the GE will print out and turn the GE Time Entry Form in to Julie Anderson in the English Department.

As reflected in our GDRS, when a GE is sick or knows that they will need to take sick leave, they must notify their supervisor by email as soon as possible. They should include any information they have about the likely duration of the absence. If they are a teaching GE, they will provide

instructions the GE has given to their students related to their absence and notify their students of any resulting change to the meeting schedule using the method of communication they have listed in their syllabus.

GE Workload Allocation Form

Per the GTFF bargaining agreement, the Folklore and Public Culture Program created a form for GEs to use with their supervisors to clearly demarcate and keep track of workload expectations over the course of a term. Using this form is voluntary, though it may be useful to both supervisors and GEs. It is available on the Folklore website under "Forms," and the link is: <http://folklore.uoregon.edu/forms/> .

GEs in the Composition Program and Other University Units

Folklore and Public Culture graduate students are highly encouraged to pursue funding opportunities in administrative and academic units across campus. A limited number of Folklore and Public Culture graduate students (currently, a minimum of six) are eligible to teach for the composition (writing) program in their second year of studies. To qualify, students must be in good academic standing (see above) and complete two terms of training during their first year in the program. Information about these opportunities will be disseminated to all students.

For other GE listings, visit the Graduate School website <http://gradschool.uoregon.edu/gtf-openings>. Announcements for positions will also be sent through the Folklore and Public Culture Program listserv.

GE Credits, Tuition, and Fees

The University of Oregon Graduate School requires that a GE 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. GEs 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. All students are assessed non-instructional mandatory fees set by the Oregon University System (OUS), of which each GE is responsible for paying \$61 (2017-18 rates) per quarter during the academic year. GEs are responsible for 65% of summer fees when enrolled in classes used to meet the requirements for their degree. Fees are subject to change without notice. Details of GE and University contributions to these fees are contained in the current Collective Bargaining Agreement, Article 22.

Graduate Teaching Fellows Federation

Most GEs 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 employee appointments are subject to the provisions of the Collective Bargaining Agreement between the GTFF and the University of Oregon.

Summer Session/Summer Tuition Waiver

The summer term (typically mid-June to mid-September) differs from fall, winter, and spring terms. A summer tuition waiver, formerly known as the "Summer Sandwich" tuition waiver, is a benefit extended to students meeting one of three GE appointment criteria. The term GE is inclusive of all assignments (teaching, research, administrative).

1. A summer term GE appointment.

2. A GE appointment in any two quarters of the preceding academic year (that is, the preceding fall, winter, and spring).
3. A fiscal year GE appointment that includes the applicable summer (that is, the dates on the Notice of Appointment are July 1-June 30 and the assignment is for research).

With the summer tuition waiver, students may take courses at a reduced fee (typically the same fee paid by GEs who are employed during the summer).

In order to get a summer tuition waiver, a qualified student needs to complete forms available on the Graduate School website: <http://gradschool.uoregon.edu/gtf/summer-sandwich>.

Department Awards

Alma Johnson Graduate Folklore Award

In 2001, Susan Fagan and her husband, Tom Fagan, established the Alma Johnson Graduate Folklore Award (\$300), for the best project completed by a graduate student in an English or Folklore and Public Culture 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.

- Award to the best paper or video by a student in the Folklore and Public Culture Master's Program or the Folklore Structured Emphasis in the English Ph.D. program.
- This award is intended to recognize a high standard of excellence in paper-writing and video-making and to encourage students to prepare manuscripts for publication or presentation in academic venues.
- Submitted paper or video should have fulfilled graded requirements for a core Folklore and Public Culture course.
- Faculty may nominate paper or video, or student may self-nominate.
- Students are encouraged to work with a faculty member to revise paper or video prior to submitting for consideration.
- Deadline: Third week of spring term. Award announced end of spring term.
- Folklore and Public Culture Program Director appoints an awards committee that selects awardee.

Student Travel Awards

Students presenting at regional, national, or international conferences will receive \$500 toward their expenses. Students must notify the Program Director, fill out the [travel authorization form](#) *PRIOR* to traveling, and submit receipts after. Typically, each student only qualifies for a conference travel award once per academic year; when funds are available, this limit may be lifted.

Folklore Research Awards

Two awards (\$500) are given each year to Folklore and Public Culture Program graduate students to support research-related expenses. The competition is posted in early spring and announcements made by the end of the term.

Internships, Work-Study, Volunteer and Other Opportunities for Professional Development

The Oregon Folklife Network, located in the Knight Library, offers GE positions (selected through Folklore and Public Culture Program process), internships, work-study positions, and volunteer positions for graduate students; valuable opportunities for building professional skills and networks.

The Randall V. Mills Archives of Northwest Folklore offers graduate students opportunities to work with collections and special initiatives, building professional skills in collection management useful for students pursuing careers in the public and academic sectors.

Work-study. To be eligible for work-study, students must have qualified through the financial aid application process. Students without GE funding are highly encouraged to fill out the necessary paperwork to qualify for work-study; the Folklore and Public Culture Program or Oregon Folklife Network can frequently hire students through the work-study program for a variety of tasks.

Other opportunities. Folklore students often pursue opportunities in other university and community organizations to bolster their academic and professional development, for example, in the University of Oregon's **Museum of Natural and Cultural History**, University of Oregon's **Jordan Schnitzer Museum of Art**, and **Lane County Historical Museum**.

INTERNATIONAL STUDENT INFORMATION

Language Requirements for Non-Native English Speakers

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. Please see specific Graduate Program Admissions Information: <http://gradschool.uoregon.edu/gtf/gtf-related-policies/SPEAK><http://gradschool.uoregon.edu/gtf/gtf-related-policies/SPEAK>
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/gtf/gtf-related-policies/SPEAK>
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

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 sightseeing trips, cultural programs, weekly coffee hour, and the International Week Festival. (541)346-4387 <http://isa.uoregon.edu/>

International Student & Scholar Services, Office of International Affairs (OIA): offers comprehensive services including admissions, advising, consultation on government regulations about immigration and tax issues, and financial planning assistance. (541) 346-3206 <http://international.uoregon.edu/iss>

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 <http://aei.uoregon.edu/>

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 Affairs](#) for more information.

Health Insurance

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

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, or log on to the website at <http://admissions.uoregon.edu>

CAMPUS RESOURCES

Information Services

Information Services, located in McKenzie Hall, supports the computing needs of the university through the creation and maintenance of computing and networking environments. You may also download Duckware, which 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 <https://it.uoregon.edu/services/connecting-uo-net>

To set up an email account, see <https://it.uoregon.edu/email>

Information Services are fully detailed at: <https://it.uoregon.edu/>

The various computing labs on campus can be found at: <https://it.uoregon.edu/labs-map>

Archives, Libraries, and Learning Services

The Randall V. Mills Archives of Northwest Folklore, 453 Prince Lucien Campbell Hall

(541) 346-3925, <http://folklore.uoregon.edu/archives>

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 online, and can be accessed from any terminal on campus. To browse the library system on the Internet, the address is <http://library.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 case law 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, resources especially useful to GTFs with appointments as instructors. These services are free to faculty, graduate teaching fellows, and academic departments.

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) 682-4242

The Science Factory, 2300 Leo Harris Pkwy, (541) 682-7888

Campus Contacts

Academic Advising and Student Services (541) 346-3211

164 Oregon Hall, <http://advising.uoregon.edu/>

Accessible Education Center (541) 346-1155

164 Oregon Hall, <http://aec.uoregon.edu/>

Associated Students of the University of Oregon (541) 346-3724, <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/>

Center for Multicultural Academic Excellence (541) 346-3479

164 Oregon Hall, <http://cmae.uoregon.edu> or <http://inclusion.uoregon.edu>

Club Sports and Recreation Center (541) 346-8025

Erb Memorial Union (Bottom Floor), <http://clubsports.uoregon.edu/>

The Craft Center (541) 346-4361

Erb Memorial Union (lower level), <http://craftcenter.uoregon.edu/>

The 24-Hour Crisis Hotline (541) 346-3227

<https://counseling.uoregon.edu/crisis-support>

The Cultural Forum (541) 346-4373

Erb Memorial Union, <http://culture.uoregon.edu/>

Graduate School (541) 346-5129

170 Susan Campbell Hall, <http://gradschool.uoregon.edu>

Graduate Teaching Fellows Federation (541) 342-0832
870 E. 13th Ave., <http://gtff3544.net/>

Health Center (541) 346-2770
1590 East 13th Street, <http://healthcenter.uoregon.edu/>

Health Insurance (541) 346-2832
U of O Health Center 1590 E. 13th, Eugene, Oregon 97403,
<http://health.uoregon.edu/insurance>

LGBT Educations and Support Program program@uoregon.edu
164 Oregon Hall, <http://lgbt.uoregon.edu>

UO Campus Directory Assistance, (541) 346-1000

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) 346-3123
474 Oregon Hall, <http://aaeo.uoregon.edu/>

Division 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>

UO Police Dept. (541) 346-2919, <http://police.uoregon.edu/>