

The logo for the Folklore and Public Culture program, consisting of a square box with the word 'FOLK' inside and a small '+' sign in the top right corner.

Folklore and Public Culture

**Graduate Student Handbook
2022-2023 Academic Year**

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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 and Public Culture 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 and Public Culture 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 and Public Culture 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 and Public Culture website for more information: <http://folklore.uoregon.edu>

Program Administration

Martha Bayless

Program Director
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Office: 344 PLC
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Daniel Wojcik

Director of Graduate Studies
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Beth Magee

Program Secretary
Office: 118 PLC
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Faculty

[Martha Bayless](#), Professor (medieval popular culture — magic, food, games, dance, oral traditions — Old English, Middle English, and medieval Welsh). English. Program Director, Humanities.

[Doug Blandy](#), Professor (art and community service, art and special populations). Planning, Public Policy and Management.

[Gantt Gurley](#), Associate Professor (Scandinavian literature and folklore, Jewish literature and folklore, Old Norse literature). German and Scandinavian. Program Director, Judaic Studies.

[Habib Iddrisu](#), Associate Professor (performance, Africa, ethnomusicology). School of Music and Dance.

[Leah Lowthorp](#), Assistant Professor (folklore and gender, fieldwork methods and theory, social justice, South Asian folklore). Anthropology.

[Dorothee Ostmeier](#), Professor (18th and 20th century German Literature, Culture, Philosophy with special focus on Poetry, Fairy Tales and Fantasy, Gender Studies, and Holocaust Literature). German and Scandinavian.

[Riki H. Saltzman](#), Lecturer (public folklore, foodways, ethnicity/identity, British folklore) Folklore and Public Culture.

[Gordon Sayre](#), Professor (colonial and early American literature, early modern French Atlantic history, literature and environment/eco-criticism, Native American literature, folklore and vernacular car cultures). English.

[Philip Scher](#), Professor (Caribbean, politics of culture, transnationalism). Anthropology. Divisional Dean for Social Sciences.

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

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

Participating Faculty

[Ina Asim](#), HIST

[Mokaya Bosire](#), LING

[Bob Bussel](#), LERC

[Carl R. Bybee](#), SOJC

[Matthew Dennis](#), HIST

[Keith Eggener](#), ARH

[Maria Fernanda Escallón](#), ANTH

[Kenneth I. Helphand](#), LA, JDST

[Lamia Karim](#), ANTH

[Patricia Lambert](#), PPPM

[Ana-Maurine Lara](#), ANTH

[Gabriela Martinez](#), SOJC

[Debra L. Merskin](#), SOJC

[Julianne H. Newton](#), SOJC

[Jeffrey Ostler](#), HIST

[Priscilla P. Ovalle](#), CINE

[Eleonora Redaelli](#), PPPM

[Ben Saunders](#), ENG

[Janet Wasko](#), SOJC

[Stephanie Wood](#), Wired Humanities Project

[Stephen R. Wooten](#), GLBL

ADMISSION

Admission Process

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

- A completed Online Graduate Application
- Applicants must submit unofficial transcripts from all colleges or universities previously attended. Unofficial transcripts will be uploaded as part of the online application. Unofficial transcripts should show all coursework taken to date and, if applicable, the title of the degree earned and the date the degree was conferred.
- Applicants who accept their offer of admission and matriculate must submit official transcripts from all colleges or universities from which they received a bachelor's degree or higher to the UO Office of the Registrar.
- Applicants whose native language is not English should visit the Division of Graduate Studies website for English language proficiency requirements <https://graduatestudies.uoregon.edu/admissions/how-to-apply/english-proficiency>
- Three formal letters of recommendation from three recommenders, submitted directly by the recommenders
- A statement of purpose NOT to exceed five double-spaced, printed pages
- A current résumé or curriculum vitae
- A writing sample that demonstrates applicant's academic abilities is required (20 pages maximum)

Online Graduate Application

The Graduate Application form for admission is online at:

<https://blogs.uoregon.edu/folklore/prospective-students/>

The application requires a \$70 application fee payment for domestic applicants and a \$90 application fee payment for international applicants, 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+). Prior to matriculation, with the exception of University of Oregon graduates, send [official transcripts](#) directly to:

Office of the Registrar
5257 University of Oregon
Eugene, OR 97403

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 your abilities are appropriate. Provide name and contact information for recommenders on the Online Division of Graduate Studies Application. Your recommenders will be contacted and instructed how to submit their letters online.

Statement of Purpose

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. Applicants will be notified in writing of their acceptance or denial into the program. The Director of Folklore and Public Culture shall also notify the Vice Provost of the Division of Graduate Studies of the status of each applicant. The Director of Folklore and Public Culture shall have the final determination on the admissibility of an applicant into the program.

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* NonProfit Management, PPPM, 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://graduatestudies.uoregon.edu/academics/policies/concurrent/pursuing-concurrent-degrees> and contact the Folklore and Public Culture Program's Director of Graduate Studies.

DEGREE PROGRAM

- All policies and procedures of the Division of Graduate Studies <https://graduatestudies.uoregon.edu/academics/policies>, 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 track and a Public Folklore track.
- NOTE: Each Folklore and Public Culture candidate must contact the Division of Graduate Studies directly regarding Division of Graduate Studies requirements and deadlines.

Requirements for Track One: General M.A./M.S. (63 Credits)

1) Required courses (9-10 credits)

- FLR 681 History and Theory of Folklore Research (5)
- FLR 595 Folklore Fieldwork (4) (or other fieldwork course approved by advising committee)

2) Interdisciplinary Folklore and Public Culture core courses (28 credits, of which 12 must be “FLR” credits). 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 and approval of the Director of Graduate Studies.

FLR 507 Seminar Video Production (5)
FLR 511 Folklore and Religion (4)
FLR 515 Folklore and Foodways (4)
FLR 550 Folklore in the Public Sector (4)
FLR 583 Folklore and Mythology of the British Isles (4)
FLR 601 Research (1-6), P/NP only
FLR 604 Internship (1-6), Graded or P/NP
FLR 605 Reading (1-6), Graded only

ANTH 511 Politics, Ethnicity, Nationalism (4)
ANTH 519 Performance, Politics, and Folklore (4)
ANTH 529 Jewish Folklore and Ethnology (4)
ANTH 611 Ethnographic Research: Epistemology, Methods, Ethics (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 562 Popular Music in the African Diaspora (4)

PPPM 573 Cultural Programming (4)
PPPM 571 Cultural Policy (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. 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 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 595 Folklore Fieldwork (4) (or other fieldwork course approved by advising committee)
- PPPM 573 Cultural Programming (4)

2) Interdisciplinary Folklore and Public Culture core courses (20 credits). Students may substitute other courses not listed to fulfill requirements with the approval of their advising committee and approval of the Director of Graduate Studies.

FLR 507 Seminar Video Production (5)

FLR 511 Folklore and Religion (4)

FLR 515 Folklore and Foodways (4)

FLR 583 Folklore and Mythology of the British Isles (4)

FLR 601 Research (1-6), P/NP only

FLR 604 Internship (1-6), Graded or P/NP

FLR 605 Reading (1-6), Graded only

ANTH 511 Politics, Ethnicity, Nationalism (4)

ANTH 519 Performance, Politics, and Folklore (4)

ANTH 529 Jewish Folklore and Ethnology (4)

ANTH 611 Ethnographic Research: Epistemology, Methods, Ethics (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 562 Popular Music in the African Diaspora (4)

PPPM 571 Cultural Policy

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. 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 [Year's Class Schedule](#) 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 and approval of the Director of Graduate Studies.

Course Descriptions

- Please reference the University of Oregon Catalog http://catalog.uoregon.edu/arts_sciences/folklore/, University of Oregon class schedule <http://classes.uoregon.edu/>, and the Folklore and Public Culture Program website <https://folklore.uoregon.edu/graduate-studies-in-folklore/> (follow links for Selected Course Descriptions and Year's Class Schedule).
- In addition to FLR classes, our affiliated professors offer several approved courses covering a variety of topics in folklore and public culture. These are listed on our website Selected Course Description page https://folklore.uoregon.edu/welcome/course_descriptions/.

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 committee 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 member 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 <https://research.uoregon.edu/manage/research-integrity->

[compliance/human-subjects-research](#). The Research Clearance form must be completed, signed, and on file in the Division of Graduate Studies before data is collected. Failure to follow the required procedures may result in a recommendation to the Vice Provost of the Division of Graduate Studies that the University not accept the thesis or project. An overview of Graduate Student Research Compliance Policy is available on the following site:
<https://graduatestudies.uoregon.edu/academics/policies/general/research-ethics>

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 <https://folklore.uoregon.edu/graduate-studies-in-folklore/> on the Folklore and Public Culture website for more detailed information.

If you are pursuing a **Master of Science** degree, you are not required to demonstrate foreign language proficiency.

Old English Option

Effective fall term 2021, students may fulfill the UO second-language requirement by taking all three courses in the year-long sequence in Old English (ENG 528, ENG 529, ENG 530) and by achieving a B- or higher in ENG 530. The sequence must be taken in order, since ENG 528 is a prerequisite for ENG 529, which is a prerequisite for ENG 530. Any questions about this should be directed to the Old English instructor or to the [CAS Divisional Dean for Humanities](#).

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. In consultation with faculty committee members, the master's terminal project and thesis may be presented at a public forum at the end of the term of graduation.

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 as the instructor. Students receive "P/NP" grades for these courses. FLR 503 Thesis and FLR 609 Terminal Project credits DO NOT count toward the "elective" credits in meeting the degree requirements.

A **thesis**, usually 60-100 pages, is a written document following the Division of Graduate Studies guidelines:

<https://graduatestudies.uoregon.edu/academics/thesis-dissertation>

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 the student plans 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 the student plan and organize their thesis/project and to help them and their 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 the student plans 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. (See TIMELINE AND CHECKLIST below)

1. A preliminary (but complete) draft of the thesis/project is due by end of the term before the student plans to graduate. The student will discuss with committee members whether one or both members will review the first draft.
2. By Week Two of the graduation term, the research committee members must provide feedback to the student (depending on the agreement made with the committee).
3. By Week Four the student will submit a revised draft to their entire research committee.
4. By Week Six the student and their committee will hold a feedback meeting. The research committee will provide feedback, and the student will respond to inquiries about the thesis/terminal project.
5. Beginning Week Eight the student 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).
6. By Week Nine the chair will provide final feedback.
7. From Week Eight to Week Ten the student will give a presentation of the thesis/project
8. 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.
9. At the end of Week Ten, submit a final version of the thesis to the Division of Graduate Studies and an unbound copy to the Folklore and Public Culture Program archives. Or submit a terminal project to the Folklore and Public Culture Program archives [see below].

Optional public presentation

In consultation with faculty committee members, the master's candidate may organize a public presentation of their thesis/terminal project during the term they plan to graduate, sometime between week eight to ten. 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.

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 Division of Graduate Studies plus submit an unbound copy of the thesis to the Randall V. Mills Archives of Northwest Folklore. All Folklore and Public Culture master's students should familiarize themselves with the Division of Graduate Studies Master's Degree Policies & Procedures as early in their degree program as possible

<https://graduatestudies.uoregon.edu/academics/completing-degree/masters-minimum-requirements>. All theses must be submitted electronically and formatted according to the Division of Graduate Studies *Thesis and Dissertation Style and Policy Manual*. The manual, along with other resources, can be found on the Division of Graduate Studies webpage: <https://graduatestudies.uoregon.edu/academics/thesis-dissertation>.

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. Submit a print copy, single-sided and unbound 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 Division of Graduate Studies 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 Division of Graduate Studies 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 members have nine-month contracts and are not available during summer term).

*****Check with the Division of Graduate Studies for specific dates*****

<https://graduatestudies.uoregon.edu/academics/completing-degree/masters-graduation-checklist>

TIMELINE AND CHECKLIST

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.)

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 Division of Graduate Studies 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).
- ☐ Week 10: Upload completed and approved thesis and submit signed forms to the Division of Graduate Studies: <https://graduatestudies.uoregon.edu/academics/completing-degree/masters-degree-deadlines>. 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?
- ☐ 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 Division of Graduate Studies a Statement of Completion of Requirements by the deadline specified by the Division of Graduate Studies 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 with an emphasis in Folklore or an Anthropology Ph.D. must go through those respective departments.

REGULATIONS AND GENERAL GRADUATE INFORMATION

Residency Requirement

For a master's degree, the Division of Graduate Studies requires that of the minimum 45 credits required for a master's degree, at least 30 credits must be completed at the University of Oregon during at least two terms of study.

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, 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 thesis and terminal project credits, 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. **Effective Fall 2020:** The accumulation of more than 7 credits of

Incomplete (I) grades is considered unsatisfactory academic progress toward the degree. If found to be making unsatisfactory progress, the student may be placed on academic warning or probation, or may be dismissed from the program.

Open-End Courses

A maximum of fifteen graduate credit hours in open-end 600 level research, reading, internship, 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 Division of Graduate Studies requires an official transcript attached to the Transfer of Graduate Credit form <https://graduatestudies.uoregon.edu/academics/forms>.

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 Division of Graduate Studies 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 on-leave request form must be submitted on or before the last day of finals week in the term for which leave is requested. 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 Division of Graduate Studies website

<https://graduatestudies.uoregon.edu/academics/policies/general/on-leave-status>.

A candidate who does not apply for on-leave status must file a Petition for Reinstatement <https://graduatestudies.uoregon.edu/sites/graduatestudies1.uoregon.edu/files/forms1/petition-for-reinstatement.pdf> to be reinstated to the Folklore and Public Culture Program. Any reinstated candidate is subject to all Folklore and Public Culture Program requirements in effect at the time of reinstatement (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).

Continuous Enrollment

Please read the Continuous Enrollment Policy on the Division of Graduate Studies website <https://graduatestudies.uoregon.edu/academics/policies/general/continuous-enrollment>. Unless on-leave status has been approved, graduate students enrolled in an advanced degree or graduate

certificate program are **required** to be continuously enrolled for a minimum of three graduate credits, excluding summer session, until all requirements have been completed. “On-leave” status is granted to master’s students by filling out the form at <https://graduatestudies.uoregon.edu/academics/policies/general/on-leave-status>.

Students not in residence while writing a thesis or project, but using faculty assistance, university services or facilities (for example, sending chapters to an adviser by email for feedback) must register for a minimum of three 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. 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 Division of Graduate Studies 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 <https://registrar.uoregon.edu/> 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 Division of Graduate Studies 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 Division of Graduate Studies website <https://graduatestudies.uoregon.edu/academics/policies/general/petition-waive-graduate-academic-policy>.

DEPARTMENTAL FUNDING/AWARDS

Financial Aid

Financial aid information may be obtained through the Office of Student Financial Aid <https://financialaid.uoregon.edu/>, 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 assistants to the Oregon Folklife Network, and in other areas as determined by the Program Director and the Folklore and Public Culture faculty.

GE appointments 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 Program faculty, and is subject to 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://graduatestudies.uoregon.edu/funding/ge/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: <https://graduatestudies.uoregon.edu/funding/ge/ge-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.

GEs in the Composition Program and Other University Units

A limited number of Folklore and Public Culture graduate students 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.

Announcements for positions will also be sent through the Folklore and Public Culture Program listserv.

GE Credits, Tuition, and Fees

Please visit the Division of Graduate Studies web page <https://graduatestudies.uoregon.edu/funding/ge/salary-benefits> for current information.

Graduate Teaching Fellows Federation

Most Graduate Employees at the University of Oregon are represented by the Graduate Teaching Fellows Federation union (GTFF, <http://gtff3544.net/>). Official membership is at the individual's option. 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 is a benefit extended to students meeting one of three GE appointment criteria. The term GE is inclusive of all assignments (teaching, research, administrative). 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).

Details on eligibility criteria, what is covered and how to apply for a summer tuition waiver, are available on the Division of Graduate Studies website:

<https://graduatestudies.uoregon.edu/academics/policies/ge/summer-tuition-waiver>.

Department Awards

Carol Spellman Award

Each fall term, proposals are invited from core faculty and graduate students detailing opportunities for utilizing this funding. Awards are for Fall – Summer of the academic year. The Folklore and Public Culture Program invites Folklore and Public Culture Graduate Students and Core Faculty members to submit proposals for funding through the Carol Spellman Fund <https://folklore.uoregon.edu/carol-spellman-fund/>. Up to two proposals (one from a graduate student and one from a faculty member) of up to \$1000.00 each will be funded. Multi-authored proposals are acceptable. In order to be eligible, all proposals must be public folklore oriented and be of *direct benefit* to graduate students. Funds may be used to support research expenses, conference participation by graduate students, and support of invited speakers among other possibilities. Preference will be given to those proposals that support or feature the use of video or film in public folklore.

Equity & Inclusion Funding

Each fall term, proposals are invited from core faculty and graduate students detailing opportunities for utilizing this funding. Awards are for Fall – Summer of the academic year <https://folklore.uoregon.edu/equity-inclusion-funding/>. The Folklore Equity and Inclusion Committee recognizes that, while the subject of folklore studies is broad and inclusive, the membership of its societies does not reflect the same scope. The Committee will make available two amounts, one for faculty and one for students, of up to \$500, to support initiatives that contribute to equity and inclusion of the workings of these societies. These include but are not limited to: presentations, workshops, roundtables by members of underrepresented groups (whether the UO member receiving the funds or in collaboration with such members) at events held by these societies (AFS, Western States, and other regional organizations).

Student Travel Awards

Students presenting at regional, national, or international conferences will receive \$700 toward their expenses. Students must notify the Program Director, read, and fill out the **Grad Student Travel Award Policy and Authorization Form** at <https://blogs.uoregon.edu/folklore/forms/> **PRIOR** to traveling, and submit receipts after. *Travel that occurs during the academic year needs a completed Travel Authorization form even if funding is not being requested.* Typically, each student only qualifies for a conference travel award once per academic year; when funds are available, this limit may be lifted.

Folklore and Public Culture 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 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 positions are sometimes available for students who 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 sometimes hire students through the work-study program for a variety of tasks.

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

INTERNATIONAL STUDENT INFORMATION

Language Requirements for Non-Native English Speakers

International applicants must show proof of English Language Proficiency. Please review the Division of Graduate Studies English Language Proficiency Requirement at <https://graduatestudies.uoregon.edu/admissions/how-to-apply/english-proficiency>.

Contact the Division of Graduate Studies at graduatestudies@uoregon.edu with questions regarding the language requirement.

Services Available

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

UO International Student Association (UOiSA) is a student group that represents domestic and international students at the University of Oregon. The group represents approximately 3,000 international students from over 90 different countries and hosts numerous events on and off

campus for both international and domestic students to have a better understanding of diverse culture. (541)346-4387 <http://isa.uoregon.edu/>

International Student & Scholar Services (ISSS), Division of Global Engagement: offers comprehensive services including admissions, advising, consultation on government regulations about immigration and tax issues, and financial planning assistance. (541) 346-3206 <https://iss.s.uoregon.edu/>

American English Institute (AEI) at the University of Oregon supports the University in the integration of international students into all aspects of campus life, and collaborates with faculty across campus toward creating a successful academic experience for all international students. Phone: (541) 346-3945, Email: aei@uoregon.edu, Web: <http://aei.uoregon.edu/>

Financial Resources

A variety of financial resources are available to some international students. Contact the Division of Global Engagement, <https://iss.s.uoregon.edu/financial-support> 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 Division of Graduate Studies, (541) 346-3201, graduatestudies@uoregon.edu, or visit the website at <https://graduatestudies.uoregon.edu/international>.

CAMPUS RESOURCES

One Stop Graduate Student Resources

<https://graduatestudies.uoregon.edu/onestop>

UO Service Portal

Resources are available for faculty and students at: <https://service.uoregon.edu>

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, <https://library.uoregon.edu/knight-library>

The Knight Library is the largest library on campus, housing the Library's collections of materials in the humanities, social sciences, music, and business, as well as the library's special collections, government documents, microforms, and maps. The Library is located on the west side of the University on Kincaid Street, just off the corner of Kincaid and 15th Avenue.

Special Collections, Knight Library, 2nd floor North,

<https://library.uoregon.edu/knight/collections>

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.

Oregon Folklife Network

<https://mnch.uoregon.edu/oregon-folklife-network>

OFN conducts folklife fieldwork and engages with communities, organizations, and Tribes to increase public awareness about Oregon's living cultural heritage. The Oregon Folklife Network serves as a hub for statewide folklife activities in partnership with the Oregon Arts Commission, Oregon Cultural Trust, Oregon Historical Society, Oregon State Library, and Oregon Heritage Commission, along with community partners including Tribes, community-based cultural organizations, museums, regional cultural alliances, local arts agencies, K-12 schools, universities and colleges, and public libraries.

Design Library, 200 Lawrence Hall

(541) 346-3637, <https://library.uoregon.edu/design/collections>

The Design Library is the university's primary location for architectural and visual arts research. In addition to the library's 86,000 bound volumes, holdings include architectural drawings, photographs, electronic resources, and theses and terminal project reports. The Library holds about 2,700 periodical titles including approximately 350 current subscriptions.

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, <https://library.uoregon.edu/price-science-commons-research-library> The Allan Price Science Commons & Research Library holds most of the UO Libraries' materials related to biology, chemistry, physics, computer science, and environmental studies.

Teaching Engagement Program (TEP), 410 Straub Hall

(541) 346-2177, <http://tep.uoregon.edu/> The Teaching Engagement Program is UO's faculty and graduate-student professional teaching development office. It works to define, develop, holistically evaluate, acknowledge, and leverage teaching excellence to achieve the fullest promise of a UO education. TEP supports teachers across rank and discipline, building an inclusive, engaged, and research-led campus-wide teaching culture. It creates occasions for faculty and graduate student instructors to develop and refresh their pedagogy in dialogue with one another; to engage with campus, national, and scholarly conversations about excellence in higher education; and to use teaching insights to inform UO policy and core curriculum renewal.

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://lchm.org/> (541) 682-4242

Eugene Science Center, 2300 Leo Harris Pkwy, <https://eugenesciencecenter.org/> (541) 682-7888