



WHY FOLKLORE?

Graduate Student Handbook

Memorial University Folklore Department

Email: folklore@mun.ca

Website: <https://www.mun.ca/>

Tel: 709-864-8402/8403

Education Building, Room 4046

Memorial University of Newfoundland

St. John's, NL A1B 3X8

CANADA

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Getting Started

Field School

Field School is at the start of the semester, so make sure you have completed these tasks beforehand. This checklist for new students is a good place to start: <https://www.mun.ca/sgs/newstudents/> Read on for general and Folklore-specific requirements.

The Graduate Student Room

The Grad Room is located in Room 4037 of the Education Building. There is a quiet study room with computers and a room with mailboxes.

Mailbox & Keys

Pick up your keys for the Graduate Student Room and Education Building at the Folklore Department administrative office (Education Building, Room 4046). The Administrative Secretary, will also show you your mailbox.

Your Advisor

You should contact your advisor as soon as possible after arriving on campus, to discuss course selection and academic plans. Your advisor is your most important contact early in your degree program.

Your Email

Learn how to set up your MUN email account here:
<https://www.mun.ca/its/services/email/gettinganemailaccount.php>

Course Registration

Along with your courses for field school, you must register for FOLK 9000. Learn how to register for courses here: <https://www.mun.ca/regoff/registration/how/gsteptoregister.php>

MUN Campus Card

Pick up your campus card at the St. John's Bookstore (University Center, Room 2006). You must have a government ID and your student number to pick up your card.

You can request your campus card at the bookstore in-person or online. Learn how here: <http://www.mun.ca/ancillary/campuscard/GetYourCampusCard.php>

Payroll

To receive your funding, you must set up a payroll account. Submit a copy of your Social Insurance Number (SIN) and study permit (if applicable) to Renee Clowe, Administrative Secretary (rclowe@mun.ca).

Pay Tuition

How to pay tuition: <https://www.mun.ca/become/graduate/tuition-fees-and-funding/>

Set up Payroll Deduction (must be done at the beginning of each semester):
<http://www.mun.ca/sgs/current/payrolldeduction.php>

International Students

Before you arrive: Visit the Internationalization Office website and complete the checklist: <http://www.mun.ca/international/arrivals-2022/>

After you arrive: Register with the Internationalization Office, attend a Group Session, and complete the checklist: <http://www.mun.ca/international/students/arrivals-2022/>

Important note: In order to set up your payroll account, you will need to get a Social Insurance Number (SIN) at the St. John's Service Canada Center. You will also need to get an MCP card at the Newfoundland & Labrador Medical Care Plan Facility for your healthcare. Both of these need to be done at the beginning of the semester. Refer to the International Student Handbook for instructions: http://www.mun.ca/international/students/IO_Student Handbook Fall 2022.pdf

Key Info

These are important academic resources for new students.

Folklore Department <https://www.mun.ca/folklore/>

School of Graduate Studies (SGS). This is the administrative side of MUN's graduate programs and handles things like admission, registration and funding. <https://www.mun.ca/sgs/>

Graduate Student Union (SGU). This is your representation on campus. They administer health and dental insurance, organize events, and provide funding for conferences, <http://www.gsumun.ca/>

University Diary: Academic calendar and course requirements. <http://www.mun.ca/regoff/calendar/>

Faculty of Humanities and Social Sciences: This is the division that oversees the Folklore programs (as well as many others). <https://www.mun.ca/hss/>

Your Academic Track

See the following timelines for important academic deadlines. Information on different routes online here: mun.ca/folklore/programs/graduate/current-graduate/

Field School

Field School is required by all routes, masters and PhD. It is an additional cost and occurs in the first 3 weeks of the fall semester in a different location each year. More information:

<https://www.mun.ca/folklore/programs/graduate/grad-field-school/>

Masters

Finalize your route in the Fall Semester. If you want to change your route, you'll have to fill out Change of Route form (attached, also available in the Folklore Department main office).

- Courses & Comprehensive Route: 10 courses and comprehensive exam (taken in the 5th semester)
- Courses & Thesis Route: 8 courses and thesis
- Courses & Work Term Route: 8 courses and 2 work placements

Doctoral (PhD)

Courses, comprehensive exam & thesis

MA Thesis Route

A full outline of the MA Thesis route available here:

<https://www.mun.ca/folklore/programs/graduate/current-graduate/MAcoursesthesisroute.php>

Topic Statement: February 15th

Online here:

<https://www.mun.ca/folklore/programs/graduate/current-graduate/TopicStatement.pdf>

Ethics Application

Once your topic statement is approved, apply for ethics approval (if your research involves humans) with the MUN Interdisciplinary Committee on Ethics in Human Research (ICEHR) here:

<http://www.mun.ca/research/ethics/humans/icehr/>

Thesis Proposal

Submit a full thesis proposal in the fall semester of your second year. Submission instructions here:

<https://www.mun.ca/folklore/programs/graduate/current-graduate/maproposal.php>

Submitting your thesis

Graduation occurs twice a year (May and October). After you submit your thesis, it will take around six weeks for the examiner to read it and to prepare and submit their report to the Dean. SGS guidelines available here: http://www.mun.ca/sgs/go/guid_policies/theses.php

Semester 1 (Fall)
Choose your supervisor
Field School
3 courses

Semester 2 (Winter)
Courses
Topic Statement: February 15
Ethics proposal

Semester 3 (Spring)
Research

Semester 4 (Fall)
Courses
Thesis Proposal

Semester 5 (Winter)
Courses (if needed)
Work on thesis

Semester 6 (Spring)
Submit thesis

Semester 7 (Fall)
October: convocation

MA Co-op Work term Route

A full outline of the MA Co-op route available here:
<https://www.mun.ca/folklore/programs/graduate/current-graduate/MAco-op.php>

Declare intent to complete the work term route in your first year: January 15

Declare for your 2nd work term placement: September 15 (for winter semester placement), January 15 (for spring semester placement)

You must declare, in writing, to Arts Faculty Education Coordinator Contact information here:
https://www.mun.ca/coop/contact_us/arts_and_science/

The MA Co-op involves eight courses and two work or internship placements. Normally, students take classes for the first two semesters, complete a placement in their third semester (summer), takes classes again in the fourth semester (fall), and completes their second placement in the fifth semester (winter).

Semester 1 (Fall)
 Choose your supervisor
 Field School
 3 courses

Semester 2 (Winter)
 Courses
 Declare intent: January 15

Semester 3 (Spring)
 First placement

Semester 4 (Fall)
 Courses
 Declare intent for your 2nd placement: September 15 (for winter semester) or January 15 (for spring semester)

Semester 5 (Winter)
 Second placement
 Convocation: October

MA Courses & Comprehensive Route

Following the completion of eleven courses, you write your comprehensive exam. Courses are not normally offered over the summer so the third semester (summer) is spent preparing a reading list (according to departmental guidelines and under the guidance of a faculty member) and beginning to prepare for the comprehensive examination.

Comprehensive guidelines here:

https://www.mun.ca/folklore/programs/graduate/current-graduate/maco_mps.php

Semester 1 (Fall)
Choose your supervisor
Field School
3 courses

Semester 2 (Winter)
Courses

Semester 3 (Spring)
Prepare reading list and begin
comps preparation

Semester 4 (Fall)
Courses

Semester 5 (Winter)
Prepare for comprehensive exam

Semester 6 (Spring)
Write comprehensive exam

Semester 7 (Fall)
October: convocation

PhD Route

Ideally, students try to complete their courses (including the language requirement) in the first two years of the program. Students can then take comprehensive exams in their sixth semester (summer). Comprehensive exams can only be written after coursework and the language requirement have been finished. There are two options for the comprehensive exam: 1) three eight-hour long exams (Theory & Method/Oral Genres/Folklife Genres) comprised of three questions each and written on three days during a one week period or 2) three one-week long exams comprised of one question each. These questions are based on reading lists drawn up by the student with the guidance of faculty members and approved by their comps committee. The readings lists correspond to the student's research interest/future thesis but generally fall under the same categories as the first comps format above: Theory & Method/Oral Genres/Folklife Genres. Answers are intended to be of article length and publishable quality.

Information on the comprehensive examination available here:

<https://www.mun.ca/folklore/programs/graduate/current-graduate/phdcomp.php>

Students submit their thesis proposal at the end of the semester following the completion of the comprehensive exam. By then they will have selected a supervisor and two members of their supervisory committee. Information on how to submit the thesis proposal available here:

<https://www.mun.ca/folklore/programs/graduate/current-graduate/phdproposal.php>

PhD Route (cont.)

The PhD route often varies and this timeline is a general guide.

Year 1 Field School & Courses

Semester 1 (Fall)
Field School & Courses

Semester 2 (Winter)
Courses
Language requirement
(can be taken in Year 2)

Semester 3 (Spring)
Study for Comprehensive Exam

Year 2 Courses & Comprehensive Exam

Semester 4 (Fall)
Courses

Semester 5 (Winter)
Courses

Semester 6 (Spring)
Comprehensive Exam

Year 3 Thesis Proposal & Courses (if needed)

Semester 7 (Fall)
Thesis Proposal & Courses

Semester 5 (Winter)
Courses (if needed)
Thesis

Semester 6 (Spring)
Courses (if needed)
Thesis

Year 4 Thesis Defense

Semester 7 (Fall)
Research & Thesis

Semester 5 (Winter)
Research & Thesis

Semester 6 (Spring)
Thesis Defense

People

Your Supervisor

Your advisor is assigned when you are accepted into the program based on initial research interests and is different than your supervisor. You can choose to have your advisor be your supervisor, or you can choose another supervisor. Meet with potential supervisors during the first semester.

For MA students, you should declare your supervisor before the end of your second semester. For PhDs, you should declare your supervisor before you complete your course work. This is particularly important for planning your thesis proposal, grant applications, gaining ethics approval, and for preparing for comprehensive exams (where applicable).

Faculty

Mariya Lesiv, Head of Department
Education Building, Room 4049
Phone: 709-864-4417
Email: mlesiv@mun.ca

Jillian Gould, Graduate Studies Officer and Certificate Director, Newfoundland and Labrador Studies
Education Building, Room 4044
Phone: 709-864-3244
Email: gould@mun.ca

To view a complete list of faculty, go here: <https://www.mun.ca/folklore/people/>

Staff

Ms. Renee Clowe, Administrative Secretary
Education Building, Room 4046
Phone: 709-864-8402
Email: rclowe@mun.ca

Mrs. Margie Chafe, Intermediate Clerk Stenographer
Education Building, Room 4046
Phone: 709-864-8403
Email: mchafe@mun.ca

Students

Folklore Department Student Representative: Elected annually,
The Student Representative presents student concerns at faculty meetings. This position is voted for at the Graduate Folklore Society.

MUN Folklore & Language Archive (MUNFLA)

Ms. Pauline Cox: Archivist

Education Building, Room 4038A

Phone: 709-864-3989

Email: pcox@mun.ca

Ms. Nicole Penney: Archival Assistant

Education Building, Room 4039B

Phone: 709-864-4586

Email: n.penney@mun.ca

To view a complete list of MUNFLA staff: <https://www.mun.ca/folklore/people/staff.php>

Funding & Money Matters

Funding & Payroll

You have to set up your payroll to receive funding. Refer to the Getting Started Section to learn how.

Tuition

Depending on your track, you have a few different options for your payment schedule (you should get this information when you accept admission into the program). Learn more about paying tuition here:

https://www.mun.ca/finance/sections/cashiers_office/methodsofpayment.php

And remember, you will need to sign up for automatic tuition deductions at the beginning of every semester.

Graduate Assistantships (GA)

Masters students are generally offered one Graduate Assistantship per year.

GradSWEP

The Graduate Student Work Experience Program (GradSWEP) provides Memorial's graduate students with the opportunity to participate in 75-hour job placements, paid at the prevailing graduate student rate. More information on GradSWEP positions and how to apply here: https://www.mun.ca/cdel/jobs_for_students/GradSWEP/

Scholarships and Awards

GSU Funding The GSU provides funding for conferences and professional development. Applications are online here: <http://www.gsumun.ca/funding>

Full list of MUN Scholarships & Awards here: <https://www.mun.ca/scholarships/home/>
Note for Canadian students: Tri-Council Funding applications are due at the end of the first semester. Refer to this website for more information: <https://www.mun.ca/sgs/current/funding/tricouncil.php>

GSU emergency funding: <http://www.gsumun.ca/other-services>

Get Involved

Graduate students are expected to participate in departmental activities as much as possible. Your education extends beyond the classroom, and your participation in these events is essential to broadening your knowledge, to supporting fellow students and colleagues, and to contributing to our community.

Graduate Folklore Society (GFS)

The GFS is a central forum for graduate students of different cohorts to meet, mingle, and create professional development opportunities. Elections for the positions are every October.

Folk Night at The Ship Pub

Every Wednesday at 9:00 p.m. Learn more here: <http://nlfolk.com/folk-night-2/>

Culture & Tradition

Culture & Tradition is a folklore journal run by Memorial graduate students. Call for papers are in the spring semester and the deadline is typically at the end of May. Submit via email: culture@mun.ca

MUNFLA (MUN Folklore & Language Archive)

Located in the Folklore hallway (Education Building, Room 4038). MUNFLA is a resource for your research. Students are encouraged to submit their work (submission instructions attached). <https://www.mun.ca/folklore/research/munfla/>

Brown Bag Seminars

Brown Bag presentations are fairly informal talks at lunchtime that give everybody a chance to learn about folklore-related work and research that has been happening in the department and beyond.

MUN Folklore on Facebook: <https://www.facebook.com/groups/285191604990745/>

Campus Resources

Technology

MUN Information Technology Services has two locations where students can receive tech assistance. The IT Service Desk is located in the University Center, Room 3005 and is open from 7 a.m. to 9 p.m.

The Commons, located on the first floor of the Queen Elizabeth II Library, also provides tech support. The Digital Media Center, located behind The Commons service desk in the library, has colored printing, scanning, poster printing, and more.

Learn more about IT services online here: <https://www.mun.ca/its/studserv/>

Health and Counselling

The Student Health & Counselling Centre is located on the 5th floor of the University Center. Learn how to make an appointment here: <http://www.mun.ca/health/>

The Works & Aquarena

MUN's fitness center, indoor track, and pool. All students automatically have a membership and can attend most fitness classes for free. Learn more here: <http://www.theworksonline.ca/fitness/>

On Campus Parking

MUN student parking is determined by a lottery system. Learn more here: http://www.mun.ca/cep/parking/For_students.php

International Students

The Internationalization Office is located on campus at Corte Real, Room 1000A. Contact information and services online here: <http://www.mun.ca/international/contacts-new/>

GSU Food Bank

The campus food bank is located in the basement of Corte Real. To utilize the Food Bank, students must provide their MCP number or, in the case of out-of-province students, a student number will suffice. The Food Bank can be reached by phone at 737-3467 or by email at foodbank@mun.ca. More information online here: <http://www.gsumun.ca/other-services>

Around Town

Housing

Graduate Students are eligible for MUN student housing. Learn about MUN's housing options here: <http://www.mun.ca/residences/>

Students also use [Kijiji.ca](http://www.kijiji.ca) to find available apartments. Use at your own discretion.

Grocery Stores Nearby

Sobey's (also has a pharmacy)

Address: 8

Merrymeeting Road, St John's

Phone:

709-739-8663

Dominion (also has a pharmacy)

Address: 20 Lake Ave

Phone: 709-576-1160

The Blackmarsh walk-in health clinic is also located at this location.

More information here: <https://www.health-local.com/biz/medical-clinic/st-john-s/newfoundland-and-labrador/blackmarsh-family-care-centre/>

Coleman's

Address: 129

Merrymeeting Road

Phone:

709-576-3283

Transportation

St. John's Metrobus: <http://www.metrobus.com>

MUN students can buy discounted bus passes at The Attic, located in the University Center. More information here: <http://munsu.ca>

Taxis

- City Wide Taxi: 709-722-7777
- Newfoundland Cabs: 709-744-4444