Welcome to Folklore and Ethnomusicology!.................................5
Admission ..................................................................................................5
Financial Aid & Funding Opportunities..................................................6
  Departmental Fellowships........................................................................6
  University Graduate School Recruitment Fellowships..........................6
  Departmental Assistantships....................................................................7
  College of Arts & Sciences Fellowships................................................8
  University Graduate School Fellowships..............................................8
  Grad Grants Center................................................................................10
  Other Indiana University Funding Resources........................................10
  External Awards Frequently Awarded to Indiana University Students....11
  Other External Awards..........................................................................11
  Other Sources to Consider.....................................................................13
  Requesting Copies of Official Transcripts and Test Scores..................13
Departmental Academic & Service Awards..........................................13
Graduate Program Planning.....................................................................14
  Advising...................................................................................................14
  Graduate Affairs Committee.................................................................15
  Master’s Committee...............................................................................15
  Doctoral Advisory Committee..............................................................16
Ethnomusicology Students’ Association (ESA).....................................17
Extra-Curricular Activities.....................................................................18
Academic Conferences............................................................................18
Folklore Students’ Association (FSA).......................................................18
Requesting Letters of Recommendation................................................19
Revalidation ............................................................................................19
Special Function Courses.......................................................................20
Student Academic Appointments...........................................................21
Transfer of Credit.....................................................................................21
  Basic Rules of Credit Transfer..............................................................21
  Steps to Transfer Credits.....................................................................22
Test of English Proficiency for Int’l Associate Instructor Candidates.....23
Timelines ..................................................................................................23
Waived Courses .......................................................................................23
The Master’s Degree ..............................................................................23
  Overview...............................................................................................23
  Course Requirements for the M.A. in Folklore .....................................24
  Course Requirements for the M.A. in Ethnomusicology......................24
  Academic Conferences-Ethnomusicology.............................................25
Appendix B: Campus Resources
Welcome to Folklore and Ethnomusicology!

This manual presents the basic requirements for graduate studies in Folklore and Ethnomusicology at Indiana University and discusses the forms and procedures necessary to document their progress.

Because each student follows a unique progression through our program based on their area of interest(s), it is the student’s responsibility to be proactive in understanding the requirements and procedures in this manual, as well as the more general policies and procedures outlined in the University Graduate School Bulletin. Please do not hesitate to consult a graduate advisor or the Department’s Graduate Recorder about any questions concerning the Folklore and Ethnomusicology program.

Our Student Record Sheet is designed to help students keep a record of their progress towards a degree. The Graduate Recorder keeps a copy of this form in the student’s departmental file and updates it on a regular basis. Students should not hesitate to ask to compare their personal record with the departmental record at any time. This record sheet should always be brought to an advising appointment.

Admission

Students may be admitted to graduate study in the Department of Folklore and Ethnomusicology, concentrating in either folklore or ethnomusicology. The Department accepts students in both areas for graduate work starting in the Fall semester (August) every year, under one of the following categories:

- The M.A. Program in Folklore or Ethnomusicology
- The Ph.D. Program in Folklore or Ethnomusicology
- The M.A./Ph.D. Program in Folklore or Ethnomusicology

If a student does not have an M.A. degree upon applying to the Folk/Ethno Program, he or she will be admitted to the M.A. Program only. It is a requirement of the Department of Folklore and Ethnomusicology that all Ph.D. students must have first earned an M.A. degree (in folklore or ethnomusicology, or an acceptable adjacent field).

If a student has an M.A. or a Master of Arts in Teaching (M.A.T.) degree at the time of application to the Department, he or she may be admitted to the M.A. or Ph.D. Program at the discretion of the Admissions Committee. Students will be admitted conditionally to either program if the Admissions Committee feels their record warrants such action.

Formal letters sent by the Department to students informing them of admission to the Department will typically indicate only the status of entry; that is, admission to the M.A. Program, Ph.D. Program, or the M.A./Ph.D. Program.

For more details about Admissions, please refer to the Admissions & Financial Aid Booklet.
Financial Aid & Funding Opportunities

Though the Department of Folklore and Ethnomusicology does have a limited number of departmental fellowships and assistantships, all current and prospective students are encouraged to explore every possible source of financial aid outside of these few departmental resources. The information below may help you find the funding you need to pursue graduate studies. Please note that some of the awards listed below are for advanced students; first-year students may not be eligible.

Departmental Fellowships

There are a limited number of departmental fellowships available to students who are admitted for the fall semesters. All incoming admitted students are automatically considered for these fellowships, which are awarded based on:

- The applicant’s academic record
- The strength of the student’s commitment to folklore or ethnomusicology as a discipline
- The applicant’s ability to express such a commitment in the personal statement accompanying the application to the program
- Evaluation by individuals acquainted with the student’s capabilities (letters of recommendation)
- GRE scores

If awarded, the student will normally receive a stipend, tuition remission, and health insurance for one year, and then two to three years of guaranteed assistantship (see “Departmental Assistantships” below). Stipend amounts and financial packages vary from year to year and are subject to funding.

University Graduate School Recruitment Fellowships

- **Graduate Scholars Fellowship**
  - This recruitment award is for incoming Ph.D. students from underrepresented groups.
- **Educational Opportunity Fellowship**
  - The award is for first year or incoming M.A. or Ph.D. students (financial need must be shown). $1,500 award, renewable for one year. The Educational Opportunity Fellowship (EOF) is designed to enable promising students who are first generation college graduates and who do not fare well in conventional competition for graduate fellowships. Students who have attended marginally adequate or inadequate schools; who have been required to work excessively while attending school; or whose social and economic background made acquiring education an unreasonably difficult enterprise are encouraged to apply.
• **Ronald E. McNair Graduate Fellowship**
  
o The award is for new/incoming M.A. or Ph.D. students.

**Departmental Assistantships**

Departmental assistantships are normally available to second- and third-year students on a competitive basis. These assistantships are awarded on the basis of the student’s academic record at the Department of Folklore and Ethnomusicology, including grades and contributions to the intellectual exchange vital to an academic community and demonstrated ability to fulfill the duties involved in the assistantship.

All international students, or students whose native language is not English, must pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) before they will be allowed to teach.

Each year, assistantship allotments are tied to budgetary allowances and thus vary from one year to the next. Assistantship recipients may not hold other financial awards, exclusive of Work Study, without the approval of their advisor and the Chair of the Department.

There will be an AI workshop prior to the beginning of each Fall semester; all students appointed to an AI position are required to attend.

Assistantships in the Department have typically included the following:

- Teaching assistantships in the large introductory courses:
  - F101 Introduction to Folklore
  - F111 World Music and Culture
  - F131 Folklore in the United States
  - F121 World Arts & Culture
  - F256 Folklore & The Supernatural
  - F252 Urban Legend

- **Archives of Traditional Music (ATM) assistantships**
  - Available to first-year ethnomusicology students
  - Upon application for admission, all ethnomusicology students are automatically considered for these ATM assistantships

- **Archives of African American Music and Culture (AAAMC) assistantships**
  - Available to students with an interest in African American music
  - Generally awarded to 2nd and 3rd year students

- **Traditional Arts Indiana assistantships**
  - Available to students with an interest in public sector or material culture

- **Modern Language Association assistantships**
  - Available to students with an interest in indexing and database skills

- **Journal of Folklore Research editorial assistant**
  - Available to students with an editorial interest/background
Assistantship opportunities may arise in other departments; information regarding those will be sent out as it becomes available.

**College of Arts & Sciences Fellowships**

The following is a list of graduate fellowships and awards administered by the Graduate Office of the College of Arts & Sciences. Follow the links below for information on each fellowship. **Please note that application materials must be submitted to the Department’s Graduate Recorder by the internal departmental deadline, not the deadline listed on the linked websites. You will receive emails with these deadlines. These deadlines are subject to change.** Applications submitted after the deadline will not be considered. Announcements will be sent out regarding the details of the fellowships and awards as the application deadlines approach.

- **Delores Zohrab Liebman Fellowship**
  - Three awards for graduate students who have outstanding undergraduate records, demonstrated a need for financial assistance, and are citizens of the United States to the University Graduate School. The fellowship covers the cost of tuition, includes a stipend, and is renewable for a maximum of three years.

- **Dissertation Year Research Fellowship**
  - For outstanding M.F.A. or Ph.D. candidates - selection criteria include demonstrated academic excellence, proposed use of fellowship funds, and potential for significant research contributions. These fellowships include a $20,000 stipend, but do not include fee scholarships; fellowship winners are expected to devote full time to research.

- **Travel Award Competition**
  - Aids students who have been invited to present papers at national or international conferences and who have been recommended by their departments to receive such awards. Awards are usually in the range of $300.

**University Graduate School Fellowships**

The following is a list of graduate fellowships and awards administered by the University Graduate School. Follow the links below for information on each fellowship. **Please note that application materials must be submitted to the Department’s Graduate Recorder by the internal departmental deadline listed below, not the deadline listed on the linked websites.** Applications submitted after the deadline will not be considered. Announcements will be sent out regarding the details of the fellowships and awards as the application deadlines approach.

- **CIC FreeAp Program**
  - A program that can waive the Graduate School application fee (financial need must be shown).
• **Educational Opportunity Fellowship**
  - The award is for first year or incoming M.A. or Ph.D. students (financial need must be shown). $1,500 award, renewable for one year. The Educational Opportunity Fellowship (EOF) is designed to enable promising students who are first generation college graduates and who do not fare well in conventional competition for graduate fellowships. Students who have attended marginally adequate or inadequate schools; who have been required to work excessively while attending school; or whose social and economic background made acquiring education an unreasonably difficult enterprise are encouraged to apply.

• **Esther Kinsley Master’s Thesis Award**
  - Must have completed Master’s Thesis during the previous academic year; one $1,500 award. Department will nominate.

• **Esther Kinsley Ph.D. Dissertation Award**
  - Must have completed Ph.D. degree during the previous academic year; one $1,500 award. Department will nominate.

• **Future Faculty Teaching Fellowship**
  - For advanced IU Bloomington doctoral and MFA students to enhance their career preparation by experiencing faculty life in another academic environment, either within or outside of Indiana.
    - Submit online by deadline.

• **Grant in Aid of Doctoral Research**
  - For advanced Bloomington graduate students for unusual expenses incurred in connection with doctoral dissertation research.

• **Irving and Shirley Brand Graduate Fellowship**
  - The Irving and Shirley Brand Graduate Fellowship was created to honor President Myles Brand’s parents, Irving and Shirley Brand. The fellowship is an annual fellowship for IUB incoming or current graduate students in the Humanities, with preference given to students of Philosophy.

• **John H. Edwards Fellowship**
  - Awarded on: good citizenship, character, especially attitude toward public service and the likelihood of future usefulness to society, scholastic ability, intellectual capacity, and upon such other bases and qualifications, and in such manner, as the Trustees of Indiana University in their discretion and judgment may determine from time to time, but always without regard to consideration of religion, creed, race, national origin, color, sex, or political affiliation.
• **Santosh Jain Endowed Memorial Scholarship**
  o The scholarship offers financial support to a current international graduate student who has demonstrated commitment to service and education and plans to pursue a service-oriented career and demonstrates financial need. The recipient will possess a track record of service to underserved or rural communities, humanitarian causes, or educational organizations in activities that support an improvement in the lives and opportunities to those in impoverished communities. Preference will be given to graduate students from South Asia, in particular those hailing from India, Pakistan, Nepal, Sri Lanka, Bangladesh, and Bhutan.

• **Wells Graduate Fellowship**
  o One doctoral or M.F.A. student who exemplifies the characteristics of Chancellor Wells; single-year award of $30,000 that must be used the year it is granted.

**Grad Grants Center**

The GradGrants Center (GGC) is a free service that provides Indiana University graduate students with one-on-one assistance with grant proposal writing (by appointment) and a centralized area to access funding information.

**Other Indiana University Funding Resources**

• **African American Arts Institute** Assistantships
• **Foreign Language and Area Studies (FLAS) Fellowships**
  o Fellowships have been available through the following world area departments at Indiana University:
    ▪ **African Studies Program**
    ▪ **Center for Latin American and Caribbean Studies**
    ▪ **Center for the Study of Global Change**
    ▪ **East Asian Studies Center**
    ▪ **Inner Asian and Uralic National Resource Center**
    ▪ **Russian and East European Institute**
    ▪ **West European Studies National Resource Center**
  o Apply through the world area department.
    ▪ Application materials should be sent to the appropriate world area director.
    ▪ At your request (at least two weeks in advance), the Graduate Recorder can forward copies of official transcripts and GRE/TOEFL/IELTS scores to the world area department(s) to which you are applying.
    ▪ **Deadline is usually February 1st.**
• **Graduate and Professional Student Organization** (GPSO)
• **Office of International Services**
  o For information on foreign financial aid (exchange programs, fellowships, etc.).
• **Jewish Studies Graduate Fellowships**
• For more information contact Carolyn Lipson-Walker at clipsonw@indiana.edu
• Latin American Fellowship Competition, Office of the Vice President for International Affairs
• Mathers Museum of World Cultures Assistantships
• Student Central
  - Free Application for Federal Student Aid (FAFSA)
    - Should be filed by March 1st for the next academic year, and must be renewed every year.
  - Word Study Programs
    - Eligibility determined by FAFSA application.
• Residence Hall Assistantships
  - Contact Residential Programs and Services (RPS) for information.
  - Project on African Expressive Traditions (POAET), Travel and Research Grants

External Awards Frequently Awarded to Indiana University Students

The following is a list of fellowships, grants, and awards that have been awarded to Indiana University students in the past. These awards are external, so you must apply to them on your own. Check on the web for details on the award, application, and deadline for each:

• Ford Foundation Postdoctoral Fellowship for Minorities
• Graduate Assistance in Areas of Academic Need
• Jacob K. Javits Fellowship
• National Science Foundation Graduate Research Fellowship
• Fulbright Program

Other External Awards

The following is a list of fellowships, grants, and awards that you may be eligible for. These awards are external, so you must apply to them on your own. Check on the web for details on the award, application, and deadline for each:

• American Anthropological Association Minority Dissertation Fellowship Program
• American Antiquarian Society Fellowships
• American Association of University Women (AAUW) Dissertation Fellowships
• American Council of Learned Societies (ACLS) Fellowships
• American Councils for International Education ACTR-ACCELS Programs
• American Institute for Yemeni Studies Arabic Language Training Grants
• American Philosophical Society Library, Library Resident/Research Fellowships
• Andrew W. Mellon Postdoctoral Fellowship in the Humanities
• Ann Plato Pre/Post-Doctoral Diversity Fellowship at Trinity College
• Blakemore Foundation: Blakemore Freeman Fellowships for Advanced Study of Asian Languages
- Blanton Owen Fund Award, American Folklife Center
- Carter G. Woodson Institute for Afro-American and African Studies, Univ. of Virginia Residential Research Fellowships
- Center for Arabic Study Abroad (CASA)
- Charlotte W. Newcombe Doctoral Dissertation Fellowships
- Chiang Ching-kuo Foundation Dissertation Fellowships
- Council for European Studies (CES) Pre-Dissertation Fellowships
- Critical Language Scholarships for Intensive Summer Institutes – U.S. Department of State/CAORC
- DAAD German Studies Research Grants
- Dartmouth College Dissertation Fellowships
- The Wenner-Gren Foundation, Dissertation Fieldwork Grants
- Fellowships Office of Policy and Global Affairs
- Five College Fellowship Program for Minority Students
- Foreign Language Enhancement Program (FLEP) of the CIC Consortium
- Frederick Douglass Institute for African and African-American Studies, University of Rochester - Dissertation Fellowship
- Full Year Asian Language Concentration (FALCON) Program at Cornell
- Gaius Charles Bolin Dissertation Fellowships, Williams College
- Gerald E. and Corinne L. Parsons Fund Award, American Folklife Center
- Graham Foundation Carter Manny Award
- Harry Frank Guggenheim Foundation Dissertation Fellowships
- Institute of Turkish Studies Summer Language Study or Summer Research Grants for Graduate Students
- Inter-American Foundation’s Grassroots Development Fellowship Program
- Jacobs Research Funds, Whatcom Museum
- John Carter Brown Library Research Fellowship
- Josephine de Kármán Fellowships
- Latin American Studies Association Awards
- Lewis and Clark Fund for Exploration and Field Research, American Philosophical Society
- Library Company of Philadelphia, Research Fellowships in American History & Culture
- Meredith Scholar Award, American Quilt Study Group
- National Security Education Program (NSEP) David L. Boren Graduate Fellowships
- Newberry Library Fellowship in the Humanities
- Paul and Daisy Soros Fellowships for New Americans
- Phillips Fund Grant for Native American Research, American Philosophical Society
- Point Foundation: National LGBT Scholarship Fund
- Population Council Fellowships in the Social Sciences
- Princeton in Beijing
- Rotary Foundation Ambassadorial Scholarships
- School of American Research, Santa Fe Resident Scholar Program
- Smithsonian Institute Fellowships
- Social Science Research Council (SSRC)
- Southeast Asian Studies Summer Institute (SEASSI)
- Spencer Foundation Grant Programs
- TIAA-CREF Ruth Simms Hamilton Research Fellowship (African Diaspora)
- Turkish Language Study (Intensive Advanced) Bogaziçi University, Istanbul
- US Institute of Peace - Peace Scholar Dissertation Fellowships
- Wellesley College Graduate Fellowships & Scholarships
- West African Research Association (WARA) Pre-Doctoral Fellowship Competition
- Woodrow Wilson International Center for Scholars Fellowships
- Woodrow Wilson National Fellowship Foundation

Other Sources to Consider

- Guaranteed Bank Loans through hometown banks
- National Defense Education Act (NDEA) Loans
- U.S. Department of Education

Requesting Copies of Official Transcripts and Test Scores

Some fellowships/grants/awards accept official copies of college transcripts and/or test scores (GRE, TOEFL). Upon the student’s request, the Graduate Recorder can make copies of transcripts or test score sheets from the student’s original application file. The student must request copies at least two weeks before the submission or mailing deadline, and must provide the Graduate Recorder with the mailing address of the fellowship. Last minute or late requests will not be considered. It is the student’s responsibility to check with the awarding institution as to whether or not they will accept copies of transcripts or test scores.

Departmental Academic & Service Awards

The following is a list of the awards the Department gives at the end of each academic year:

- **Chair’s Recognition Award**
  - This award is given by the chair to a graduate student for outstanding contributions to graduate student life during the academic year.

- **Distinguished Service Award**
  - Presented by the faculty to a student who has gone the extra mile to be of service to the Department.

- **Dorson Dissertation Research Award**
  - To encourage and provide partial support for original and significant primary dissertation research.
Advanced Ph.D. students (those that have already reached candidacy) may submit application materials to the office between the first week of February and the first week of April.

- The application will consist of an application form, a project prospectus, a budget, a statement of career interest, a curriculum vitae, a timetable for completion of the work described, an IU transcript, and two letters of recommendation.

- **Dorson Prize for Outstanding Paper in Folklore & Ethnomusicology**
  - Students may submit a paper representative of their best work during the academic year.
  - Papers must be endorsed by a faculty member, and can be submitted to the office between the first week of February and the first week of April.

- **Henry H. Glassie Award**
  - Presented by the faculty for exemplary skills as an Associate Instructor.

- **Ronald R. Smith Fellowship**
  - Presented by the faculty in honor of academic excellence as a minority student.

- **Student Service Award**
  - To acknowledge students who have gone the extra mile to be of service to the Department.
  - Funded by the Folklore and Ethnomusicology Publications, Inc. (Folkpub – See Appendix A), and organized in conjunction with the Folklore Student Association (FSA) and the Ethnomusicology Student Association (ESA).
  - The award process begins in January of each year - nominations can be given to any leader of Folkpub, FSA, or ESA, and should include the name of the nominee and a short description of why the individual is being nominated.

### Graduate Program Planning

The Graduate Recorder of the Department of Folklore and Ethnomusicology maintains the student’s current file. It is imperative that students keep the Graduate Recorder informed of all changes in career status and biographical information; for example, please tell the Graduate Recorder of any address changes, any removals of incompletes, completion of any minor and language requirements, intent to seek a minor or double major, etc.

Students should keep their copy of the Student Record Sheet up-to-date and compare it with that of the Graduate Recorder at least once each semester.

### Advising

It is the student’s responsibility to know the requirements of the Department of Folklore and Ethnomusicology and the University Graduate School (see [Graduate School Bulletin](#)) and to seek out advice from relevant faculty members.
Graduate Affairs Committee

1. The Graduate Affairs Committee (GAC) consists of four members: two Folklore faculty members, and two Ethnomusicology faculty members, with one of the faculty being the Director of Graduate Studies. Twice a year, the GAC will be available to meet with students for advising prior to registration. The committee and student will discuss the student’s plans for the following semester(s). All advising appointments with the GAC are scheduled with the Graduate Recorder.

2. All first-year students are required to meet with the GAC before the start of their first Fall semester, typically the week prior to the start of classes.

3. All students who have not yet formed a Master’s Committee (see below) or a Doctoral Advisory Committee (see below) are required to meet with the GAC for advising. Advising for the Spring semester is normally scheduled for early October. Advising for the Fall semester is normally scheduled in March.

4. In advance of advising meetings, students are required to fill out an advising form each semester. This form is important because it is kept in the student’s file after the advising meeting as a record of the recommendations of the GAC. This form is available from the Graduate Recorder and online on the department website under the forms link.

Master’s Committee

1. By the end of the first year, all M.A. students should form a Master’s Committee. This will supersede the GAC for advising and should be formed by the following guidelines:
   a. Should be completed by the end of year one.
   b. Three committee member minimum:
      i. Organized around student’s particular interests and research plans.
      ii. Two members must be full-time faculty within the Department.
   c. Student will designate one member to chair the committee.
      i. Committee chair will be from the student’s track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student).

2. A student forms a Master’s Committee by obtaining signatures on the Formation of Master’s Committee form and returning the form to the Graduate Recorder. The Graduate Recorder will then submit the form to the Director of Graduate Studies for approval of the student’s committee.

3. A student who has formed a Master’s Committee will continue to fill out an advising form prior to advising and will confer each semester with the members of his/her committee before he/she can register; the committee chair (or acting chair) will sign the advising form, which will then be turned in to the Graduate Recorder to keep in the student’s file.

4. Normally, this committee will not meet as a panel, but at the suggestion of either the student or committee member(s), the committee chair may periodically call meetings of the student and committee as a whole.

5. Students wishing to add/delete members from their Master’s Committee should see the Graduate Recorder, and obtain the Change of Master’s Committee form. The student will collect the signature(s) of the new member(s) and return the form to the Graduate
Recorder. The Graduate Recorder will then notify the appropriate faculty member(s) of the requested change.

Doctoral Advisory Committee

1. By the end of their first-year, Ph.D. students will make the transition from working with the GAC by forming their DACs. Apart from mandated DAC activities (specified in Graduate School policy below), internal members of the DAC will advise students each semester concerning coursework, curriculum, and planning. Must be completed by the end of year one. The committee is formed by the following guidelines:
   a. Three committee member minimum:
      i. Organized around student’s particular interests and research plans.
      ii. Must include at least two members from the Department.
      iii. Must include one member from the student’s planned minor, or at least a faculty member from another area other than Folklore and Ethnomusicology. (This member may be added at a later date.)
      iv. At least two members of the committee must be members of the Graduate Faculty.
   b. Student will designate one member to chair the committee.
      i. Committee chair will be from the student’s track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student).
   c. In the case of a Ph.D. student pursuing a double major, the committee should be made up of two members from each department, for a total of four members.

2. The DAC requires a form and an online portion to be filled out. The link to appoint an advisory committee through the College can be found at the following url:

   http://www.indiana.edu/~college/graduate/office/record.shtml

3. Once the student has submitted the faculty for their committee, the faculty must go in and approve their appointment to the student’s DAC. The Director of Graduate Studies will then enter final approval in the system.

4. A student who has formed a DAC will continue to fill out an advising form prior to advising and will confer each semester with at least the Department’s members of his/her committee before he/she can register; the committee chair (or acting chair) will sign the advising form, which will then be turned in to the Graduate Recorder to keep in the student’s file. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.

5. Normally, this committee will not meet as a panel, but at the suggestion of either the student or committee member(s), the committee chair may periodically call meetings of the student and committee as a whole.

6. Students wishing to add/delete members from their DAC should make the necessary changes via the link above. The faculty added to the committee will have to login to the system to approve their appointment. The Director of Graduate Studies will then have to approve the change of committee.
Commencement Ceremonies

For Master’s students:

Master’s students will fill out and submit to the University Graduate School a Master’s Application for Advanced Degree form, found online through OneStart, at least sixty days prior to the desired degree date. This form is required for all Master’s students, whether they participate in Commencement ceremonies or not.

For Ph.D. students:

Ph.D. students will complete the Ph.D. Application for Graduation form, found online through OneStart, **ONLY** if they want to participate in the graduation ceremony.

**Ph.D. students should ask the chair of their committee to be present at Commencement Ceremonies in order to hood the student. If the chair of the student’s committee cannot be present, then the Chair of the Department will hood the student.**

For both Master’s and Ph.D. students:

To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, graduating students should ask their committee chair to approve the advanced degree form and return it to the University Graduate School **no later than October 1st for December Commencement and no later than March 1st for May Commencement.**

1. Students finishing their degrees (turning in the thesis or dissertation to the University Graduate School) from January-August will participate in May Commencement.
2. Students finishing their degrees (turning in the thesis or dissertation to the University Graduate School) from September-December will participate in December Commencement.

Students should visit the [Commencement Ceremonies](#) page for cap and gown information.

Ethnomusicology Students’ Association (ESA)

The Ethnomusicology Students' Association (ESA) serves to provide an opportunity for students of Indiana University who are interested in ethnomusicology to meet and share common interests and concerns; to promote programs pertinent to ethnomusicology, such as workshops, lectures, demonstrations, and radio programming; to offer organizational support to students interested in ethnomusicology; and to develop publications that would be of interest to ethnomusicologists. ESA consists of students in various stages of their academic careers.
Extra-Curricular Activities

Graduate students will, shortly upon arrival at Indiana University, discover many interesting opportunities for extra-curricular activities in areas related to folklore and ethnomusicology. Faculty expect students to dedicate the majority of their time to coursework – reading, writing, honing their skills in doing research and becoming better scholars. Faculty also expect graduate students to attend department-sponsored events (which are supplemental educational opportunities), such as colloquia, job talks, and faculty lectures. Folklore Student Association, Ethnomusicology Student Association, Trickster Press, and other activities can also be of great benefit to both our community and to a student’s professional development. Students should discuss with advisors their own particular balance of coursework and extracurricular activities with regard to their individual career trajectory and professional development.

Academic Conferences

Conference presentations serve as an important part of professional development, and allow students to represent themselves and their department to a wider scholarly audience. Therefore, the Department encourages students to attend both local and national conferences, and to participate in those conferences appropriately to their experience in the discipline. Regardless of their level of experience, however, students should craft all conference proposals and presentations in close consultation with their primary advisor(s), so as to maximize each paper’s significance as a meaningful part of professional growth. *Ethnomusicology students should see the fuller statement on conferences in the Ethnomusicology M.A. section of the handbook.

Folklore Students’ Association (FSA)

FSA is a student run organization supported by the Department of Folklore and Ethnomusicology and Indiana University. The mission of FSA is threefold:

First, we strive to provide support for Indiana University folklore students, both graduate and undergraduate. We encourage our members to broaden their personal horizons by providing opportunities to meet, work with, and exchange ideas with other developing scholars in the field. We also seek to build professional interests in our members through such means as development workshops that bring in faculty and other professionals to speak with students on a variety of current issues in the discipline.

Second, we seek to present folklore to our local community--both on and off campus--in an informative and interesting manner. We foster our group's involvement in life at Indiana University by sending representatives to participate in campus organizational gatherings and events. Additionally, to encourage interest in folklore in both the I.U. and Bloomington communities, we organize and run our own events ranging from the annual Coffeehouse departmental variety show, to the Ghost Walk in which we present the supernatural side of campus to students and non-students alike, to the graduate conference, Pushing Boundaries--which extends opportunities for independent and thought-provoking new ideas to be disseminated across a broad spectrum of up-and-coming folklorists.
In working towards these goals, FSA addresses its third and perhaps most crucial objective of promoting the folklore discipline. In giving our members opportunities to develop both personally and professionally, we seek to aid them in preparing for their emergence as the next generation of Folklore scholars. Likewise, in expanding the role of folklorists as both participants in and organizers of community events, we endeavor to bring folklore into the spotlight as a scholastic discipline—and also as an interesting (and invaluable) aspect of the academic and social realms to which we contribute. Through encouraging the efforts of our students and facilitating familiarity with folklore among the communities in which we live, work, and study, we ultimately aim to propagate overall awareness of and interest in Folklore as a vibrant sphere of academia.

**Requesting Letters of Recommendation**

A student may request letters of recommendation from faculty, but s/he must submit the request **at least two weeks before s/he submits or mails the application**. A faculty member will not consider writing a recommendation unless s/he is given adequate notice and all relevant information; receiving a website url is not sufficient. The student must fill out the Request for Letter of Recommendation form (which can be found on the department website under the forms section) and provide all relevant information to the faculty member when s/he requests the recommendation. The request must include the description of the fellowship/award/position, the address to mail it to (if necessary), the deadline, and the student’s proposal (if a proposal is required).

**Revalidation**

A course may not be counted toward degree requirements if it has been completed more than a) five years prior to the awarding of the degree for Master’s students, or b) seven years prior to the passing of the Ph.D. Qualifying Examination for Ph.D. students. The chair of the student’s committee (Master’s Committee, DAC, or Ph.D. Exam Committee) may recommend to the Director of Graduate Studies that course work taken prior to the above deadlines be revalidated if it can be demonstrated that the knowledge contained in the course(s) remains current. Each course for which consideration for revalidation is being requested should be justified separately.

Currency of knowledge may be demonstrated by such things as:

1. Passing an examination specifically on the material covered by the course
2. Passing a more advanced course in the same subject area
3. Passing a comprehensive examination in which the student demonstrates substantial knowledge of the content of the course
   a. The M.A. oral examination and Ph.D. Qualifying Examination may, at the approval of the Director of Graduate Studies and the Dean, be used to revalidate a maximum of two courses.
4. Teaching a comparable course
Courses taken at other institutions that a student wishes to transfer to Indiana University, but were completed more than five years prior for the M.A. or seven years for the Ph.D., may be revalidated and transferred with the same guidelines listed above. Courses that are revalidated only remain current for 5 years for the Master’s degrees and 7 years for Doctoral degrees. If these time limits pass a course may be re-revalidated by the same procedures listed above.

Special Function Courses

F800: Research in Folklore or Ethnomusicology
- Designed to allow advanced students to receive credit for independent work done under the supervision of a member of the faculty qualified to direct such work; the number of credits of F800 can be from 1-6, and will be determined by the student and faculty member.
- F800 should not be used to cover the content of a course which will be available during a student’s course of study at Indiana University. In an unavoidable emergency, only the Director of Graduate Studies can determine if an F800 can substitute for a required course.
- F800 must be used sparingly and requires a contractual agreement between a faculty member and the student. The F800 Contract form can be obtained from the Graduate Recorder or online on the department website under the forms section and must be completed and returned to the Graduate Recorder before the student will be allowed to register for F800 credits.
- Authorization is required to register for this course.
- Normally, students will take no more than nine hours of F800 to count towards degree requirements.

F801: Teaching Folklore/Ethnomusicology
- Offered in the Fall semester, and is designed for all students who hold assistantships.

F802: Traditional Arts Indiana
- Authorization is required to register for this course. The F802 Contract form can be obtained from the Graduate Recorder or online on the department website under the forms section and must be completed, signed, and returned to the Graduate Recorder before the student will be allowed to register for F802 credits.

F803: Practicum in Folklore/Ethnomusicology
- Designed for individualized, supervised work in publicly oriented programs in folklore or ethnomusicology, such as public art agencies, museums, historical commissions, and archives.
- The number of credits of F803 can be from 1-3 and will be determined by the student and faculty member of record.
- Relevant readings and a written report are required.
Authorization is required to register for this course. The F803 Contract can be obtained from the Graduate Recorder or online on the department website under the forms section and must be completed, signed, and returned to the Graduate Recorder before the student will be allowed to register for F803 credits.

F803 has a maximum of six credit hours to count towards degree requirements.

Student Academic Appointments

Students holding an academic appointment (Assistant Instructor or Graduate Assistant positions) **must register for at least 6 credit hours for each semester of the appointment.** Students can fulfill this requirement with F850 if they have no other course obligations. Advanced students taking G901 to fulfill the SAA requirement will not receive a fee remit (if a fee remit normally accompanies the position).

More detailed information about Student Academic Appointments can be found in the application materials for the appointments, which will be sent out in mid- to late January.

Transfer of Credit

Basic Rules of Credit Transfer

Within certain limits, graduate credit from other institutions can be transferred as graduate credits towards the M.A. or Ph.D. degrees at Indiana University. All such transfer of credits must be approved by the Department of Folklore and Ethnomusicology and the University Graduate School. It must be emphasized that the transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the Dean before credit earned at other institutions will be added to their records.

1. Up to 8 semester hours may be transferred to apply towards the M.A. degree, and up to 30 hours towards the Ph.D. degree.
   a. At the Ph.D. level, a maximum of 12 credit hours may be applied toward the major requirements. See the “Waived Courses” section below.
   b. A maximum of 6 credit hours may be applied toward the Folklore Ph.D. minor requirement.
   c. A maximum of 3 credit hours may be applied toward the Ethnomusicology Ph.D. minor requirement.

2. All transfer courses must have a grade of B or better.
   a. Grades from international institutions must also equate to a grade of B or better
3. Courses must be considered graduate courses at the institution where they were taken, and must be courses beyond the Bachelor’s degree.
   a. Courses which were counted toward the Bachelor’s degree cannot be transferred to count for graduate credit at Indiana University, even if they are considered graduate level courses.
   b. Courses which were counted toward one advanced degree may not be counted toward another graduate degree at the same level (e.g., course work counted toward an M.A. at the University of Illinois cannot be transferred to count toward an M.A. at Indiana University).

4. Courses to be applied toward a student’s minor must have the approval of the appropriate minor department at Indiana University.

5. Credits can be transferred at any time, though it is advisable to transfer courses in the first year in order to know how many credits need to be taken at Indiana University.

6. If a student has been admitted to the M.A./Ph.D. Program, transferring of 30 hours toward the Ph.D. is not allowed until the M.A. is completed and the student has been accepted into the Ph.D. Program.

7. Transfer of credits must be approved by the Director of Graduate Studies and the Dean, and are subject to the same time requirements as credits from Indiana University.
   a. For the M.A., courses cannot have been taken more than five years prior. If a course is more than five years old, it cannot be transferred without first being revalidated.
   b. For the Ph.D., courses cannot have been taken more than seven years prior. If a course is more than seven years old, it cannot be transferred without first being revalidated.

**Steps to Transfer Credits**

1. The student should approach their committee chair with an official transcript from the institution (a copy can be obtained out of the student’s admission file from the Graduate Recorder).
2. The student and chair will then determine the courses to transfer.
   a. A detailed outline of the courses to be transferred, when they were taken, the grade received, and the number of credit hours must be filled out on the Request for Transfer of Graduate Credit form.
3. The student will then approach the Graduate Recorder with the information.
4. The Graduate Recorder will then verify the information and submit it to the Director of Graduate Studies.
5. Once approved by the Director of Graduate Studies, the form and official transcript will then be sent to the Graduate Office of the College of Arts & Sciences for final approval and official transfer of the credits.
6. Once approved by the Dean, the transferred credits will appear on the student’s academic record.
Test of English Proficiency for Int’l Associate Instructor Candidates

International students, or students whose native language is not English, must take the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC) through the Department of Second Language Studies before they can teach. They must also have taken the TOEFL (with a minimum pBT of 550, cBT of 213, or iBT of 79) or passed the IEPE before they are eligible to take the TEPAIC. No exceptions to this rule are made.

The test is offered several times throughout the year through the Department of Second Language Studies:

Second Language Studies
Memorial Hall 315
(812) 855-7951
dsls@indiana.edu

Timelines

Here is a link to the Graduate School Timelines: [http://www.iu.edu/~grdschl/academics-research/graduation.shtml](http://www.iu.edu/~grdschl/academics-research/graduation.shtml) This has important information about paperwork and deadlines for M.A. and PhD degrees.

Waived Courses

A required course can be waived under very few circumstances. If a folklore/ethnomusicology course is waived because the student took an identical course at another institution (the course must first be transferred in before it can be used to waive a required course), the student must still take another folklore/ethnomusicology course in its place in order to complete the required number of courses needed for the M.A. or Ph.D. degrees. Only the Director of Graduate Studies and the Dean can waive a course; the student and his/her chair should approach the Director of Graduate Studies with a petition, including the syllabus for the course(s) taken, to request the course waiver(s).

The Master’s Degree

Overview

Briefly, the requirements for a Master’s degree are as follows:

1. 30 credit hours, including specific Folklore or Ethnomusicology course requirements (detailed in the following sections).
For a complete list of graduate course offerings see [Graduate School Bulletin](#).

Only courses listed in the [Graduate School Bulletin](#) may be counted toward the requirements for the Master’s degree.

1. Reading proficiency in one foreign language.
3. All requirements must be completed within five years from the entry semester.

### Course Requirements for the M.A. in Folklore

1. **Core required courses:**
   - F516 Folklore Theory in Practice
   - F523 Fieldwork in Folklore
   - F525 Readings in Ethnography – or – F517 History of Folklore Study

2. **Other required courses:**
   - **Five additional courses** (for a total of 8 courses) in the Department of Folklore and Ethnomusicology, including:
     - One Form course
     - One Area course
     - One Theory course

(The course descriptions will state which of the three categories a given course may fulfill. Although a course description may state that a given course may be used to fulfill either a Form OR Area requirement, a student may count any one course as fulfilling only one requirement.)

3. **Thesis credit:**
   - Students may take up to six hours of F850 Thesis or Project credit to reach the required 30 credits.
     - In general, thesis credits are not considered course credits; rather, they are intended to give the student credit for time spent working on and completing the Master’s Thesis or Project.

4. **Exam**
   - If a student is taking the exam, they will need 30 course hours, no thesis credit may be counted toward the M.A. degree. If they are continuing on to the PhD, they make take thesis credit to count towards the PhD, but it will not count towards the 30 hours needed for the M.A. Therefore, the student must take 10 total courses, including the 8 required departmental courses.

### Course Requirements for the M.A. in Ethnomusicology

1. **Core required courses:**
   - E522 The Study of Ethnomusicology
   - F523 Fieldwork in Ethnomusicology
   - E529 Systems of Meaning or approved area course
   - E714 Paradigms in Ethnomusicology

2. **Other required courses:**
   - One other approved course in Ethnomusicology
- **Three other approved courses**, one of which must be in the Department of Folklore & Ethnomusicology.

3. **Thesis credit:**
   - Students may take up to six hours of F850 Thesis or Project credit to reach the required 30 credits.
     - In general, thesis credits are not considered course credits; rather, they are intended to give the student credit for time spent working on and completing the Master’s Thesis or Project.

4. **Exam**
   - If a student is taking the exam, they will need 30 course hours, no thesis credit may be counted toward the M.A. degree. If they are continuing on to the PhD, they make take thesis credit to count towards the PhD, but it will not count towards the 30 hours needed for the M.A. Therefore, the student must take 10 total courses, including the 8 required departmental courses.

---

**Academic Conferences-Ethnomusicology**

Conference presentations serve as an important part of professional development, and allow students to represent themselves and their department to a wider scholarly audience. Therefore, the institute faculty encourages students to attend both local and national conferences, and to participate in those conferences appropriately to their experience in the discipline. Ethnomusicology students in their first years of study will typically benefit most by giving papers in regional, student-sponsored, and department-sponsored conferences. Advanced students will be encouraged to submit paper and panel abstracts to national and international conferences once they have completed substantial field, archival, or theoretical research that represents a significant contribution to ethnomusicology. Regardless of their level of experience, however, students should craft all conference proposals and presentations in close consultation with their primary advisor(s), so as to maximize each paper’s significance as a meaningful part of professional growth.

**Public Practice Concentration in Folklore and Ethnomusicology**

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any M.A. or Ph.D. level graduate student in the Department, and Ph.D. minors from other departments, are eligible to pursue this concentration.

The concentration will consist of 4 classes for a total of 12 credits. Requirements are:

1. **F532** Public Practice in Folklore and Ethnomusicology
2. **F803** Practicum (3 crs.)
3. **2 approved elective courses** offered in the Department
An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Graduate Recorder, will oversee all aspects of the concentration and advise students on courses, signing off on the practicum and electives that are to fulfill this requirement. Students should seek the advice and signature of a member of the in-house committee during the period of advising, prior to signing up for classes. A sheet for the required classes, with the appropriate signatures, will be created and maintained in the student’s file.

Current students in the Department who wish to pursue the concentration may have electives and practicum credits grandfathered in (with the approval of the in-house committee) but must take the required F532 Public Practice in Folklore and Ethnomusicology course.

Upon successful completion of this program of courses, a member of the committee will add a letter to the student's permanent file indicating successful completion of the concentration. This letter will describe the concentration's scope and purpose and a copy of this letter will be provided to the student for inclusion in portfolios, internship and job application packets, and for similar purposes.

Dual Master’s Degrees and Master’s Cognate

Students who are concurrently enrolled in two departments may qualify for two master's degrees under a provision that allows credit earned to satisfy the major requirements of one department to count as elective credit in a second department. To be eligible for this program, a student must:

1. Be formally admitted by both departments and by the University Graduate School.
2. Meet all requirements of both degrees, including passing any departmental examinations and satisfying foreign-language/research-skill requirements.
   a. If both departments require a thesis, the student may write a single thesis that meets the requirements of both fields.
   i. The thesis committee will comprise an equal number of representatives of both departments, and the thesis credit will be split between the two.
3. Complete all requirements for the program within a period of six years.

The following are current dual Master’s degree programs that a student can pursue:

**Dual M.A. in Folklore/Ethnomusicology and Master of Library Science (M.L.S.)**

Study for these two degrees can be combined for a total of 51 credit hours rather than the 66 credit hours required for the two degrees taken separately. Students take at least 30 graduate credit hours in Library and Information Science, and at least 21 credit hours in Folklore and Ethnomusicology.
Students must apply for admission to the Master’s Programs of both the School of Library and Information Science and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

1. **M.A. in Folklore and Ethnomusicology (21 hours):**
   a. One of the following:
      i. F516
      ii. F517
      iii. E522
      iv. E529
   b. Either F523 or F525
   c. Five additional approved courses in the Department.
   d. Reading proficiency in one modern foreign language.
   e. A Project, Thesis, or Exam.

2. **Master of Library Science (30 hours):**
   a. 15 hours of required foundation courses
   b. 15 hours of SLIS elective courses
   c. Students should consult with an advisor or the graduate secretary in the School of Library and Information Science for specific course requirements.

**Dual M.A. in Folklore/Ethnomusicology and Master of Information Science (M.I.S.)**

Study for these two degrees can be combined for a total of 57 credit hours rather than the 72 credit hours required for the two degrees taken separately. Students take at least 36 graduate credit hours in Information Science, and at least 21 credit hours in Folklore and Ethnomusicology.

Students must apply for admission to the Master’s Programs of both the School of Library and Information Science and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

1. **M.A. in Folklore and Ethnomusicology (21 hours):**
   a. One of the following:
      i. F516
      ii. F517
      iii. E522
      iv. E529
   b. Either F523 or F525
   c. Five additional approved courses in the Department.
   d. Reading proficiency in one modern foreign language.
   e. A Project, Thesis, or Exam.
2. Master of Information Science (36 hours):
   a. 15 hours of required foundation/specialization courses.
   b. 21 hours of SLIS elective courses.
   c. Students should consult with an advisor or the graduate secretary in the School of Library and Information Science for specific course requirements.

Dual M.A. in Folklore/Ethnomusicology and Journalism

The Indiana University School of Journalism and the Department of Folklore and Ethnomusicology offer a joint Master of Arts degree. This degree is intended for a wide range of students, including those interested in community-based journalism, management and public relations work at various arts organizations, and other areas.

Students must apply for admission to the Master’s Programs for both the School of Journalism and the Department of Folklore and Ethnomusicology. Admissions criteria established for each program must be met; acceptance into both programs is not a guarantee.

To graduate under the dual degree option, the two degrees must be awarded simultaneously.

1. M.A. in Folklore and Ethnomusicology (24 hours):
   a. One of the following:
      i. F516
      ii. F517
      iii. E522
      iv. E529
   b. Either F523 or F525
   c. Six additional approved courses in the Department.
   d. Reading proficiency in one modern foreign language.
   e. A Thesis, Project, or Exam.
      i. Students in this dual program are required to complete the thesis/project that is required for the Folklore and Ethnomusicology M.A.; they may develop their thesis/project to integrate their Folklore and Ethnomusicology interests and their Journalism interests.
      ii. Must be approved and supervised by a committee of three that must include:
          1. At least one Folklore/Ethnomusicology professor
          2. At least one Journalism professor

2. M.A. in Journalism Requirements (24 credits)
   Twenty-four (24) credit hours in Journalism, including J505, J510, J502 Quantitative Research Methods for Journalists, J572, one graduate level visual professional-skills class, two professional-skills classes, and 3 additional credit hours of graduate journalism electives.
Master’s Cognate

The Jacobs School of Music has established a Cognate (equivalent to a minor at the Master’s level) in Folklore and Ethnomusicology. A Cognate consists of the following:

1. Six (6) credit hours in Folklore and Ethnomusicology:
   a. **One** of the following:
      i. E522
      ii. F523
      iii. E529
      iv. Or F794
   b. One world area course

Master’s Project, Thesis, or Exam

Master’s Project Option

This work should demonstrate the student’s ability to carry out original field and/or library research and to present the work in the form of an approved digital product, museum exhibit, or other form of public presentation. Those who choose an exhibition or presentation should expect to write accompanying documents for the exhibition; required documents will be determined by the student’s project committee. (see guidelines below.) Students must document the plan for their Project by filling out and submitting to their project committee and the Graduate Recorder the M.A. Project Proposal and M.A. Project Approval forms by the end of their third semester of study. Please see the M.A. Committee section below for details.

GUIDELINES FOR THE WRITTEN DOCUMENT TO ACCOMPANY AN M.A. PROJECT:

Approximate total length: 35-50 pages; items 1-3 below (the document’s prose) comprising 15-30 pages (maximum) of that total.

The document should include the following.

1. A narrative describing the creation and implementation of the project, including:
   - A scholarly discussion of the project, placing it in the context of relevant scholarship
   - A description of the challenges encountered during the creation of the project, and how these were negotiated and overcome, e.g., limitations in terms of space, time, money, and/or scope.

2. An intellectual and practical evaluation of the final project:
   - Describe what was successful, and what could have been better
   - Describe the project’s contribution to broader intellectual discussions
3. An appendix including documentation of the project’s products, e.g., installation photographs, video, a printout of the pages of a website, liner notes, exhibition labels, proposals, memos and other correspondence.

4. Depending on the nature of the project, follow-up evaluations may be included.

Deliver a spiral or perfect bound copy of the completed project to the Graduate Recorder.

**Master’s Thesis Option**

This work should demonstrate the student’s ability to carry out original field and/or library research and to present the work in the form of a Thesis. Students should consult with the Director of Graduate Studies and the Chair of their M.A. Thesis Research Committee regarding specific requirements for the Thesis; Thesis will be approximately 60 to 75 pages in length, based on his/her area of interest and the field and/or library research done to support it. Students must document the plan for their Thesis by filling out and submitting to their exam committee and the Graduate Recorder the M.A. Thesis Proposal and M.A. Thesis Approval forms by the end of their third semester of study. Please see the **M.A. Committee** section below for details.

**M.A. Committee**

The student must form a committee by the end of his/her first year that will help guide the student in the completion of the Project or Thesis. The student and his/her chosen Project or Thesis Chair will select two additional Folklore or Ethnomusicology faculty members to serve on the committee. The committee Chair will be from the student’s track (Folklore faculty for Folklore student, Ethnomusicology faculty for Ethnomusicology student), and should be a faculty member whose particular interests and research plans match the student’s. Once a committee has been selected, the following forms must be completed:

1. **M.A. Project or Thesis Proposal form**
   a. The Proposal form is an outline of the following:
      i. Title, aim, and scope of the Thesis
      ii. The methods to be used
      iii. The present state of scholarship related to the topic
      iv. The contribution the student plans to make
   b. The student will distribute copies of this form to his/her committee members and the Graduate Recorder.

2. **M.A. Project or Thesis Approval form**
   a. The Approval form must be signed by all three committee members and then turned in to the Graduate Recorder.
   b. The Graduate Recorder will submit the form to the Director of Graduate Studies for final approval.
      i. Final approval of the committee is required before the M.A. oral examination can be held (see section below on **M.A. Project or Thesis Oral Examination**).
M.A. Project or Thesis Oral Examination

The Department of Folklore and Ethnomusicology requires an oral examination upon the program of study pursued for the degree. This exam is not a defense of the Project or Thesis, but rather an oral examination of a comprehensive nature administered by the Project or Thesis Research Committee. Failure to pass this oral examination will entail remedial work to be determined by the committee. The M.A. Project or Thesis Approval form will be held in the student’s file until the oral examination, at which time it will be used to determine the following:

1. A grade of Pass, Pass with Revisions, or Fail.
2. An outline of any required revisions and when they must be completed.
3. The signature of the Chair of the committee when all revisions are complete.
4. The signature of the Graduate Recorder when the completed Project or Thesis is turned in.

Guide to the Preparation of Theses and Dissertations

The Guide to the Preparation of Theses and Dissertations is produced by the University Graduate School. It gives guidelines, formatting, and other requirements to complete the Master’s and Ph.D. degrees. Please contact the University Graduate School with specific questions regarding the guide and its contents. The guide and other useful information for completing graduate school can be found online at the following url:

http://graduate.indiana.edu/theses-dissertations/submission/index.shtml

M.A. Exam Option

Students choosing to take the MA exam option should declare their intention to do so in writing by December 1 of the academic year in which they intend to take the exam.

The exam will be normally administered in a proctored setting at the end of the spring semester of a student’s second year. Both institutes will create institute-specific MA Reading Lists, upon which the exams will be based. These lists will be coordinated with readings in required courses in each program: E522, F523 and E714 [Ethnomusicology]; F516, F523, F525, F517 [Folklore]. The exam will consist of three questions and last four hours. One of these questions will draw from the Folklore Institute’s and the Ethnomusicology Institute’s reading lists, while the other two questions will be specific to the student’s institute (Folklore or Ethnomusicology). Exams will be graded according to the following system: a) Pass with Distinction, b) Pass, c) Deferred Decision with Oral Defense or d) Fail. A grade of Fail will subject the student to departmental review, and require that the student retake the full MA exam no less than one full semester later.

Conditions for switching to exam option from the Thesis or Project option

The M.A. thesis should be completed by the end of the first semester of the third year of coursework. If a student’s advisors determine during the fall semester of the third year that a
student is unlikely to complete the thesis by the deadline, then that student will be strongly advised to switch to the exam option (though this student will be taking the exam and courses during the spring semester of the third year, rather than the second year as described above).

**M.A. Application for Advanced Degree**

The student must submit to the [University Graduate School](http://www.universitygraduateschool.edu) an Application for Advanced Degree form, found online in SIS, **at least sixty days prior to the desired degree date**.

The student should also check with the [University Graduate School](http://www.universitygraduateschool.edu) about Commencement Ceremonies. Cap and gown rental information can be found on the [Commencement Ceremonies](http://www.universitygraduateschool.edu) page.

**Approval of the Project or Thesis**

All requirements for the Master’s degree must be met by the time the Project or Thesis is submitted.

**Project:** Upon approval of the project, the Department of Folklore and Ethnomusicology receives one copy of any multi-media and/or written supporting documentation.

**Thesis:** Upon approval of the Thesis, the student will upload their Master’s Thesis via ProQuest on the [University Graduate School](http://www.universitygraduateschool.edu) website.

The Graduate Recorder will then submit a Change of Status form, with the approval of the Director of Graduate Studies, to the College of Arts & Sciences if the student is bridging from the M.A. to the Ph.D. Please see the section below regarding **Progression from the M.A. to the Ph.D.**

**Foreign Language Requirement**

1. Reading proficiency in one foreign language is required for the M.A. degree. The language taken to meet the requirement may be any modern language, or a special case may be made for establishing proficiency in a non-standard language.
   a. Use of a non-standard language to fulfill the foreign language requirement is subject to the approval of the Director of Graduate Studies and the Dean of the Graduate School.
2. Early in the course of their program, students should indicate which language they intend to use to fulfill this requirement and which method (see below) they will use to establish evidence of proficiency.
   a. Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department’s requirements.
b. In general, students will use one of the two following methods to gain proficiency:
   i. Generally, basic courses in modern languages are offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters.
      1. In most cases, these courses do not carry graduate credit.
      2. Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the Graduate School Bulletin).
      3. Most students take these two-course language series in the summer sessions.
   ii. Students can opt to take the Graduate School Foreign Language Exam (GSFLE), rather than the two course series.
      1. Most of the larger language departments (i.e. Spanish, German, French) offer the exam at least once a year.
      2. Students must contact the language department to see if they are offering the GSFLE.

c. Students must make sure that the language department sends written notification to the Graduate Recorder verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing coursework with grades of B or better, or passing the GSFLE)

Substitution of English as a foreign language:

1. If a student’s native language is not English, s/he may petition to use English as a foreign language. A Request to Substitute English as a Foreign Language form must be submitted to the Graduate Recorder.
   a. The student will meet with the Graduate Recorder and fill out this form.
   b. The Graduate Recorder will then submit the form to the Director of Graduate Studies for approval.
   c. The approved form and the student’s Test of English as a Foreign Language (TOEFL) score will then be submitted to the Department of Second Language Studies for verification of proficiency.
      i. The minimum score requirement to use English as a foreign language is the same as the minimum score requirement for admission to the program:
         1. TOEFL iBT of 79, cBT of 213, or pBT of 550
      ii. The Department of Second Language Studies can supply TOEFL application forms and information regarding TOEFL test dates.
Grade Requirements

1. **All students must earn a B (3.0) or better in the required basic and the required advanced Folklore/Ethnomusicology courses.**
2. The Department of Folklore and Ethnomusicology will accept no course for graduate credit towards a degree in which the grade is lower than a B-.
3. The **University Graduate School** will accept no grade for graduate credit lower than a C (2.0); however, even though they will not count towards degree requirements, grades lower than a C will affect the student’s grade-point average.
   a. If a student’s GPA falls below a 3.0, the student will be placed on academic probation by the **University Graduate School**.
4. Typically, students enrolled in the Department of Folklore and Ethnomusicology will be expected to maintain a GPA of at least 3.2 to remain in good standing in our degree programs.
5. **Time Limit:**
   a. A course may not be counted for graduate credit if it has been taken earlier than five years prior to awarding the M.A. degree.
      i. This includes courses transferred from other institutions at the M.A. level.

Registration Requirements

Currently there is not a continuous enrollment requirement for Master’s students; rather, they must complete all requirements for the M.A. degree within the five-year time period (6 years for dual degrees).

To be considered a full-time student at the graduate level, a student must register for at least 8 credits per semester (Fall, Spring, and Summer).

If a student holds a Student Academic Appointment, the student must register for at least 6 credit hours during each semester of the appointment. If the student is ABD they may register for G901 to fulfill this requirement, if they have G901 semesters remaining.

Thesis Credits (F850)

Of the total 30 credits required for the M.A. degree, six hours of credit may be earned through F850 Project/Thesis hours if the student is writing a thesis or doing a project to fulfill their M.A. requirements. These credits are intended to give the student credit for the work done on the Project or Thesis. They are graded on a deferred “R” basis; an actual grade will not be assigned to the credits until after the student has successfully passed the oral examination. The student’s committee will then determine the appropriate grade based on the student’s quality of work.
Time Period

All requirements for the M.A. degree must be completed within five years from the entry semester. If a student passes the five year mark, courses will expire and will not be usable towards the degree requirements unless they are revalidated. See the Graduate School Bulletin for information about revalidation.

Academic Probation and Termination

Dismissal from the program - Unsatisfactory progress in the graduate program, including poor academic performance, and/or excessive time in completing degree requirements will serve as grounds for initiating procedures for academic termination. A student must be on academic probation for one full semester before the department can recommend dismissal from the program. See the Graduate School Bulletin for Academic Probation and Dismissal information.

Progression from the M.A. to the Ph.D.

M.A./Ph.D. Students

Students admitted to the M.A./Ph.D. program will advance into the Ph.D. Program once they have satisfactorily completed all requirements for the M.A. degree.

M.A. Students

A student currently enrolled in the Folklore and Ethnomusicology Master’s Program seeking admittance to pursue a Ph.D. degree will compile and submit a portfolio to the Graduate Recorder.

Portfolios will be accepted only once a year, by 5 p.m. on the first Monday in November.

Students will submit the portfolio in the Fall semester of their second year (semester 3), unless formally granted an extension by the Director of Graduate Studies by October 1st of that same semester (semester 3).

Applying to the Ph.D. Program via Portfolio

By the time of submitting a portfolio, usually in the student’s third semester (Fall semester of the second year), a student should have formed a Master’s Committee and begun discussing an M.A. topic.
A portfolio should include:

1. A detailed statement (3-5 pages) of the student’s educational plans and trajectory toward the degree, including the names of faculty with whom the student has worked and/or intends to work. **We see this statement as an opportunity for you to propose a viable and meaningful dissertation project.**
2. Two examples of research completed at Indiana University.
3. A current transcript
   a. The student can print an “in-progress” transcript from OneStart to use in the portfolio – requesting and paying for an official transcript from the Office of the Registrar is not necessary.
5. A list of the student’s M.A. Committee members.

The faculty as a whole will meet to review the portfolios. Students will then receive a letter of evaluation.

**M.A. Completion Deadline**

Admission to the Ph.D. Program will be granted contingent upon completion of the M.A. degree by the end of the first semester of the third year, for those doing a project or thesis. If a student is opting for the exam option, admission will be contingent upon completion of the M.A. exam by the end of the 2nd year.

Students failing to meet this deadline must have the approval of their chair and the Director of Graduate Studies to continue on to the PhD program. Students more than a semester late in finishing the M.A. (i.e., students who have not finished by the end of the Spring semester of the third year) might be required to submit another portfolio as set out in the **Alternative Application Procedure** section below.

**Request for Extension of Portfolio Deadline**

An M.A. student who is not ready to submit a portfolio in application to the Ph.D. Program by the first Monday in November of their second year **must submit a request for an extension to the Director of Graduate Studies by October 1st of the second year.**

**Alternative Application Procedure**

A student who chooses not to submit a portfolio in his/her second year and who has not obtained in advance an extension of the portfolio deadline must follow an alternate application procedure if s/he later decides to seek admission to the Ph.D. Program. In such a case, application may be made only after the student has fully completed the M.A. degree.
The student will submit a portfolio to the Graduate Recorder at least three weeks before a normally scheduled faculty meeting. Portfolios will not be accepted in the summer.

The portfolio in this case will consist of the following:

1. A copy of the completed M.A. Project or Thesis
2. A current transcript
   a. The student can print an “in-progress” transcript from OneStart to use in the portfolio – requesting and paying for an official transcript from the Office of the Registrar is not necessary.
3. A statement of proposed Ph.D. research
4. Three letters from members of the Department of Folklore and Ethnomusicology recommending admission and indicating willingness to serve on the student’s dissertation research committee should the student be admitted.

Course Work Beyond the M.A. Requirements

Students who, prior to official admission to the Ph.D. Program, take course work beyond the M.A. requirements do so at their own risk; if the student is not admitted to the Ph.D. Program, the extra course work will not count for anything.

The Ph.D. Degree

Overview

Briefly, the requirements for a Ph.D. degree are as follows:

1. An M.A. degree
   a. May comprise 30 of the 90 required credits, either by transferring credits in or using M.A. credits taken at Indiana University.
2. Two foreign languages
3. 90 credit hours, including specific Folklore/Ethnomusicology course requirements
   a. A minimum of 60 graduate credit hours of course work. This can include transfer hours but does not include F850 and G901 (which are graded on a deferred “R” basis and do not count as credit until after the qualifying exam).
4. A minor
5. Successful completion of the Ph.D. qualifying exam.
6. A dissertation

Course Requirements for the Ph.D. in Folklore

1. 33 credit hours of coursework, including:
   a. F516 Folklore Theory in Practice
   b. F517 History of Folklore Study
   c. F523 Fieldwork in Folklore
d. **F525** Readings in Ethnography  
e. **Eighteen additional credit hours** in the Department from the following categories:  
   i. Two forms courses  
   ii. Two area courses  
   iii. Two theory courses  
      1. A maximum of one of the six form/area/theory courses may be fulfilled by an F800 readings course.  
      2. The course descriptions available for advising will state which of the three categories a given course may fulfill.  
         a. Although a course may state that it fulfills either a form OR area requirement, the student may count any one course as fulfilling only one requirement.  
  
f. **One additional course**, which can be any graduate level course in the Department

Course Requirements for the Ph.D. in Ethnomusicology

1. 33 credit hours of coursework, including:  
   a. **E522** The Study of Ethnomusicology  
   b. **F523** Fieldwork in Ethnomusicology  
   c. **E529** Systems of Meaning or approved area course  
   d. **E714** Paradigms  
   e. **F740** History of Ideas or **F722**  
   f. **Nine additional credit hours in a track**, to be chosen from:  
      i. Social and cultural theory  
         1. **F722** Colloquium in Theoretical Ethnomusicology is a required course for this track  
         2. **Two additional courses**, to be selected with student’s committee  
      ii. Preservation and presentation  
         1. **F510** Multimedia  
         2. **F532** Public Practice  
         3. **F803** Practicum (3 crs.) or an approved performance ensemble course, which may include approved ensembles in the Jacobs School of Music  
      iii. World area  
         1. The student and his/her advisor will determine which courses will fulfill the chosen track  
  
2. **Other required courses:**  
   a. **One other approved course in Ethnomusicology**  
   b. **Two other approved courses**, one of which must be in the Department of Folklore & Ethnomusicology.
Ph.D. Minor Requirement

All Folklore/Ethnomusicology majors seeking Ph.D. Candidacy must take at least one minor (A minor is not required if a student is pursuing a double Ph.D.). The purpose of the minor(s) is to augment a student’s course of study in Folklore/Ethnomusicology.

1. Students should consult with their advisors on the selection of a minor(s); however, it is the student’s responsibility to contact the appropriate advisor of the minor department.
2. The minor department has complete control over all matters relating to the outside minor.
3. Unless it is waived, the minor department, not the Department of Folklore and Ethnomusicology, gives the qualifying exam in the field of the selected minor.
4. Students are responsible for contacting their minor department regarding admission to their minor program, course requirements, and examinations.
   a. Students need to notify the graduate recorder of their intended minor and when they complete the minor.
5. A student who completed a Master’s degree in another department at Indiana University may, with written approval of that department, use credits from the Master’s degree to fulfill the Ph.D. Minor requirement.
   a. A memo stating which classes fulfill the minor requirements must be sent to the Graduate Recorder.

Ethnomusicology Ph.D. Minor

The Ethnomusicology Program offers an interdepartmental minor in ethnomusicology that enables students to take courses in ethnomusicology from several different departments, including the Department of Folklore and Ethnomusicology. Students pursuing the folklore concentration within the Department may choose this as a minor. Students wishing to enroll in the program must first consult with the Director of the Ethnomusicology Institute. An advisor from the ethnomusicology faculty will be assigned to each student, taking into consideration the academic interests of each individual. A student seeking a Ph.D. minor in Ethnomusicology must fill out an Ethnomusicology Ph.D. Minor Completion form. The Ethnomusicology Institute Director must sign the form when the minor is complete (grades of B or better are required for courses to count towards the minor).

1. Four approved courses (for a total of 12 hours):
   a. Including two of the five courses listed below:
      i. E522
      ii. F523
      iii. E529
      iv. E714
      v. F740
   b. Two courses must be chosen from others listed in the Graduate School Bulletin.
      i. With the consent of the advisor, courses other than those listed in the “Course Requirements for the Ph.D. in Ethnomusicology” section above may be chosen.
2. Examination
   a. The student’s advisor from the Ethnomusicology faculty must be invited to participate in both the written and oral portions of the Ph.D. Qualifying Examination.
   b. The program director may, however, waive the written portion of the examination providing the student’s performance in the program has been of sufficiently high quality.
3. A student who received his/her MA at IU in Ethnomusicology may then, as a Ph.D. student in another department, use those credits to count toward the Ph.D. minor in Ethnomusicology, provided they fulfill the relevant minor requirements.

Folklore Ph.D. minor

The Folklore Program offers a Ph.D. minor to students external to the Department. A student seeking a Ph.D. minor in Folklore must fill out a Folklore Ph.D. Minor Completion form. The Director of Graduate Studies must sign the form when the minor is complete (grades of B or better are required for courses to count towards the minor). Students pursuing the ethnomusicology concentration within the Department may choose this as a minor.

The Folklore minor for external students consists of the following:

1. Four graduate folklore/ethnomusicology courses (12 hours)
   a. Three (3) credit hours must be in one of the following required courses:
      i. F516
      ii. F517
      iii. F523
      iv. Or F525
   b. All other courses for the minor must be approved in advance by the Director of Graduate Studies or their minor advisor.

2. Examination
   a. The student’s advisor from the Folklore faculty must be invited to participate in both the written and oral portions of the Ph.D. Qualifying Examination.
      i. The program director may, however, waive the written portion of the examination providing the student’s performance in the program has been of sufficiently high quality.
3. A student who received his/her MA at IU in Folklore may then, as a Ph.D. student in another department, use those credits to count toward the Ph.D. minor in Folklore, provided they fulfill the relevant minor requirements.

Individualized Minor

Special inter-departmental minors (12 or more credit hours of work in two or more departments) or minors not specifically listed in the University Graduate School Bulletin may be approved by the Dean upon recommendation of the student’s advisory committee and the Director of
Graduate Studies, provided such approval is requested prior to pursuit of any of the proposed courses of study. Examination procedures (if any) or other requirements (for example, stipulation of the minimum grades acceptable) should also be specified in the proposal to the Dean.

Public Practice Concentration in Folklore and Ethnomusicology

The Department offers a Public Practice Concentration in Folklore and Ethnomusicology. Any M.A. or Ph.D. level graduate student in the Department, and Ph.D. minors from other departments, are eligible to pursue this concentration.

The concentration will consist of 4 classes for a total of 12 credits. Requirements are:

1. F532 Public Practice in Folklore and Ethnomusicology
2. F803 Practicum (3 crs.)
3. 2 approved elective courses offered in the Department
4. F532 Public Practice in Folklore and Ethnomusicology

An in-house faculty committee consisting of professors from ethnomusicology and folklore, working with the Graduate Recorder, will oversee all aspects of the concentration and advise students on courses, signing off on the practicum and electives that are to fulfill this requirement. Students should seek the advice and signature of a member of the in-house committee during the period of advising, prior to signing up for classes. A sheet for the required classes, with the appropriate signatures, will be created and maintained in the student’s file.

Current students in the Department who wish to pursue the concentration may have electives and practicum credits grandfathered in (with the approval of the in-house committee), but must take the required F532 Public Practice in Folklore and Ethnomusicology course.

Upon successful completion of this program of courses, a member of the committee will add a letter to the student's permanent file indicating successful completion of the concentration. This letter will describe the concentration's scope and purpose and a copy of this letter will be provided to the student for inclusion in portfolios, internship and job application packets, and for similar purposes.

Ph.D. Double Majors and Combined Degrees

Some students may wish to pursue a double major or combined degree (e.g. with American Studies) in conjunction with some other department in the university. In order to pursue a double major or combined degree, the student must do the following:

1. Apply to and be formally admitted to both departments.
2. Fill out and submit to the Graduate Recorder an Application to Change from a Single to a Double Major form and an Appointment of Advisory Committee for the Ph.D. Degree with a Double Major form.
3. Meet all requirements of both degrees, including passing both Ph.D. Qualifying Examinations.
   a. Ph.D. candidacy will not be reached until the passing of the second qualifying exam.
   b. Double major students have 8 years to reach candidacy before courses start to expire, rather than the normal 7 years for a single major student.
   c. For other departments’ degree requirements, consult the University Graduate School Bulletin.
4. The Ph.D. Qualifying Examination Committee and Research Committee will be formed by the student with an equal number of representatives from both departments.
   a. See the “Ph.D. Qualifying Process” and “Nomination of Research Committee” sections below.
5. Note: a minor is not required for double majors or combined degrees.

**Dissertation Credits (F850)**

Of the total 90 credits required for the Ph.D. degree, 30 hours of credit may be earned through F850 Dissertation hours. These credits are intended to give the student credit for work done on the dissertation. They are graded on a deferred “R” basis; an actual grade will not be assigned to the credits until after the student has successfully defended the dissertation. The student’s committee will determine the appropriate grade based on the student’s quality of work.

**Foreign Language Requirement**

1. Reading proficiency in two foreign languages is required for the Ph.D. degree. The languages taken to meet the requirement may be any modern language, or a special case may be made for establishing proficiency in a non-standard language.
   a. Use of a non-standard language to fulfill the foreign language requirement is subject to the approval of the Director of Graduate Studies and the Dean of the University Graduate School.
2. In special cases, and in consultation with a student's advisory committee, a student may submit a written petition to the Director of Graduate Studies to substitute in-depth language proficiency in one language for proficiency in two languages. **(see In-Depth Language Requirements below)**
3. Early in the course of their program, students should indicate which languages they intend to use to fulfill this requirement and which method (see below) they will use to establish evidence of proficiency.
   a. Each language department sets its own standards for proficiency. It is up to the student to understand and fulfill that department’s requirements.
   b. In general, students will use one of the two following methods to gain proficiency:
      i. Generally, basic courses in modern languages are offered by the language departments. Usually, these language courses are offered in sequence, first and second semesters.
         1. In most cases, these courses do not carry graduate credit.
2. Students must register for the courses and earn the required grade (B or better) in order to meet the proficiency requirement (see the Graduate School Bulletin for specific information on the language departments).

3. Most students take these two-course language series in the summer sessions.
   ii. Students can opt to take the Graduate Student Foreign Language Exam (GSFLE), rather than the two course series.
   1. Most of the larger language departments (i.e., Spanish, German, French) offer the exam at least once a year.
   2. Students must contact the language department to see if they are offering the GSFLE.

   c. Students must make sure that the language department sends written notification to the Graduate Recorder verifying proficiency and specifying how proficiency was demonstrated (e.g., by completing coursework with grades of B or better, or passing the GSFLE)

**In-depth proficiency**

In special cases, and in consultation with a student's advisory committee, a student may submit a written petition to the Director of Graduate Studies to substitute in-depth language proficiency in one language for proficiency in two languages.

Guidelines:
1. In depth normally will mean verbal and written fluency.
2. Reading proficiency in two languages is the default; one language in-depth will require a petition.
3. The in-depth language cannot be a student's native language or English.
4. The in-depth language must be intrinsic to the student's Ph.D. research—as a language necessary to conduct research, as an object of research, or as a language of a scholarly literature relevant to research.
5. The burden will be on the student to demonstrate the necessity of in-depth skills for his/her research, and in consultation with advisory committee and DGS, to arrange for assessment of these skills.

**Substitution of English as a Foreign Language**

If a student’s native language is not English, s/he may petition to use English as a foreign language. A Request to Substitute English as a Foreign Language form must be submitted to the Graduate Recorder.

   1. The student will fill out this form and submit it to the Graduate Recorder.
   2. The Graduate Recorder will submit the form to the Director of Graduate Studies for approval.
3. The approved form and the student’s Test of English as a Foreign Language (TOEFL) score will then be submitted to the Department of Second Language Studies for verification of proficiency.
   a. The minimum score requirement to use English as a foreign language is the same as the minimum score requirement for admission to the program:
      i. TOEFL iBT of 79, cBT of 213, or pBT of 550
   b. The Department of Second Language Studies can supply TOEFL application forms and information regarding TOEFL test dates.

Grade Requirements

1. All students must earn a B (3.0) or better in the required basic and the required advanced Folklore/Ethnomusicology courses.
2. The Department of Folklore and Ethnomusicology will accept no course for graduate credit towards a degree in which the grade is lower than a B-.
3. The University Graduate School will accept no grade for graduate credit lower than a C (2.0); however, even though they will not count towards degree requirements, grades lower than a C will affect the student’s grade-point average.
   a. If a student’s GPA falls below a 3.0, the student will be placed on academic probation by the University Graduate School.
4. Typically, students enrolled in the Department of Folklore and Ethnomusicology will be expected to maintain a GPA of at least 3.2 to remain in good standing in our degree programs.
5. Time limit:
   a. A course may not be counted for graduate credit if it has been taken more than seven years prior to the passing of the Ph.D. Qualifying Exam.
      i. This time limit includes courses taken at other institutions that were transferred in.

Registration Requirements

Currently, pre-candidacy Ph.D. students do not have a continuous enrollment requirement. Rather, they must reach Ph.D. Candidacy within the seven year time period (see Time Period section below).

To be considered a full-time student at the graduate level, a student must register for at least 8 credits per semester (Fall/Spring).

If a student holds a Student Academic Appointment, students must register for at least 6 credit hours during each semester of the appointment. If a student is ABD they may register for G901 instead if they have any G901 semesters remaining. (See G901 section.)

Ph.D. students who have successfully passed their Qualifying Exam and reached Ph.D. Candidacy (see sections below) must stay registered each Fall and Spring semester until their dissertation is turned in to the University Graduate School.
Ph.D. Candidates do not have to register in the summer sessions unless they plan on turning in their dissertations to the University Graduate School in June, July, or August. Then they must register for at least one credit of F850 for the summer.

If a Ph.D. Candidate fails to continuously enroll, s/he will have to retroactively enroll for each missed semester and pay a per-semester retroactive registration fee (currently $290) plus the cost of tuition before the University Graduate School will accept the dissertation and award the degree.

**Time Period**

Ph.D. students have seven years from their entry semester to reach Ph.D. Candidacy (see the Ph.D. Candidacy section below). If candidacy is not reached within the seven year time period, courses will begin to expire and must be revalidated or retaken. Once candidacy is reached, however, course work will no longer expire.

Ph.D. Candidates have seven years from the date of the passing of the Qualifying Exam to successfully defend their dissertation and submit it to the University Graduate School for the degree. If a student allows his/her candidacy to lapse, a petition must be made to the Dean requesting reinstatement and a reinstatement exam will be administered (if the Dean approves).

**Academic Termination**

Dismissal from the program - Unsatisfactory progress in the graduate program, including poor academic performance, excessive time in completing degree requirements and unsuccessful doctoral exams, will serve as grounds for initiating procedures for academic termination.

**Ph.D. Qualifying Process: Reaching Candidacy**

**Overview**

Each student must complete the qualifying process before being admitted as a candidate for the Ph.D. degree. The qualifying process consists of a written exam followed by a conjoined oral exam and dissertation proposal hearing. Members of the student’s Ph.D. Examination Committee who are members of the Department of Folklore and Ethnomusicology will administer the Ph.D. Qualifying Process (see the “Ph.D. Examination Committee section below).

**Eligibility**

Eligibility to start the qualifying process consists of the following completed requirements:
1. 60 credit hours of coursework:
   a. At least 33 hours in Folklore or 36 hours in Ethnomusicology.
   b. Dissertation credits do not count towards the 60 hours.
   c. Most students will have more than 60 hours of coursework by the time they do their qualifying exams.
2. Proficiency in two foreign languages.
3. Outside minor:
   a. 12 of the required 60 credits of coursework will come from the minor
   b. A minor is not required for double majors or combined degrees
4. Transfer of any applicable credits.
   a. See the section in this handbook on “Transfer of Credit”

Certification (proof) of the completion of these requirements must be in writing in the student’s file. It is the student’s responsibility to check with the Graduate Recorder to make sure s/he has proof of completion of all requirements for taking the exams. An eligible student should request a Ph.D. Qualifying Procedure form from the Graduate Recorder or online on our website under the forms section.

Students who have not been formally admitted to the Ph.D. program are ineligible for the exam/hearing.

**Timeline**

Normally, the qualifying exam and proposal hearing will be held after or during the semester in which all the requirements are completed. The following timeline is the normal procedure for a student ready to take his/her qualifying exam:

1. When the student has decided on a dissertation research topic, s/he, in consultation with the Ph.D. Exam Committee Chair, will schedule a meeting of his/her Ph.D. Exam Committee at least 3 months before the date of the exam/hearing.
   a. They will meet to discuss the proposed dissertation research and the scheduling, format, and specific foci of the examination.
   b. The reading list and dissertation proposal will initially be discussed as well
   c. The Ph.D. Qualifying Procedure Form will initially be filled in at this meeting.
   d. A meeting 6 months prior to the exam/hearing is recommended.
2. At least 2 months prior to the exam/hearing, the student must submit his/her reading list to the exam committee for approval.
   a. The exam committee will then send the reading list to the Director of Graduate Studies for final approval.
      i. If the reading list is not approved by the Director of Graduate Studies, the DGS will return the reading list to the student’s committee with suggestions for change.
   b. See the “Reading List” section below.
3. At least one week prior to the student receiving the written exam questions, the chair of the exam committee will submit the proposed exam questions to the Director of Graduate Studies for approval.

4. At least one week prior to the student receiving the written exam questions, the student must submit the long version of the dissertation research proposal to the exam committee.

5. The student receives the exam questions.
   a. The student will write 15-20 pages, double spaced, 1” margins, plus bibliography in response to each exam question. Students answer 3 questions.
   b. See the “Written Examination” section below.

6. One week after receiving the exam questions, the student will submit the written answers to the Graduate Recorder.
   a. The student will bring in copies of the answers for each committee member.
   b. The student should also submit an electronic copy of the exam answers to the Graduate Recorder.

7. Within two weeks of submitting the exam answers, the oral exam and dissertation proposal hearing is held.

8. If the Ph.D. Exam Committee deems that the student’s performance and quality of work during the qualifying exam process merits a grade of “Pass” or “Pass with Distinction,” the Nomination to Candidacy and Nomination of Research Committee forms will be filled out online and submitted to the University Graduate School with all accompanying documentation.
   a. Should the student fail the exam, the Ph.D. Exam Committee will decide the procedures for a second exam. No more than one re-examination will be given.

**Ph.D. Qualifying Examination Committee**

The Ph.D. Qualifying Exam Committee will consist of at least three members. These will be faculty members who have agreed that they will serve on the student’s Research Committee and must meet those criteria (see the “Nomination of Research Committee” section below). The Chair of the Exam Committee will contact the student’s minor department representative to determine the nature of any participation in the reading list, exam, and/or proposal hearing. The Exam Committee may or may not include a member(s) from the student’s minor department.

**Reading List**

Once the specific foci of the examination are agreed upon, the student will prepare reading lists for each area of coverage to be submitted for the approval of the members of the Ph.D. Exam Committee. The areas of coverage can be the following:

1. General disciplinary (folklore and/or ethnomusicology) history, theory, and method
2. A folklore/musical genre or set of cultural forms
3. A culture area and/or historical period
Once the reading list has been approved by the Ph.D. Exam Committee, and at least two months prior to the exam, the Committee Chair will forward the list (with an indication of committee approval) to the Director of Graduate Studies for final approval. Once it is approved by the Director of Graduate Studies, the student will send and electronic copy of the reading list to the Graduate Recorder.

Dissertation Research Proposal – Long Version

While preparing for the qualifying exam, the student will complete a dissertation proposal:

1. A minimum of one week prior to receiving the take-home questions from the Graduate Recorder, the student will submit a completed 10-15 page (including bibliography) research proposal to all members of the Ph.D. Exam Committee.
2. The dissertation proposal will be accomplished in two different drafts, a short draft and an expanded draft.
   a. Each draft should set out the following:
      i. Brief statement of the research problem
      ii. Theoretical orientation
      iii. Method and techniques, including a plan and timetable for carrying out research
      iv. Significance of the study to the field
      v. Qualifications of the researcher
      vi. References cited
   b. The long version will develop each of these elements in greater depth.
3. Students will work closely with their Ph.D. Exam Committee in preparing the dissertation proposal.
   a. The proposal should be discussed individually with each member of the committee.
   b. The dissertation proposal includes citations and discussion of relevant literature in each of the proposal areas where it is appropriate.
   c. Most well-crafted proposals require 4-6 drafts.
   d. It is critical to finish the proposal prior to conducting fieldwork.
   e. Revisions on the proposal should be completed prior to asking committee members to sign the Nomination of Research Committee form that is done online via OneStart.
   f. The detailed study of the literature can be carried under an independent study course (F800) with the faculty member who specializes in the student’s area if this material has not been offered in a formal course offering.
4. The proposal hearing offers an opportunity for formulating and discussing research plans and methods and also provides a basis on which faculty members may write letters of recommendation regarding the proposed research.
5. Students who set out to do the main part of their dissertation research prior to achieving candidacy do so at their own risk.
Written Examination

Examination questions will be based on the approved reading lists determined by the student and the Ph.D. Exam Committee and approved by the Director of Graduate Studies. The Ph.D. Exam Committee Chair will solicit questions from the Ph.D. Exam Committee members and together they will compose the examination. The examination will be in three parts, organized in terms of the following general foci:

1. General disciplinary (folklore and/or ethnomusicology) history, theory, and method
2. A folklore/musical genre or set of cultural forms
3. A culture area and/or historical period

The format of the examination will consist of a question or series of questions addressed to each of the general foci listed above, according to the specific interests of the student and his/her approved reading lists.

Once the examination has been written, the Ph.D. Exam Committee Chair will in timely fashion (at least one week before the exam) submit the questions and notice of the exam date to the Director of Graduate Studies. All exams must be approved by the DGS before being given to the student. After completion, the exam questions will be available in the Main Office of the Department for others to view.

The written examination will be administered on a take-home basis, with the student having one week to complete the three-part exam. The student is free to consult published sources, and should anticipate a written exam of approximately 15-20 double-spaced pages, 1” margins, and bibliography per question. During the exam week, the student should not discuss the exam with fellow students or faculty (including members of the Ph.D. Exam Committee that is administering the exam).

In all cases, it is expected that the essays will be the student’s own work; Indiana University’s rules against academic misconduct apply to the written examination, including the interpolation of previously submitted work into the exam.

Exams will be picked up from and turned in to the Graduate Recorder. The student will bring copies of the exam answers for each committee member for evaluation. An electronic copy should also be submitted to the Graduate Recorder.

Oral Examination and Proposal Hearing

Under ordinary circumstances, the combined oral examination and dissertation proposal hearing will be scheduled within two weeks of submission of the written examination.
The exam/hearing will be attended by the student and the student’s Ph.D. Exam Committee. The exam will occur first followed by the proposal hearing (except in cases in which the exam grade is “Fail,” where the hearing will not normally be held). The oral examination may cover issues raised on the written exams as well as other matters relating to the approved reading lists.

The Ph.D. Exam Committee Chair will notify the DGS about the date and, then, the result of the exam. The Ph.D. Exam Committee decides whether the student passes or fails the exam. A conditional pass, contingent upon successful completion of remedial work, may be awarded; in this case the Ph.D. Exam Committee will set out the requirements and assess the results of the remedial work. Should the committee wish to nominate the exam for “distinction,” the written exam and a letter of recommendation should be submitted to the DGS for approval prior to any announcement to the student. Should the student fail the exam, the Ph.D. Exam Committee will decide the procedures for a second exam. No more than one re-examination will be given.

The student will also complete any revisions of the research proposal that are required on the basis of the hearing. **It is also recommended that students take care of the following three items before leaving town:**

1. **Nomination to Candidacy** form  
   a. See the “Nomination to Candidacy” section below
2. **Human Subjects**  
   a. Must be approved by the Human Subjects Committee prior to beginning research.  
   b. See the “Human Subjects Approval” section below.
3. **Nomination of Research Committee** form  
   a. See the “Nomination of Research Committee” section below

**Dissertation Proposal – Short Version**

The final proposal that is submitted to the University Graduate School, along with the Nomination of Research Committee form, must be no more than two (2) pages long. The short proposal is a summary of the long version of the dissertation proposal (see the “Dissertation Proposal – Long Version” section above). The short proposal will be filled out in a standard format by using the Ph.D. Dissertation Proposal form. The student will upload the completed short proposal as well as their human subjects form to the Nomination of Research Committee form found online through OneStart.

**Nomination to Candidacy**

After the student has passed the qualifying procedure, the Ph.D. Exam Committee will e-sign the Nomination to Candidacy form. The Graduate Recorder will send the electronic form to the University Graduate School that will include:

1. Memos or letters verifying foreign language proficiency.  
2. Memos or letters verifying completion of the minor(s).
a. If the minor department waives participation in the qualifying exam, someone from the minor department must verify this on the form

3. Memos or letters regarding waived courses, revalidations, or any other variance to the normal qualifying procedure.
   a. These must have prior approval of the Department and the Dean.

When the University Graduate School approves this form, a student is considered a Doctoral Candidate.

The Nomination to Candidacy form must be approved by the University Graduate School at least eight months prior to the defense of the dissertation.

Candidacy Time Limit

The University Graduate School considers doctoral candidacy to begin on the date that the last qualifying procedure is passed. Students have seven years from this date to submit their final bound dissertation to the University Graduate School. No extensions are possible beyond this seven year period. If candidacy is allowed to expire, students must petition the Department and the University Graduate School for reinstatement, which involves retaking the Qualifying Exam.

Continuous Enrollment Requirement

After admission to candidacy, students must enroll each Fall and Spring semester for at least one credit hour of F850 dissertation credits (or six hours of G901, if applicable; see below) until the final copy of the dissertation has been turned in to the University Graduate School. If the final copy of the dissertation is submitted during the summer, students must enroll for that summer session. Students registering retroactively for missed semesters will have to pay the tuition for the semester(s) missed and a retroactive registration fee for each semester missed (currently $290).

Nomination of Dissertation Research Committee

The candidate and his/her chosen Research Committee Chair will decide on a dissertation topic and appropriate committee membership. The rules governing composition of the Research Committee are as follows:

1. The committee must be composed of at least four members.
   a. If a faculty member leaves the university, the student(s) whose committee the faculty member was serving on will have to find another member, unless the leaving faculty member agrees to continue on the committee as an outside member.

2. All members of the research committee must be members of the Graduate Faculty.

http://graduate.indiana.edu/faculty-staff/membership.shtml
3. At least half (2 of 4 or 3 of 5) of the research committee must have endorsements to direct dissertations.
4. The majority of the research committee members (including the chair and two others) must be Folklore and Ethnomusicology faculty.
   a. Joint and adjunct faculty can serve on a committee.
5. The committee should include a representative from each minor field.
   a. In the event that the dissertation research does not involve the area of the minor, whether outside or inside the department, the major department may request, with the consent of the minor field representative, the substitution of a representative from some other field more appropriate to the topic of the dissertation.
6. In the case of double majors or combined degrees, the research committee must consist of equal representation from both departments.
   a. A co-chair from each department will be selected.
7. Ethnomusicology students will select an Ethnomusicology faculty member to chair the research committee. Ethnomusicology faculty members from other departments may serve as co-chairs with a Folklore faculty member.

**The Candidate’s research committee and short proposal must be approved by the University Graduate School at least six (6) months prior to the dissertation defense.**

**Human Subjects Approval**

Proof of exemption from Human Subjects is required to be uploaded with the Nomination of Research Committee form.

**Change of Committee**

Students wishing to add/delete members from the Research Committee must fill out a Request for Change of Research Committee Member(s) form online via OneStart. Once approved, the Graduate Recorder will make note of the committee change in the student’s file.

**G901: Advanced Research**

Ph.D. Candidates who have completed 90 or more hours of graduate coursework applicable to the degree (including F850) and **who have completed all other requirements for the degree except the dissertation**, may enroll in G901 for a maximum of six (6) semesters.

G901 is designed to give advanced students a break from tuition; it is a six hour dissertation research course that currently only costs $150 per semester. The mandatory fees normally associated with registering for credit hours are waived as well. G901 is offered in the Fall and Spring semesters only, not in the summer.

If a student has a fee remit, s/he should utilize the fee remit and take F850 credits – s/he should save G901 for later when s/he does not have a fee remit.
Ph.D. Dissertation and Defense

Students should check with the Ph.D. Recorder in the University Graduate School, the *Guide to the Preparation of Theses and Dissertations*, this manual itself, and the Graduate Recorder of the Department for specific university and departmental requirements concerning the defense, dissertation format, and fees.

Guidelines for the Preparation of Theses and Dissertations

The University Graduate School provides guidelines for the formatting and submission of the M.A. thesis and Ph.D. dissertation. Please contact the University Graduate School with specific questions regarding the guide and its contents. The guidelines, deadlines, and other useful information for completing graduate school can be found online at the following url:

http://graduate.indiana.edu/theses-dissertations/submission/index.shtml

Distribution of Drafts

A Candidate should first discuss with his/her Committee Chair the appropriate time to distribute the first (partial or complete) drafts of the dissertation to his/her committee. As a general rule, the student should submit a full draft to the committee at least two months prior to the date the student wishes to defend.

Setting the Defense

1. The defense is normally based upon an acceptable draft of the dissertation.
2. After a reasonable length of time is allowed for the committee to read the dissertation (at least one month), the committee chair will contact each committee member concerning their readiness to set a defense date.
3. When committee approval for the defense has been granted, the student should contact each committee member to coordinate a time and place for the defense.
4. The committee chair will forward to the Graduate Recorder a memo indicating the time and place of the exam, and attesting that all committee members and the student have agreed to these.
   a. It is the responsibility of the student to maintain a close working relationship with the committee during this time concerning revisions that are needed before the defense.
5. Defenses and reading of dissertations may not be scheduled during the summer – that is, the student must set a defense date no earlier than the first day of classes of the Fall semester and no later than two (2) weeks after the end of the Spring semester.
   a. Exceptions will be granted only for serious reasons and must be approved by the Chair of the Department.
Announcement

At least one month prior to the defense, the student must submit to the University Graduate School a one-page announcement of the final examination/defense:

1. Submit the announcement online via OneStart: [http://graduate.indiana.edu/theses-dissertations/defense.shtml](http://graduate.indiana.edu/theses-dissertations/defense.shtml)

Dissertation

Once a final draft has been submitted to the committee (at least two months prior to the defense), it is the student’s responsibility to remain in a close working relationship with the committee (especially the chairperson) concerning any revisions that are needed prior to the defense.

Defense

At the Ph.D. Defense, usually scheduled for a two-hour time period, the Research Committee will determine which of the following apply:

1. No revisions
2. Minor revisions
   a. If revisions are required, a date for the completion of any revisions will be mutually agreed upon.
3. Major revisions
   a. If revisions are required, a date for the completion of any revisions will be mutually agreed upon.
4. Failure (another defense required)

Signatures to be obtained at the defense

The Graduate Recorder will compile a folder for the student’s defense. The folder will contain:

1. *Ph.D. Dissertation Defense* form
   a. Full committee signs this form, which indicates that revisions are needed and a time limit for revisions.
   b. The chair of the committee also adds a grade for all F850 thesis hours and G901 dissertation credits the student has taken during their course of study.
2. Abstract
   a. All members except the chair will sign at the defense. The chair will wait until revisions are complete.
   b. Formatting for the Abstract page can be found under the required pages section here: [http://graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml](http://graduate.indiana.edu/theses-dissertations/formatting/doctoral.shtml)
3. Acceptance Page
a. All members except the chair will sign at the defense. The chair will wait until revisions are complete.
b. Formatting for the Acceptance page can be found under the required pages section here: http://graduate.indiana.edu/theses-dissertations/formatting/doctrarial.shtml

After the defense

After a successful defense, the student will continue to be enrolled until they have completed all revisions and submitted their dissertation. Once their chair has signed off on all revisions, students must submit their dissertation via ProQuest: http://graduate.indiana.edu/theses-dissertations/submission/doctoral.shtml

Dissertation Submission

The University Graduate School has deadlines each semester for submission of the dissertation. Normally, a student has two weeks after the end of a semester to submit the final dissertation without having to register for the next semester.

For example, if a student holds his/her defense during finals week and his/her committee determines that the dissertation needs revisions, the student only has a couple of weeks to finish those revisions and submit the dissertation to the University Graduate School. If the student misses that deadline, s/he will have to continue to register until the dissertation is submitted to the University Graduate School. If the student submits the dissertation in the summer, the student will have to register for at least one credit of F850 for that summer session before the University Graduate School will accept the dissertation.

Participation in Graduation Ceremonies

Complete the Ph.D. Application for Graduation form, found online on OneStart, ONLY if you want to participate in the graduation ceremony.

To be listed in the commencement program, participate in the graduation ceremony and receive mail from the Alumni Office regarding commencement, graduating students should ask their chairperson to approve this form and return it to The University Graduate School no later than October 1st for December Commencement and no later than March 1st for May Commencement.

Students should ask the chair of their committee to be present at Commencement Ceremonies in order to hood the student. If the chair of the student’s committee cannot be present, then the Chair of the Department will hood the student.
Folklore & Ethnomusicology Faculty

Folklore

**Hasan El-Shamy**, *Professor*: Folktale, ballad; psychological approaches; Africa, the Middle East

**Michael Foster**, *Assistant Professor*: Japanese literature and cultural studies; folklore and popular culture.

**Diane Goldstein**, *Professor*: Belief studies, folk medicine, folk religion, supernatural traditions, applied folklore, the ethnography of speaking, and narrative

**Jason Jackson**, *Associate Professor*: Cultural endangerment and revitalization; material culture; belief and ritual; cultural history; verbal art; museum work; American and Native American Studies (eastern North America)

**John H. McDowell**, *Professor, Chair, Director of the Folklore Institute*: Verbal art, semiotics, narrative song, and speech play; Latin America, the United States

**Gregory A. Schrempp**, *Associate Professor, Co-Director of the graduate program in Mythology Studies*: Myth, cosmology and worldview; comparative mythology, history of ideas; Oceania, North America

**Pravina Shukla**, *Associate Professor, Director of Undergraduate Studies*: Folk art and material culture; body art; museum studies; India, Brazil

Ethnomusicology

**Mellonee V. Burnim**, *Professor, Director of the Ethnomusicology Institute*: Black religious music and aesthetics, music in the African diaspora

**Javier F. León**, *Assistant Professor*: Music of Latin America and Caribbean; identity; transnationalism; music and nationalism; performance

**Portia K. Maultsby**, *Professor, Director of the Archives of African American Music and Culture*: Popular music, the music industry, African American music

**David McDonald**, *Assistant Professor*: Israel/Palestine; performance ethnography; social theory; ethnomusicological study of violence and socio-cultural trauma.

**Fernando Orejuela**, *Senior Lecturer*: Hip hip music and culture; body art; children’s folklore; popular culture; pedagogy; United States
Daniel Reed, Associate Professor, Director of Graduate Studies: Music and religion; identity; performance; music and culture in West Africa, West African immigrant performers in the U.S.

Ruth M. Stone, Professor: music as culture and performance; theory of ethnomusicology; Africa, the Middle East

Sue Tuohy, Senior Lecturer: Ethnomusicology; film and music; intellectual history; music and socio-political transformation; music and culture in contemporary China; East Asia

Affiliated Faculty & Departmental Collaborators

John Bodnar, Professor of History, Director of Oral History Research Center: Oral and public history; modern United States

Alan R. Burdette, Executive Investigator of the EVIA Digital Archive Project, Director of the Archives of Traditional Music: American vernacular music and dance, performance studies, German American singing societies; media and technology

Judah Cohen, Associate Professor, Lou and Sybil Mervis Professor of Jewish Culture: Music in Jewish life; American music; musical theater; popular culture; Caribbean Jewish history; diaspora; medical ethnomusicology

Raymond J. DeMallie Jr., Professor of Anthropology, Director of the American Indian Studies Research Institute, Curator of North American Ethnology, William Hammond Mathers Museum

Michael Robert Evans, Associate Professor of Journalism, Associate Dean for Undergraduate Studies in Journalism: Ethnography, material culture, communications

Cornelia Fales, Research Associate: Music cognition; timbre perception; historical concepts of timbre; music of Sub-Saharan Africa.

Jane Goodman, Associate Professor of Communication and Culture: Ethnography of texts; performance studies; diasporas; North Africa and France

Lynn Hooker, Assistant Professor of Hungarian Studies: Race, ethnicity, music and identity in east-central Europe, especially Hungary, from 19th century to the present; music and writings of Béla Bartók

Stephanie Kane, Associate Professor of Criminal Justice: Popular culture, narrative, feminist theory, shamanic discourse; United States, Central America, Caribbean

Anya Peterson-Royce, Chancellor’s Professor of Anthropology, Comparative Literature, and Music, Director Library/Laboratory of Performing Arts: Anthropology of dance and performing arts; cultural and ethnic identity; ethnography of Mexico, Isthmus Zapotec of Juchitan; American Southwest, Mexico
Iris Rosa, *Director of the African-American Dance Company*: Dance.

Susan Seizer, *Associate Professor of Communication and Culture*: Cultural anthropology; ethnographic narrative; stigma in social theory; humor in use; performance studies; South Asian studies; disability studies; gender and women’s studies; LGBTQ studies.

Stephen Stuempfle, *Associate Professor of Folklore and Ethnomusicology, Executive Director of the Society for Ethnomusicology*: Caribbean music, festivity and verbal traditions; Caribbean history; colonialism and nationalism; museums.

Charles Sykes, *Director of African American Arts Institute and Multicultural Initiatives*: African-American popular music, arranging, performance and analysis

**Research Associates & Scholars**

Inta Carpenter (Retired), *Associate Research Scholar*: Ethnic; exile; diaspora identity; life story; cultural documentation/ethnography; applied folklore.

Jon Kay, *Research Associate, Director of Traditional Arts Indiana*: Indiana folklife; public folklore.

Verlon Stone, *Director of the Liberian Collections Project*.

**Folklore Librarian**

Moira Marsh (Ph.D., Indiana University, 1992) *Subject Librarian for Anthropology, Folklore, Sociology, and Social Work*: Witchcraft; humor.

**Faculty Emeriti**

Ilhan Basgoz, *Professor of Central Eurasian Studies and Folklore*: Oral literature, epics, romances; Asia, Near East, Turkey

Richard Bauman, *Distinguished Professor*: Narrative, drama, religion; performance studies, semiotics; Mexico, the United States

Mary Ellen Brown, *Professor of Folklore and Women’s Studies*: Ballad, folksong; historical ethnology and cultural criticism; Scotland, Britain, Europe, the United States

Linda Degh, *Distinguished Professor of Folklore*: Narrative, mass media, ethnicity; Indiana, the United States, Canada, Hungary, Europe

Sandra K. Dolby, *Professor of Folklore*: Narrative; literary theory; the United States, Australia
Henry H. Glassie, College Professor, Co-Director of Turkish Studies: Folk art and material culture; historical approaches; the United States, Ireland, Turkey, Bangladesh

William Hansen, Professor of Classical Studies and Folklores: Epic, classical mythology; the ancient world

Roger Janelli, Professor of Folklore and East Asian Languages and Cultures: Culture, religion, political economy; anthropological approaches; Korea, East Asia

John Johnson, Associate Professor of Folklore: Computer assisted research; popular culture; epic and oral poetry; Somalia, Mali, Africa

Lewis E. Rowell, Professor of Music: Music of India, philosophy of music

Beverly Stoeltje, Professor of Folklore and Anthropology: Ritual and festival; feminist theory; the American West, Ghana, West Africa

William Wiggins, Professor of Afro-American Studies and Folklore: Religion, sports; Black America

**Folklore & Ethnomusicology Staff**

Michelle Bright, Accounting Associate

Krystie Herndon, Undergraduate Academic Advisor

Michelle Melhouse, Graduate Recorder

Chris Roush, Scheduling Officer, Special Projects, Public Relations

Sheri Sherrill, Fiscal Officer and Office Manager
Appendix A: Departmental Resources

Archives of African American Music & Culture (AAAMC)

Established in 1991, the Archives of African American Music and Culture (AAAMC) is a repository of materials covering a range of African American musical idioms and cultural expressions from the post-World War II era. Our collections highlight popular, religious, and classical music, with genres ranging from blues and gospel to R&B and contemporary hip hop. The AAAMC also houses extensive materials related to the documentation of black radio.

The AAAMC supports the research of scholars, students, and the general public worldwide by providing access to holdings which include oral histories, photographs, musical and print manuscripts, audio and video recordings, educational broadcast programs, and the personal papers of individuals and organizations concerned with black music. We also invite exploration of our collections and related topics through a variety of public events, print and online publications, and pedagogical resources.

Archives of Traditional Music (ATM)

The Archives of Traditional Music fosters the educational and cultural role of Indiana University through the preservation and dissemination of the world's music and oral traditions. The Archives seeks to fulfill its mission by developing appropriate acquisitions of audio and video recordings of the music and oral traditions from the state of Indiana, the United States, and the diverse cultures of the world, and by cataloging and preserving the collections for use by educators, researchers, and interested members of the public, including the people from whom the material was collected.

The Archives collections and library contribute to the research and teaching activities of Indiana University, especially the Departments of Folklore and Ethnomusicology, Anthropology, Linguistics; the Jacobs School of Music; and the interdisciplinary area studies programs that are associated with them. It also serves as a research, teaching, and training center for the IU Ethnomusicology Program.

The Archives of Traditional Music is a cultural institution that is open to the public. It has a responsibility to make its holdings and performances available to those whose cultural heritage is represented in the collection, as well as to individuals interested in developing an appreciation for the recorded artifacts.

The Liberian Collections Project is a part of the ATM and enhances the ATM’s rich holdings of audio and videotaped recordings of Liberian music and dance.

The Liberian Collections Project web site: OnLiberia.org
Ethnomusicological Video for Instruction & Analysis (EVIA) Digital Archive

The EVIADA project, a joint effort of Indiana University and the University of Michigan, is a digital archive of ethnomusicological video for use by scholars and instructors. This project is global in scope and currently the only project of its kind that will collect, copy, annotate, and preserve ethnomusicological video on the web.

Folklore Archives

The Folklore Archives is an extensive holding of documents and collections, mostly in paper formats, centered on traditional expressive forms and belief systems, worldwide in scope but with an emphasis on the US Midwest and the state of Indiana.

Trickster Press

Trickster Press is the not-for-profit folklore publishing house of Folklore and Ethnomusicology Publications that specializes in publishing textbooks and republishing classic texts that have gone out of print.

Journal of Folklore Research (JFR)

The Journal of Folklore Research is a publication of the Department of Folklore and Ethnomusicology at Indiana University. Edited currently by Moira Smith, JFR provides an international forum for research of the world's traditional creative and expressive forms. Since July 2002, JFR has been published and distributed by Indiana University Press.

Journal of Folklore Research Reviews (JFRR)

The JFR Reviews offers timely and concise reviews of recent works (including books, museum exhibits, scholarly websites, DVD and CR-ROM productions, and video and film documentaries) relevant to the discipline of folkloristics. Edited by John McDowell with William Hansen and Kate Schramm.

Sound and Video Analysis and Instruction Lab (SAVAIL)

The SAVAIL is a multidisciplinary technical lab in the Wells Library at Indiana University equipped with audio and video equipment, software, and hardware.
Traditional Arts Indiana (TAI)

TAI is a partnership between the Department of Folklore & Ethnomusicology Department and the Indiana Arts Commission and aims to document, promote and present Indiana's traditional arts and artists.
Appendix B: Campus Resources

Below is a list of links to various departments and organizations on campus; they all provide useful information and services to you during your time at IU.

Schedule of Classes:
http://registrar.indiana.edu/scheofclass.shtml

Course descriptions:
http://www.indiana.edu/~folklore/courses.shtml

Student Central:
http://studentcentral.indiana.edu/

Campus Card Services:
http://www.cacard.indiana.edu/cacard/

**You will need to get a student ID from Campus Card Services.**

Office of the Registrar:
http://registrar.indiana.edu/

Office of the Bursar:
http://bursar.indiana.edu/

Bloomington Campus Fee Schedule:
http://bursar.indiana.edu/home/index.php/fee-payment-information/

Office of Student Financial Assistance:
http://studentcentral.indiana.edu/financial-aid/index.shtml

University Graduate School:
http://www.indiana.edu/~grdschl/

University Graduate School Bulletin

Grad Grants Center:
http://www.indiana.edu/~gradgrnt/

College of Arts & Sciences:
http://www.indiana.edu/~college/

IU Health Center:
http://www.indiana.edu/~health/
Counseling and Psychological Services (CAPS):
http://healthcenter.indiana.edu/caps/

IU Libraries:
http://libraries.iub.edu/

Parking Operations, Transportation, Campus Map, and Bicycle Information:
http://www.parking.indiana.edu/parking_operations/default.aspx

**Bicycles must be registered with Parking Operations or they will be confiscated! Many people do not realize this and are left wondering what happened to their bicycle when they get out of class and find it to be missing (of course, some theft does happen).**

Graduate and Professional Student Organization (GPSO):
http://www.indiana.edu/~gpso/

Office of Academic Affairs and Dean of Faculties:
http://www.indiana.edu/~vpfaa/

Computing Resources:
http://www.iub.edu/faculty/technology.shtml