Course Prerequisite: permission of the instructor

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

X □ Yes □ No, not needed, no such projects involved

Community Service Learning component

□ Required □ Optional X □ None

Course Description and Objectives: Folklorists do three things: They collect data; they process data; they present data to the public. This course aims to provide practice in all three areas. We will begin with data collection in existing repositories, specifically libraries, archives and museums. We will then proceed to collecting one’s own data. Here we will begin with planning for collection. Then we will practice doing some collection work, either in the form of interviews or through observation. Folklore data tends to be voluminous. With this in mind, we will talk about methods of data storage and retrieval, specifically databases. The last section will deal with presentation. This year we will work on exhibits, festivals, public websites, documentary films, and article writing. All students will receive practice in all areas. Then each student will select a specific area and complete a major project in that area.

Texts: Will be selected by each student in the research phase when we are visiting libraries and archives. Each student will receive the help of a professional (librarian, archivist) in choosing topic-appropriate texts.

Course outline and lesson plan:

Week of Sept. 2: Introduction. What is folklore and what are the types of folklore? What are the traits of folklore?
Research in published sources. Finding out what is going on in the field. Through books, journals, on-line data-bases, news groups, conferences
Assignment: report on a database or journal – what is going on in the field
Your report will be due the following week
Week of Sept. 7: Library research – guided work in library research and research on line
Compiling a bibliography
  Assignment: compile a preliminary bibliography – again due next week

Week of Sept. 14: Archival research – Canadian and US archives; archives in Ukraine and the
former USSR; working with databases that contain raw data; museum work – research
collections in museums
  Assignment: expand bibliography

Week of Sept. 21: Fieldwork. Preparing for fieldwork. Exploring potential locations, respondents. Constructing a questionnaire or observation plan
  Assignment: construct a preliminary questionnaire or observation plan

Week of Sept. 28: ethics in fieldwork; modifications to the questionnaire or observation plan
while in the field; keeping a journal
Documentation methods – photography, video, sound recordings
  Assignment: your attempt at fieldwork

Week of Oct. 5: Processing the data: transcription, indexing, database building
  Assignment: prepare a section of your data for presentation

Week of Oct. 14: fieldwork and data processing continued

Week of Oct. 19: presentation of folklore; how is folklore presented? Writing an article (and
writing a book) Article and book types. Conference presentations
  Assignment: write a conference paper and/or article outline
What is the structure of a typical scholarly article?

Week of Oct. 26: Public presentation: the exhibit or the festival. How to select material for
presentation. The data that goes into a presentation. Accompanying scholarly or explanatory
materials: booklets, catalogue, explanatory placards, video and/or digital aids.
  Assignment: write a plan for a festival or an exhibit

Week of Nov. 2: Public presentation on line. Building a website.
  Sketch out a possible website

Week of Nov. 9: Documentary film
  Issues of “dramatic” presentation, technical issues
  Assignment: sketch out a possible film.

Week of Nov. 16 and 23: you are on your own to work on your project. We will meet in class
each week to share progress, discuss problems.

Nov. 27 and all remaining classes: Student presentations. You will present your final project to
your classmates
Dec 2 – last day of class: The final version of the written project is due in class on this day.

Grade Distribution (see “Explanatory Notes”):
There is a written assignment due almost every week. Specifically, the assignments are:
- Report on a journal or a database – due the week of Sept. 7
- Questionnaire or observation plan – due week of Sept. 28
- Article or conference paper outline – due week of Oct. 26
- Festival or exhibit plan – due week of Nov. 2
- Website plan – due week of Nov. 9
- Plan for a documentary film – due week of Nov. 16

Each small assignment will be worth 5% of your total grade. Together, all small assignments are worth 40%

Class participation – 20%
Final project – 40% - this project is due on the last day of class, Dec. 2

Explanatory Notes on Assignments:
Class participation means actively discussing the topics of the week, presenting materials that you have found, and suggesting other resources. It also means responding to the work of your classmates, offering them suggestions and feedback.

Required Notes:
“Policy about course outlines can be found in Section 23.4(2) of the University calendar.” (GFC 29 SEP 2003). “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.ualberta.ca/secretariat/appeals.htm) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.” (GFC 29 SEP 2003)

Plagiarism and Cheating:
All students should consult the “Truth-In-Education” handbook or Website (http://www.uofaweb.ualberta.ca/TIE/) regarding the definitions of plagiarism and its consequences when detected.
Students involved in translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.”
Students not writing in their native language should be aware that, while seeking the advice of native or expert speakers is often helpful, excessive editorial and creative help in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences. An instructor or coordinator who is convinced that a
student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. Before unpleasantness occurs consult http://www.uofaweb.ualberta.ca/TIE/; also discuss this matter with any tutor(s) and with your instructor.

**Attendance, Absences, and Missed Grade Components:**
In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.4.2 and 23.4.3 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

**Policy for Late Assignments:**
Students who consult in advance with an instructor regarding contingencies preventing the timely completion of an assignment may, at the discretion of the instructor, be granted an extension. Otherwise, assignments may be handed in one class-day after the stated deadline without penalty, with a 33%-per-class-day penalty assessed for each subsequent class-day of lateness.

**Grading:**
Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“MLCS Graduate Grading Scale”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

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“MLCS Graduate Grading Scale”