

Department
of
Popular Culture
Graduate Student
Handbook
2005-2006

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**Department of Popular Culture
2005-2006**

<u>Faculty:</u>	<i>Office Telephone</i>	<i>Office Number</i>
Jeffrey Brown	2-2982*	104 POPC Bldg.
Becca Cragin	2-7860*	201 POPC Bldg.
Miller, Montana	2-0184*	106 POPC Bldg.
Marilyn Motz	2-7863*	100 POPC Bldg.
Angela Nelson, Chair	2-0284*	101-A POPC Bldg.
Hai Ren <i>On Leave: 2005-06 Acad. Yr.</i>		
Jack Santino <i>On Leave: Fall only</i>	2-2983*	105 POPC Bldg.
Dan Shoemaker	2-8172*	109 POPC Bldg.
Jeremy Wallach	2-8204*	102 POPC Bldg.

Lecturers:

Charles Coletta	2-0384*	205 POPC Bldg.
Matthew Donahue	2-9181*	204 POPC Bldg.
Anastasia Fitzwater	2-9181*	204 POPC Bldg.
Tim Hufnagle	2-9182*	7A Hanna Hall
Lucy Long	2-7862*	7B Hanna Hall
Ray Schuck	2-0258	101 POPC Bldg.

Department Secretary:

Bernice Aguilar	2-2981*	108 POPC Bldg.
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BOWLING GREEN CENTER FOR POPULAR CULTURE STUDIES:

Angela Nelson	2-0284	101-A POPC Bldg.
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POPULAR CULTURE LIBRARY:

Reception Area	2-2450	POPC Library 4th Floor, Jerome Library
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* voice-mail capability

Department of Popular Culture
2005-2006

MUSIC AND SOUND RECORDINGS LIBRARY:

Reception Area	2-2307	3 rd Floor, Jerome Library
<i>Adjunct Faculty:</i>		
Bill Schurk (Sound Recording)	2-2308*	Music Library, (Archivist) Jerome Library
<i>Emeritus Faculty:</i>		
Ray Browne	2-7861	POPC Library
Christopher Geist		
Jack Nachbar		

* voice-mail capability

**Graduate
Student
Information**

Master of Arts Degree Program in Popular Culture Studies

CORE REQUIREMENTS

All candidates in the program are required to complete:

1. Popular Culture 675: Theory and Methodology
2. Popular Culture 660: Folklore and Folklife
3. Popular Culture 6XX: International Popular Culture
4. Three additional graduate seminars in Popular Culture. Does not include directed readings or independent studies. Seminars from other departments cannot be substituted.

All candidates are allowed to choose a thesis or non-thesis plan. Up to 6 credit hours of thesis research can be applied toward the degree.

All candidates are required to complete at least 32 credit hours beyond the B.A./B.S. (Candidates may register for more credit hours than those, which count toward the degree.)

All candidates are expected to master the content of **the Core Reading List**.

All candidates are required to complete a general six-hour written departmental examination over the Core Reading List and the required core courses listed above.

Non-thesis candidates are also expected to complete a two-hour oral examination over their area(s) of specialization.

All candidates are to create their own committees initially in close consultation with the Graduate Coordinator. Each committee will be comprised the minimum of two graduate faculty. One of the two faculty members must be from the Department of Popular Culture. The Thesis/Nonthesis Director must be a member of the Department of Popular Culture. In the case of the non-thesis candidate, the committee exists to advise, prepare, and evaluate the oral examination over the candidate's area(s) of specialization. In the case of the thesis candidate, the committee advises the thesis. A candidate is expected to have created his/her committee by no later than the end of the second semester in residence of the program.

First-Year Overview

Fall Semester

During the first year, discuss your goals and your general plan of study with the Graduate Coordinator.

Spring Semester

For the first-year student, complete the Tentative Degree Program (TDP) form before Spring Break Week. Contact the departmental secretary for the form. (You will need to update the TDP before graduation.)

Teaching assistants requesting an assistantship for a second year must submit in writing a request for renewal of their assistantships. This written statement should be given to the graduate coordinator by February 1. Non-funded students who desire an assistantship for their second year of study should also apply by February 1. Forms for these procedures will be placed in graduate student mailboxes in January.

Select a Director for your Graduate Committee. Select the minimum of one (1) other member(s) for your non-thesis oral examinations in your area of specialization.

Those who wish to opt for an internship as part of their program should begin discussing internship possibilities with their committee chair, and the Graduate Coordinator.

Those selecting the thesis option should submit a thesis proposal for the approval of their committee.

Finalize arrangements for internships as explained below.

Comprehensive M.A. Examination

Copies of former comp exams are maintained in the main office and are available for graduate students to peruse the exams. *NOTE: It is departmental policy that the exams do not leave the main office **nor** are photocopies of the exams permitted.* Students are encouraged to take notes of old comprehensive exams.

Each candidate for the Master of Arts degree in Popular Culture must successfully complete a six-hour comprehensive examination that examines materials covered in the core curriculum (POPC 675, three graduate seminars in popular culture, the graduate course in folklore, and a departmentally-offered course in international popular culture), and the books and articles listed on the departmental M.A. reading list. *The*

Comprehensive M.A. Examination (Continued)

comprehensive examination is given on the first of April, except when that date conflicts with a major religious holiday such as Passover Saturday or Easter. In that case it is given the second Saturday of April. Comprehensive exams in the Fall semester will be given on the first Saturday of November.

The comprehensive examination is demanding. Each candidate is expected to demonstrate a mastery of the materials. The examination is intended to insure that students who complete the Master of Arts degree program in Popular Culture have an in-depth understanding of the field of Popular Culture (including multicultural perspectives), and are able to clearly articulate and communicate that understanding. Candidates should plan on spending a significant period of time prior to the examination preparing for it.

The examination is divided into three sections:

- a. Theories of Popular Culture and Methods for Studying It
- b. The Mass Media and the Popular Arts
- c. Folk Culture

It is expected that sophistication about multicultural issues and popular culture will be demonstrated throughout all three parts of the examination. The test is six (6) hours in length plus an hour break for lunch. It is divided as follows:

- | | |
|----------------|-----------------------------|
| a. 9:30-11:30 | Theories and Methods |
| b. 11:30-12:30 | Lunch Break |
| c. 12:30-2:30 | Mass Media and Popular Arts |
| d. 2:30-4:30 | Folk Culture |

During each two-hour session, it is expected that each candidate will carefully think about and outline a well-organized answer before actually writing. About one full hour of writing on each answer is all that is expected.

Satisfactorily passing the comprehensive examination is a requirement for the M.A. degree in Popular Culture. Candidates who do not pass the examination the first time may take it one additional time during the scheduled examination period at any time within six (6) years from the first semester they were registered in the M.A. program. Candidates may take the examination for the first time during any scheduled examination time while at BGSU or for the next six (6) years after their first semester of enrollment. Each candidate should consult with the Graduate Coordinator about the best time for her/him to take the examination. Candidates normally take the examination during their examinations are given on Saturday once in the Fall (usually in late October or early November) and once in the spring semester (usually in early April). Exact dates will be announced at least six weeks in advance.

Comprehensive M.A. Examination (Continued)

Candidates must pass all three sections of the examination to successfully pass the overall examination. Candidates who do not pass two or more sections have failed the exam and must take the entire examination again.

A candidate who passes two of the sections need only re-take the one section of the examination s/he did not pass, provided the candidate has attempted to answer all three sections of the examination. Within a minimum of ten (10) days advance notice, the candidate should inform the graduate coordinator when s/he wishes to re-take the section. The section must be re-taken prior to the next regularly scheduled examination. If the retake of the section is successful, it will be recorded that the entire examination was passed the first time. If the candidate once again does not successfully pass the section of the exam, the entire first examination will be recorded as a "Fail" and the candidate will have one additional opportunity to take and pass the entire examination at a regularly scheduled examination time. Candidates taking the entire examination for the second time will have one additional opportunity to pass a failed question if they pass the other two questions.

In taking the examination, candidates should keep in mind that their answers are expected to utilize and make clear references to materials from the core courses and from the reading list. The evaluators (a committee of Popular Culture Faculty) expect the candidates to directly apply what they have learned in the core courses and the readings to questions that demand individual interpretation and synthesizing of these materials. Copies of past examination questions are available from the department secretary and may be reviewed in the department office.

Prior to the scheduled examination date, each candidate will be assigned a secret identification number to be used instead of the candidate's name. This procedure is meant to insure objectivity when the examinations are evaluated. Results of the examination will be ready within two weeks after the examination day and will be mailed to candidates in self-addressed envelopes they are expected to provide prior to the examination or via department mailboxes. Each candidate planning to take the examination during a specific examination period must make this known to the department secretary at least two full weeks before the examination.

Applying for Assistantships for the Second Year

Graduate assistants in Popular Culture may apply for a second-year assistantship. Under normal circumstances applicants are renewed for a second year, but assistantship renewal is not guaranteed. All assistantship renewals must be formally approved by the Popular Culture faculty and the Graduate College. In order to be eligible for renewal, the

Applying for Assistantships for the Second Year (Continued)

candidate must have demonstrated the following:

- a. Satisfactory progress toward the degree. This means:
 - 1) No more than one incomplete at the conclusion of the first-year of course work.
 - 2) Filing of a TDP and the selection of a graduate committee.
 - 3) A grade point average safely above a 3.00.

and

- b. Satisfactory performance of assistantship responsibilities. This means:
 - 1) Satisfactory maintenance of the mentor-mentee relationship.
 - 2) Teaching assistants have class observation evaluations that show reasonable competence in the classroom.
 - 3) Teaching assistants have student evaluations that show reasonable competence in the classroom.

Non-teaching assistants have a statement from their supervisor indicating competence in assigned duties.

Graduate students who are funded during their first year will receive a form near the beginning of their second semester asking if they wish to be funded a second year. Students who desire a second year of funding need only indicate that desire on the form and submit it to the Department Secretary.

Students who did not receive funding during their first year of study may apply for funding for their second year. ***It should be carefully noted, however, that funding for a second year of study is not guaranteed.*** Unfunded first-year students will be considered in a pool of applicants, which includes all students applying for admission. Unfunded first-year students may use their original file to apply for second-year funding, but in addition they might want to submit any appropriate materials that may strengthen their application for funding. A form will be distributed to unfunded students asking if they wish to be considered for funding during their second year.

A Guide to Internships

The Office of Cooperative Education may have current information regarding internships.

To Find an Internship Employer, begin at least one semester before the planned internship. You must initiate the employer search on your own; in any case, please discuss your plans with your graduate advisor and your committee chair.

To Register

Arrange for a meeting (via telephone or other means) between faculty supervisor and employment supervisor.

Prepare a statement of intent to be approved by the faculty supervisor and the graduate advisor, consistent with the employer's intentions.

Get a section number from department secretary after arrangements have been made.

While an Intern

Complete duties assigned by employment supervisor.

Complete duties assigned by faculty supervisor.

Arrange for conference call in the 6th week of internship to include faculty advisor, employment supervisor, and you.

Following the Internship

Participate in exit interview.

Discuss completion of internship with faculty supervisor who will report to the Registrar.

Department of Popular Culture Timeline for the M.A. Thesis

I. Before you sign up for thesis credits:

- a. It is recommended that a student should discuss the advisability of doing a thesis and topic possibilities with the department's Graduate Coordinator. Writing or not writing a thesis is a serious step in the process of getting the M.A. in Popular Culture. Students are strongly encouraged to seek help in gaining initial direction and focus as early as their first semester on campus. The Graduate Coordinator will discuss the scope of thesis ideas with the student, recommend possible faculty to serve on the thesis committee, and suggest some future course selections that might support the thesis.

- b. Once a student has decided to write an M.A. thesis, the student is expected to inform the Graduate Coordinator of their intention. Then the student selects a faculty member who knows the student's work and who has expertise in the area of the intended thesis to be the Director of the student's thesis committee. Since the Director is the person with whom the student will be working most closely, the student must make their selection of this person carefully.

- c. Discuss with your Thesis Director and the other faculty members who will serve on your thesis committee. Remember:
 - 1) One member of the committee must be a Department of Popular Culture graduate faculty member.
 - 2) The Director of the thesis must be a Department of Popular Culture graduate faculty member.
 - 3) The other faculty may be from the Department or from outside the Department
 - 4) You may have additional faculty on the committee, but are not required to do so.

- d. Contact the other prospective faculty member and discuss his/her availability to serve on your thesis committee.

- e. Working with the Thesis Director, the student is expected to write a thesis proposal. In preparing the thesis proposal, submitting, and then discussing it with the committee chair, the proposal should include the following:
 - 1) A 2-6 page description of the thesis. (The student does not need to discuss the results since the research has not been completed.)

Timeline for the M.A. Thesis (Continued)

e. Working with the Thesis Director... (Continued)

- 2) An initial bibliography.
- 3) A tentative table of contents.
- 4) A tentative timetable of when the student will complete the various theses tasks.
- 5) If applicable, Human Subjects review approval (see Page 20).

f. *It is your responsibility to arrange a thesis committee meeting in which you present your proposal to the members of the committee. The committee will probably make additional bibliography suggestions and suggest modifications in the scope of the thesis. At this meeting, you should also make sure the committee members would be available if you work according to your proposed schedule. (Note: Courtesy demands that the student should allow committee members one full month to read and comment on a completed thesis--be sure to factor the one month timeframe into the thesis schedule.)*

g. When the thesis committee approves the thesis proposal, the members must sign a Graduate College Thesis Proposal Form. There is a section that needs to be completed by the student prior to meeting with the thesis committee. Once the student has completed the section, the student should bring the form to the thesis meeting. After discussing the thesis proposal, the student should have the form ready for the committee members' signatures. (Contact the Department Secretary for the form.)

YOU MAY NOT SIGN UP FOR THESIS HOURS UNTIL ALL OF PART 1 IS COMPLETED.

II. *Signing Up For Thesis Credits*

a. You may take as many thesis hours as you wish. However remember that a maximum of six thesis credit hours may be included in the 32 semester hours counting for the degree.

b. Before you register for thesis hours, give the entire project one last review. *Once you have registered for thesis hours, it is too late to change your mind.* That is, you may not

Timeline for the M.A. Thesis (Continued)

II. *Signing Up For Thesis Credits* (Continued)

switch to the non-thesis option unless you write a lengthy appeal to the Graduate College giving your reasons why completing the thesis is impossible. You must be certain about wanting to do the thesis before you register for thesis hours.

c. After you have discussed your decision with the Graduate Coordinator, s/he has examined your topic form, and you have both agreed on tentative plans for the completion of the project, you will also need to register for an approved number of thesis hours.

III. *Continuing With Thesis Credits*

a. Taking thesis hours one semester does not guarantee you will be approved for thesis hours (except for one hour) the following semester. The Graduate Coordinator will approve multiple thesis hours each new semester only after the Thesis Director informs the Graduate Coordinator that appropriate progress was made on the thesis the previous semester.

b. Those who do not complete their thesis before they leave Bowling Green will be charged by the Graduate College for one thesis hour for ever semester between the last time the student was registered and the semester of graduation. This could amount to several hundred dollars if the completion of the thesis stretches over several years.

IV. *Completing the Thesis*

a. It is not required that you formally defend the thesis in an oral examination. Any member of the committee may request an oral examination, however.

b. The final draft of your thesis must be approved by the all members of your thesis committee and by the Department Graduate Coordinator. A signed form must be turned in to the Graduate College along with the thesis itself that attests to manuscript approval.

c. During the semester you plan to graduate:

- 1) You must apply for graduation at the Graduate College Office early in that semester.
- 2) The completed and approved thesis must be submitted to the Graduate College Office. Check the College Office web site to learn the deadline dates for applying for graduation and submitting electronic theses. *Effective January 2006, the College Office will no longer accept paper copies of theses.* Electronic theses

IV. *Completing the Thesis* (Continued)

information is available on the College Office web site, which is:

<http://www.bgsu.edu/colleges/gradcol/etd/intro.htm>

- 3) Effective Fall 2003, the Graduate College Office revised the graduate application process. The revised policy is, “the Graduate College will not be able to accept applications after the published deadline [date] unless a departmentally-approved appeal is attached to the application outlining the compelling reasons why the application is being submitted after the deadline [date]. In addition, departmental certification will be required that the student, has, indeed, completed all degree requirements.”

NOTE: If you decide to postpone completing your thesis until *after the academic semester*, the Graduate College Office requires a student to be registered for each academic semester thereafter for one or more credit hours and also to pay for any incurred tuition fees.

Department of Popular Culture Timeline for the Non-Thesis Option

The non-thesis option for the M.A. in Popular Culture is centered on a two-hour oral examination. This examination is made up of two parts:

- a. A 30-45 minute presentation on a specific popular culture subject. All members of the Department of Popular Culture are welcome to attend this presentation.
- b. An oral examination by the members of the candidate's examination committee. Questions will be based on the candidate's oral examination reading list and on the presentation.

The committee for the completion of the non-thesis option must approve both the oral presentation and the oral examination. The candidate should prepare each part of the oral examination carefully and in depth. Failure to have either of these sections approved means that the candidate will have to retake the entire oral examination the following semester or later.

I. At least one full semester before the projected date of the oral examination:

- a. It is recommended that you discuss the advisability of the thesis and non-thesis options with the Graduate Coordinator or the chosen Non-thesis Director. It is a good idea to seek help in gaining initial direction and focus on the nature of the project. If you have already decided on the non-thesis option, the Graduate Coordinator may be able to help you initially frame the boundaries of the examination.
- b. Once you have decided on the non-thesis option, inform the Graduate Coordinator of your decision. Then select a faculty member who has some knowledge of your work and who has some expertise in the area you intend to discuss at your oral examination to be the Non-thesis director of your examination committee. Since the Non-thesis Director is the person with whom you will be working most closely, make sure you select this person carefully. Your examination committee Non-thesis Director must be a faculty member of the Department of Popular Culture.
- c. Discuss with your examination non-thesis director the other person who will serve on your examination committee. Including the non-thesis director:
 - 1) One member of the committee must be a Department of Popular Culture graduate faculty member.
 - 2) The Director of the non-thesis option must be a Department of Popular Culture graduate faculty member.

Timeline for the Non-thesis Option (Continued)

I. At least one full semester before the projected date of the oral examination: (Continued)

- 3) The other faculty may be from the Department or from outside the Department.
 - 4) You may have additional faculty on the committee, but are not required to do so.
 - 5) If applicable, obtain Human Subjects review approval (see Page 20).
- d. See the other possible member of your examination committee and ask him or her to agree to serve on your committee.
- e. Working with your non-thesis director, write an oral examination topic proposal. This proposal should include the following:
- 1) A description of the area of popular culture that will form the topic for your presentation and examination. Both the subject matter and some of the problems to be explored should be briefly outlined.
 - 2) An initial bibliography.
 - 3) A brief description of how at least two of your courses relate to the oral examination.
- f. It is your responsibility to arrange an oral examination committee meeting during which you present your proposal to the members of the committee. They will probably make additional bibliography suggestions and perhaps make suggestions about the subject matter of the examination. At this meeting, make sure the committee members will be available on the date you wish to take the oral examination.
- g. After the committee approves your proposal, they must sign a Department of Popular Culture Non-Thesis Proposal Form. Be sure you have a copy of this proposal at the meeting so (if they approve of the proposal) they can conveniently sign it there. Then take the proposal form to the graduate coordinator for approval. Then give the signed proposal to the department secretary who will file it.

Timeline for the Non-thesis Option (Continued)

II. During the Semester of the Examination:

- a. One month before the oral examination, arrange for a room for both the presentation and the oral examination. Be sure the room is appropriate for any media needs that may be part of your presentation.
- b. One week before the examination, send a notice of your presentation to all members of the Department of the Popular Culture. Also, be sure to send a reminder of the upcoming examination to the three members of your committee.
- c. At the oral examination arrive early enough to make sure any media equipment is in good working order. After the examination, if you have passed it successfully, be sure the committee signs the sheet that must be turned into the Graduate College. The Graduate Coordinator also must sign this sheet.

NOTE: If you decide to postpone taking your oral comprehensive exam until *after the academic semester*, the Graduate College Office requires a student to be registered for each academic semester thereafter for one or more credit hours and also to pay for any incurred tuition fees.

Finishing Up and Graduating

It is not required that you go through the commencement exercises to receive your degree.

During the semester you plan to graduate:

- 1) You must apply for graduation at the Graduate College Office early in that semester.
- 2) The completed and approved form must be submitted to the Graduate College Office. Check the College Office web site to learn the deadline dates for applying for graduation and related information.
- 3) Information on applying for graduation is available at the College Office web site, which is: <http://www.bgsu.edu/colleges/gradcol>

NOTE: Effective Fall 2003, the Graduate College revised the graduate application process. The revised policy is, “the Graduate College will not be able to accept applications after the published deadline [date] unless a departmentally-approved appeal is attached to the application outlining the compelling reasons why the application is being submitted after the deadline [date]. In addition, departmental certification will be required that the student, has, indeed, completed all degree requirements”.

**Graduate
Assistant
Information**

ACADEMIC REGULATIONS

A few of the academic regulations included in this handbook are excerpts from the on-line BGSU *Graduate College Catalog* and *University Student Handbook*. You are encouraged to bookmark the Graduate College Catalog to have easy access to the catalog should you wish further information about or use a reference for Graduate College academic policies and procedures.

Academic Honesty--Excerpt from the on-line Graduate College Catalog

Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. The Academic Honesty Policy, which can be found in the University's *Student Affairs Handbook*, contains strict sanctions, including expulsion, for all forms of academic dishonesty. An on-line web site for the University's Academic Honesty Policy is: www.bgsu.edu/offices/facsenate/charter, and the policy is listed under section B-II.H.

Students found guilty of violating other University regulations, such as engaging in moral and ethical misconduct, or in actions that are injurious to others or threaten the orderliness and well-being of the campus, are subject to equally strict sanctions in accordance with the provisions set forth in those regulations.

Grade Appeals--*Excerpt from the on-line Graduate College Catalog*

The procedure for grade appeals at the graduate level involves following a sequence of consultations. An appeal may be settled during an early sage, but the complete process includes five steps:

- (1) Student meets with course instructor;
- (2) Student meets with departmental faculty member who serves as grade appeal agent (see University Charter B-II, G.9);
- (3) Student meets with the departmental chair or program director;
- (4) Graduate College grade appeal committee reviews the student's grade appeal;
- (5) Graduate Dean designate reviews the due process procedures.

All levels of the appeal process are advisory to the instructor. Only the course instructor can change a student's grade.

It is the student's responsibility to follow the steps in the procedure according to the sequence outlined above. Grade and absence grievances may not be appealed beyond the Graduate College level.

Deadlines: Grade Appeals Procedure--*Excerpt from the on-line Graduate College Catalog*

The grade appeals procedure must be initiated by the end of the fifth week of the spring semester for grades received during fall semester, and by the end of the fifth week of fall semester for grades received during the spring or summer semester. All actions for grade changes must be completed during the semester in which the grade is appealed.

Tuition Scholarship Grants

All graduate student contracts are accompanied by a tuition scholarship grant covering the Ohio instructional fee and non-resident fee, as well as general fee grant. In addition, students receiving stipends during the academic year receive a tuition scholarship grant for the following summer. This summer grant does not include the general fee, nor is it transferable to an academic year or subsequent summer term.

It is the Graduate College's policy to provide tuition scholarship grants for graduate students supported by funds generated from external sources whenever the agency's funding guidelines require this contribution. General fee grants cannot be provided. The general fee must be paid by the external source. Procurement of external support for graduate assistantships will not be in addition to that allocation. By the same token, the Graduate College is not in a position to "pick up the slack" when externally funded positions expire.

Mentor and Mentees: Rules and Regulations

During the school year, graduate assistants are assigned to a faculty member who acts as the assistant's teaching supervisor. During 2003-2004, Dr. Jeffrey Brown will serve as faculty mentor. He will approve all assignments and tests, meet occasionally with teaching assistants and arrange visits to teaching assistant classes. *It is the responsibility of each graduate assistant to register for POPC671.*

NOTE: Other faculty may, upon occasion, also visit assistants' classes. Normally, both the visitor and the graduate assistant agree upon exact days for class visitations ahead of time.

Duties of the Mentor:

In General: To advise GA's on how they might improve their teaching and to make sure all GA's are fulfilling their teaching duties responsibly.

Duties of the Mentor: (Continued)

Specifically: To visit the classes of mentees at least once per semester during the year, and to have post-visit interviews. (Sample observation form follows.)

--To meet personally with mentees at scheduled times each semester to discuss teaching strategies, problems, syllabi, tests, etc.

--To regularly examine at least two (2) days before they are used in class all syllabi, tests, handouts, and assignments prepared by mentees; the mentor should suggest possible improvements and insure that such materials meet basic pedagogical standards, are clear to students, and conform to any basic course structures already defined by the Department of Popular Culture.

--To act as the initial ombudsperson when students in the mentee's classes complain.

--To approve all final grades in order to insure that course grades are fair and are not inflated.

Duties of Mentees--Graduate Assistants

In General: It is the Graduate Assistant's responsibility to see that the specific elements and activities of the mentor/mentee relationship are carried out. Failure to complete these duties may mean no letter of recommendation for teaching and/or may mean non-renewal or cancellation of assistantships, and/or a failing grade in courses involving teaching.

Specifically, the graduate assistant's responsibilities are:

--Schedule with the mentor at least one class observation per semester.

--Schedule with the mentor at least one interview per semester.

--Set up periodic meetings with the mentor to discuss course directions and problems.

--Present to the mentor at least two days prior to the actual class when the material will be used, all written assignments, tests, etc.

--Consult with the mentor before the beginning of each semester about the construction of course syllabi.

--Consult with the mentor about special teaching problems or questions of procedure.

Duties of Mentees--Graduate Assistants (Continued)

--Consult with the mentor about maintaining adequate grading standards. Final grades must be approved by the mentor prior to filling out the registrar's graduate report forms. See the mentor about this early in exam week.

Note: Students will frequently pressure their instructors to change examination times and make exceptions for individuals. Any students requesting changes, exceptions, or special treatments should be told that they will have to speak to your mentor. This will take pressure off of you and allow the department to maintain a consistent policy for all students. It is particularly important that final examinations are given in every course and that they are given at the time assigned by the university.

Graduate Representatives

Early each Fall semester, Popular Culture graduate students elect representatives from among those enrolled full-time. The following elections are:

- a. Two (2) representatives to department faculty. Their job is to represent the interests of their fellow graduate students. They will occasionally be invited to attend department faculty meetings. One graduate student should be a first-year student, the other a second-year student.
- b. Members of the Graduate Student Senate. The Department is allotted one (1) representative. Graduate students should elect one senator and one alternate.

Important Procedures Toward Your Degree

Student Financial Aid and "Satisfactory Progress Toward the Degree"--Federal Guidelines and Implications

In order for the Office of Student Financial Aid to comply with the federal guidelines governing a student's eligibility to receive financial aid, the Graduate College will give the Office of Student Financial Aid the names of students who are not making satisfactory progress. The Graduate College traditionally defined satisfactory progress as a 3.0 or better GPA at the master's level. Federal guidelines expand this definition to

Important Procedures Toward Your Degree (Continued)

Student Financial Aid and "Satisfactory Progress Toward the Degree"--Federal Guidelines and Implications (Continued)

include (a) the completion of at least 67% of all credit hours attempted and (b) the completion of no more than 70 hours at the master's level.

At the end of each term, the Associate Dean of the Graduate College will routinely notify coordinators when graduate students' GPAs are below 3.0 for master's students or 3.2 for doctoral students. Dr. Terry Lawrence, Director of Admissions and the Associate Dean of the Graduate College, will be notifying the Office of Student Financial Aid of all students who are not making the satisfactory progress according to the federal definition. This means that financial aid recipients who do not meet the conditions of satisfactory progress (e.g., students who do not meet minimum cumulative grade point averages, and students who have two or more incompletes, two or more NGRs, or some combination of IG, NGR, or WF, and/or more than 70 hours at the master's level) will lose their financial aid eligibility.

Students who have been denied financial aid based on the federal policy have the right to appeal to the Office of Student Financial Aid.

Human Subjects Training Session

Effective February 1, 2001, the Graduate College has mandated that all researchers conducting research with human subjects must attend a training workshop. The workshop covers the ethical conduct prior to submitting a new application the Human Subjects Review Board (HSRB). The Graduate College policy applies to all faculty, staff and students who are listed as the principal investigator for a project. For federally funded research, the training requirement applies to anyone who is listed as senior or key personnel in the grant proposal.

The new requirement will enable researchers and the university to be in compliance with requirements established by the National Institutes of Health. More importantly, however, it will broaden our collective understanding of the policies and procedures designed to protect humans who voluntarily participate in BGSU sponsored research.

Contact the Office of Compliance for further information about the human subjects training workshops and when such workshops will be offered during the academic term.

In addition, the HSRB Class Projects Guidelines were revised effective October 2002. Graduate students are strongly encouraged to refer to the revised Class Projects

Human Subjects Training Session (Continued)

Guidelines, and these guidelines can be found at the web site:

http://bgsu.edu/offices/spar/hsrb/HSRB_Pol_Pro.html). If you have further questions regarding the guidelines, please contact the HSRB Administrator or any member of the HSRB.

Summer Employment

Students are responsible for securing their own summer employment. Occasionally, but not regularly, some summer teaching is available. Announcements about these positions will be made late in the Spring semester. All teaching assistants are eligible to apply for these positions. If there are more applications than positions, the faculty will determine a priority of applications based on a pre-determined evaluation scale (available from the department secretary).

Summer teaching is subject to the rules of the Graduate College, which demands that teaching assistants register for a minimum of eight hours of courses.

Videotape and DVD Library

The department has a videotape and DVD library. ***Both the videotapes and DVDs are available for departmental classroom instructional purposes only.*** Teaching assistants are encouraged to use videotapes or DVDs from the library. If a videotape or DVD is requested for a class that meets on a late Friday afternoon, the videotape or DVD is to be returned the following Monday morning. **TEACHING ASSISTANTS ARE REQUIRED TO GIVE 24-HOUR ADVANCE NOTICE TO THE DEPARTMENT SECRETARY IN ORDER TO REGISTER OR RESERVE A VIDEOTAPE OR DVD.**

Not all classrooms are equipped with DVD equipment. Therefore, the teaching assistant will have to personally make arrangements 24-hours in advance by contacting Instructional Media Services (IMS) to have an IMS staff member set up the DVD equipment before the class meets. Teaching assistants are strongly encouraged to personally contact IMS to cancel any pre-arranged equipment requests when plans or presentation changes and IMS equipment is not needed for the class.

In addition, the teaching assistant assumes total responsibility in returning the borrowed videotape or DVD within 24 hours after use--in the same condition as it was borrowed. Teaching assistants are prohibited from "passing" the videotape or DVD to another teaching assistant. Should you discover a videotape or DVD is broken, scratch—meaning unusable, please let us know so that it can be replaced. However, if the tape(s) or DVD(s) is not returned within two weeks of the registration date, the videotape/DVD will be considered lost or missing. Whoever last registered/reserved the

Videotape and DVD Library (Continued)

videotape or DVD will be required to purchase at their own personal expense, a new copy of the missing videotape or DVD.

Supplemental Classroom Materials

All teaching assistants need to obtain the Photocopy Request Form from the department secretary, complete, and attach the classroom materials to be copied. The completed form and classroom materials should be submitted 24 to 36 hours in advance to the Teaching Mentor so that s/he can review the classroom materials to be photocopied. Therefore, each graduate assistant is strongly encouraged to submit their photocopying requests at the earliest possible time--24 to 36 hours in advance--to ensure the classroom materials will be photocopied in a timely fashion by the department secretary.

In addition, approved classroom materials should be put on e-reserve in the library for the students. By using e-reserve, it allows students 24/7 access to reserved classroom library materials.

Statement from Popular Culture Concerning Office Hours

Teaching graduate assistants are expected to schedule a minimum of three (3) office hours on a weekly basis each academic semester. Office hours should be posted with the department secretary, and announced to students. Office hours must be held in assigned university offices.

Shortly after the beginning of each academic term, the graduate assistants are required to individually complete a form showing the schedule of office hours and submit the completed form to the Department Secretary.

A graduate assistant is required to inform the Department Secretary if s/he cannot be present for office hours. The Department Secretary will record the day and reason for not being able to be present for office hours. Under normal circumstances, scheduled office hours should be considered as important as meeting your classes.

“What if I am Unable to Teach the Class?”

In case of absence from the classroom, e.g., attending out-of-town conference, the graduate assistant (GA) with —36 to 48 hours or more-- advance notice must contact the Graduate Coordinator and/or the Department Chair to request permission from the

“What if I am Unable to Teach the Class?” (Continued)

Graduate Coordinator and/or Department Chair should the GA wish to arrange a substitute teacher.

In case of an extended but temporary illness such as influenza, the graduate student must contact the graduate coordinator should the graduate assistant wish to send a substitute to teach the class session(s). However, if the graduate assistant wishes to cancel the class session only for one particular day because of illness, the graduate assistant must contact the department secretary. The department secretary will, in turn, proceed accordingly by conveying cancellation of the class session to the Graduate Coordinator and/or Department Chair. In addition, the Department Secretary will post signs outside the classroom to notify undergraduate students.

In case of an unexpected emergency hospitalization, the graduate student is expected to contact the Graduate Coordinator and/or Department Chair as soon as possible.

In addition, as a graduate assistant you can personally contact your undergraduate students via e-mail or using “Blackboard” about canceling your class session due to illness only. **REMEMBER:** courtesy copies *must be* sent to the Graduate Coordinator and Department Secretary. The Department Secretary will proceed by posting signs on the classroom in case some of the undergraduate students do not check or read their e-mail messages prior to class time.

BGSU Inclement Weather Policy

The Office of the Provost and Vice President for Academic Affairs will make the decision for a day closing of the University by 6:30 a.m., and a decision for an evening closing will be made by 4 p.m. A decision to close the University will affect all classes and offices. The university policy statement is:

“In an effort to avoid possible misunderstandings of canceling a class session(s), you are asked to include on your syllabi the mechanism(s) will be used to communicate with students in the event of canceling a class session because of inclement weather. For example, communication channels could include an electronic announcement on Blackboard, a message using MyBGSU, a message on the office telephone greet, messages distributed via listproc, a message left with the department secretary, or other suitable means. Whatever means of communication are to be used, students will appreciate as much advance notice as possible.” **Remember: this policy pertains to canceling classes ONLY because of inclement weather.**

Refer to departmental policy--“What if I am Unable to Teach Class?”--when canceling class due to illness or family emergency.

**General
Operating
Information**

Alcohol and Other Drugs of Abuse

The University prohibits the unlawful use, sale, distribution or possession of controlled substances, alcoholic beverages, drugs not medically authorized, and any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students or employees of the University on its property or any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution.

For further information about the University's student polices can be found at: www.bgsu.edu/offices/sa/vp

Change of Address

All students can access their personal "MyBGSU" to complete a change of address form. The form is self-explanatory, but a help-page link is available. The change of address link is available throughout an academic year only, e.g., beginning Fall semester until the end of Spring semester. Students can access the change of address form by going to:

- www.bgsu.edu
- "MyBGSU" account
- Personal Greetings screen shows the list of "My Services"
- Change of Address Form appears within the list

Students have up to 30 days to complete the form, but it is recommended complete the form as soon as possible to have your mail forwarded promptly.

E-Mail

Graduate students are required to immediately set up BGSU e-mail accounts. **If any graduate student wishes to use an off-campus e-mail server, the graduate student is required to immediately make the necessary arrangements with on-campus Information Technology Services (ITS) to automatically transfer BGSU e-mail messages to personal off-campus e-mail server.**

Fax Machine

The fax is available for professional use only. Graduate students will need to provide the Department Secretary with their own university's personal identification calling card number when requesting a fax transmittal to be sent.

Using the fax machine and receiving fax copies will be limited to departmental matters, classroom materials, and either information or documentation in pursuit of your academic goals.

Using the fax machine for personal matters is strongly discouraged. However, if extenuating circumstances arise, they will be considered on a case-by-case basis. In addition, the university's personal telephone identification card will be required from the graduate assistant so that the fax transmittal will be charged directly to the graduate assistant's bursar account. (See "Telephones" section of this handbook in obtaining the university's personal telephone identification card.)

Fee Waivers

The Bursar's office is provided with a list of all graduate students who have signed contracts or received special waivers from the Graduate Dean. As additional contracts are signed, the Graduate College Office prepares individual fee waiver forms and delivers them daily to the Bursar. Therefore, if a student who should have a waiver but receives a Bursar bill for tuition, the student should proceed as follows: (a) make a copy of the Bursar bill, (b) write a note on the bill stating that they are a graduate assistant and (c) mail the copy in campus mail to Cindi Cook, Bursar's office.

International Student Health Insurance Requirements

All international students are required to have medical insurance while attending BGSU. International students are automatically enrolled in the university-sponsored student health insurance policy as soon as they register, even if they are only registered for one credit hour (e.g., a thesis hour).

The Student Life Office coordinates the following BGSU policy regarding insurance for international students:

- International students who wish to be exempt from purchasing the university-sponsored policy because they believe they already have acceptable insurance coverage are required to complete a "Request of Exemption" form which they may obtain from the Student Life Office
- The "Request for Exemption" form must be completed and returned to Student Life Office before the end of the second week of classes

International Student Health Insurance Requirements (Continues)

- All alternative policies submitted for review will be required to meet the BGSU minimum standards for acceptable insurance. (A statement of the minimum standards is available from the Student Life Office.)
- International student who fail to submit the “Request for Exemption” form on time or whose exemption is denied will be automatically enrolled in the university-sponsored policy and will be held responsible for full payment of the insurance premium.
- All international students are informed of the requirement to have acceptable health insurance when they receive their immigration document form BGSU, during orientation, and by e-mail after they enroll.

Contact the BGSU Student Life Office (2-2843) should you wish to seek further information or have additional questions about health insurance.

Keys

According to University policy, keys can only be issued to those graduate students who are graduate assistants. For appropriate office keys, consult with the Graduate Coordinator and Department Secretary.

Loss of key(s) will re-activate the departmental key request process. However, the University will normally charge \$5 for each lost key, but the University reserves the right to adjust the cost of replacing lost keys.

Student(s) who complete teaching requirements but remain at BGSU must return key(s) to department secretary. If the key(s) are not returned, the Department Secretary is authorized to request key(s) upon demand or contact the university key office to collect \$5 for each unreturned key.

Mail

Incoming mail is sorted and placed in individual mailboxes. The mailboxes for graduate students are located and separate from full-time faculty in the Popular Culture Building.

Mailboxes for full-time faculty are located in departmental main office, Popular Culture Building.

Outgoing on-campus or pre-paid mail may be placed in the designated mail trays in the departmental main office. Mail to be metered should be given to the Department Secretary, Bernice Aguilar. *The Department of Popular Culture has agreed to pay only for the following mail:* Letters of recommendation; requests for desk copies for textbooks being used in classes; correspondence relating to departmental or university duties.

Parking

The Graduate College has provided parking fee waivers for teaching assistants. Appropriate parking stickers are required of all students using on-campus parking.

According to Parking Services regulations: graduate students are strongly discouraged from parking their vehicles in lots designated for Faculty and Staff. Therefore, park at your own risk in a Faculty/Staff parking lot, including the parking lot behind the POPC Building.

If you have any questions about where you can park your vehicle while on campus, please contact the Office of Parking Services at 2-2776 (Commons Building).

Professional Development Fund Travel Procedures

For the 2004-2005 academic year, the Sponsored Programs and Research (SPAR) Office will allocate a limited pool of money for professional development. With the limited total of monies allocated, the faculty has recommended that monies be distributed on a first come, first-served basis. Furthermore, funding for professional meetings will be provided only for those making formal presentations. Individual students may receive funding only once per fiscal year, e.g., July 1, 2004 to June 30 2005, for a maximum of two years. Travel funds will be provided as follows:

Research: Up to \$100.00--priority will be given for necessary thesis research recommended by thesis advisor.

To apply for Professional Research Funds: Discuss necessary research expenses with your thesis/non-thesis Advisor as soon as possible. Secure the Advisor's written approval on signed departmental letterhead and give to the department secretary for processing. Submit complete copies of expenses to the department secretary for reimbursement.

Conference Presentation: \$100.00

To apply for Professional Development Travel Funds:

--The "Graduate Student Professional Development Travel" (GSPDT) departmental *form needs to be completed before* departing for conference and/or conduct research; indicate reasons for requesting travel support funds. (See Appendices for copy of travel request form or see department secretary for a copy of GSPDT form.)

--Attach a copy of confirmation of conference participation and/or related research correspondence/data to the GSPDT form.

Professional Development Fund Travel Procedures (Continued)

--The GSPDT form needs approval/signature from the Graduate Coordinator. After the Graduate Coordinator has approved/signed the form, please return the form to the department secretary. A copy of the GSPDT form will be made and a copy will be kept for office record keeping.

--Travel and Expense Report form can be obtained and/or completed through on-line at the following web page: http://www.bgsu.edu/offices/business/pdf/travel_expense.pdf. The computer will calculate all inputted figures automatically. Graduate students have the responsibility to submit to the department office their completed travel expense form with other necessary documents, e.g., meal, conference, and/or airfare receipts plus other pertinent forms including the GSPDT form. (Graduate students can print out the form and then submit the completed form to the department secretary for printing on green paper or photocopy it on green paper.) After submitting completed travel expense report form, the department secretary will proceed further in processing the travel expense form, i.e., obtaining appropriate departmental signatures, forwarding the completed form(s) to University Business Office.

Reimbursement checks are usually distributed within 10-14 business days later. *However, travel expense forms submitted several months later after travel has occurred, the University Business Office reserves the right to distribute reimbursement check(s) at their convenience.* (The University Business Office's policy on travel reimbursement is available by consulting their web page: <http://www.bgsu.edu/offices/business/>.)

--Requests for travel and expense reimbursement must be submitted within the academic year. For example, travel activity that occurs from September 2005 through May 20, 2006. **There will be no retroactive reimbursements.**

Racial and Ethnic Harassment

An excerpt from the University's Student Handbook: "The policy of BGSU is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination."

For further information about the University's student policies can be found at www.bgsu.edu/offices/sa/vp

Removal of Fire Hazards

The University and its representatives reserve the right to eliminate all potential fire hazards in any university buildings or structures. Potential fire hazards can consist of but are not limited to: candles, open flames, halogen lights or lamps.

For further information about the University's student policies can be found at www.bgsu.edu/offices/sa/vp

Sexual Harassment Policy

An excerpt from the University's Student Handbook: It is the policy of BGSU that sexual harassment will not be condoned. This policy applies equally to faculty, administrators, classified staff and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

For further information about the University's student policies can be found at www.bgsu.edu/offices/sa/vp

Smoking

An excerpt from the University's Student Handbook: Smoking is prohibited inside all buildings, structures and vehicles owned or leased by Bowling Green State University.

BGSU recognizes the need to create and to maintain an environment that sustains and enhances the general health of its faculty, staff, students and visitors.

For further information about the University's student policies can be found at www.bgsu.edu/offices/sa/vp

Student Travel Outside the United States

The BGSU Education Abroad Office has been given oversight responsibility for health and safety issues for all BGSU-sponsored international travel by BGSU undergraduate and graduate students. This includes all out-of-country travel by our students: participation in a formal education abroad program, short-term international travel with a BGSU faculty or staff member (including Canada and Mexico), international travel for university-related research or service projects, international internships.

Any international travel you are considering for professional or research basis, contact the BGSU Education Abroad Office as soon as possible. The Education Abroad

Student Travel Outside the United States (Continues)

Office can ensure that current requirements (e.g., liability waiver, purchase of International Student Identity Card) and helpful advice (e.g., required and recommended inoculations, health and safety tips for international travel) are shared with graduate students. In addition, that office can confirm there are no U.S. State Department or health organization travel advisories that would prohibit any proposed international travel and provide a centralized database of students abroad in the event of any international emergency. To reiterate, contact the Education Abroad Office if you are planning an international travel professional and/or research experience.

Supplies

The Department will supply each graduate assistant with the following instructional supplies: paper clips, pens, pencils, and other instructional supplies. Any personal supplies needed by the graduate assistants should be purchased at their own expense.

Telephones

At present, the procedure to dial on- or off-campus telephone numbers are as follows:

On-campus calls: dial or press only the last five digits, e.g. 2-2981

Off-campus local or long-distance telephone calls: dial or press 9, area code, and telephone number. You will need to use your own personally assigned telephone calling card number only while placing long-distance personal telephone calls.

Long-distance business calls are limited and must be approved by the Graduate Coordinator or the student's Committee Chair; in their absence, permission must be obtained from the Chair of the Department. The Graduate Coordinator, Committee Chair, or the department secretary will place the call.

A telephone personal identification card must be used either in placing personal calls from a campus telephone or faxing personal matters. The department issues a personal telephone identification card to each graduate student. The calling card permits students to place personal long-distance calls from any telephone on campus, and such calls will be charged directly to the individual's bursar account. In addition, the card will also facilitate in sending personal faxes; again, automatically charged to the individual bursar account. (See "Fax Machine" section of this handbook for further information.)

Voice-mail

Voice-mail is a standard feature for each telephone. Each graduate student has been assigned an individual voice-mailbox number. Each graduate student is expected to immediately set up personal greeting, **and** is expected to check regularly for any messages.

Appendices

**Department of Poplar Culture
Class Observation Sheet**

Fall Spring 200_____

Instructor _____

Observer _____

Course _____ Subject of Course _____

MECHANICS OF CLASS:

Teaching Methods (Lecture, Discussion, etc.):

Voice Level:

Eye Contact:

Body and Speech Habits:

Movement and Gestures:

Use of Audio-Visuals:

Use of Chalkboard:

Other:

QUALITY OF CLASS:

Clarity of Objectives:

Organization:

Depth of Material:

Student-Instructor Interaction:

Interest Engendered:

Notable Strengths and Weaknesses:

Overall Comments:

COLLEGE FINAL EXAMINATION POLICY

In accordance with the University Charter (Section B-II.7),

1. A final examination should be given in all courses where appropriate.
2. In accord with the traditional principles of academic freedom, the faculty member or group responsible for a course shall determine whether a final examination is or is not appropriate (such as in graduate seminars).
3. Final examinations shall be administered at the time scheduled for that purpose except with specific permission of the Provost. See Charter B-II.7 4 for requesting a change in the scheduled examination period.
4. In those courses where a final examination is deemed inappropriate, faculty shall conduct other appropriate course-related activities during the period scheduled for final examination. Faculty are expected to be present on campus and accessible to students during this time. Their availability during the 16th week of the semester is consistent with contractual obligations.
5. Chairs/Directors shall be responsible for implementing and monitoring this policy.

COLLEGIATE POLICY ON SCHEDULED MAJOR CLASS ASSIGNMENTS PRIOR TO FINAL EXAMINATIONS WEEK

See Section B-II.7 of the University Charter

In accordance with the University Charter, it is the academic policy of the College of Arts and Sciences that no test, major quiz, or assignment of a major project, with the exception of laboratory tests and language proficiency examinations, should be given during the week prior to the final examination week.

Policy on Solicitation of Support for Special Activities

Approved
By the
Council of Deans
Spring 1999

Many campus groups and/or individuals seek funding support for activities that are not part of the standing functions of the University. The following guidelines are provided to expedite consideration of these requests.

Individual Departmental or College Special Activities: Individuals or groups seeking funding for academic-related activities (such as conference attendance or remuneration of speakers for campus events) must present a written proposal to their Departmental Chair or Graduate Coordinator for consideration. Awards for such requests are at the discretion of the chair or Director. Requests that are approved at the departmental level, but for which full or partial funding is not available, may be transmitted to the college dean for consideration. Requests forwarded to the Dean must be accompanied by a written endorsement from the chair or director.

Requests approved by the Dean but for which full or partial funding is unavailable, may be transmitted to the Provost and Vice President for Academic Affairs when accompanied by an endorsement from the Dean. *(If the activity, in whole or in part, has a student affairs focus or component, the solicitation should be sent to the Vice President for Student Affairs.)*

Guidelines for funding proposals at the departmental or College level suggest inclusion of a:

Brief description of the activity or program to be supported;
List of coordinating individuals and participating internal and external organizations;
Timeline for planning and implementation; and a
Budget itemizing and justifying costs to the extent possible.

Requests that are denied can be revised and resubmitted for further consideration at the appropriate level.

University-Wide Special Activities: If the activity, in whole or in part, has an academic affairs focus or component, the solicitation should be sent to the Provost and Vice President for Academic Affairs. The Provost will meet with the Council of Deans to determine whether the activity is worthy of funding consideration and what each

Policy on Solicitation of Support for Special Activities

University-Wide Special Activities: (Continued)

reporting academic affairs unit will agree to contribute to the activity. The campus group or individual will be informed of the decision and, if appropriate, the breakdown of funding agreements. *(If the activity, in whole or in part, has a student affairs focus or component, the solicitation should be sent to the Vice President for Student Affairs.)*

Requests for funding University-wide activities must be accompanied by a written proposal including a:

- List of participating University divisions and/or units and coordinating individuals;
- List of participating external organizations and coordinating individuals;
- Detailed description of the specific program and activities planned;
- Timeline for planning and implementation;
- Budget itemizing and justifying costs for staff, supplies, services, equipment, etc.;
- and a
- List of all individuals, within the University and the community, solicited for support. (Copies of written requests and any subsequent agreements must be submitted with the request.)

Applications for funding must be made prior to official commitment and/or implementation of the event or program. Individuals and/or organizations that do not follow the official procedure to secure funding in advance are ineligible for support.

Each individual, organization, and division named in the request must receive a copy of the submitted proposal.

No solicitation for University-wide special activities should be made to individual campus units. Campus groups and/or individuals whose planned activities are more narrowly focused within the academic or students affairs divisions (e.g., an individual college) may solicit funds internally from that unit. However, the same general procedures should be followed.

Tentative Degree Program (TDP) Information and Instruction

What is it?

The Tentative Degree Program (TDP) is a listing of the courses a student plans to take to meet the requirements of his or her graduate degree program. **NOTE:** The Graduate College is in the process of modifying the use of the TDP form. Therefore, the TDP will remain effective until the department is notified differently by the Graduate College.

What purpose does it serve?

The TDP serves two main purposes. First, by defining the student's course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, *and the general degree requirements set down in the Graduate Catalog*, will result in the awarding of the degree. The Graduate College checks the student's records against the TDP to verify eligibility for graduation.

When is it completed?

The TDP is to be submitted to the Graduate College during the semester in which the student enrolls for the 15th hour of credit toward his/her degree program. The student's advisor and the Graduate Coordinator must approve the TDP before it is submitted to the Graduate College.

What is included on it?

Four types of information are included on the TDP-- (1) identification of the student and the degree sought, (2) a listing of the credits that will be earned to meet the degree requirements indicating semester and year taken or planned, and (3) a tentative schedule for completing the degree and (4) appropriate signatures.

1. Student and Degree Sought

To properly identify the student and the degree, the following information is needed:

A. Student's Name and BGSU Identification Number

B. Degree Sought: Master of Arts

Tentative Degree Program (TDP) Information and Instructions (Continued)

1. Student and Degree Sought (Continued)

C. Field: Popular Culture

D. Plan I (Thesis) or Plan II (Comprehensive Examination). Some master's degree programs allow students to select between writing a thesis (plan I) or taking a comprehensive examination (plan II). If this option exists, the plan selected must be specified on the TDP.

2. Program of Study

A. List only Minimum Degree Requirements. Many students take more than the minimum number of credits required to meet program and general degree requirements. Only those credits required by the program and general degree requirements are to be listed on the TDP. The inclusion of additional credits creates unnecessary work for the student, the program and the Graduate College.

B. Indicating Alternative Ways of Meeting a Degree Requirement. When a degree requirement may be met by taking one of two different courses, this should be shown on the TDP as an "or" statement (for example, English 622 or English 637).

C. Elective Hours. Some degree programs include elective credits which may be satisfied by taking any graduate level courses. For these credits, the heading "Electives" is to be added, and the additional courses required for this purpose are to be listed under this heading. The course number and title must be listed. *It is assumed that graduate credits taken in any department will satisfy these elective credits unless a particular department is specified.*

D. Transfer Credit. When a degree requirement is to be satisfied by transferring credits earned at another institution, this is displayed on the TDP by showing the department, course number, title, and credit hours and also indicating the institution from which the credit is being transferred in the "Transfer From" column.

E. Thesis Research (699). Plan I master's degree students are required to include at least 3, but no more than 6, credits of Thesis Research (699) in the degree program. *Only the number of thesis hours required for the student's program is to be listed on the TDP.*

Tentative Degree Program (TDP) Information and Instructions (Continued)

3. Tentative Schedule for Completion of Milestones

The tentative date the degree is expected, as well as the planned completion dates for degree milestones associated with comprehensive/preliminary examinations and thesis/dissertation manuscripts are useful for advising purposes.

4. Dated Signatures

A. Student's Signature and Date. Indicates student's acceptance of the proposed course of study presented in the TDP.

B. Advisor's Signatures and Date. Indicates the advisor's acceptance of the proposed course of study as appropriate to both the degree program and the student's goals.

C. Graduate Coordinator's Signature and Date. Indicates that the proposed course of study satisfies the program's degree requirements.

D. Graduate Dean's Signature and Date. Indicates acceptance of the proposed course of study. Successful completion of the proposed course of study, *and the general degree requirements set down in the Graduate Catalog*, will result in the awarding of the degree sought.

Revisions in the TDP

The graduate coordinator must review approve changes in the TDP form by the student, approved by the coordinator before being forwarded by the department secretary to the Graduate College for final approval. The easiest way to make changes on a TDP form is to line out the original entry and indicate the substitute course in the "Notes" column and have the student, the major advisor, and the graduate coordinator initial the change, and the department secretary then forwards the initialed TDP form to the Graduate College.

**DEPARTMENT OF POPULAR CULTURE
READING LIST
for
MASTER OF ARTS
COMPREHENSIVE EXAMINATION**

CORE M.A. READING LIST

Articles and Chapters

Note: Many of these articles are reprinted in several different anthologies and collections.

- A1. Adorno, Theodore and Max Horkheimer. "The Culture Industry: Enlightenment as Mass Deception." Reprinted in Simon During, ed., *The Cultural Studies Reader*, pp.29-43.
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