

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, Meeting of April 15, 2019

PRESENT: Dr. D. Farquharson (Acting Chair), Dr. N. Kennedy, Dr. R. Joy, Dr. H. Zhang, Mr. D. Howse, Dr. J. Doré, Dr. H. Liu, Dr. K. Tahlan, Dr. C. Bottario, Dr. P. Banahene Adjei, Mr. A. Alkawasbeh, V. Campbell, Ms. V. Kavanagh, Dr. S. Decker, Mr. C. Forebes, Ms. J. Turner, Dr. S. Cadigan, Dr. M. Liboiron, Ms. M. Gamsby, Mr. A. Kim

APOLOGIES: Dr. A. Surprenant, Dr. M. Gardner, Dr. E. Pittman, Dr. E. Haven, Dr. P. Coady, Dr. D. Moralejo, Dr. R. Shannahan, Dr. J.C. Loredano-Osti, Dr. N. Cook, Dr. V. Maddalena

1. MINUTES

It was moved by Dr. Farquharson and seconded by Ms. Kavanagh, that the minutes of the meeting held March 19, 2019, be approved as circulated. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a) The Senate meeting of April 9th was cancelled as a quorum of members was not in attendance. Items for that meeting will be brought forward for the May Senate meeting.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a) SGS and the GSU offered a workshop, hosted by Dr. Farquharson, for on-line writing resources for graduate students.
- b) The Aldrich Conference held on March 23 and 24, 2019 was a success. A thank you was extended to all faculty for helping with the conference.
- c) The GSU elect was held at the end of March. The new GSU Executive will be effective May 1, 2019.
- d) Mr. Alkawasbeh and Ms. Kavanagh made a suggestion that consideration be made to allot funds to provide more resources for the Writing Centre.
- e) On April 25, 2019, the GSU will be holding its monthly Mental Wellness Workshop Series – 'The Effect of Sleep on University Students and Their Mental Health'. Facilitators are Ellie King and Victoria Kavanagh.

6. a) Academic Council Executive

i. Folklore

The Department of Folklore is requesting approval of revisions to section 8.12.1, item 2, which clarifies the role of the ASMs in cooperative Education with regard to Folklore MA students, and also clarifies the students' responsibilities.

It was moved by Mr. Kim, and seconded by Mr. Alkawasbeh, that the proposed revisions be approved. The motion

Carried

Associate Professor and Head of the Department

• C. Thorne-H. Everett

The Degree of Master of Arts in Folklore is offered by part-time and full-time study. The program normally requires extensive fieldwork research in Newfoundland and/or the Maritimes.

Integral to the teaching of the Department of Folklore is work of the Memorial University of Newfoundland Folklore and Language Archive.

8.12.1 Program of Study

1. Applicants may be admitted to the graduate program if they have an average of at least grade 'B' in no fewer than 36 credit hours in Folklore or in any other discipline in the Humanities or Social Sciences.
2. The M.A. program will normally be completed within six consecutive semesters (i.e., a two-year period). The Degree of Master of Arts in Folklore may be taken by course work and comprehensive examination, course work and thesis, or course work and co-operative education work terms. All options are available to full-time and part-time students. However, the work term component of option C cannot be completed on a part-time basis.

M.A. With Public and Applied Folklore Co-operative Education Work Terms:

- i. Students choosing to do the M.A. with Public and Applied Folklore Co-operative Education option must normally complete a minimum of 24 credit hours plus two co-operative education work terms. Normally the required courses are:
 - 6010, 6020, and 6030, normally taken as in an integrated foundation in the Fall semester.
 - 6740 or 6800 and at least one additional course selected from the following: 6551, 6740, 6760, 6790, 6800.
 - At least one of the following: 6060, 6100, 6120, 6130, 6200, 6210, 6220, 6250, 6260, 6360, 6720.
 - At least one of the following: 6070, 6300, 6310, 6350, 6370, 6400, 6410, 6420, 6430.
 - Three additional credit hours to be selected from courses in the groups listed above or from the other courses offered by the Department.
 - 601W and 602W.

- ii. The dates for starting and finishing each work term are shown in the **University Diary**.
- iii. ~~A competition for work term employment is organized by Co-operative Education in cooperation with the Department of Folklore. The Co-op component of the program is managed by the Academic Staff Members in Co-operative Education for the Faculty of Humanities and Social Sciences (ASMs-CE). It is the student's responsibility to seek and obtain a work term. Work terms cannot be guaranteed by the University although every effort will be made to assist students in their job searches. Students may also obtain their own work term jobs outside the competition. Such jobs must be confirmed by letter from the employer and approved by the Head of Folklore and Co-operative Education on or before the first day of the work term. Work term jobs may be outside St. John's and possibly outside Newfoundland and Labrador. Work term jobs may be outside St. John's and possibly outside Newfoundland and Labrador. Work term jobs identified by students must be confirmed in writing by the employer and approved by the ASM-CE on or before the first day of the work term. Students who do not wish to accept a work term job arranged by Co-operative Education shall be responsible for finding an alternative acceptable to the Head of Folklore and Co-operative Education. By entering the competition, students give permission for Co-operative Education to supply their Memorial University of Newfoundland transcripts to potential employers.~~
- iv. ~~Each work term placement will be supervised by the candidate's program Supervisor, the on-site Supervisor assigned by the employer, and Co-operative Education. The overall evaluation of the work term is the responsibility of the program Supervisor, on-site Supervisor, and Co-operative Education. The work term evaluation shall consist of two components:
 - ~~On the job Student Performance as evaluated by the on-site Supervisor and Co-operative Education, in consultation with the program Supervisor.~~
 - ~~A Work Report graded by the program Supervisor in consultation with the on-site Supervisor.~~~~
- iv. A student who is unable to secure a work term may apply for a change to the thesis or comprehensive examination program option.
- v. Evaluation of the work term will result in the assignment of one of the following final grades:
 - ~~*Pass with Distinction*: Indicates EXCELLENT PERFORMANCE in both the work report and work performance.~~
 - ~~*Pass*: Indicates that PERFORMANCE MEETS EXPECTATIONS in both the work report and work performance.~~
 - ~~*Fail*: Indicates FAILING PERFORMANCE in the work report and/or the work performance.~~

~~If a student fails to achieve a final grade of *Pass* or *Pass with Distinction*, and provided the student has not failed to achieve a grade of 'B' or better in any program course, the student may request to repeat the work term component. The request will be considered by the Department Head in consultation with the program Supervisor and~~

must include a proposal for a new work term placement. Only one work term repeat will be permitted in the student's program. Alternatively, the student may apply for a change of route to the thesis or comprehensive examination program option. By entering the program, students give permission for ASM-CEs to supply their resumes and transcripts to potential employers.

- vi. Work terms are co-evaluated by a faculty member in the department of Folklore and by the ASM-CE.
- vii. The work term evaluation shall consist of two components:
 - On-the-job Student Performance as evaluated by ASM-CE with feedback from the student's on-site supervisor
 - One or more reports graded by the student's program supervisor in consultation with the ASM-CE.
- viii. Evaluation of the work term will result in the assignment of one of the following final grades:
 - Pass with Distinction: Indicates OUTSTANDING PERFORMANCE in both the work report(s) and work performance.
 - Pass: Indicates that PERFORMANCE MEETS EXPECTATIONS in both the work report(s) and work performance.
 - Fail: Indicates FAILING PERFORMANCE in the work report(s) and/or the work performance.

If a student fails to achieve a final grade of Pass or Pass with Distinction, and provided the student has not failed to achieve a grade of 'B' or better in any program course, the student may apply for a change of route to the thesis or comprehensive examination program option.

- ix. A student is not permitted to drop a work term without prior approval of the Department and the ASMs-CE. A student who drops a work term without permission, or who fails to honour an agreement to work with an employer, will be assigned a grade of FAL (fail) for that work term.

A student who conducts him or herself in such a manner as to cause termination from the job, will normally be assigned a grade of FAL (fail) for that work term.

b) **Parchments**

The Registrar asked for comments on the development of a parchment standards document which proposes the inclusion of the major program completed by a student on parchments for all master's degrees and graduate diplomas, unless there are no defined majors in the program regulations.

This proposal was unanimously endorsed and approved by Academic Council. A letter will be sent to The Registrar reflecting Council's decision.

c) New Program – PhD in Sustainability Science

It was moved by Mr. Kim and seconded by Mr. Howse that the proposed new PhD in Sustainability Science (Grenfell Campus) be approved in principle to permit an external review. The motion

Carried

7. ANY OTHER BUSINESS

8. NOTICE OF MOTION

9. ADJOURNMENT

The meeting adjourned at 4:10p.m.

Aimée Surprenant, Chair

Echo Pittman, Secretary