

# HUMS 1200 — HUMANITIES AND CLASSICAL CIVILISATION

## SYLLABUS

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### THIS SYLLABUS IS IMPORTANT

### PLEASE READ THE ENTIRE DOCUMENT

#### COURSE DESCRIPTION

This course will teach you how to write the most basic kind of university paper, the exegetical essay. You will learn how to read and understand difficult books, and how to explain those books clearly. You will use this skill in every other Humanities course.

You will work on the three great epics from Greece and Rome, Homer's *Iliad* and *Odyssey*, and Virgil's *Aeneid*, as well as a series of short passages from the ancient world.

#### REQUIRED TEXTS

The books are available at All Books (327 Rideau Street, next to the Bytown Cinema, tel. 613-789-9544).

You should use the following editions:

- *The Norton Book of Classical Literature*. Ed. Bernard Knox. New York and London: W.W. Norton, 1993.
- Homer. *The Iliad*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1990.
- Homer. *The Odyssey*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 1996.
- Virgil. *The Aeneid*. Trans. Robert Fagles, ed. and intro. Bernard Knox. Harmondsworth: Penguin, 2006.
- Ruvinsky, Maxine. *Practical Grammar: A Canadian Writer's Resource*. 2nd edition. Don Mills: Oxford University Press Canada, 2009.
- Strunk, W. Jr. and White, E.B. *The Elements of Style*. 4th edition. Boston: Allyn and Bacon, 2000.

**Buy the Fagles translations of the *Iliad*, *Odyssey*, and *Aeneid***, even if you already have copies of Homer and Virgil in other editions. All Books has a nice boxed-set of them.

Note that the versions of Homer and Virgil available online are in old translations that are difficult to read, and will almost certainly reduce your grade in the course.

I think that the editions of Ruvinsky and Strunk and White listed are the newest ones, but if you find newer editions then you should buy those (i.e. 3rd or 5th, etc., respectively).

The years listed at the end of each book's information are the original dates of publication. Your copy will probably have a later year of printing indicated.

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**RECOMMENDED TEXTS**

- Kamm, Antony. *The Romans. An Introduction*. 3rd edition. London and New York: Routledge, 2015.
- Pomeroy, Sarah, et. al. *A Brief History of Ancient Greece*. Oxford: Oxford University Press, 2013.

You are not required to buy these books, but they will help you with your general understanding of the ancient world. They can also be found at All Books.

**ONLINE READING**

- *The Humanities Writing Guide*

This is your main text for learning how to write an exegetical essay. It will be posted on cuLearn.

**RECOMMENDED SOFTWARE**

- Omnioutliner Essentials 5 (<https://store.omnigroup.com/edu/f9120b1a58d1d6e1ffffff>) — \$5.99 US. For Mac only. There are also versions for iPad and iPhone.
  - This is a very useful outlining tool. Unfortunately, it is Mac or iPad only. The outline function in MS Word is a decent alternative, and PC users can access it.
- Scrivener (<https://www.literatureandlatte.com/scrivener.php>) — \$38.25 US(?) for Mac or PC Education license.
  - You don't need this now, but remember it for later in your degree, when you start writing long, complex documents.

## LAPTOP POLICY

You are strongly advised to take notes by hand rather than to use a laptop. Studies show that taking notes by hand significantly increases comprehension and retention of material. If you do use a laptop, you may have only a word processing program open. Do not use social media, surf the web, or use messaging programs, as studies also show that these create a distraction for other students and for yourself, and result in significantly reduced performance, as measured by final grades. (Article 1 — Comprehension and Retention, Article 2 — Distraction)

## RECORDING CLASSES

You may only record the class session if you first ask permission of the instructor.

## GRADES

Grades will be based solely on individual, academic merit as judged against absolute standards. They will not be adjusted to achieve a supposed normal distribution or manipulated in any other way.

Grades for the course will be based on the following:

Attendance	10%
Participation (self-evaluation)	5%
Assignment 1: One short passage	10%
Assignment 2: Two short passages	15%
Assignment 3: One longer passage	25%
Assignment 4: Exegetical essay	35%
<b>Total</b>	<b>100%</b>

Note: **There is no mid-term or final examination in this course.**

Grades for assignments will be given as a percentage out of 100. At the end of the course you will be assigned a letter grade corresponding to your final percentage, according to the standard Carleton scale:

Standard Carleton Grade Scale				
0-49 = F	50-53 = D-	60-63 = C-	70-73 = B-	80-84 = A-
	54-56 = D	64-66 = C	74-76 = B	85-89 = A
	57-59 = D+	67-69 = C+	77-79 = B+	90-100 = A+

## EVALUATION

**Assignments 1—3** consist of an outline and a finished prose explanation. You will be evaluated on your prose. However, assignments submitted without an outline will receive a grade of 0%.

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**Assignment 4** is in two parts. The first part, the Essay Plan, will not receive a grade, but must be submitted or the entire assignment will be considered incomplete, and you will fail the course because of incomplete term work.

Essay Plans submitted on time will receive feedback, which will help with the second part the assignment, the final Exegetical Essay. Essay Plans submitted late will not receive feedback.

Your assignments will be evaluated for:

- Grammar, spelling, style
- Content

You will receive feedback on the content (explanation or argument) of your entire assignment, but only on the grammar, spelling, and style of the first couple of pages.

### ATTENDANCE

The Bachelor of Humanities official policy on participation and attendance is the following: *Attendance and participation are critical components of all courses in the Bachelor of Humanities program. As a result, a pattern of non-attendance may in and of itself constitute sufficient grounds for awarding a final course grade of F.*

You must attend class regularly. You must be present for at least 30% of the lectures, or you will **fail the course automatically**, no matter how well you do on the assignments. See the section below on Automatic Failure.

It is your responsibility to make up any material covered and find out about any announcements made on class days when you are absent.

### PARTICIPATION

Three times during semester you will have the opportunity to evaluate your own participation in the work we do together in class. This will make up 5% of your overall grade in the course. If you are absent without a legitimate excuse on one of these days, you will not receive that portion of your participation grade.

Note that if you present me with a medical certificate or other documentation providing evidence of a physical or psychological condition that rendered you unable to do schoolwork on a day that I took attendance or participation, I will remove that day from consideration in your grade.

### ASSIGNMENT SUBMISSION

- You must submit your assignments before the start of class on the day they are due.
- You must submit all your assignments electronically, **in MS Word format** (.doc or .docx).
- Your date and time of submission will be when the MS Word file is uploaded.
- If you upload your assignment in the wrong format (e.g. PDF, Pages, or RTF), or hand in a paper copy instead of submitting it electronically, **we will not consider your assignment to have been submitted**. Late penalties will accrue until the MS Word document is submitted.

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- Do not upload your document a second time in order to fix a minor issue, as the second submission date and time will replace your original one. Documents with minor corrections should be emailed as an attachment, to [gregory.macisaac@carleton.ca](mailto:gregory.macisaac@carleton.ca)

### LATE ASSIGNMENTS

Assignments uploaded after the beginning of class on the due date are late.

Late assignments will have their grade reduced by 3% per calendar day (i.e. including weekends). According to the standard Carleton scale, given above, this means that in most cases you will lose one letter grade per day that your assignment is late.

For example, an assignment that would have received a 78% (B+) would suffer the following penalties:

- 1 day late (from the beginning of class to midnight the following calendar day) = 75% (B)
- 2 days = 72% (B-)
- 3 days = 69% (C+)
- 4 days = 66% (C)
- 7 days = 57% (D+)
- 10 days = 48% (F)
- And so on, until the assignment reaches 0% (F)

**Late assignments will very quickly sink to a grade of F.** Hand in your assignments on time.

**Even an assignment that is so late it will merit a grade of 0% (F) must be completed,** or you will fail the course. See the section below on Automatic Failure.

### 'EXTENSIONS'

An extension is a private due-date for your assignment that differs from the due date every other student must meet. **No extensions will be granted in this course.**

However, a late assignment accompanied by a medical certificate or other documentation providing evidence of a physical or psychological condition that rendered you unable to do schoolwork will have its penalty reduced by the number of days of proven incapacity.

Please note that a heavy workload does not constitute a legitimate reason for lateness. Late penalties are an incentive to manage your time effectively, but they are also a consequence of failing to do so.

### DEFERRALS

In very exceptional circumstances you may obtain a **deferral of course work** from your instructor. These will only be granted in cases where serious injury, illness, or other involuntary factors have rendered you unable to work for a prolonged period of time, and where a reasonable chance of completing your course work still exists.

You must request a deferral of course work from your instructor no later than three days after the deadline for the assignment you were unable to complete has passed, and an accommodation must be agreed upon, if granted, before the last day of classes.

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If you do not hand in your deferred course work by the deadline for submission of grades, it will receive a 0%, and you will receive an F in the course for incomplete term work. If subsequently you hand in your deferred work, and it is accepted, your grade will then be adjusted.

Note that deferrals of course work are granted at the discretion of your instructor, and are not granted by the Registrar's Office.

### COMPLETION OF TERM WORK

Term work in this course consists of four written assignments, the final one in two parts.

- The final day to hand in term work in this course is the **7th of December 2018**. **If you have not submitted all of your assignments by this date, you must withdraw from the course or you will fail automatically**, with a grade of 'F', unless granted a deferral by your instructors (see above).
- The final date to withdraw from the course is the **7th of December 2018**.
- If you hand in an assignment after the **7th of December** with documentation of proven incapacity to do schoolwork, your effective submission date will be adjusted accordingly. If the revised date is the **7th** or before, the assignment will be accepted. E.g. An assignment handed in on the 10th of December with a note demonstrating three days of incapacity would have its submission date adjusted to the 7th of April, and be accepted; a note indicating a single day's incapacity would be adjusted to the 9th, and not be accepted.
- Realise that a doctor's note does not change the withdrawal date. So handing in an assignment after this date, even with a note, is risky. If you miscalculate, you will not at that point be able to withdraw from the course, and could fail due to incomplete term work.
- In exceptional circumstances you can petition the Registrar's office for a back-dated medical withdrawal from all of your courses in a given year.

### AUTOMATIC FAILURE

To pass, students must regularly attend the lectures and complete all the written assignments, unless formally excused by the Instructor because of illness or another legitimate reason. This includes Assignment 4-1, your Essay Plan, even though it is not given a grade.

**You will fail the course automatically, with a grade of 'F', if you:**

- **Do not hand in one or more graded assignments**
- **Do not hand in assignment 4-1, your Essay Plan**
- **Attend fewer than 30% of the lectures**

### GETTING HELP

I am always willing to give you whatever help I can. I am willing to help you understand and plan your assignments, give you constructive feedback, help you come up with a strategy to get your work done more efficiently, or refer you to the service on campus that can help with any serious problems that crop up.

But in order for me to help you, you must ask for my help.

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- If your assignment is late, don't ignore it. You will end up failing the class. Come see me. Let me know that you are having problems. I will let you know what your options are, no matter how serious your circumstances may be.
- Visit me in my office hours, which I hold every week, whether you need to discuss a problem, a paper (before or after writing), or simply would like to chat about this course or another course. I can help you much more effectively one-on-one than I can in class, and that is what office hours are for.
- Discuss your assignments with your classmates, and with students in upper years. They have all been where you are right now, and they can help you figure out whatever you find difficult.
- No one is good at everything right away. But most people make dramatic improvement with the help of others who already know the path to follow.



## University Regulations for All Humanities Courses

### Copies of Written Work Submitted

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Always retain for yourself a copy of all essays, term papers, written assignments or take-home tests submitted in your courses.

### Academic Integrity at Carleton

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Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. More information can be found [here](#).

### Academic Accommodation Policy

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#### **Academic Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

**Pregnancy obligation:** write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

**Religious obligation:** write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

**Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at



613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the [PMC website](#) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

## Grading System at Carleton University

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Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion is below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

[Grading System](#)

## Course Sharing Websites and Copyright

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Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including PowerPoint presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s).

Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

## Statement on Class Conduct

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The Carleton University Human Rights Policies and Procedures affirm that all members of the University community share a responsibility to:

- promote equity and fairness,
- respect and value diversity,
- prevent discrimination and harassment, and preserve the freedom of its members to carry out responsibly their scholarly work without threat of interference.

## Deferred Term Work

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In some situations, students are unable to complete term work because of illness or other circumstances beyond their control, which forces them to delay submission of the work.

Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and **in all cases this must occur no later than three (3.0) working days after the term work was due.**

The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. More information is available [in the calendar](#).

## Deferred Final Exams

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Students who are unable to write a final examination because of a serious illness/emergency or other circumstances beyond their control may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made. [More information.](#)

The application for a [deferral](#) must:

1. be made in writing or online to the Registrar's Office no later than **three working days** after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation and, in cases of illness, by a medical certificate dated no later than one working day after the examination, or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [forms and fees page](#).

Any questions related to deferring a Final Exam or Final Assignment/Take Home Examination should be directed to the [Registrar's Office](#).

## Withdrawal From Courses

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Withdrawn. No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (noted in the Academic Year section of the Calendar each term). Students may withdraw on or before the last day of classes.

Important dates can be found [here](#):

## Financial vs. Academic Withdrawal

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**Make sure that you are aware of the separate deadlines for Financial and Academic withdrawal!**

Making registration decisions in Carleton Central involves making a financial and academic commitment for the courses you choose, regardless of attendance. If you do not attend – you must withdraw in Carleton Central within the published deadlines to cancel your registration. [More information](#)

## Department Contact Information

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**College of the Humanities** 300 Paterson Hall (613)520-2809

[CollegeOfHumanities@cunet.carleton.ca](mailto:CollegeOfHumanities@cunet.carleton.ca)

Drop box for CLCV, HUMS LATN GREK Term Papers and assignments is outside 300 P.A.

**Greek and Roman Studies** 300 Paterson Hall (613)520-2809

[GreekAndRomanStudies@cunet.carleton.ca](mailto:GreekAndRomanStudies@cunet.carleton.ca)

Drop Box is outside of 300 P.A.

**Religion** 2A39 Paterson Hall (613)520-2100

[Religion@cunet.carleton.ca](mailto:Religion@cunet.carleton.ca)

Drop box for RELI and SAST Term Papers and assignments is outside of 2A39 P.A.

**Registrar's Office** 300 Tory (613)520-3500

<https://carleton.ca/registrar/>

## Student Resources on Campus

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[CUKnowHow Website](#)

[Academics: From registration to graduation, the tools for your success.](#)