Instructor: Roland Jeffreys

Lectures: Fridays 2.35 – 5.25 p.m. in Paterson 115

Email: roland.jeffreys@carleton.ca

Office: Paterson 3A, room 60

Office Hours: (by appointment): Tue. 4.30 – 5.30

Administrator: Andrea McIntyre
detail information


**COURSE DESCRIPTION**

This course is designed for students who have completed LATN 2200 or the equivalent. After a brief review, we shall complete the remaining grammar in *Wheelock’s Latin* (Chapters 37 - 40 & Supplementary Syntax) in the first five classes. The rest of the course will have three objectives:

i) to improve fluency in translating real Latin by reading selections from *Loci Antiqui & Loci Immutati* in *Wheelock*;

ii) to cover (with the aid of handouts) a number of constructions not dealt with in *Wheelock*: deliberative subjunctive; optative subjunctive; noun clauses of result; further temporal clauses; impersonal passive; *quin & quominus*;

iii) to revise and consolidate knowledge of grammar learned earlier.

Each class will involve both reading and grammatical work.

A detailed course calendar will be distributed later.
REGULATIONS COMMON TO ALL HUMANITIES COURSES

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

PLAGIARISM
The University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in “substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.”

Plagiarism is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

GRADING SYSTEM
Letter grades assigned in this course will have the following percentage equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100 (12)</td>
</tr>
<tr>
<td>A</td>
<td>85-89 (11)</td>
</tr>
<tr>
<td>A-</td>
<td>80-84 (10)</td>
</tr>
<tr>
<td>B+</td>
<td>77-79 (9)</td>
</tr>
<tr>
<td>B</td>
<td>73-76 (8)</td>
</tr>
<tr>
<td>B-</td>
<td>70-72 (7)</td>
</tr>
<tr>
<td>C+</td>
<td>67-69 (6)</td>
</tr>
<tr>
<td>C</td>
<td>63-66 (5)</td>
</tr>
<tr>
<td>C-</td>
<td>60-62 (4)</td>
</tr>
<tr>
<td>D+</td>
<td>57-59 (3)</td>
</tr>
<tr>
<td>D</td>
<td>53-56 (2)</td>
</tr>
<tr>
<td>D-</td>
<td>50-52 (1)</td>
</tr>
<tr>
<td>F</td>
<td>0-51</td>
</tr>
</tbody>
</table>

F = Failure. Assigned 0.0 grade points
ABS = Absent from final examination, equivalent to F
DEF = Official deferral (see “Petitions to Defer”)
FND = Failure with no deferred exam allowed -- assigned only when the student has failed the course on the basis of inadequate term work as specified in the course outline.

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean.

WITHDRAWAL WITHOUT ACADEMIC PENALTY
The last date to withdraw from FALL TERM courses is DEC. 7, 2015. The last day to withdraw from FALL/WINTER (Full Term) and WINTER term courses is APRIL 8, 2016.

REQUESTS FOR ACADEMIC ACCOMMODATION
You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy or religious obligations. Please review the course outline promptly and write to me 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. You can visit the Equity Services website to view the policies and to obtain more detailed information on academic accommodation at: carleton.ca/equity/accommodation/

Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC, 613-520-6608, every term to ensure that your Instructor receives your Letter of Accommodation, no later than two weeks before the first assignment is due or the first in-class test/midterm requiring accommodations. If you only require accommodations for your formally scheduled exam(s) in this course, please submit your request for accommodations to PMC by Nov. 6, 2015 for the Fall term and March 6, 2016 for the Winter term. For more details visit the Equity Services website: carleton.ca/equity/accommodation/

PETITIONS TO DEFER
If you miss a final examination and/or fail to submit a FINAL assignment by the due date because of circumstances beyond your control, you may apply a deferral of examination/assignment. If you are applying for a deferral due to illness you will be required to see a physician in order to confirm illness and obtain a medical certificate dated no later than one working day after the examination or assignment deadline. This supporting documentation must specify the date of onset of the illness, the degree of incapacitation, and the expected date of recovery.

If you are applying for a deferral for reasons other than personal illness, please contact the Registrar’s Office directly for information on other forms of documentation that we accept. Deferrals of a final assignment or take home, in courses without a final examination, must be supported by confirmation of the assignment due date, for example a copy of the course outline specifying the due date and any documented extensions from the course instructor.

Deferral applications for examination or assignments must be submitted within 5 working days of the original final exam.

ADDRESSES: (Area Code 613)
College of the Humanities 520-2809 300 Paterson
Greek and Roman Studies Office 520-2809 300 Paterson
Religion Office 520-2100 2A39 Paterson
Registrar’s Office 520-3500 300 Tory
Student Academic Success Centre 520-7850 302 Tory
Paul Menton Centre 520-6608/TTY 520-3937 501 Uni-Centre
Writing Tutorial Service 520-2600 Ext. 1125 4th Floor Library
Learning Support Service 520-2600 Ext 1125 4th Floor Library
# ASSIGNMENTS & EVALUATION

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight (%)</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>15%</td>
<td>Assigned weekly. Best seven to count.</td>
</tr>
<tr>
<td>Vocabulary/Grammar Quizzes</td>
<td>15%</td>
<td>Written in most classes. Best seven count.</td>
</tr>
<tr>
<td>Oral Classwork</td>
<td>10%</td>
<td>All classes</td>
</tr>
<tr>
<td>Mid-Term Test</td>
<td>25%</td>
<td>February 26 (beginning of Class 7)</td>
</tr>
<tr>
<td>Final Examination</td>
<td>35%</td>
<td>April exam period</td>
</tr>
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# NOTES

1. Regular class attendance is essential.

2. Information and assignments will be posted on CuLearn.

3. Be sure to read the sheet headed *Regulations Common to All Humanities Courses*. This contains much important information, including a detailed definition of plagiarism, which is of course a serious offence.

4. Detailed information on the format of the Mid-term Test & the Final Examination will be provided at least ten days in advance.

5. You are asked to submit homework to me by email at least two days before the next class.

6. There will be oral exercises and practice in every class. If you have a good reason for not participating in this oral work, let me know and alternative assignments will be arranged.

7. Medical certificates or the like are required to enable you to write a missed Mid-term Test without penalty.

8. Requests for Deferred Final Exams must be directed to the Registrar’s Office. In order for your request to be considered, you must have at least 50% of the maximum marks for the other course assignments.