LATN 4901A  DIRECTED STUDIES (PROSE)  WINTER TERM 2009

Class Times:  Monday, 5.35 – 7.25 p.m.; Friday, 2.05 -2.55 p.m.

Location:  PA-2A-46
Course Instructor:  Roland Jeffreys
office:  PA-2A-61
office hours:  Tuesday & Thursday, 1.30 – 2.30 p.m.
email:  roland_jeffreys@carleton.ca

Administrator;
(Greek & Roman):  Barb Truscott
office:  PA-2A-39
phone:  613-520-2100
email:  barb_truscott@carleton.ca

REQUIRED TEXT

COURSE DESCRIPTION
Students will attend the same classes as LATN 3901 students. The course will include a range of Latin prose writers from different periods and with different styles. We shall translate and discuss selections from: Cicero, Livy, Nepos, Petronius, Pliny (the Younger), Sallust, Seneca, Tacitus. There will be review of grammatical constructions. Students in 4901 will do more extensive readings (selected in consultation with individual students) and will be examined on this material, as well as on that read also by 3901 students.

ASSIGNMENTS & EVALUATION
Class Work  20%
Homework  15%
Mid-Term Test  30%
Final Exam  35%

NOTES
1. Detailed information on the Test and Exam will be given two weeks in advance.
2. Remember to check the WebCT page regularly.
3. Read the attached sheet headed Regulations Common to All Humanities Courses.
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- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;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 range from a mark of zero for the plagiarized work to a final grade of "F" for the course, and even suspension from all studies or expulsion from the University.

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

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
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<tr>
<td>A</td>
<td>85-89</td>
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<tr>
<td>A-</td>
<td>80-84</td>
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<tr>
<td>D+</td>
<td>57-59</td>
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<td>D</td>
<td>53-56</td>
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<td>D -</td>
<td>50-52</td>
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<tr>
<td>F</td>
<td>Failure</td>
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<tr>
<td>WDN</td>
<td>Withdrawn</td>
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<tr>
<td>ABS</td>
<td>Absent</td>
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<tr>
<td>DEF</td>
<td>Official deferral</td>
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<tr>
<td>FND</td>
<td>“Failed, no Deferral”</td>
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</tbody>
</table>

The student must then make an appointment to discuss their needs with the instructor at least two weeks prior to the first in-class or CUTV test. This is to ensure sufficient time is available to make the necessary accommodation arrangements. Deadlines for submitting forms for formally scheduled exam accommodation: November 7 for December examinations and March 6, 2009 for April examinations.

REQUESTS FOR ACADEMIC ACCOMMODATION

1. For Students with Disabilities
Students with disabilities needing academic accommodations are required to contact a co-ordinator at the Paul Menton Centre (ext. 6608) to complete the necessary letters of accommodation. The student must then make an appointment to discuss their needs with the instructor at least two weeks prior to the first in-class or CUTV test. This is to ensure sufficient time is available to make the necessary accommodation arrangements. Deadlines for submitting forms for formally scheduled exam accommodation: November 7 for December examinations and March 6, 2009 for April examinations.

2. For Religious Obligations
Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

3. For Pregnancy:
Pregnant students requesting academic accommodations are encouraged to contact an Equity Advisor in Equity Services (613-520-5622) to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

PETITIONS TO DEFER
Students unable to complete a final term paper or write a final examination because of illness or other circumstances beyond their control or whose performance on an examination has been impaired by such circumstances may apply in writing within five working days to the Registrar's Office for permission to extend a term paper deadline or to write a deferred examination. The request must be fully and specifically supported by a medical certificate or other relevant documentation. Only deferment petitions submitted to the Registrar's Office will be considered.

ADDRESSES: (Area Code 613)

- College of the Humanities 520-2809
- Classics and Religion Office 520-2100
- Registrar's Office 520-3500
- Student Academic Success Centre 520-7850
- Paul Menton Centre 520-6608
- Writing Tutorial Service 520-6632

- 300 Paterson
- 2A39 Paterson
- 300 Tory
- 302 Tory
- 500 Unicentre
- 4th floor Library