FACULTY OF ARTS
DEPARTMENT OF CLASSICS AND RELIGION
COURSE OUTLINE
Winter 2021

COURSE NUMBER: LATIN 604-01

COURSE NAME: *Intermediate Language Class for Graduate Students*

CLASSROOM LOCATION: Web-based instruction via Desire2Learn (D2L)

CLASS DAYS & TIMES

There will be no in-class meetings, given the current situation with public health. Rather, we shall convene once a week (Reading Break excepted) via Zoom. Our first meeting will occur on Monday 11 January (10:00-10:50 a.m.), when we shall decide as a group which one of the Registrar-scheduled hours—Mondays, Wednesdays, or Fridays, 10:00-10:50 a.m.—will suit the majority for a once-weekly session thereafter. Attendance will be warmly recommended but not compulsory. Occasional extra (optional) meetings may occur as needed, but only in one of the three time-slots noted above.

INSTRUCTOR'S NAME, EMAIL, & PHONE

James Hume, B.A., M.A. (Senior Instructor)
e-mail: jhume@ucalgary.ca
Phone: 403-220-4833

EMAIL POLICY

All official course communications should occur through your @ucalgary e-mail account. (This is far preferable to leaving a telephone message, especially during this Term when no one will be in the Department to answer or return calls in a timely fashion.)

OFFICE HOURS

You may request, via e-mail, one-on-one appointments with your Instructor at any point in the Term. These will be arranged, at the convenience of both parties, to occur either over the phone or through private Zoom sessions.

CALENDAR DESCRIPTION

Consolidation of grammar, vocabulary, and translation skills.

COURSE DESCRIPTION

This course will study a selection of Seneca's Letters to Lucilius (1st century A.D.), which may be classified as epistolary prose. The *Epistulae Morales ad Lucilium,* ostensibly personal communications between two friends on a wide range of subjects, are in fact highly artful in their composition. They present Seneca as he doubtless wished to be remembered—not the compromised tutor of a tyrant (Nero) but the Stoic philosopher with sage advice for his readership (in the first instance, Lucilius, but, on a grander scale, every generation ever since). Students will have the opportunity to expand their comprehension of Latin grammar and hone their translation skills, while reading some of the finest surviving specimens of Silver Age Latin.

COURSE LEARNING OUTCOMES
Upon successful completion of this course, students should have honed their skills at reading, translating, and interpreting classical Latin texts. They will be introduced to a particular Roman author (Seneca) and a specific literary genre, i.e., epistolary prose.

LEARNING RESOURCES
Because of the limited access to library collections during the pandemic, as well as the high cost of ordering a critical edition of Seneca's Letters, students are directed to online resources such as the *The Latin Library* (*The Classics Page*) or the *Perseus Digital Lib*rary (see below). Recommended secondary readings from the University of Calgary's digital collection will also be indicated throughout the term. The Instructor will undertake to provide vocabulary help at regular intervals; students, meanwhile, are encouraged to make cautious use of the vocabulary hyperlinks on the Perseus website.

> Seneca the Younger, *Epistulae Morales ad Lucilium*, in *The Latin Library (The Classics Page),*
> ed. William L. Carey (https://www.thelatinlibrary.com/sen/seneca)
> Seneca, *Ad Lucilium Epistulae Morales*, ed. Richard M. Gummere, in *The Perseus Digital Library*,
> (http://www.perseus.tufts.edu)

LEARNING TECHNOLOGIES AND REQUIREMENTS
There is a D2L website for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).

In order to successfully engage in their learning experiences at the University of Calgary, students taking online courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

CLASS SCHEDULE
A tentative schedule of specified readings from selected Letters of Seneca will be provided to students shortly after our first meeting, once it has been determined whether an initial period of basic grammatical review is required. All due dates for assignments, however, will stand as indicated below (see "Assessment Components").

EXAMINATIONS
There will be no quizzes, Mid-Term, or Final Exam for this course.

ASSESSMENT COMPONENTS
Assessment of the student's Course Grade will be divided among five Assignments. These will typically consist of a passage from Seneca's Letters to be translated into English, with accompanying questions to be answered on points of grammar, style, and content.

Date	Assessment	Weight (%)	Required pass/fail
January 25; February 22; March 15; March 29; April 12 (all Mondays)	FIVE Assignments	20% each	No

MISSED OR LATE ASSIGNMENTS

If you cannot submit an assignment by the due date, let your Instructor know (preferably ahead of time, but no later than 24 hours after the fact), and some alternative arrangements may be made. Failure to do so will result in a grade of zero for the component in question.

GRADING

A letter grade will be assigned to each component of the course according to the University's Graduate Studies Calendar 2019-2020:

A+	4.0	Outstanding
A	4.0	Excellent – superior performance showing comprehensive understanding of the subject matter
A-	3.7	Very good performance
B+	3.3	Good performance
B	3.0	Satisfactory performance Note: The grade point value (3.0) associated with this grade is the minimum acceptable average that a graduate student must maintain throughout the program as computed at the end of each registration anniversary year of the program.
B-	2.7	Minimum pass for students in the Faculty of Graduate Studies Note: A student who receives a B- or lower in two or more courses will be required to withdraw regardless of their grade point average unless the program recommends otherwise. Individual programs may require a higher minimum passing grade.
C+	2.3	All grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. A student who receives a grade of F will normally be required to withdraw unless the program recommends otherwise.
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
F	0.0	

N.B. All written assignments will be graded with regard to both form and content. A student's final grade for the course is the sum of the separate assignments. It is not necessary to pass each assignment separately in order to pass the course. For the University of Calgary's policies on undergraduate grading, see: https://www.ucalgary.ca/pubs/calendar/current/f-1.html.

EXPECTATIONS FOR WRITING
All written assignments will be assessed for their coherence in English, including grammar, punctuation, sentence and paragraph structure, as well as general clarity and organization. Sources used must be properly documented. If you need help with your writing, you may use the writing support services in the Learning Commons. For further information, please refer to the official online University of Calgary Calendar, Academic Regulations, E. Course Information, E.2: Writing Across the Curriculum: http://www.ucalgary.ca/pubs/calendar/current/e-2.html

ATTENDANCE AND PARTICIPATION EXPECTATIONS
Online attendance at the weekly Zoom sessions is encouraged but not compulsory. No part of the Final Grade will depend upon live participation.

GUIDELINES FOR SUBMITTING ASSIGNMENTS
Please submit all Assignments electronically through the dropbox on D2L. They may be submitted in Word or PDF format, with a file name as follows: "Last Name First Name Assignment Number" (e.g., Smith Alex Assignment 2). Assignments must be submitted by 4:30 p.m. on their due date. It is the student's responsibility to keep a copy of each submitted assignment and to ensure that the proper version is submitted.

CONDUCT
Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment. As members of the University community, students, employees, and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at: http://www.ucalgary.ca/pubs/calendar/current/k.html

USE OF INTERNET AND ELECTRONIC COMMUNICATION DEVICES IN CLASS
The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf

GUIDELINES FOR ZOOM SESSIONS
Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a

role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g Student Non-Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/ .

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

COURSE EVALUATIONS AND STUDENT FEEDBACK
Student feedback will be sought at the end of the course through the standard University Student Ratings of Instruction (USRI) and Faculty course evaluation forms. A midterm evaluation may also be included to provide students an opportunity to provide feedback, for the instructor to adjust their approaches to teaching and learning, and to continuously improve the course. Students are welcome to discuss the process and content of the course at any time with the instructor.

ACADEMIC MISCONDUCT
Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit:

https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf

https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf

Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.

ACADEMIC ACCOMMODATION
It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations. Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.

SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/ .

INSTRUCTOR INTELLECTUAL PROPERTY
Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

COPYRIGHT LEGISLATION
All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html.

SEXUAL VIOLENCE POLICY
The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at: https://www.ucalgary.ca/registrar/registration/course-outlines
for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk