

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: <u>Arts & Sciences</u>	Today's Date: <u>9/27/2011</u>		
b.	Department/Division: <u>MCL / Division of Classics</u>			
c.	Contact person name: <u>James A Francis, PhD</u>	Email: <u>j.francis@uky.edu</u>	Phone: <u>7-1603</u>	
d.	Requested Effective Date: <input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : _____	
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: <u>CLA 205</u>			
b.	Full Title: <u>Comprehensive Intermediate Latin</u>			
c.	Transcript Title (if full title is more than 40 characters): <u>N/A</u>			
d.	To be Cross-Listed ² with (Prefix and Number): <u>N/A</u>			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	<u>3</u> Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____	
f.	Identify a grading system: <input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
g.	Number of credits: <u>3</u>			
h.	Is this course repeatable for additional credit?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES:	Maximum number of credit hours: _____		
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i.	Course Description for Bulletin:	<u>An accelerated course offered in the summer session designed to take the student through the material normally covered in the two intermediate-level Latin courses (201 & 202). This course is intended to expand the student's knowledge of the vocabulary, grammar, and prose idiom of classical and post-classical Latin. There will also be discussions of Roman art, literature, history, and culture and, as time permits, Latin's role in the development of the English language. Oral exercises will also be part of the instruction.</u>		
j.	Prerequisites, if any: <u>CLA 102 or equivalent, or permission of the Instructor.</u>			
k.	Will this course also be offered through Distance Learning?			YES ⁴ <input type="checkbox"/> NO <input checked="" type="checkbox"/>
l.	Supplementary teaching component, if any: <input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both	
3.	Will this course be taught off campus?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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4. Frequency of Course Offering.			
a. Course will be offered (check all that apply):	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
b. Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If NO, explain:	_____		
5. Are facilities and personnel necessary for the proposed new course available?			
	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If NO, explain:	_____		
6. What enrollment (per section per semester) may reasonably be expected?			
	12-15		
7. Anticipated Student Demand.			
a. Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b. Will it be of interest to a significant number of students outside the degree pgm?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES, explain:	<p><u>We have already been offering the usual 200-level Latin courses in summer, but there has been difficulty with scheduling, make numbers, and meeting student needs with 2 separate courses in 2 separate sessions. We believe these problems will be resolved, and a steady number of students secured over the years, by offering 1 combined, 8-week course. Classics majors often take a summer Latin offering to jump ahead more quickly in the major and be able to take more advanced courses the AY following summer. About half the students, however, are non-majors seeking to fulfill language requirements, who have had some Latin in the recent past, but have had difficulty, due to the demands of their major, in scheduling language courses during the regular school year. Hence this offering should also improve time-to-degree in those cases.</u></p>		
8. Check the category most applicable to this course:			
<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
<input type="checkbox"/> Relatively New – Now Being Widely Established			
<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9. Course Relationship to Program(s).			
a. Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, name the proposed new program:	_____		
b. Will this course be a new requirement ⁵ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES ⁵ , list affected programs:	_____		
10. Information to be Placed on Syllabus.			
a. Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See <i>SR 3.1.4.</i>)			

⁵ In order to change a program, a program change form must also be submitted.

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b.	<input checked="" type="checkbox"/>	The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.
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Signature Routing Log

General Information:

Course Prefix and Number: CLA 205

Proposal Contact Person Name: J. Francis Phone: 7-1603 Email: j.francis@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
MCL, Classics Division	9/26/2011	J, Francis, Director / 7-1603 / j.francis@uky.edu	
MCL		Jeanmarie Rouhier-Willoughy, / 7-3761 / j.rouhier@uky.edu	
A&S Ed. Policy Cmte		/ / /	
A&S Dean		Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	11/8/2011	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

SAMPLE SYLLABUS
Classics 205: Comprehensive Intermediate Latin

CLA 205-020
Comprehensive Intermediate Latin
Summer Session II
MTRF 10:00 – 11:30

Instructor: Ted Higgs
ted.higgs@uky.edu
(859) 523-2723
office: POT 1022
office hrs: MTR 11:30-12:30

COURSE DESCRIPTION:

An accelerated course offered in the summer session designed to take the student through the material normally covered in the two intermediate-level Latin courses (201 & 202). This course is intended to expand the student's knowledge of the vocabulary, grammar, and prose idiom of classical and post-classical Latin. There will also be discussions of Roman art, literature, history, and culture and, as time permits, Latin's role in the development of the English language. Oral exercises will also be part of the instruction.

PREREQUISITE: Successful completion of CLA 102 or permission of the Instructor.

Student LEARNING OUTCOMES:

At the end of this course the student should be able to:

- Recognize, reproduce, and manipulate the fundamental grammatical structures of Latin and convert a given grammatical construction into an equivalent construction.
- Recognize, reproduce, and manipulate the fundamental syntactical structures of Latin and convert a given syntactic expression into an equivalent expression.
- Recognize and utilize an intermediate level Latin vocabulary in using the language per above.
- Recognize, comprehend, and indentify the basic characteristic features of Roman culture in art, literature, history, and mythology.
- Speak, at an appropriate level and to the extent possible, the oral component of the language.

COURSE SUMMARY & GOALS:

Classics 205 is an accelerated course for the summer program designed to take the student through the material normally covered in the two intermediate-level Latin courses (201 & 202). This course is intended to expand the student's knowledge of the vocabulary, grammar, and prose idiom of classical and post-classical Latin. We will also engage in frequent discussions of Roman art, literature, history, and culture and, as time permits, examine Latin's role in the development of the English language. Oral exercises will also be part of the instruction.

COURSE MATERIALS:

Required:

Minkova, Milena, and Terence Tunberg. *Latin for the New Millennium*. Level 2. Mundelein, Ill.: Bolchazy-Carducci Publishers, 2009. ISBN 978-0-86516-563-2.

----- *Latin for the New Millennium*. Level 2 Workbook. Mundelein, Ill.: Bolchazy-Carducci Publishers, 2009. ISBN 978-0-86516-564-9.

Recommended:

Allen and Greenough's New Latin Grammar, updated by Anne Mahoney.

COURSE ACTIVITIES & ASSIGNMENTS:

The requirements for the course include eight exams, normally covering the material studied since the previous examination. You will be allowed to drop the lowest of your exam grades, but you must score at least 40% on an examination before its grade may be dropped. Make-up examinations will be offered for those forced to miss examinations for excusable reasons.

You will also be asked to submit for grading a selection of the exercises from the workbook, which should be submitted in accordance with the handout *Guidelines for Homework*.

Once at mid-term and again at the end of the semester, you will receive a class-participation grade. This grade will be based on your participation assessed roughly as described in the handout *Standards of Participation*.

COURSE GRADING:

Your course grade will be determined according to the following percentages: exams, 60%, homework, 25%; participation, 15%.

Scores will be assigned based on the following standards:

A	90-100%	D	60-69%
B	80-89%	E	below 60%
C	70-79%		

FINAL EXAM:

There will be no cumulative final exam for the course, since each exam will, by the nature of the study of the language at this level, presume all grammar, syntax, and vocabulary studied up to that point. The last exam for the course will be EXAM 8, scheduled for AUGUST 4TH, as listed on the course schedule below.

MIDTERM GRADES: Since this course is taught during the summer intersession, formal midterm grades are not issues. Due to the nature of the course assignments, etc. the student can accurately calculate his or her grade at any point, according to the formula in “Grading” above.

ATTENDANCE:

If an emergency arises and you are not able to attend class, it is your responsibility to find out what was covered in class and whether there might be changes to the homework requirements for the following day. You will be allowed two unexcused absences during the term without detriment to your grade. Each additional unexcused absence, however, will reduce the numerical form of your course grade by three percentage points. Absences left unexplained for more than 72 hours will be counted as unexcused.

If an excused absence results in a missed assignment or exam, the student must contact the instructor within 72 hours, unless egregious circumstances do not permit this, to arrange for making up the assignment or exam. In such cases, the reason for the absence should conform to those listed in *Student Rights and Responsibilities*.

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

ACADEMIC INTEGRITY:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed. Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

ACADEMIC ACCOMMODATIONS DUE TO DISABILITY:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257□2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

POLICY ON CLASSROOM CIVILITY AND DECORUM:

The university, college, and department has a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors. Everyone in our classroom is responsible for practicing respect and courtesy for others present. Students are also encouraged to discuss any classroom situations which cause them discomfort or uncertainty.

INSTRUCTOR AVAILABILITY:

Feel free to call or email me if you would like to talk about anything related to the course. I will be available before and after class, but often it is better to arrange to meet when we both can sit down and discuss the matter at hand. My posted office hours are at the top of the syllabus, other appointment times can easily be arranged if meeting during the office hours is not possible.

CLA 205 - COURSE SCHEDULE:

All reading assignments refer to the course text and should be read before coming to class on the day of the assignment.

Homework exercises marked for submission are those from the workbook.

Week 1

- 6/09 Course Introduction
- 6/10 Chapter 1, pp. 1-16: Homework: WB Exercises 4-5

Week 2

- 6/13 Chap. 1 (cont.) Homework: WB Exercise 6
- 6/14 Chap. 2, pp. 17-32 Homework: WB Exercises 4-5
- 6/16 Chap. 2 (cont.) Homework: WB Exercise 6
- 6/17 **Exam 1**

Week 3

- 6/20 Chap. 3, pp. 33-67 Homework: WB Exercises 4-5
- 6/21 Chap. 3 (cont.) Homework: WB Exercise 6

6/23 Chap. 4, pp. 69-88 Homework: WB Exercises 4-5
6/24 Chap. 4 (cont.) Homework: WB Exercise 6
Exam 2

Week 4

6/27 Chap. 5, pp. 89-104 Homework: WB Exercises 3-4
6/28 Chap. 5 (cont.) Homework: WB Exercise 5

6/30 Chap. 6, pp. 105-141 Homework: WB Exercises 4-5
7/1 Chap. 6 (cont.) Homework: WB Exercise 6
Exam 3

Week 5

7/4 **Holiday**
7/5 Chap. 7, pp. 143-158 Homework: WB Exercises 4-5

7/7 Chap. 8, pp. 159-186 Homework: WB Exercises 4-5
7/8 Chap. 8 (cont.) Homework: WB Exercise 6
Exam 4

Week 6

7/11 Chap. 9, pp. 187-220 Homework: WB Exercise 5
7/12 Chap. 9 (cont.) Homework: WB Exercise 6

7/14 Chap. 10, pp. 221-238 Homework: WB Exercises 4-5
7/15 Chap. 10 (cont.) Homework: WB Exercise 6
Exam 5

Week 7

7/18 Chap. 11, pp. 239-256 Homework: WB Exercise 3
7/19 Chap. 11 (cont.) Homework: WB Exercise 5

7/21 Chap. 12, pp. 257-293 Homework: WB Exercises 4-5
7/22 Chap. 12 (cont.) Homework: WB Exercise 6
Exam 6

Week 8

7/25 Chap. 13, pp. 295-314 Homework: WB Exercise 5
7/26 Chap. 13 (cont.) Homework: WB Exercise 6

7/28 Chap. 14, pp. 315-332 Homework: WB Exercises 3-4
7/29 Chap. 14 (cont.) Homework: WB Exercise 6
Exam 7

Week 9

8/1 Chap. 15, pp. 333-377 Homework: WB Exercise 3

8/2 Chap. 15 (cont.) Homework: WB Exercise 4

8/4 **Exam 8**