**MASTER SYLLABUS AND DEPARTMENTAL POLICIES FOR LATIN 3 (2311)**

**COURSE AND INSTRUCTOR INFORMATION (Please** see “ Developing your Syllabus” section.) Course number, synonym, instructor’s name, office hours, etc.

**COURSE NAME: LATI 2311**

**SECTION SYNONYM ROOM**

**SEMESTER**

**TIME**

**INSTRUCTOR**

**OFFICE HOURS OR BY APPOINTMENT**

**OFFICE PHONE**

**EMAIL**

**COURSE DESCRIPTION:**

Advanced Latin grammar, reading, and discussion of culture. Skills: E.

**PREREQUISITE INFORMATION:**

To be enrolled in this course, you must have credit for a second- semester college Latin course of at least four semester hours with a grade of C or better, or have equivalent credit by examination. High school, community / continuing education credit, conversation course credit, and previous knowledge are not acceptable substitutes for the required prerequisite. You must present proof of this credit (in the form of a copy of the appropriate transcript or grade report or an ACC printout) to your instructor by the twelfth day\* of ACC classes or you will be withdrawn from the course and may risk losing any refund.

**Please Note:**

**1.** If this is the only course for which you are registered and you are withdrawing, this may constitute a withdrawal from the institution. (See Catalog.)

**2.** Any student wishing to challenge this course by examination must withdraw by the twelfth class day.\* (See Catalog.)

\*This is the twelfth class day from the beginning of the semester for all ACC courses, not the twelfth day of your class. During the summer the deadline is the fourth class day.

**REQUIRED TEXTS/MATERIALS** **(All instructors should use the following books**

 **for Latin 2311.)**

Aeneas to Augustus (Hammond and Amory, Harvard University Press)

Bennett’s New Latin Grammar (Bolchazy-Carducci)

**INSTRUCTIONAL METHODOLOGY (Instructors may modify this description.)**

This course constitutes the third semester of Latin. The primary objective is reading and comprehension of Latin prose passages from many sources. Some poetry is also read, and scanned. Command of vocabulary is expanded, and grammar is built on the foundation of first-year Latin. Understanding of cultural aspects is germane.

**COURSE RATIONALE** **( Copy exactly. )**

This course is intended to fulfill one semester of the foreign language requirement as needed for Associate Degree plans and transfer credit to four-year institutions. Various institutions have established their own requirements for total required courses in a foreign language in each degree plan or major.

**LATIN 2311 LEARNING OUTCOMES**

At the end of the third semester of study students should be able to:

* readassigned passages with reasonable understanding through mastery of vocabulary, grammar, and style;
* comprehendthese passages in light of their cultural and historical context;
* pronounceclassical Latin appropriately.

**DISCIPLINE-LEVEL LEARNING OUTCOMES**

At the end of the fourth semester of Latin students should be able to:

* read and understand passages of Latin prose and poetry, utilizing their knowledge of vocabulary, grammar, history, and culture;
* pronounce classical Latin accurately and read Latin poetry aloud according to its quantitative, qualitative, and accentual properties;
* demonstrate knowledge of authors of classical Latin, political/cultural influences on them, and their legacies in the literature of English and Romance languages;
* appraise passages of Latin with regard to their artistry, humanity, and relevance to their own political/cultural milieux, with regard for their relevance to authors/cultures that were to be their heirs, and with regard for their relevance to contemporary arts/history/ethics;
* appreciate causes for the rise, peak, and decline of each era of Roman history;
* study independently with the help of a grammar and Latin dictionary so that they may read classical Latin literature throughout their future lives with increasing facility.

**GENERAL EDUCATION STUDENT LEARNING OUTCOMES**

Upon completion of the general education component of an associate’s degree, students will demonstrate competence in:

* **Civic and Cultural Awareness** - Analyzing and critiquing competing perspectives in a democratic society; comparing, contrasting, and interpreting differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices
* **Critical Thinking -** Gathering, analyzing, synthesizing, evaluating and applying information.
* **Personal Responsibility** - Identifying and applying ethical principles and practices; demonstrating effective learning, creative thinking, and personal responsibility.
* **Interpersonal Skills -** Interacting collaboratively to achieve common goals.
* **Written, visual, and oral communication –** Communicating effectively, adapting to purpose, structure, audience and medium

**GRADING SYSTEM**

\*\*Students must receive a grade of C or better in order to continue with Latin 2312; please remind students of this requirement.

Although grading criteria are different for each instructor, this course must include at least three major examinations and a comprehensive final examination.

Multiple-choice questions should be kept to a minimum in all tests.

See “Testing Guidelines” section for details. If you use exams provided in the testing program, you must not allow students to leave the room with the test. Test security is very important.

**SAMPLE GRADING SYSTEM**

Three Major Tests 30%

Comprehensive Final Exam 20%

Homework/Classwork/Short Quizzes 30%

Attendance/Progress 20%

Extra Credit for Memorization of Latin 5%

***Course Policies*** *(Instructors may* ***add*** *additional policies)*

***Attendance / Participation***

(Instructors should insert their own policies on attendance and participation here. Here is a sample.)

Due to the emphasis on oral practice, attendance is mandatory and will be checked daily. Departmental policy allows instructors to drop students with more than **three** absences. Leaving class prior to class dismissal without the instructor’s approval will be counted as an absence. Foreign language classes are very interactive and you will be required to participate regularly in class and group activities. Failure to participate will result in a lower daily grade for participation.

***Withdrawals***

If you decide to withdraw from the class, **it is your responsibility to fill out the forms to drop the course**. If you do not do the paperwork yourself, you risk receiving an F at the end of the semester. The last day to withdraw is \_\_\_\_\_\_\_\_\_\_\_\_\_.

 Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

 Due to state law, a charge of $60 per credit hour ($300 for a 5-credit course and $180 for a 3-credit course) will be added to the regular tuition for a course in which you have already been officially registered twice before. You are considered officially registered after the 12th day of classes in the spring and fall, and after the 4th day of classes in the summer. The only foreign language course exempted from "the rule of three" is SPAN 0041- Spanish Lab.

Learning a foreign language requires a substantial amount of time and discipline, and these classes often have high drop rates. Therefore, it is extremely important that you carefully consider whether you have the time and dedication to successfully complete this course this semester. Otherwise, make sure that you drop it before the end of the add/drop period.

***Missed or late work***

(Instructors should insert their policies on missed or late work here.)

***Incompletes***

ACC policy states that incomplete (I) grades can only be given when there is a verifiable case of emergency occurring after the last day to withdraw. In the event you are granted an incomplete, the necessary work to complete the course should be turned in before the end of the following semester. Failure to do so will result in a grade of F for the course.

***Scholastic Dishonesty***

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at http://www.austincc.edu/current/needtoknow

***Freedom of Expression***

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

***Student Rights and Responsibilities***

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

***Student discipline***

All students are expected to respect others in class and behave in a non-disruptive manner. Please refer to the section on student discipline in the ACC *Student Handbook* for student discipline guidelines. The *Student Handbook* is available at <http://www.austincc.edu/handbook>.

***Students with Disabilities***

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD).   Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be provided.   Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at<http://www.austincc.edu/support/osd/>

***Safety***

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

***Use of ACC email***

All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

***Copyright violations***

By college policy, there shall be no copying of or from copyrighted works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material. Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals.

***Student And Instructional Services***

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at:  [http://www.austincc.edu/s4/](http://www.austincc.edu/current/). Links to many student services and other information can be found at: http://www.austincc.edu/current/. ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.autincc.edu/tutor/students/tutoring.php> For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

***Testing Center Policy***

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

* [**ACC Photo ID**](http://www.austincc.edu/support/admissions/student_id.php)
* Course Abbreviation (e.g., ENGL)
* Course Number (e.g.,1301)
* Course Synonym (e.g., 10123)
* Course Section (e.g., 005)
* Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

**CLASS OUTLINE:**

The class normally meets two times per week for 16 weeks. Each class lasts for 75 minutes. The daily schedule must be adapted to any alteration of this pattern.

The basic text is Aeneas to Augustus by Hammond and Amory; it contains material sufficient for two semesters. The volume and pace of reading is proportional to the capability of the class as a whole; hence, instructors will select specific assignments from the following numbered passages, which represent more than half of the text .

Bennett’s New Latin Grammar is used primarily for reference, although some passages may be assigned from it.

The course progresses through four parts: **Origins of Rome, Punic Wars and First Civil War, First Triumvirate and Second Civil War, Augustus and Poetry**.

**CLASS DATE TENTATIVE SCHEDULE**

 **(Numbered Passages from Aeneas to Augustus)**

 1 **Syllabus, Text, Review, 1**

 2 3, 4

 3 5, 10

 4 11, 12

 5 14, 16

 6 17, Revision

 7 **Test 1**

 8 **Review Test I, 18**

 9 19, 20

 10 24, 25

 11 26, 27

 12 30, 33

 13 34

 14 35, 38, Revision

 15 **Test II**

 16 **Review Test II, 42**

 17 47, 48

 18 49, 50, 51

 19 52, 53

 20 54, 55

 21 56, Revision

 22 **Test III**

 23 Review Test III, 59

 24 60, 61

 25 64B, 66

 26 69, 70

 27 73, 74

 28 84, 85, 88

 29 86, 87

 30 89, 90

 31 Revision

 32 **Final Exam**