

DEPARTMENT OF CLASSICAL STUDIES
Graduate Handbook



College of Arts and Sciences
Indiana University Bloomington

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INTRODUCTION

The information in the following pages is meant to orient you to the various graduate programs offered by the Department of Classical Studies and to help you complete your degrees successfully. Not only are the requirements outlined and the various examinations described, but also there is miscellaneous information included that will be of use to you throughout your careers. You are urged to read through this booklet as soon as you can and to consult the Director of Graduate Studies for clarification or amplification.

This document is only a description of the program. The Chair of the Department represents the Department to the Graduate School and to other units and schools of the university. All matters concerning the program requirements and their fulfillment are to be referred first to the Director of Graduate Studies and then, if necessary, to the Chair for resolution before a student deals directly with another unit or school.

I. Degrees Offered

A. Graduate Degrees

The Department offers three graduate degrees:

- (1) the M.A. (Master of Arts) degree in Greek or Latin;
- (2) the M.A.T. (Master of Arts in Teaching) degree in Latin;
- (3) the Ph.D. (Doctor of Philosophy) degree in Classical Studies.

The M.A. and M.A.T. degrees are designed to prepare the student for admission to the Ph.D. program or for other careers requiring a specialized knowledge of the classical languages. Both degrees can be used as preparation for teaching in public and private secondary schools. However students desiring the MAT with public school certification must meet the credit requirements set by the School of Education, which also makes arrangements for practice teaching.

In the M.A. and M.A.T. programs emphasis is on extending the students' undergraduate experience with the classical authors and introducing them to some of the more commonly-used methods and tools of classical studies. In both programs students are urged to take courses both within and outside the Department that interest them and that complement their study of Latin or Greek. Students planning a career in teaching Latin at the high-school level are encouraged to work in a second area that is commonly taught in high schools. (General and specific requirements for the M.A. and M.A.T. degrees appear later in this booklet and in the *Graduate School Bulletin*.)

In the Ph.D. program emphasis is on the Greek and Latin languages and literatures and on training in the methodology and history of classical scholarship. Students also study in depth at least one related discipline that extends their interests and complements their work in Classical Studies. Examples of these minor subjects are Ancient Studies, Art and Archeology, Comparative Literature, History of Art, Folklore, History, Linguistics and Medieval Studies. Graduate course

work, especially seminars, and the writing of the Ph.D. dissertation provide training in the methods and materials of scholarly research. (General and specific requirements for the Ph.D. minors are listed below and in the *Graduate School Bulletin*.)

- B. Graduate Minors** Candidates for degrees in related fields may elect a Ph.D. Minor in Latin or Greek. General & specific requirements for the (e.g. History, Comparative Literature,) Ph.D. minors are listed below and in the Graduate School Bulletin.

II. The Director of Graduate Studies

The Director of Graduate Studies oversees all aspects of the graduate program and works with students to sustain their progress toward their degrees. The Director of Graduate Studies will normally serve as academic counselor to M.A. and M.A.T. students throughout the course of their studies, and to Ph.D. students until they have completed their course work and have organized their committee for their dissertations. The Director of Graduate Studies consults with graduate students about individual problems as they arise. Appointments should be made Graduate by e-mail.

III. Registration

Registration will take place from mid-October to mid-November for the second semester and in April for the first semester of each year. In advance of their registrations students will meet with the Director of Graduate Studies on designated appointment days to discuss the forthcoming semester's work.

IV. The Graduate Committee

The Graduate Committee oversees the academic program and the admission of students to the program. It is made up of the Director of Graduate Studies and two faculty members appointed by the Chair with the advice and consent of the Director of Graduate Studies. The Chair is a member *ex officio* and does not vote. The Graduate Committee also serves as the Ph.D. Admissions Committee.

V. Financial Aid

Decisions about Fellowships and associate instructorships are made by the Director of Graduate Studies in consultation with the Graduate Committee. The Department will normally award financial aid to M.A. students for no more than 2 academic years from the time of initial matriculation, and to Ph.D. students for no more than a total of 3 years from the time of their entry into the Ph.D. program or from the completion of their Indiana M.A.. Financial aid may also be available from time to time on an ad hoc basis. In all cases, financial aid is contingent on the student's making normal progress (see VI below) towards the designated degree and upon the financial solvency of the department. (See further information, p. 21.)

In assigning Associate Instructorships, every effort will be made to see to it that each

student has the opportunity both to assist in one or more of the Classical Culture courses and to teach in elementary Latin courses. Assignments in elementary Latin are generally offered to second year graduate students. (See further information, pp. 20-22.)

Work-study, student loans, and Residence Hall Assistantships are handled by the respective offices. Specific information about financial aid is available on a separate handout that may be obtained from the Graduate Secretary. For the application forms for Fellowships and Associate Instructorships see the "Forms" section below.

VI. Evaluation of Progress Toward The Degree

The Department reviews the progress of its students toward their degrees and keeps them informed about their progress. After each semester of course work, students supply their instructors, both inside and outside the department, with evaluation forms (see "Forms"). At the beginning of each Spring semester, students are required to submit a report of their activities for the preceding Spring, Summer, and Fall (see "Forms"). The Graduate Committee, or the faculty meeting as a department, uses the information from these faculty evaluations and student reports to form a general assessment of the students' current progress and future prospects. In the middle of the Spring semester, the Director of Graduate Studies meets individually with all the graduate students to inform them about this assessment. Normal progress is construed as maintaining at least a B+ (3.5) average in class work, passing all departmental exams on schedule, and fulfilling one's contractual obligations to the department. A student whose grade point averages fall below 3.2 is subject to being placed on probation by the College of Arts and Sciences and risks losing financial aid.

VII. Examination Committees

Each examination has a faculty committee, usually three in number, that is responsible for preparing and grading that examination. The examines are identified on the examination papers only by a code-name.

All questions concerning examinations and their grading are to be referred only to the Director of Graduate Studies.

VIII. Graduate Student Affairs

A. The Graduate Representative

Each year the graduate students elect a representative from their ranks for the next academic year. This representative should be a funded Associate Instructor (or Fellow), chosen from a slate of at least two nominated candidates. The Graduate Representative convenes meetings of the Graduate Student Organization at regular intervals and serves generally as a liaison between students and the Director of Graduate Studies. The Director of Graduate Studies consults with the Graduate Representative on issues involving student policy, and the graduate students use the Graduate Representative as their ombudsman. At the discretion of the faculty, the Representative may be invited to present graduate issues

in a departmental Faculty Meeting. Overseeing the administration of semester course evaluations is also a responsibility of the Graduate Representative. The Representative is responsible for overseeing the election of a successor. No person is to serve as Graduate Representative for more than four terms.

- B.** Additional officers. At their fall plenary meeting graduate students also elect persons to fill the following positions. Nominations, including self-nominations are encouraged.

Grad Officer Descriptions:

1. President: Your main duties are to set up things like lunches with visiting professors and schedule rooms for things like officer elections and CAMWS practice sessions. First years are not encouraged to apply for this position.
2. Social Chair: Your main duties are to organize and remind people (through e-mail, primarily) about various departmental social functions, such as Happy Hour, the Halloween Party, and end-of-semester Departmental functions. First years are not encouraged to apply for this position.
3. Librarian: Your main duty is to keep the grad student library on the 6th floor organized, i.e. put away newly acquired books. There can be more than one librarian and first years are welcome to apply for this position.
4. Web-Master: Your main duty is to update the web-site, i.e. add new grad student names, update various information for old students (so you will have to get in contact with the other students in the department). Anyone (returning or first-year student) computer-savvy enough is welcome to apply.
5. GPSO Representative: Your main duty is to go to the GPSO meetings, which occur on one Friday every month at 4pm, and represent the Classics Department. Everybody (returning and first year) is welcome to apply for this position.

C. The Graduate Student Organization¹

Under the leadership of the Graduate Representative, the Classical Studies Graduate Organization provides the graduate community with a discussion forum and an instrument of implementation for academic and social matters affecting the quality of graduate students' experience. Elected officers, in addition to the Graduate Representative, are a Treasurer, a Social Chair, a graduate Library Supervisor and a Representative to the campus-wide Graduate Student Organization. Among the academic projects that the CSGSO has developed are a voluntary tutoring program to assist elementary Latin students

¹ See the Constitution of the Graduate Student Organization in the Appendix of the Handbook.

and a peer-mentoring program for the enhancement of teaching skills conducted in coordination with all AI teaching assignments. The CSGSO also organizes at least one annual colloquium for the presentation of work-in-progress, including papers accepted for the program of the CAMWS Annual Meeting, and occasional gatherings for the oral reading of Greek and Latin texts. Welcoming and assisting new arrivals in the graduate community and informal sports and festive events are also among the activities of the GSCSO.

IX. Sources of Information

A. The Administrative Secretary

The departmental secretary is responsible for matters concerning the Graduate Program. These include the maintaining of student records, notifying students of deadlines, and making appointments with the Director of Graduate Studies. This secretary provides an 8:00-12:00--1:00-5:00 base for the graduate students in the department.

B. Deadlines

Students will be provided with deadlines for registration for examinations, for registration, and for other events such as the preparation of dossiers. It is necessary that students meet these deadlines, since meeting them is important for the proper functioning of the graduate program. Students are fully responsible for meeting all deadlines set by the Department.

C. Placement Examinations

Placement examinations in Greek and Latin are given to all entering students before the start of classes to leave enough time for consultation with the Director of Graduate Studies and for registration. The purpose of these examinations is to show where in the graduate curriculum the incoming student should begin graduate work. This is the only record of the examination that is kept.

D. Orientation Meeting

During the week of registration and counseling that precedes the first semester of each academic year, there will be a general meeting attended by the graduate students and Director of Graduate Studies. At this meeting incoming graduate students will be introduced, and policy, curriculum, and some of the year's activities will be discussed. There will be an opportunity for everyone to ask questions or express opinions. All graduate students, both new and on-going, are required to be on campus and in attendance at this period.

E. The *Graduate School Bulletin*

All students should read through the general information at the beginning of the *Graduate School Bulletin*. They should also familiarize themselves with the specific sections on Classical Studies and on any other department in which they are interested.

M.A. and M.A.T. DEGREES

General Requirements for the M.A. and M.A.T. Degrees

Specific Departmental Requirements for the M.A. and M.A.T. degrees are listed under the Department of Classical Studies in the *Graduate School Bulletin*; see also the sections "Academic Regulations" and "General Requirements for Advanced Degrees." A full-time unfunded student should complete course work and examinations within an academic year and a summer. An Associate Instructor with a regular class load should complete course work and examinations within two academic years.

I. Advisor

The Director of Graduate Studies is the advisor for all M.A. and M.A.T. programs and assists students in planning academic programs and in preparing for the masters examinations.

II. Normal Pattern of Curriculum

A. Master of Arts Degree

Thirty (30) hours of course work in the Department of Classical Studies, at least twenty-two (22) hours of which must be in Greek or Latin courses. Reading proficiency in one modern foreign language (or classical Greek). Sight-translation examination in Greek or Latin on the M.A. level. Written examination on the history of Greek or Latin literature on the M.A. level. At least one course involving the writing of a substantial term paper.

B. Master of Arts in Teaching

Sixty hours of course work of which 24 are in classes specified by the School of Education (see Appendix) and ten in supervised student teaching. The School of Education makes many classes available during the Summer Sessions. The Classical Studies component comprises 20 hours of work in language and six hours in civilization and culture. No modern foreign language is required; other examination and paper requirements are the same as those for the M.A. (as given above).

Students intending to pursue this degree should immediately upon their entrance be in communication with the School of Education to plan their course distribution (856-8511; 856-8545)

III. M.A. and M.A.T. Examinations

Candidates must sign up in writing to take these examinations at least one full month before the date of the examination.

- A. Sight translation (two hours) in Latin or Greek. Passages will be chosen from the works of the following poets and prose writers.

Latin: Cicero, Caesar, Catullus, Vergil, Ovid.

Greek: Homer, Euripides, Plato, Lysias, Xenophon.

Candidates are allowed the use of a dictionary. The examinations are offered on a regular basis in the Fall semester and the Spring semester. The examination will be offered during the first Summer Session only to those students who have completed all their course work and need to pass the examination to receive the M.A. or M.A.T. at that time.

B. Written examination (two hours) on the history of Greek or Latin literature

The period to be covered in Greek: Homer to Demosthenes

The period to be covered in Latin: Plautus to Tacitus

For each author the student should know at least the following: the dates and brief biography of the author; the general contents of his or her works; the characteristics of the author's style; and the influence of the author on his or her contemporaries and on posterity.

M.A. or M.A.T. students may fulfill their degree requirement in the history of Greek or Latin literature by taking the Ph.D. Examination in the History of Greek Literature or in the History of Latin Literature. Students who wish to be considered for admission to the Ph.D. program at a later date must take the Ph.D. literature examination rather than, or in addition to, the M.A. examination.

C. Arrangements for M.A. or M.A.T. examinations are made through the Director of Graduate Studies.

Copies of recent graduate sight-translation examinations are on file in the Classical Studies office. Students are encouraged to make xerox copies of any they want to consider in order to get an idea of the format and types of questions. Students registered for the literature examination should consult with the chair of the M.A. Examination committee concerning the type of questions that the examination will include and appropriate methods of preparation. The enrollment of a student who fails this exam for the second time may be terminated.

IV Classics M.A. for Students of Other Departments

Students from other departments wishing to obtain an additional M.A. in Classics should consult as early as possible in their careers with the Director of Graduate Studies to plan a program of courses. **They must obtain permission from the Director of Graduate Studies in their home departments and also seek formal admittance to the M.A. program in Classical Studies.** The degree program may emphasize either Latin or Greek. Courses in both languages may be counted, but qualifying examinations will be written in only one of the two areas. It may be possible to count certain courses for credit towards both degrees.

V. Application for an Advanced Degree

All degree candidates must submit to the Graduate School early in the semester in which they plan to graduate an application for an advanced degree. Application forms are available at the Graduate School.

Requirements for Graduate Minors in Greek & Latin

Students in related programs may elect a Ph.D. Minor in Greek or Latin

Guidelines

1. Students with previous experience in the language(s) may be asked to take a diagnostic examination before entering into study for the minor. The sole purpose of this examination is to show at what level the student should enroll for study of the language(s). A description of this examination is available from the Graduate Secretary in Classical Studies.
2. Each student will plan his or her full program in advance with the Graduate Advisor in Classical Studies. In this way the course of study can be best tailored to the particular needs of the student and courses can be arranged to form a coordinated program.

Total Hours

1. Minor in Greek

15 hours consisting of Greek G500 and G550, and if needed, 9 hours of additional coursework taken according to the guidelines listed below.

2. Minor in Latin

15 hours consisting of Latin L400 or the equivalent and 12 additional hours of coursework taken according to the guidelines listed below. L300 or its equivalent does not count toward the minor.

Academic Guidelines

1. The minor is to be completed with an average grade of “B” or better.
2. Courses at the 300 level and above that are listed in the Graduate Bulletin may be used for the minor with the exception of L300.

Note: Because courses at the 300, 400, and 500 levels carry differing credit, combining them may result in a minor amounting to an hour or two more than the requirement.

3. At least one course at the upper 400 level (G406 through G411 in Greek; L409 through L432 in Latin) or at the 500 level will be taken. G495 and L495 will not count for this purpose.
4. A maximum of three hours of conference courses (G495, L495, G803, L803, G875) may be counted toward the minor. This work is to be in the language of the minor.
5. Students may transfer up to six hours of credit from another institution to count toward the minor with the approval of the Graduate Advisor.
6. There will be no examination for the minor.

Ph.D. DEGREE

Requirements for the Ph.D. Degree in Classical Studies

It is the policy of the Graduate School and the department that the student is responsible for meeting the various requirements for the degree.

Normally a full-time student will complete the course work and preliminary examinations in three years. A fourth year is spent working on the dissertation. Students who lack some preparation in one of the ancient languages or in the required modern languages will find that it will take longer than four years to complete the degree.

I. Entrance Requirements

Admission to the Ph.D. program is made by readmission; no student entering Indiana University with the B.A. degree is automatically admitted to the Ph.D. program. These students and those who apply from the outside with the M.A. must also satisfy the following requirements for admission.

Requirements for consideration by the Ph.D. Admissions Committee:

- A. Completion of at least 24 hours of graduate work in Classical Studies.
- B. Proficiency in two modern foreign languages. Proficiency in one of these must already have been attained. (Enrollment in a summer 491/492 sequence may be counted as proficiency for the second language pending successful completion of the courses).
- C. The submission of a term paper or a revised term paper to help determine scholarly potential.
- D. Two or more letters of reference.

II. Normal Pattern of Curriculum

The total number of hours to be taken for the degree is 90, divided as follows:

A. Greek and Latin: approximately 53 hours of "L" or "G" courses offered by the Department of Classical Studies. By tradition, one of the classical languages is regarded as the major, the other as the primary minor. Up to 6 credit hours of classics ("C" prefix) courses on the 400 level or above can be counted in this group. A student who desires to take additional hours in the classics area must apply them to the secondary minor (see below).

B. Secondary Minor: A minor (not in Greek or Latin) is required by the Graduate School of all candidates for the Ph.D. degree.

As a rule, no courses in the minor will be taken by a Ph.D. candidate until the translation examination in one of the languages is completed. The minor is to be chosen after consultation with the Director of Graduate Studies and the outside department. Requirements for the minor are set by the outside department but should run between 12 and 15 credits.

An interdepartmental minor through Ancient Studies is also available. To arrange such a minor the candidate should consult with the Director of Graduate Studies, whose approval is necessary for this minor.

It is also possible to construct an internal minor, which can be arranged with the consultation and approval of the Director of Graduate Studies.

C. Dissertation: up to 28 credits.

II Transfer of Credit

Students entering with an M.A. in Classics may be able to transfer up to 30 graduate credit hours towards the total requirement in Greek and Latin for the Ph.D. This transfer must be approved by the Graduate Committee and by the University Graduate School. No course may be transferred from another institution unless the grade is B or higher and unless the course was completed within the time limit prescribed. Requests are normally submitted during the student's second year of advanced work at I.U. but only after successful completion of both Ph.D. translation exams.

IV. Requirements and Recommended Schedule for Meeting Them

A. Demonstration of a Reading Knowledge of Two Modern Foreign Languages

German is required; French is the usual second language, but Italian or another language may be substituted on petition to the department. This requirement should be completed within the first two years. See the relevant modern language departments for schedule of examinations and specific arrangements.

Students holding a departmental Fellowship or Associate Instructorship who wish to satisfy the reading proficiency requirement with 491-492 Modern Language Sequence in (French, Italian or German) must take those courses during the summer rather than the academic year.

B. The Ph.D. Examinations in Greek and Latin Translation

Timing: Students must register their intention with the Administrative Secretary six weeks in advance of that date. These fixed deadlines are announced each year in the Annual Graduate Student Calendar, and reminders will also be issued on e-mail by the Administrative Secretary. **Any student who has not registered by the deadline will not be allowed to write the exam.**

Preparation: Students in the PhD program can prepare for the Reading List Examinations by careful reading of the texts listed on page 14. Passages for the examinations are drawn from this selection of texts. Students are encouraged to take the examination in either language as soon as they have reached the 500 course level in that language; in most cases this will be during their enrollment in the respective Survey of Literature. These are no-fault examinations. Students may take them as often as they are offered (i.e. once per semester) and only passes are entered into the students' records. Those who have entered with a B.A. are expected, however,

to have passed both exams by the end of their third academic year, and those who enter with an M.A. to have passed them by the end of their second. The tenure-line faculty as a whole will review the status of any student who has not done so.

Format: Examinations will last for three hours. The format of the examinations will comprise a choice of two out of three passages of poetry and two out of three passages of prose. Passages will be approximately 20 lines in length. Examiners supply a brief précis for each passage.

Grading: The purpose of the exam is to demonstrate the student's ability to understand and translate Greek and Latin prose and poetry that is neither extraordinarily simple or unusually difficult. Readers will evaluate the exams for four qualities, listed here in order of descending importance:

- A. Comprehension of the sense or thread of the selection as a whole.
- B. Comprehension of the syntax with a distinction between major and minor errors.
- C. Comprehension of the vocabulary with the same distinction (i.e. it is more serious to be unaware of common constructions and common words).
- D. Quality of the English rendering.

A lack of general comprehension (A), and/or a breakdown in syntax (B) shall constitute a failure in the passage; a poor showing in C or D shall be weighed more lightly.

Grades will be reported to the student by the Director of Graduate Studies within 10 working days after the exam has been taken.

The department customarily informs students in their second year whether they will receive funding during the next three years. Such notification should make clear that in each case continued funding is contingent upon the student's making satisfactory progress toward the degree, which includes passing the Ph.D. Translation Exams by the stipulated time.

Bryn Mawr Classical Review

To subscribe to the Bryn Mawr Classical Review go to the following website address:

<http://ccat.sas.upenn.edu/bmcr/>

BASIC READING LIST FOR PHD TRANSLATION EXAMINATIONS:

These lists, as revised in February 2005, are to be used by all students who entered the program in September 2005 and thereafter.

Latin Authors

Apuleius: "Cupid and Psyche"
Caesar: *Bellum Civile*. 3
Cicero: *In Catilinam* 1, 2; *Pro Archia*; *Pro Caelio*; *Somnium Scipionis*; *De Oratore* 1; *De Amicitia*; *De Senectute*
Horace: *Epistles* 1, *Odes* 1
Livy: *AUC* 1, 21, 22
Lucan: *Pharsalia* 7
Lucretius: *de Rerum Natura* 3
Ovid, *Ars Amatoria* 3, *Metamorphoses* 1-3, 5.250-11, 13
Plautus: *Mostellaria*, *Miles gloriosus*
Propertius: Book 1
Sallust: *Catiline*
Seneca: *Oedipus*, *Trojan Women*
Suetonius: "Life of Augustus"
Statius: *Thebaid* 2
Tacitus: *Annales* 1-4
Terence: *Eunuchus*, *Phormio*
Vergil: *Aeneid*

Greek Authors

Acts 1-4.
Aeschylus, *Agamemnon*, *Prometheus Bound*.
Aristophanes, *Birds*, *Clouds*, *Frogs*.
Aristotle, *Ethics*, Book I; *Poetics*.
Demosthenes, *Third Philippic*.
Euripides, *Bacchae*, *Hippolytus*, *Medea*.
Greek Lyric Poetry, by David A. Campbell (Bristol Classical Press, 1982).
Herodotus, Books I, VII, VIII.
Homer, *Iliad* I-XII and *Odyssey* I-XII.
Homeric Hymn to Demeter.
Longus, *Daphnis and Chloe*, Book I.
Lucian, *True History*, Book I; *The Fly*; *Dialogues of the Gods* 5 and 6.
Lysias 1, 3, 12.
Menander, *Dyscolos*.
Pindar, *Olympian* 1, *Pythian* 8 and 12.
Plato, *Apology*, *Phaedo*, *Republic* I, *Symposium*.
Sophocles, *Antigone*, *Oedipus Coloneus*, *Oedipus Tyrannus*.
Theocritus, *Idylls*, 1, 2, 7, 11, 13.
Thucydides, Books I, VI, VII.
Xenophon, *Anabasis*, Book I.

C. Ph.D. Examinations in the History of Greek and Latin Literature

Completion of the Ph.D. Translation Examinations in Greek and Latin are not a prerequisite for these examinations. Ph.D. students will continue to have until the end of their third year to complete the Ph.D. translation examinations. Students who enter the program without sufficient language skills to take the survey offered in their first year will be encouraged to concentrate instead on appropriate course work.

Two-semester survey courses in Greek and Latin literature will be offered in alternate years. These courses will include the reading of both primary and secondary material.

At the end of the Spring semester, students will receive a reading list for the qualifying examination based mainly on material covered by the course, with the addition of readings considered necessary for depth.

Early in the following September, the student will take an examination in the history of the literature, based on the work of the preceding two semesters and the additional readings.

This qualifying examination will be administered by an appointed committee of three persons. The faculty member who teaches the survey will be responsible for making up the examination questions, subject to the approval of the two additional committee members who join in grading the examination. All three members will return grades and comments to the student taking the exam.

A student who does not pass the examination in September will be required to take it again no later than the following January. The enrollment of a student who fails this exam for the second time may be terminated.

D. Special Author Examination for the Ph.D.

Purpose: For the student to become thoroughly familiar with one major author. The student is expected to have a thorough knowledge of each of these topics on the following page, but if deviations from this format are required by the nature and limitations of the author, the student should be provided with notice well in advance. To prepare for this examination and to learn of the format and type of questions that will be asked, the student should consult with the chair of the Special Author Examination. Students register for Special Author Preparation under C875.

When a student is ready to begin preparing for the Special Author Examination and has a particular author in mind, he/she should approach a faculty member in order to ask the faculty member to serve as the chair of the committee. When a faculty member has agreed to serve as chair, the student and the chair of the committee should consult about which faculty members would be most appropriate to serve as the other two members of the committee, and the student should approach them in order to ask them to serve on the committee as members.

In consultation with the committee chair the student will prepare a reading list that will include both scholarly literature and texts by the special author to be read in Greek and Latin. As a guide for his/her preparation for the exam the student uses the reading list in coordination with the format outlined below. While progressing through the reading list the student should be

preparing brief reviews of ten books and articles, chosen to represent the range of scholarship and interpretation pertinent to the author, and a sampling of old and new approaches. These reviews are to be handed to the Committee Chair either before or at the time of the examination. They will count as a portion of the exam.

The three hour written exam is based only upon the works on the reading list and, to the extent that it is appropriate, upon the format for the exam outlined below.

The Examination will be of three hours duration and will include the following:

- a. Comprehension of the text.
- b. Discussion in detail of several topics listed below in numbers 1 through 3.
- c. Graduate Students, beginning with the entering class in fall 2010, will take an oral exam in addition to a written exam for their Special Authors. Students who matriculated before this date may elect to take the oral exam, but are only required to take a written exam.
- d. The enrollment of a student who fails this exam for the second time may be terminated.

1. General Background

- a. A general knowledge of the social, political, and economic history of the author's period.
- b. A general knowledge of the literary history of the period.

2. The Works (External)

- a. The manuscript tradition.
- b. The text: its present condition; critical editions; problematical passages.
- c. Translations.

3. The Works (Internal)

- a. Literary criticism.
- b. Language and style.

A familiarity with the major scholars, books, and articles that deal with the author is expected. At the time of the examination the student must submit an extensive bibliography. At least ten of the items must be accompanied by detailed critical annotations.

E. Admission to Candidacy

Following the completion of Qualifying Examinations, a student is admitted to candidacy for the Ph.D. degree when the Director of Graduate Studies has certified to the Dean of the Graduate School that the student has passed the examinations. This is done by submitting the form "Nomination to Candidacy for the Ph.D. Degree," a copy of which is included below in the "Forms" section.

Once a student has been admitted to candidacy for the Ph.D. degree, the Graduate School requires enrollment each semester (excluding Summer Sessions) for thesis or research credit (**C880 or G901**) until the degree is completed. Students who have completed 90 credit hours and all requirements for the PhD are eligible to enroll in G901 for a flat rate of \$150.00 per semester. Enrollment in G901 is limited to a total of SIX semesters. (*Verbum sap.* Students receiving full fee remissions in connection with AI teaching assignments should not utilize the G901 option, at least not until the concluding date for the dissertation is in view).

A candidate who will complete the degree in June, July, or August of any year must enroll in either the current or preceding summer session. Failure to meet the requirement of continuing enrollment will automatically terminate the student's enrollment in the degree program. Procedures for reinstatement are outlined in the introduction to the *Graduate School Bulletin*.

The student must submit and have received acceptance of his/her doctoral dissertation within SEVEN years following the completion of PhD qualifying Examinations and FIVE years following formal admission to candidacy (Graduate School Rule)

F. Dissertation and Final Oral Examination

The next step after the qualifying examinations and admission to candidacy is the preparation of the dissertation. A faculty research committee is chosen by the candidate consisting of a dissertation director, two other readers from the department, and a representative of the student's minor area.

Normally the candidate first approaches a potential director and discusses with him or her the composition of the remainder of the committee. It is important that the student seek the approval of each potential committee member personally. The Graduate School requires that a majority of the research committee be members of the Graduate Faculty. When the committee has been fixed, the candidate should provide the Director of Graduate Studies, in writing, with the names of the committee members and a working title for the thesis (with a one- or two-sentence explanation). The Director of Graduate Studies will then submit the nomination to the Dean on the form "Nomination of Research Committee for the Ph.D.," a copy of which is included in the "Forms" section below.

The student next prepares a dissertation proposal in consultation with his director and research committee. At this time any committee member may withdraw from the committee without prejudice. After approval by the research committee, the proposal is to be submitted to the Director of Graduate Studies who will in turn present it to the faculty of the Department for their information.

The proposal should include:

1. A brief, clear statement of the proposed topic.
2. An account of what has been done on the subject and how the candidate's proposed topic relates to earlier scholarship.
3. A brief account of the methods of research that are to be employed.

4. A tentative outline.
5. A bibliography of works directly relevant to the topic.

The proposal may be organized in whatever way seems best to the candidate and his or her committee, but it should contain all of the above information in one way or another. It is understood that the dissertation topic may undergo substantial change as the student gets into the project.

The candidate should cover the proposal with a sheet containing his or her name, a tentative dissertation title, and the names of the members of the research committee with the chairman clearly indicated.

An oral examination on the dissertation follows its completion. This is attended by the candidate's committee as well as other members of the Department and Graduate School faculty who wish to attend.

Additional important information about the dissertation appears in the *Graduate School Bulletin* under "Requirements for the Degree Doctor of Philosophy: Thesis." No member of the committee, including the director, is obliged to serve on the dissertation committee for a period longer than five years from the time the committee is formed.

PROFESSIONAL DEVELOPMENT

I. Departmental and Ancient Studies Lectures

Each year the Faculty Lecture Chairperson arranges a series of talks by scholars from other universities, ideally one each month. To facilitate maximum attendance these are scheduled during the department's free afternoon, which falls either on Wednesday or on Thursday. All graduate students should regard lectures as binding academic appointments, conflicts with which are to be avoided. Depending upon each speaker's travel plans, students with relevant interests may be invited to participate in a lunch group.

A complementary program of lectures is arranged each year by the Director of the Program in Ancient Studies. This series normally brings to campus each semester a well-known scholar as Distinguished Lecturer. Additionally the Colloquium Series invites lectures by younger scholars from off-campus and also members of our own resident faculties. Watch for announcements on e-mail as well as invitations to participate in luncheon gatherings or other kinds of meeting with visiting speakers.

II. Summer Study

The department encourages students, at an appropriate point in their graduate program, to extend their knowledge of Greek or Roman culture through participation in suitable summer study programs. Upon application by the student, graduate credit can be awarded for such participation, but the number of credit hours cannot exceed four.

A. In the United States and Canada: The American Numismatic Society offers a summer program in New York City, for which support grants are available. The Medieval Academy of America also offers summer programs in Latin paleography at various American institutions. There are other summer programs in linguistics, epigraphy, and bibliography that are open to graduate students. Students should check with the Director of Graduate Studies and the Graduate School for information on these programs and due dates for applications.

B. European Summer programs sponsored by the American School of Classical Studies in Athens, the American Academy in Rome, and the Vergilian Society of America provide comprehensive introductions to the relevant monuments and topography. Competitive scholarships are available, through the Institutions, and also to members of the Classical Association of the Midwest and South. Students may also apply for the departmental Norman T. Pratt Traveling Fellowship.

III. Other Fellowship Opportunities

Academic Year Abroad: The American School of Classical Studies in Athens offers membership in its annual program on the basis of competitive examinations in Greek literature,

history, and archaeology. In alternate years, the Sibley Fellowship for study at the American School is available to female graduate students. This experience is most appropriate for students who have completed their course work and language preparation and are preparing for the qualifying examinations. There are pre-doctoral Fellowships offered by the American Academy in Rome for students writing dissertations whose research requires direct access to the monuments and topography of Rome and Italy.

IV. University Grant Support Services

The department urges advanced students to seek support for their pre-dissertation research and for dissertation writing by application to various university grant programs. These include:

1. Dissertation: Information on full year dissertation research fellowships can be found at graduate.indiana.edu/internalawards.php. The Research and University Graduate School. Students should be aware of deadlines and consult with their respective dissertation directors concerning the possibility of an application.
2. Students with projects involving archaeological field work may also be able to apply for funding from the Schrader Fund.

Students should be aware of the GradGrantLine,. The GradGrants Center, 625E Main Library, can access for the students a wide variety of external funding information on line (telephone: 855-5291; e-mail: GRADGRANT@IUBACS).

A file entitled "Funding Opportunities for Graduate Students" is also available for consultation; see the Administrative Secretary.

V. Assignments for Associate Instructors

Once students have selected their classes for a given semester they will have the opportunity to register their preferences for teaching assignments. The Administrative Assistant distributes schedule sheets **that should be filled out with careful attention to class hours in order to avoid conflicts and returned promptly to the department office to expedite the distribution of appointments.**

During the first year of an Associate Instructorship, students may be assigned to assist in any of these large departmental culture courses: C101, Greek Culture; C102, Roman Culture; C205 Classical Mythology; C206, Introduction to Archaeology. The precise nature of responsibilities will differ with one or another instructor but usually include assistance with written exercises and grading, holding a weekly office hour and delivering one class lecture with the guidance of the instructor. It is the responsibility of the A.I. to make contact with the faculty member before the first week of classes, but course descriptions for any given semester can be obtained in the departmental office, from the undergraduate advisor or on-line.

Every effort will be made to assign qualified second year students to teach one of our several sections of Elementary Latin (100/150) continuing with Intermediate Latin (200/250) although not always in that sequence. As departmental supervisor of the language program, Professor Christina Ilias assists students in planning classes and conducting tests. During the semester she schedules visits to their classrooms. Additional assignments usually given to more advanced students include independent teaching of Medical Terminology (C209) and possibly the two sections of Accelerated Latin (L300 Grammatical Foundations; L400 Selected Readings). Each semester two advanced students have the opportunity to work closely with an instructor in one of the culture classes and take responsibility for weekly discussion sections of 25 students each. Recently it has also been possible to appoint a well qualified Greek student (one who has passed the PhD reading list with distinction) as an assistant to the instructor or as sole instructor of first semester Elementary Greek.

VI. Summer AI'ships

Under normal circumstances, the Department is able to award a number of Summer Associate Instructorships for students to teach elementary language sections or assist in culture courses. The number varies from year to year. Early in the second semester the Administrative Assistant will notify students what courses are available for assignment and invite applications. Eligibility will be considered by the Graduate Committee and assignments will be announced by the Departmental Office within a few weeks after registration for the summer session.

Graduate students in good standing are eligible for these assignments, but no one may expect more than two during his/her graduate career. All other things being equal, first preferences will be given on the basis of seniority, but the suitability of students' records and experience to meeting the needs of the program will also be taken into account.

VII. Renewal of Financial Aid

Students in good standing who are within the term limits of promised funding need not apply for renewal of aid. However, any student who has not, in the opinion of the faculty, made satisfactory progress in passing degree examinations or any who has not maintained a satisfactory GPA will be called upon to discuss his/her status with the Director of Graduate Studies.

All other students desiring financial aid, i.e. all continuing PhD students who have already received five years' financial aid (or three in the case of entering MA's) and all those who have been receiving aid on a yearly basis should apply to the Graduate Committee by way of the Administrative Secretary by 15 February.

Students must realize that the availability of year-to-year funding depends upon many variable factors, including, sometimes, last minute registration figures. The Director of Graduate Studies will make every effort to inform students of their status - i.e. award, waiting list or refusal - at the earliest possible date and in no case later than the final week of classes.

Associate Instructor Assignments for the fall semester will be made during the period of the Summer Session, but they are subject to alteration if conflicts arise.

VIII. Professional Societies

Students should consider joining one or more of the national and regional professional societies. Dues for student members are kept at a reasonable level. The American Classical League (ACL) <http://www.aclassics.org/>, focuses its attention on secondary-school education and is an excellent source for teaching materials. The American Philological Association (APA) <http://www.apaclassics.org/> is also a national classical association whose main focus is on college and university teaching and research. The Archeological Institute of America, <http://www.archaeological.org/>, its sibling association, welcomes students with interests in archaeology and ancient art.

The Society sponsors program and lectures locally each year. The Classical Association of the Middle West and South (CAMWS) is the regional association with which Indiana University is affiliated. It focuses on teaching at the secondary as well as at the college and university level and on research in the classics. All three associations publish journals which are automatically received by the members. The Indiana Classical Conference is the statewide organization that especially fosters contact between college and university programs and teachers in secondary schools.

The Department encourages students to submit abstracts of papers for possible delivery at the annual meetings of APA, AIA and CAMWS and other scholarly meetings. The deadlines for these submissions appears in a newsletter or other call for papers of each association. No person who is not a member in good standing of the respective association will be allowed to submit or deliver a paper at its Annual Meeting.

Annual resources permitting, the Chair will sustain the registration cost for students whose papers have been accepted for presentation. The College of Arts and Sciences also awards a small number of partial grants for travel each year. Deadlines are announced in Spring and Fall.

IV. Classical Studies WWW Site

The Department has a web-site providing information about the program, the faculty and current graduate students. The site is periodically updated and students are requested to supply information concerning their background, interests and activities to be included on the Graduate Student page. The titles of papers given at professional meetings are also listed.

V. Career Counseling

Students in the MA and MAT programs who are seeking positions in pre-collegiate education should apply to the placement service of the American Classical League. To use this service they must be members of the ACL. They should also contact the Undergraduate Advisor, who may also have information concerning positions available. There are also professional

services that focus on positions in private secondary education.

Students completing their PhD dissertations should expect to conduct their job searches through the Placement Service of the American Philological Association. The Association posts on its web site (www.apaclassics.org) monthly announcements of available positions. However, the Placement facilities are available only to members who have registered for the service and paid its charge.

Before beginning the application process and job search, candidates are advised to consult the statement of advice posted on the Association's web-page (s.v. "Professional Matters"; s.v. "Checklist of Advice for Job Candidates") and to follow its prescriptions.

All candidates for positions should begin planning their employment campaigns early and in close consultation with their dissertation directors, the Director of Graduate Studies and the Administrative Secretary. The Department currently recommends the submission of application dossiers through the InterFolio (<http://www.interfolio.com>), this agency will facilitate the collection of your university transcripts, recommendations letters, curriculum vitae, etc...

Additional credentials including summaries of teaching evaluations, dissertation abstracts, offprints or other writing samples, and other materials as desired or requested by potential employers are the candidate's responsibility and must be sent under separate cover at individual expense.

The current policy of the department is to send out such dossiers at no charge to the student until he or she has secured a first tenure track job. After that if the student seeks another position, he/she must use the placement service of the School of Education. In token of the departmental service, all candidates are requested to show consideration both for the Administrative Secretary and for their fellow job seekers by submitting their dossier materials well in advance of when they might be needed and likewise by requesting faculty letters of recommendation with adequate time for preparation. Furthermore, dissertation writers who are engaging in a second or third employment campaign should not expect faculty members to update their letters of recommendation unless they have supplemented previously reviewed work with substantial increments. PhD recipients employed in temporary positions on other campuses should plan on obtaining fresh recommendations from current colleagues rather than from members of this department. Such new recommendations may be sent to the Classical Studies office for dossier inclusion. The Administrative Secretary and faculty members maintain the right to refuse untimely or inconsiderate requests.

On request, members of the Department will conduct practice interview sessions.

APPENDICES

Requirements for the MAT in Latin at IU

Consult the School of Education Teacher Licensing Program for requirements.

<http://education.indiana.edu/K12Licensing/TeacherLicensurePrograms/tabid/5283/Default.aspx>

In addition to the requirements from the School of Education the Classical Studies Department requires the following:

Department of Classical Studies (36 cr.)

20 credits in language

6 credits in Roman civilization/culture

10 remaining credits may be in Education

**Classical Studies
Graduate Student Association
Constitution**

ARTICLE I

The name of this organization is the Classical Studies Graduate Student Association.

ARTICLE II

Section 1. The specific purpose of this organization is to coordinate social and scholarly activities which promote and facilitate education in Classical Studies.

Section 2. Achievement of these purposes will be attained through meetings, lectures and other contacts with students, scholars and professionals.

ARTICLE III: BASIC POLICIES

The following are the basic policies of this organization:

- a. the organization shall be noncommercial, nonsectarian and nonpartisan;
- b. the name of the organization or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not related to the promotion of the purpose of the organization;
- c. the organization will not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise;
- d. the organization will cooperate with Indiana University to support the improvement of education in ways which do not interfere with the administration of the University and will not seek to control its policies;
- e. the organization may cooperate with other organizations and agencies, but individual persons who represent the organization will make no commitments that bind the organizations;
- f. the organization and its representatives shall not discriminate because of race, color, religion, sex, national origin, age, handicap, marital status, veteran's status or sexual orientation.

ARTICLE IV: MEMBERSHIP

Section 1. Any individual who subscribes to the purpose and basic policies of the

organization may become a member of this organization, subject only to compliance with the provisions of the constitution. No student who meets the other criteria for membership as listed in this constitution may be denied because of race, color, religion, sex, national origin, age, handicap, marital status, veteran's status or sexual orientation.

Section 2. Active membership is restricted to Indiana University students.

Section 3. Persons may be admitted to membership at any time.

Section 4. In the event that this organization becomes inactive, any moneys left in the treasury after all outstanding debts have been paid will be donated to the Indiana University Department of Classical Studies.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1.

a) The officers of this organization include a Graduate Student Representative, Treasurer, Graduate Student Organization Representative and Social Officer. Together they will form the executive committee and will be authorized to conduct business of the organization and disperse its funds in a manner consistent with the basic policies and purposes of the organization.

b) Officers shall be elected at the beginning of the regular fall semester or during a special meeting called by a majority of the officers.

c) Each active member of the Classical Studies Graduate Student Organization may cast one vote for each office. The executive committee will tally votes.

d) Officers will assume their official duties when the results of the election have been publicized and will serve for a term of one year and/or until their successors are elected.

e) A person will not be eligible to serve as Graduate Student Representative or Treasurer for more than four terms.

Section 2. A vacancy occurring in any office will be filled for the remainder of the term by a person elected by majority vote of the remaining members.

Section 3. Duties of the Officers.

a) Graduate Student Representative

1) The Graduate Student Representative will preside over all meetings of the Classical Studies Graduate Student Association as a whole or of its officers and will be responsible for setting the agenda for each meeting.

2) The Graduate Student Representative will be responsible for scheduling meetings of the Classical Studies Graduate Student Association for each semester.

3) The Graduate Student Representative will represent Classical Studies graduate students at Classical Studies faculty meetings and with the Director of Graduate Studies.

b) The Treasurer will be responsible for maintaining an accurate record of the organization's finances, providing accurate records to the group at least once a semester and at any time to the officers, and providing payment for any activities which require such.

c) The Graduate Student Organization Representative will be responsible for representing Classical Studies graduate students at the regular meetings of the Graduate Student Organization.

d) The Social Officer will be responsible for developing and coordinating events which promote the organization's purposes.

ARTICLE VI: MEETINGS

Section 1. The organization must hold at least one meeting during each semester.

Section 2. Meetings may be held from time to time during the course of each semester at a place and time to be determined by the organization.

Section 3. Decisions made at organization meetings by majority vote (vote by proxy permitted) of organization members who are in attendance will be binding for the organization.

ARTICLE VII: AMENDMENTS

Section 1. Any amendments to the constitution must be submitted to the Graduate Student Representative who will bring it before the members of the organization in the next meeting. The amendment must be approved by 2/3 of the members present at a regular meeting following the meeting at which the proposed amendment was distributed.

SAMPLE FORMS

1. Interdepartmental Communication
2. Indiana University Department of Classical Studies Evaluation Form
3. Indiana University Department of Classical Studies Graduate Student Report

For the following forms please go to the Graduate School link:
<http://www.indiana.edu/~grdschl/completing-graduate-school.php>

4. Application for Advanced Degree
5. Recommendation for Advanced Degree
6. Appointment of Advisory Committee
7. Nomination to Candidacy for the Ph.D. Degree
8. Nomination of Research Committee for the Ph.D. with a Double Major
9. Nomination of Research Committee for the Ph.D.
10. Request for Transfer of Graduate Credit

Indiana University

Interdepartmental Communication

| | |
|----------------------------------|---|
| To: All Graduate Students | From: Professor Eleanor W. Leach Director of Graduate Studies |
| Dept. Classics | Dept. Classics |
| Re: Attachments | Date: (Date) Phone: 5-6651 |

Departmental evaluation forms for the courses you have been enrolled in this semester are attached. Please check to see that they are correct and, if so, give them to your instructors immediately. Additional forms are available from the Administrative Secretary if you need them.

As in the past, the completed evaluation reports will be used to help the department to evaluate your progress toward your degree.

Thank you for your cooperation in this matter.

**INDIANA UNIVERSITY DEPARTMENT OF CLASSICAL STUDIES
Evaluation Form**

Dear Professor _____:

_____, who is working for the ___ degree in Classical Studies, was a student in your course in the Fall semester of 20___. We would appreciate your comments on a) the performance of this student and especially b) the future prospects of this student in the degree program designated above. Please be aware that, according to the provisions of the Family Educational and Privacy Act of 1974, the student has a right to inspect this evaluation form.

Thank you for your help. I would be most grateful if you could let me have your comments by January 8th, 20__.

Eleanor W. Leach
Director of Graduate Studies

| | Excellent | Good | Adequate | Weak | Poor |
|------------------|-----------|------|----------|------|------|
| Paper Writing | | | | | |
| Class Reports | | | | | |
| Class Discussion | | | | | |
| Translation | | | | | |

ADDITIONAL COMMENTS WILL BE GREATLY APPRECIATED:

Date: _____

Signature _____

Forms

The following forms can be found by going to the Graduate School Home page and clicking on the link for Completing Graduate School or typing the following link into your browser:

<http://www.indiana.edu/~grdschl/completing-graduate-school.php>

Application for Advanced Degree.
Recommendation for Advanced Degree.
Appointment of Advisory Committee.
Nomination to Candidacy for the Ph.D. Degree.
Nomination to Candidacy for the Ph.D. Degree with a Double Major
Nomination of Research Committee for the Ph.D..
Request for Transfer of Graduate Credit

FACULTY AND THEIR SPECIAL FIELDS

The Department has a [website](#) providing information about the faculty.