

FACULTY AND STUDENT HANDBOOK FOR GRADUATE STUDIES, MA CLASSICS

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Note 1: This Handbook is intended to be in conformity with current regulations governing Graduate Studies at Brock University. It provides important information specific to the MA Program in Classics at Brock University. Additional information regarding Graduate Studies can be found in the *Brock University Calendar for Graduate Studies* and on the Graduate Studies webpage: <http://www.brocku.ca/gradstudies/> and in the *Faculty Handbook* (**Note in particular 15 Academic Misconduct**): <http://www.brocku.ca/secretariat/facultyhandbook>.

Note 2: Faculty (as used in this document) refers to the list of graduate faculty identified in the Graduate calendar.

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1. Program Description

The Master of Arts in Classics emphasizes a holistic approach to the Greek and Roman worlds and engages students in the study of languages, literature, history, and material culture. Students continue their study of Greek and Latin in order to ensure that they can access the wealth of literary and documentary sources which have survived and still continue to surface. The program also assigns prominence to historical context and material culture, especially promoting active archaeological research and travel to the Mediterranean. The program is structured on the principle that these diverse approaches inform one another and produce a cross-disciplinary, well-rounded and thus broader understanding of the world and legacy of the Greeks and Romans.

2. Facilities

The Department of Classics is home to a small collection of Cypriot artifacts (170+ objects; see <http://www.brocku.ca/classics/museum.php> for more information). This study collection is intended to promote student familiarity with the protocols of handling such objects and with publication methodology. There are two small workrooms, one for the storage of the collection and the other for research assistants working on archaeological projects with faculty.

The department also owns a slide and image collection, which is in the process of digitization and storage in a database program. For on-line resources see <http://www.brocku.ca/library/databases/index.php?view=subject&subject=Classics>.

The Canada Foundation for Innovation and the Ontario Innovation Trust have provided funds for the purchase of equipment intended for use on archaeological projects, including a Leica TCR750 reflectorless total station and a Trimble Geoexplorer CE XT Global Positioning System.

The Department of Classics is an institutional member of the American School of Classical Studies in Athens, the Canadian Institute in Greece, and the American Schools of Oriental Research (including the Cyprus American Archaeological Research Institute). Faculty regularly conduct research under the auspices of these institutions, as well as at the British School in Rome and the American Academy in Rome.

3. Overseas Opportunities

Faculty working overseas will take students to assist them when possible. Overseas projects with opportunities for graduate students will be made known by the faculty member involved in the project and interested students must obtain permission to participate from that faculty member and the Graduate Program Director. Past projects include excavating with Prof. Smith at Mikhlos, Crete and at Nemea, Greece; assisting Prof. Rupp with the organization of his Palaipaphos survey material for publication both at Brock and in Cyprus; assisting Prof. Greene

with the analysis of material from a shipwreck discovered at Kekova, Turkey; and working with the late Prof. Parks drawing and analyzing artifacts from the Kourion-Amathus Gate Cemetery and other tomb groups from Cyprus. Students may also participate in overseas projects not run by the department of Classics, but must obtain permission from the Graduate Program Director. Such experiences can be given a course number (e.g. 5V82), but do not count towards requirements for the MA degree.

Students will also be informed of any overseas courses with opportunities for teaching assistantships. Graduate students are given priority for such positions. The Department regularly offers a field school and a study tour for its undergraduates in alternating years. In both cases students will put in an application for any position available. Prof. Carter and Prof. Merriam have both led student trips to Rome and Prof. Glazebrook recently led a trip to Greece.

The Department has recently set up an internship (CLAS 5N00) at the *Canadian Institute in Greece* (CIG). This opportunity will enable a Graduate student to live in Greece for three months while working on his or her thesis. CIG will offer free membership, a free museum pass, discounted accommodation and free classes in modern Greek at the *Athens Centre*. The student will perform twenty hours of work a week for CIG and have access to all the libraries of the various archaeological schools in Greece through a CIG membership. The course does not count towards requirements for the MA degree.

4. Financial Assistance

The University provides the best candidates with funding packages. Typically university funding packages for full-time students total approximately \$14,600 per year and include fellowships and teaching assistantships. Internal and external scholarship opportunities are also available. See <http://www.brocku.ca/gradstudies/financial>.

The department offers teaching assistantships in undergraduate courses in first-year Greek and Latin, Greek mythology; Greek and Roman civilization; Greek and Roman history; ancient sport; introductory and classical archaeology; Near Eastern and Egyptian, Greek and Roman art; and Greek sanctuaries. Teaching Assistantships are an integral part of the graduate student experience, providing valuable experience in the classroom.

There may further be positions to assist in the management of the slide collection and departmental website, and to assist faculty with their research in the form of a research assistantship.

For further financial and fee information see: <http://www.brocku.ca/gradstudies/financial>

5. Application Procedures

Applicants should have a BA Honours, or equivalent degree in Classics, with a minimum overall average of B (second class), a minimum average of 75% (B) in Classics courses and with at least

two years in Greek and two years in Latin at the university level. Applicants must supply three letters of reference; a personal statement of interest and goals of not more than two pages in length; a representative piece of written work of not more than 20 pages; and transcripts of all post-secondary course-work. Applicants must also complete the Graduate Studies on-line application form, available at: <http://www.brocku.ca/gradstudies/admissions>

Admission is not guaranteed by the attainment of the minimum of either university or graduate program admission requirements. Admission is a competitive process. For more information, contact the Graduate Program Director.

The department typically accepts students for full-time study, but contact the Graduate Program Director about opportunities for part-time study. Only full-time students are eligible for university funding packages.

6. Program Requirements

The MA is a two-year program.

There are two schemes for the M.A. Degree: (1) with major research paper, and (2) with thesis. Students who qualify for funding receive five terms of funding for scheme 1 and six terms of funding for scheme 2.

Students wishing to do scheme 2 must provide the Graduate Program Director with a recent transcript and a statement (no more than one page) that includes a description of the topic, the name of the desired Supervisor and the reason for the request. This statement is due in mid-April at the end of the first year of study and a final decision will be made in consultation with the Graduate Committee (currently all permanent faculty) and potential Supervisor.

6.1 Scheme 1. Requirements for the MA with major research paper

Nine half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be recommended to address deficiencies in the languages. Required courses include:

- a. CLAS 5P00 *Classics Pro-seminar*, during the student's first year
- b. three courses designated GREE 5(alpha)00 or above and LATI 5(alpha)00 or above (at least one in each language)
- c. five other courses designated CLAS 5V10-5V79, CLAS 5P80, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

Demonstrate competence in a modern language, normally French or German. This requirement should be done by the end of the first year.

Pass sight translation exams in Latin and Greek by the time of graduation. (For one of the two languages, students may opt to fulfill the sight exam requirement by course work in

GREE or LATI at the graduate level. The course must have a final exam with a sight component and the student must achieve a 75% or higher.)

Complete a satisfactory research paper, normally 40-50 pages in length, on an approved topic, written in the second year of study under the guidance of a Supervisor.

6.2 Scheme 2. Requirements for the MA with thesis

Seven half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be recommended to address deficiencies in the languages. Required courses include:

- a. CLAS 5P00 *Classics Pro-seminar* during the student's first year.
- b. three courses with the designation GREE 5(alpha)00 or above and LATI 5(alpha)00 or above (at least one in each language)
- c. three other courses with the designation CLAS 5V10-5V79, CLAS 5P80, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

Demonstrate competence in a modern language, normally French or German. This requirement should be completed by the end of the first year.

Pass sight translation exams in Latin and Greek by the time of graduation. (For one of the two languages, students may opt to fulfill the sight exam requirement by course work in GREE or LATI at the graduate level. The course must have a final exam with a sight component and the student must achieve a 75% or higher.)

Complete a satisfactory thesis on an approved topic, normally 80-100 pages in length, written in the second year of study under the guidance of a Supervisor and Supervisory Committee.

Pass an oral examination to defend the thesis.

6.3 Review of Student Progress

Student progress will be closely monitored by the Graduate Program Director and reported to the Graduate Sub-Committee at the end of each term. In order to continue in the program and qualify for funding a student must maintain a B average overall. Students unable to maintain a B average overall will be required to withdraw from the program.

7. Course Descriptions

For information on student evaluation see the *Faculty Handbook 14.9 Evaluation* at <http://www.brocku.ca/secretariat/facultyhandbook>.

7.1. Classics

CLAS 5F90: MA Research and Thesis

An extended research project on an approved topic carried out under the supervision of a graduate faculty member and a supervisory committee and demonstrating a capacity for independent work and original research and thought.

CLAS 5P00: Pro-seminar in Classics

A survey of the tools, resources and methodologies for a holistic study of Greco-Roman antiquity with emphasis on philology, history and material culture. Research writing for grant, abstract, conference proposal, and public presentation.

Seminar, 3 hours per week.

CLAS 5P80: Directed Readings in Classics

A reading course constructed in conjunction with a faculty member. This course will be designed for individual students by the faculty member and given final approval by the Graduate Program Director.

CLAS 5P90: Major Research Paper

A major research paper on an approved topic under supervision of a graduate faculty member and a supervisory committee demonstrating the capacity for independent work and original research and thought.

CLAS 5V10-5V29: Seminar in Mediterranean Archaeology

Topics and problems in current archaeological method, theory and research in the Mediterranean basin.

Seminar, 3 hours per week.

CLAS 5V30-5V49: Seminar in the Art and Architecture of the Greco-Roman World

Topics and problems in current research in the Greek and Roman art and architecture.

Seminar, 3 hours per week.

CLAS 5V50-5V69: Seminar in Greek and Roman Social and Cultural History

Study of a topic in Greek and/or Roman social and cultural history with emphasis on methodology and the use of sources from a variety of media.

Seminar, 3 hours per week.

CLAS 5V70-5V79: Seminar in Greek and Latin Literature

Topics and Trends in the Study of Greek and Latin Literature

CLAS 5V80-5V89: Advanced Archaeological Research

Intensive archaeological field work and study of material culture under supervision of a faculty member. Does not count towards degree credit.

7.2 Greek*GREE 5P80: Directed Readings in Ancient Greek Authors*

A reading course constructed in conjunction with a faculty member. This course will be

designed for individual students by the faculty member and given final approval by the Graduate Program Director.

GREE 5V00-5V19: Readings in Greek Literature: prose

Intensive readings in a genre of Greek literary prose or the works of an individual prose author. Seminar, 3 hours per week.

GREE 5V20-5V39: Readings in Greek Literature: verse

Intensive readings in a verse genre or the works of an individual verse author. Seminar, 3 hours per week.

7.3 Latin

LATI 5P80: Directed Readings in Ancient Latin Authors

A reading course constructed in conjunction with a faculty member. This course will be designed for individual students by the faculty member and given final approval by the Graduate Program Director.

LATI 5V00-5V19: Readings in Latin Literature: prose

Intensive readings in a genre of Latin literary prose or the works of an individual prose author. Seminar, 3 hours per week.

LATI 5V20-5V39: Readings in Latin Literature: verse

Intensive readings in a verse genre or the works of an individual verse author. Seminar, 3 hours per week.

8. Language Exams

8.1 Latin and Greek Sight Exams

Each student must pass sight reading exams in Greek and in Latin. Sight exams will normally be offered three times annually: in September (within three weeks of the start of term); in December (between the end of classes and the end of the exam period), and in April (between the end of classes and the end of the exam period). September sight exams serve a diagnostic purpose. Incoming MA students may opt out of taking the September exams in either or both languages, but if they choose this option, the Graduate Program Director should require that they enroll in undergraduate-level language courses in addition to or in lieu of the graduate level offerings. Otherwise, students will write the exams each time they are offered until they achieve a passing mark. Passing marks can be obtained separately in Greek and Latin, as well as the poetry and prose components of a single language exam. A selection of previous exams will be kept on file in the main office for student consultation.

For one of the two languages, students may opt to fulfill the sight exam requirement by coursework. Successful completion of a GREE or LATI course (with a mark of 75% or higher) at the 5(alpha)00 level or higher that includes a final exam with a sight component may replace

the free-standing sight exam. This option may be selected only in consultation with the Graduate Program Director and with the agreement of the faculty member responsible for the language course. If a student receives a passing grade as a result of this option, the transcript will note that the sight exam in that language was passed through coursework in lieu of exam.

8.1.1 Examination Procedure and Format

Exams in each language will be set and read by two examiners, who normally will not set more than two consecutive sets of exams. The exams are to be marked on a pass/fail basis. The Graduate Program Director or another faculty member may serve as a third reader if the student's mark is in question. Grades are to be reported to the Graduate Program Director within two weeks of the scheduled date of the examination and the Graduate Program Director will report the results to each student. Students are encouraged to discuss their performance on the exam with the examiners. Notation of a student's passing of the sight exams in each language (both poetry and prose) will be included on the student's transcript.

Sight exams will consist of two translation passages—one poetry, one prose—in each language. Students are allowed a maximum 2 hours for exams in each language and are expected to translate at a rate of approximately 20 lines of OCT text per hour. There will be no set reading list for the exams, but examiners normally should strive to choose passages that allow the student to demonstrate basic translation ability in representative samples of Greek and Latin poetry and prose. Dictionaries will not be allowed, but vocabulary should be glossed at approximately the level of a Bryn Mawr commentary. Additionally, a one or two sentence introduction should preface the selected passage that provides a contextual background for translation.

8.2 Modern Language Requirement

Each student must pass a reading exam in a modern language, normally French or German. In special circumstances, the Graduate Program Director may allow a student to substitute another foreign language to fulfill this requirement. The exam is normally offered once a year in April and students must sign up in advance to write this exam.

8.2.1 Examination Procedure and Format

The exam is set up and administered by two cooperating faculty members with another faculty member, usually the Graduate Program Director, as a third reader when the examiners are unable to agree on a particular student's grade for the exam. Grades will be sent to the Graduate Program Director within two weeks of the scheduled date of the exam and the Graduate Program Director will report the results to each student. Grades are reported as pass or fail. Students are encouraged to discuss their performance on the exam with the examiners. Notation of a student's passing of the modern language exam will be included on the student's transcript.

The exam is two hours in length and use of a dictionary is permitted. Students are responsible for obtaining a dictionary for their own use during the exam. Students should expect passages to be drawn from scholarly articles, reference works and scholarly abstracts.

9. Supervision and Guidelines for the Thesis and Major Research Paper

9.1 Student Supervision

Each student will be matched with a Supervisor for his or her thesis or major research paper normally no later than April 30 of the first year of the program.

9.1.1 The Choosing of a Supervisor and Supervisory Committee

The Supervisor of a graduate student will be approved by the Graduate Committee (currently all permanent faculty). Just as any graduate student is free to request any permanent faculty member in the Department of Classics as Supervisor, any permanent fulltime faculty member is free to express an interest in supervising a student, and in fact, is encouraged to do so. If more than one such faculty member is interested in a student, the final decision rests with the Graduate Program Director in consultation with members of the Graduate Committee. If no faculty member expresses an interest in a student, the Graduate Program Director will nominate a Supervisor for that student. Any faculty member can refuse to supervise a student.

The graduate student and the Supervisor will propose the composition of the Supervisory Committee no later than the proposal stage. For the thesis, the committee must include two university faculty members in addition to the thesis Supervisor. One of the two faculty members must be a full-time Brock University faculty member, i.e. not adjunct. For the major research paper, the committee includes at minimum a second reader, who must be a full-time Brock University faculty member. The selection of membership for the Supervisory Committee must be formally approved by the Graduate Program Director.

Should a Supervisor leave the university or be unavailable due to sabbatical leave, the Graduate Program Director will appoint a substitute from among the permanent full-time faculty associated with the program after consultation with the student and the member(s) of the Supervisory Committee. If circumstances warrant, the Graduate Program Director will appoint a qualified faculty member from another university to act as thesis Supervisor in conjunction with a Brock faculty member.

See further the Faculty Handbook *Faculty Handbook 14.7.4 Supervisory Committees*
<http://www.brocku.ca/secretariat/facultyhandbook>

9.1.2 The Student Supervisor Relationship

The student will choose a research topic in consultation with his or her Supervisor. The student is required to stay in contact with his or her supervisor through regular face to face meetings and secondarily via e-mail (if overseas or no longer in residence) throughout the duration of the thesis or major research paper. A Supervisor, in consultation with the student, is required to set up a meeting schedule with the student and a method of regular contact if the student is overseas or no longer in residence. The student is required to submit drafts to the Supervisor on a regular

basis. In the case of the thesis, the student normally submits individual chapters as each chapter is completed. The Supervisor must review and comment on each draft in a timely fashion, normally two weeks upon receipt of the draft. The Supervisor must advise on the thesis or major research paper, but may also act as mentor in all professional matters (such as conference papers, external funding applications, graduate school applications...) relating to the student.

9.2 Student Proposal Requirement

Each student must submit a research proposal for approval by the Supervisory Committee and the Graduate Program Director before the start of the thesis or major research paper. It must normally be approved before Oct. 31 of the student's second year of study. The Supervisory Committee will schedule a meeting with the student to go over the proposal. The Supervisory Committee and the Graduate Program Director must sign off on the *Proposal Approval Form* indicating their approval of the proposal. The student must also sign to indicate his or her acceptance of any required changes.

9.2.1 Proposal Format

The proposal must include the following three items:

Summary of Proposed Research (Maximum 1 page).

Detailed Description of Proposed Research (Maximum 10 pages for the thesis and 5 pages for the major research paper) that includes:

- a. Statement of objectives
- b. Justification of study (its contribution and its place in current scholarship)
- c. Methodology/Theoretical Approach
- d. Travel plans, if part of the project

Preliminary Bibliography. Follow format of *Phoenix* 49 (1995) 1-2.

9.3 Format for the Thesis and Major Research Paper

The thesis and major research paper must conform to the following departmental rules:

The thesis will normally be 80-100 pages in length, excluding bibliography, drawings, images, plans, and appendices. The major paper will normally be 40-50 pages in length, excluding bibliography, drawings, images, plans, and appendices.

The thesis and major paper will normally follow the house style and citation guidelines for bibliography, footnotes and in-text citations published in *Phoenix* 49 (1995) 1-2. For the thesis, each separate chapter will begin numbering footnotes with 1. See further the *Department of Classics Style and Citation Guide*.

The format for the thesis is as follows:

- Single sided, double spaced Times New Roman font size 12.
- 1.5 inch left margin (for binding purposes), 1 inch for all other margins (but note first page of a chapter)
- Indented paragraphs
- Headings must appear bolded and NOT indented
- The top of each page will have the last name of the author and the chapter number with an abbreviated chapter title, excepting the first page of each chapter
- Page numbers are Arabic numerals centered on the bottom of each page, except for front pages (title page, abstract, acknowledgements, dedications, table of contents, list of plates) which will use lower case Roman numerals
- First pages of a chapter have a top margin of 3 inches and the chapter number in size 12 font and the chapter title bolded and in size 14 font. Both must be left justified
- Plates and appendix will appear at the end after the bibliography
- Make sure thesis conforms to the regulations for the traditional format found at: <http://www.brocku.ca/gradstudies/forms/thesis-format>. **Note especially the format of the title page, the table of contents, the inclusion of an abstract and the ordering of the pages of the thesis. Theses that do not conform to these standards will not be accepted by FGS until corrected.**
- Four copies must be deposited with FGS as a requirement of convocation.

The format for the major research paper is as follows:

- Single sided, double spaced Times New Roman font size 12.
- 1.5 inch left margin, 1 inch for all other margins
- Indented paragraphs
- Headings must appear bolded and NOT indented
- The top of each page will have the last name of the author and an abbreviated title
- Page numbers are Arabic numerals centered on the bottom of each page, except for front pages (title page, abstract, acknowledgements, dedications, list of plates) which will use lower case Roman numerals
- First page of the major research paper will have a top margin of 3 inches and the title bolded and in size 14 font. It must be left justified
- Plates and appendix will appear at the end after the bibliography
- The major paper should follow the specifications for the traditional thesis format found at <http://www.brocku.ca/gradstudies/forms/thesis-format> (minus the “library release from” and the “examination committee signature page”). **Note especially the format of the title page, the table of contents, the inclusion of an abstract and the ordering of the pages**
- One clean copy of the major paper must be left with the department as a requirement of convocation. It should be coil bound with stiff black cover paper on the front and back.

10. Thesis Examination and Evaluation (for students following scheme 2)

All students must pass an open oral examination. Under special circumstances a closed examination may be approved.

10.1 Student Thesis Requirement

Each graduate student must submit a thesis (normally 8 weeks before the end of term in which the defence is anticipated) to be defended through an oral examination (normally 4-6 weeks after the approval of the thesis by the Supervisory Committee and the Graduate Program Director). The thesis will demonstrate the capacity for independent work, original research or thought.

10.2 Examination Date

The Oral Examination cannot proceed until the Supervisory Committee has signed off giving their approval that the thesis is ready for defence. Approval by the Supervisory Committee means the majority of the Supervisory Committee agree that the thesis is ready for the Defence.

Before the Oral Examination, the candidate must submit a minimum of four copies of the thesis to the Graduate Program Director. All printing costs are the responsibility of the candidate. One copy will be sent to an External Examiner (external to Brock University) chosen by the Dean of Humanities on the advice of the thesis Supervisor and Supervisory Committee. The External Examiner will be asked to submit a report on the thesis within a two week timeframe. The report will be made available to the thesis Supervisor and Supervisory Committee prior to the Defence through a photocopy of the report that is not to leave the office of the administrative assistant of Classics.

The Examination date will normally be set 4 to 6 weeks following the External Examiner's receipt of the thesis. The candidate must bring an additional copy of the thesis to the Examination.

10.3. Examination Committee

The Examination Committee will consist of the Supervisory Committee and the External Examiner (when possible). If the External Examiner is unable to attend, the next method of participation is via video conference, and the third method of participation is via conference call.

10.4. Procedures for the Oral Examination

The Dean of Humanities or designate will chair the Examination. If the designate is a faculty member, that faculty member must be tenured. The Examination Committee will meet immediately prior to the Oral Examination (in the room designated for the Oral Examination) to review procedures for the Defence. During this time, the Chair will set the time allotted for each questioner in each round of questioning. The Candidate and any audience are then invited to enter. At the examination, the candidate will present a statement (20-30 minutes long) outlining the study. The Examination Committee will then proceed to question the candidate. Questions related to, but not directly covered in the thesis, may be asked. The order of examiners will be: External Examiner(s), second reader, third reader (if applicable), thesis Supervisor. Normally two rounds of questions will be permitted. Once questioning has finished the candidate has a final opportunity to make additional comments or seek clarification. The thesis Supervisor is not permitted to respond at any time on behalf of the student. After this time, the candidate and any

visitors must leave. The Examination Committee will then deliberate in camera regarding the thesis Defence.

10.4. Examination Evaluation

Students receive a Pass, acceptable as is; Pass, with minor revisions; Pass, with major revisions; or Fail. The grade awarded must be signed off by the Chair of the Examination Committee. The Examination Committee will also determine whether the thesis should be recommended for internal/external awards. Students are given 2-4 weeks to complete minor revisions and 4-12 weeks to complete major revisions. Revisions will be made under the guidance of the thesis Supervisor and must be approved by the thesis Supervisor and, in the case of major revisions, by the Chair of the Examination Committee. A grade will not be assigned until a satisfactory revised copy is returned to the Graduate Program Director. The grade will be reported to the Faculty of Graduate Studies as Pass with Distinction, Pass or Fail.

11. Final Thesis Submission, Binding and Circulation and Copying (for students following scheme 2)

11.1 Thesis Submission

A Candidate submitting a successfully defended thesis must deposit the original and three identical copies with the University Librarian. The thesis must be free from typographical and other errors and must contain all illustrations, charts, maps, figures, tables and appendices as approved by the Examining Committee. Copy 1 is for the library. Copy 2 is for the Department. Copy 3 is for the candidate. See the *Faculty Handbook 14.9 Preparation, Submission and Deposit of Thesis* at <http://www.brocku.ca/secretariat/facultyhandbook> for the regulations that must be followed in the submission of the thesis. The candidate should bring the final copies of the thesis to the Graduate Program Director and/or Administrative Assistant, who will ensure that all appropriate forms are completed and arrange for the Faculty of Graduate Studies to submit the required copies to the University Librarian.

11.2 Binding

The University Library will arrange for binding the thesis. A fee is levied at registration to cover the cost of binding the original and three copies. The library can arrange binding of additional copies of a thesis at the candidate's expense.

11.3 Circulation and Copying

The Candidate claims copyright by ensuring that all copies of the thesis bear the International Copyright Notice printed on one line at the bottom of the thesis title page. As a condition of engaging in graduate study in the University, the author of a thesis grants certain licences and waivers in respect of the circulation and copying of the thesis to the University Library and the National Library of Canada. Under certain circumstances the Dean of Graduate Studies may delay the circulation of the thesis (both lending and copying) for up to twelve months from the

date of the defense. See the *Faculty Handbook 14.8 Exit Requirements and Thesis Defences* and at <http://www.brocku.ca/secretariat/facultyhandbook>.

12 Role of Graduate Program Director (GPD)

12.1 Appointment

The Graduate Program Director (GPD) is appointed by the Department Chair after consultation with all tenured and probationary members. The term is normally 3 years. It is the duty of the GPD to oversee the graduate program. The GPD carries out all duties in consultation with the Department Chair and the Graduate Program Sub-committee (GPD, Chair ex officio and three faculty members), and receives a half course relief per year. The GPD updates the Graduate Committee (currently all tenured and probationary faculty) on program issues. All business of the Graduate Program Sub-committee is given final approval by the Graduate Committee.

12.2 Responsibilities

Serving as the Chair of the Graduate Program Sub-committee. This includes initiating procedures for staffing the committee each year.

Organizing an annual Spring retreat for review of the program.

Acting as the liaison person for the Faculty of Graduate Studies (FGS), the Dean of Graduate Studies, and the Associate Dean of Humanities, Graduate Studies.

Serving as a member of the Graduate Council.

Overseeing the preparation, maintenance and distribution of program publicity material, the Graduate Studies Calendar entry and the Graduate Faculty and Student Handbook; working with the Department Web Coordinator to keep the web page connected with the MA program up to date.

Preparing the Graduate Calendar Submission. The Calendar Submission gets final approval by the Graduate Committee. Graduate course assignments rotate through the department so that each faculty member normally teaches a graduate course no more frequently than every two years. Normally five courses are offered each year, including CLAS 5P00 and at least one GREE and one LATI.

Ensuring the provision of information about the program to potential applicants.

Informing all members of the Graduate Program Committee when applicant files are ready to be considered for admissions, and overseeing the admissions process (including ensuring that a faculty member is identified as a mentor for each incoming graduate student as part of the admissions process).

Organizing a reception and orientation to welcome incoming students. Reviewing graduate policies and expectations and distributing a copy of the Handbook to incoming students.

Providing guidance on and approving course selection and program of study for incoming and ongoing students. This includes enrolling students in the appropriate level of any subject at the undergraduate level to address any deficiencies.

Overseeing students' progress in conjunction with the Graduate Program Sub-Committee (normally by a meeting of the Sub-committee in January and May) and updating the Graduate Committee on student progress and status twice a year in a faculty meeting. This includes keeping a database on each student's progress and completion of requirements (coursework, research project, supervisor, thesis committee, language exams), assisting students in procuring Supervisors, Second Readers and Supervisory Committee members, ensuring the timely formation of Supervisory Committees, the timely submission of student proposals, meeting with students at least once a term to discuss their progress through the program, and completing FGS paperwork on the fulfillment of all MA requirements.

Preparing for the thesis oral defense in conjunction with the Associate Dean of the Faculty of Humanities, Graduate Studies. This includes arranging the date with the external examiner and thesis committee, booking the room, overseeing publicity, preparing all paperwork, ensuring the receipt of the external examiner's report one week before the defence, and making sure the external examiner and supervisory committee receive copies of the thesis for the defence. Note that the supervisor is responsible to see that all paperwork is signed and submitted to FGS.

Ensuring that program issues (including student concerns) are brought to the attention of the Graduate Program Sub-committee and Committee.

Informing students of the deadlines of OGS and SSHRC awards and offering guidance in the preparation of their research statements and serving on the Departmental Sub-Committee on OGS and SSHRC awards. This sub-committee normally includes the GPD, UA, Chair, and two tenured/probationary faculty members.

Working with the Graduate Language Coordinator to set up dates for exams and inform students of the results in a timely fashion.

13 Role of Graduate Language Coordinator (GLC)

13.1 Appointment

The Chair will appoint a GLC for a term of normally two years.

13.2 Responsibilities

In consultation with tenured and probationary faculty members:

The GLC will ensure sight examinations in Greek and in Latin are set three times each year, in late August or September, in December, and in April. The sight examinations in each language will consist of one passage in prose and one in verse, such that the examination can be completed in 3 hours.

The GLC will assess each Greek and Latin examination, recommending to the Graduate Program Director (GPD) a grade of pass or fail. Although a numerical grade is not assigned to an examination, the GLC will observe the following guidelines in assessing students' examinations: a grade of 70% and above corresponds to a "pass," and a grade below 70% to a "fail."

The GLC will ensure modern language sight examinations are set once per year in December or January. The modern language sight examination will normally consist of one passage of either French or German, such that it can be completed in two hours. The choice of language will be determined by each student in consultation with the GPD. When essential to a student's program of study, other languages may be chosen, after consultation with and approval by the GPD.

The GLC will assess each modern language examination, recommending to the GPD a grade of pass or fail. Although a numerical grade is not assigned to an examination, the GLC will observe the following guidelines in assessing students' examinations: a grade of 70% and above corresponds to a "pass," a grade below 70% to a "fail."

The GLC will meet with each graduate student at least once each term to discuss language development strategies.