

DEPARTMENT OF CLASSICS

GRADUATE STUDIES

HANDBOOK

(2023-24)

TABLE OF CONTENTS

General Comments	4
I. ADMINISTRATION OF THE GRADUATE PROGRAM	4
I.1 Graduate Council	4
I.2 Graduate Division	4
I.3 Graduate Advisor	4
I.4 Graduate Affairs Advisory Committee	5
I.5 Graduate Program Assistant	5
I.6 Graduate Representative	5
II. THE GRADUATE PROGRAM IN CLASSICS	6
II.1 Programs	6
II.2 Deadlines	6
II.3 Admission	6
II.4 Progress toward the Degree	7
III. GENERAL REGULATIONS AND DEGREE REQUIREMENTS	7
III.1 University Regulations	7
III.2 Degree Requirements: Ph.D. in Classics	8
III.3 Degree Requirements: Ph.D. in Classics, Emphasis in Literature and Theory	10
III.4 Degree Requirements: Ph.D in Classics, Emphasis in Ancient History	11
III.5 MA in Classics	12
III.6 Review of Progress toward the degree	12
IV. EXAMINATIONS	13
IV.1 Examinations: An Overview	13
IV.2 General Policies	13
IV.3 Greek and Latin Sight Examinations	14
IV.4 Greek and Latin Sight Examination for Emphasis in Ancient History	14
IV.5 Modern Language Examinations	15
IV.6 Examination Committees and Student Advisors	15
IV.7 Author/Genre Exam	16
IV.8 The Significant Paper	16
V. ADVANCEMENT TO CANDIDACY AND DISSERTATION	17
V.1 Qualifying Examination for Ph.D in in Classics with Emphasis in Literature and Theory	18
V.2 Qualifying Examination for Ph.D. in Classics with Emphasis in Ancient History	18
V.3 Advancement in Ph.D Candidacy and Thesis Proposal	18
V.4 Dissertation Committee	19
V.5 Dissertation	19

V.6 Defense of Dissertation	19
V.7 Formatting and Filing the Dissertation	20
VI. ACADEMIC REGULATIONS	20
VI.1 Course Load	20
VI.2 Registration for Classes	21
VI.3 Adding and Dropping Classes	22
VI.4 Grades	22
VI.5 Incomplete Grades	22
VII. COURSES	23
VII.1 Directed Reading and Research courses	23
VII.2 Reading Courses	23
VII.3 Seminars	23
VIII. FINANCIAL SUPPORT	24
VIII.1 California Residency	24
VIII.2 Departmental Procedures	24
VIII.3 Important Information for International Students	25
VIII.4 Funding for Conference Papers and Other Projects	25
IX. TEACHING ASSISTANTSHIPS	25
IX.1 Appointments	25
IX.2 Assignments	26
IX.3 Training	26
IX.4 Duties	27
X. PROFESSIONAL DEVELOPMENT	28
X.1 Seminar	28
X1. FURTHER NOTES	28
X1.1 Office Staff	28
X1.2 Departmental Facilities	28
a) Keith Aldrich Memorial Graduate Reading Room	28
b) Offices	28
c) Computers	29

General Comments: Regulations contained in this handbook are subject to revision by the University or Departmental faculty. Information comes from the UCSB Graduate Advisor's Handbook, the University Catalog and various departmental documents. If you have questions about anything in this handbook or notice discrepancies, please consult with the graduate advisor.

I. ADMINISTRATION OF THE GRADUATE PROGRAM

I.1 Graduate Council

The Graduate Council is a standing committee of the Academic Senate and represents all academic disciplines and colleges. Graduate Council consists of twelve faculty members, two representatives of the Graduate Student Association, and the deans of the Graduate Division, who are *ex officio* members. Graduate Council does the following: establishes standards for graduate admission, academic progress and requirements, awarding of degrees, and the appointment of student academic titles; authorizes all graduate courses; sets criteria for distribution of fellowship money and selects recipients for certain fellowships; appoints committees in charge of candidates' studies; and approves proposals for new graduate degree programs.

I.2 Graduate Division

The Graduate Division is the administrative arm of the Graduate Council. Led by the deans, associate dean, and assistant dean, the Graduate Division employs a career staff of about twenty people, who are assisted by part-time student helpers. Graduate Division has three main operating groups: graduate outreach and admissions, financial support, and graduate academic services. For their responsibilities, see the Graduate Advisor's Handbook.

I.3 Graduate Advisor

The objectives of the Graduate Division and the departmental advisor are the same: to ensure the best possible selection of entering students and thereafter to guide them in an orderly trouble-free fashion through the steps to a degree.

The graduate advisor is an administrative appointment, made by the Dean of the Graduate Division, normally on the recommendation of the department chair. The graduate advisor's signature is the only departmental signature, other than the Chair's, recognized as official on forms and petitions presented by graduate students. It is the graduate advisor who evaluates and approves students' study lists, advises them on advancement to candidacy and considers their petitions to change programs, to add or drop courses, to waive or substitute requirements, to take leaves of absence, etc.

The duties of the graduate advisor include but are not limited to the following:

The graduate advisor meets regularly with graduate students to advise them on their study program and requirements for the degree. All students should arrange to meet with the graduate advisor at the beginning of the fall quarter for advising and are strongly

urged to consider quarterly appointments.

The graduate advisor, along with the chair of the student's examination committee annually reviews the progress which that student is making toward the degree. The meeting generally occurs towards the end of the spring quarter. The graduate advisor produces a memo reviewing the meeting's major points of discussion, and places one copy in the student's academic file and gives another to the student. If progress is not satisfactory, the graduate advisor will inform the student in writing and make suggestions about means of improving performance.

The graduate advisor, in conjunction with the Graduate Affairs Committee and in consultation with other faculty where appropriate, oversees admissions procedures for incoming graduate students, departmental recommendations for University fellowships and distribution of departmental financial aid, including teaching assistantships.

1.4 Graduate Affairs Advisory Committee

The membership of this committee is comprised of tenured or tenure-track members of the Classics department faculty, including the graduate advisor. It advises the graduate advisor when it is impossible or unreasonable to summon a meeting of the entire faculty on such issues as student petitions.

1.5 Graduate Program Assistant

The Graduate Program Assistant is responsible for administrative advising of graduate students. For example, the Graduate Program Assistant reminds students about registration and fellowship deadlines, stays abreast of requirements from the Graduate Division and University, and manages requisite administrative records on behalf of the department and its graduate students.

1.6 Graduate Representative

In accordance with the Graduate Student Association regulations, the Classics department is allowed one graduate representative to serve on the GSA council, which meets monthly. Each fall the Classics Graduate Representative is elected by the graduate students of the Classics department. Regular attendance by the representative at the monthly GSA meetings results in money being placed in a fund (at the rate of 50 cents per graduate student). This money accumulates until it is spent. The Graduate Representative should consult with all the graduate students in an effort to decide how the money should be spent.

In addition, a Faculty-Student Liaison Committee provides a forum for regular and more detailed student feedback and governance. The committee comprises the graduate advisor, the undergraduate advisor, and two student representatives, one graduate, one undergraduate, who are elected annually by the graduate students and Classics undergraduate majors respectively. The committee meets at least once a quarter, and before each department meeting when there is relevant business. This is an important

responsibility: the graduate representative should take pains to ensure that s/he properly represents the graduate students and keeps them informed of matters of concern to them.

II. THE GRADUATE PROGRAM IN CLASSICS

II.1 Programs

The Department of Classics offers a Ph.D. program in Classics (with optional emphases in Ancient History and Literature and Theory) for students who have completed the B.A. or M.A. Students entering the program should be aware that they are undertaking not only to deepen their enjoyment and understanding of ancient literature but to explore their potential as interpreters, scholars, and teachers of literature, history, and language. The graduate program in Classics includes the study of ancient history and cognate disciplines, as well as literature and language.

II.2 Deadlines

Graduate Division, in accordance with academic senate policy (i.e., university-wide regulations), has set the following deadlines:

Ph.D. Degree Deadline: Doctoral candidates are expected to complete their degree requirements *within seven years of beginning graduate studies at UCSB if the student enters the program without an M.A.* Students who exceed the seven-year limit must petition Graduate Council for an extension. Students *who enter the program with an M.A.* are expected to complete their degree requirements within five years of beginning graduate studies at UCSB.

Doctoral Candidacy Deadline: Students who enter the program without an M.A. are required to advance to doctoral candidacy within five years after entry into a graduate program. Students who enter the program with an M.A. are expected to advance to doctoral candidacy within three years after entry into the graduate program.

II.3 Admissions

Admission to the Ph.D. programs is determined by the faculty as a committee of the whole. Faculty base their decisions on letters of recommendation, GREs, GPAs, statements of purpose, writing sample, requisite training and potential for success.

In addition to the general requirements for admission to graduate status, applicants for the Ph.D. degree program should have an undergraduate major in Greek, Latin, or Classics, or the equivalent, including at least 2 years of study of both Greek and Latin. Other students may be admitted if they demonstrate proficiency in the languages, but they will be required to make up any deficiencies in their undergraduate training. Applications should address likely areas of scholarly interest and preparation for dissertation-writing so that appropriate faculty members can indicate a potential willingness to supervise the applicant's Ph.D. work.

II. 4 Progress toward the Degree

It is the responsibility of students to ensure that they continue making good progress in the program—i.e., to complete courses and pass exams in timely fashion. Progress toward the degree will be reviewed annually by the graduate advisor and the chair of the student’s Ph.D. committee. Students should realize that academic performance and progress toward the degree determine departmental and university funding.

Grade point average is not in itself a sign of progress toward the degree. Particularly important is evidence of steady satisfaction of requirements and performance on major examinations. For expected time-to-completion, see above, II.2.

An important milestone in progress toward the degree comes after a student has passed *both* Classical language exams and has finished (or is finishing) all coursework and paper requirements. At this point the student’s attention will be turning increasingly to the series of ‘field’ exams and ultimately the dissertation, and it becomes especially important for the student to be cultivating a good working relationship with one or more faculty to help ensure successful completion of the PhD. Therefore, students who have passed their second Classical language examination and have completed all coursework and paper requirements *must* ask one faculty member to serve as their ‘sponsor’ in moving forward to the second major phase of their graduate training. It is hoped that this sponsor will enthusiastically support the student’s advancement and progress through the program (normally serving thenceforth as the student’s chief advisor and dissertation supervisor), but a faculty member is also free to decline to serve in this capacity, and a student’s inability to secure a sponsor would serve as a valuable early warning of difficulties ahead. Sponsorship of a student must be approved by the Faculty at the next possible meeting, and while at this stage withholding sponsorship is *very unlikely* this may be an occasion for frank assessment of a student’s capability to complete successfully the remaining requirements for the PhD (viz., field exams and dissertation).

III. GENERAL REGULATIONS AND DEGREE REQUIREMENTS

III.1 University Regulations

Candidates for graduate degrees must meet university degree requirements found in the “Graduate Education” section of the UCSB online catalog (<https://my.sa.ucsb.edu/catalog/Current/GraduateEducation/>) as well as the Department’s own list of requirements. It will be their responsibility to comply with all such regulations.

The Department offers a Ph.D. degree in Classics, Classics with emphasis in Ancient History and Classics with emphasis in Literature and Theory. The Department does not offer an autonomous M.A. program. (See below, III.5.) Admission is to the Ph.D. program only. Master's degrees may be awarded on an individual basis in the case of students who wish to leave the Ph.D. program prior to completion, providing they have fulfilled the necessary requirements

NB: Students who enter the program with an MA from another institution may be entitled to request a waiver of some requirements that would duplicate work already done elsewhere. (E.g. French translation exam, proseminar, parts or all of the 211-212-213 survey, etc.; waivers are *not* granted for the Greek and Latin sight translation exams.) Students who hold an MA and who wish to request such a waiver should meet with the Graduate Advisor as soon as possible upon entry into the program.

The Ph.D. in Classics **with emphasis in Ancient History** involves significant coursework in the Department of History. The emphasis is designed for those students who wish their training to emphasize ancient history without sacrificing the classical languages. Students who desire to opt for this emphasis should have an undergraduate record that includes upper-division classes in Greek and Roman history.

The Ph.D. in Classics **with emphasis in Literature and Theory** is designed for students who wish to combine solid training in the classical languages with broader study in literature and theory. Students in this program will take graduate courses in literary theory, gender studies, cultural theory, or other approved areas in cognate disciplines on campus.

Students considering these two Emphases should understand that the 'regular' Classics PhD does in fact leave significant room for coursework in ancient history and literary (and other) 'theory.' It is certainly *not* implied that the regular PhD is history-less and theory-averse. On the contrary, Classics PhDs on the job market are typically expected to know their way around relevant literary and other 'theory' and to know enough ancient history to ground their studies appropriately in the relevant culture. The Emphases therefore are designed for those who want to go *beyond* this: for example, students who want to focus their studies on ancient history or theoretical issues and are open respectively to possible future employment in a History or (say) Comparative Literature department as well as Classics.

The coursework and requirements for the three emphases differ, as follows:

III.2 Degree Requirements: Ph.D. in Classics

III. 2.1 Course Requirements

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or

related subjects in Art History, Religious Studies, or Philosophy, must be completed in order to receive the Ph.D. in Classics

The Following Core Courses will be required:

- Proseminar (Classics 201)
- Survey of Greek and Latin literature (Classics 211, 212, 213)

This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.

These courses alone among required courses must be taken S/U. See below VI.4.
- Greek Prose Composition (240) **AND** Latin Prose Composition (210)
- 1 Greek **or** Roman History Course (if not fulfilled beforehand) from the following list:

Classics 150, Classics 151, Classics 233, Classics 234, History 111ABCEQ, History 112ABCQ, History 211AB, History 213AB
- 6 Seminars, 1 of which may be taken outside the Department.

Students whose research interests are interdisciplinary may apply **2** extra-departmental seminars to the 6-seminar requirement after consulting with their Faculty Advisor and obtaining the approval of the Graduate Advisor. (A petition for an exception should be submitted to the Graduate Advisor within reasonable time before the quarter in which the 2nd extra-departmental seminar begins.)

III.2.2 Exam and Paper Requirements

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 Seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations).

1 of the 6 seminar papers may have been written on a Classics or related topic for a seminar taken outside the Department. A student may apply **2** extra-departmental seminar papers on Classical topics to the 6-seminar paper requirement, but the second paper must come from a second extra-departmental seminar that the student has successfully petitioned (see above, "Course requirements") to apply to the coursework/seminar requirement.

Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.
- Greek Sight Translation Exam
- Latin Sight Translation Exam
- German Translation Exam
- Translation Exam in French, Italian, or another modern language important for the student's research (latter must be chosen in consultation with the student's advisor)
- Author/genre Exam, normally in the language of the dissertation
- Significant Paper on a topic or area that is expected to contribute to the dissertation;

also to be presented orally to the department

- Greek and Latin Literature qualifying exam with both written and oral components

III.3 Degree Requirements: PhD in Classics, Emphasis in Literature and Theory

III.3.1 Course Requirements

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or related subjects in Art History, Religious Studies, or Philosophy, must be completed

- Survey of Greek and Latin literature (Classics 211, 212, 213)
 - This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.
 - These courses alone among required courses must be taken S/U. See below, VI.4.
- Proseminar (Classics 201)
- Greek Prose Composition (240) **OR** Latin Prose Composition (210)
- 1 Greek or Roman History Course (if not fulfilled beforehand) from the following list, if not satisfied by undergraduate work: Classics 150, Classics 151, Classics 233, Classics 234, History 111ABCEQ, History 112ABCQ, History 211AB, History 213AB
- 6 Seminars, of which typically at least 4 must be Classics Dept seminars
- 3 graduate courses (which may include some of the seminars just mentioned) with a theory component, of which at least 1 must be taken outside the Department

III.3.2 Exam and Paper Requirements

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations). Of these, 4 will typically have been written for Classics Dept seminars. At least 2 of these 4 papers written for Classics Dept seminars must demonstrate the use of theory.
 - Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.
- Greek Sight Translation Exam
- Latin Sight Translation Exam
- German Translation Exam
- Translation Exam in French, Italian, or another modern language important for the student's research (latter must be chosen in consultation with the student's advisor)
- Author/genre Exam, normally in the language of the dissertation

- Significant Paper on a topic or area that is expected to contribute to the dissertation; also to be presented orally to the department
- Greek and Latin Literature qualifying exam, with both written and oral components

III.4 Degree Requirements for PhD in Classics, Emphasis in Ancient History

III.4.1 Course Requirements

A minimum of seventy-two *letter grade* units in Classics. History (Greek and Roman), or related subjects in Art History, Religious Studies, or Philosophy, must be completed

- Survey of Greek and Latin literature (Classics 211, 212, 213)

This series will provide a starting-point for preparation for the Greek and Latin literature written and oral exam that the student will take as the last step to advance to candidacy.

These courses alone among required courses must be taken S/U. See below, VI.4.

- Proseminar (Classics 201)

Courses grouped in three categories listed below. The categories are not mutually exclusive; some courses will fall into 2 or 3 categories. Students should consult the Graduate Advisor for guidance.

- 6 Seminars, including at least 3 in Greek and Roman history, and including at least 2 Classics seminars
- 12 Graduate Courses in Greek or Latin authors
- 6 graduate courses in Ancient Greek and Roman history, of which at least 2 must be taken in History Department. At least 2 of the 6 must be in Greek history and 2 in Roman history.

Note 1: These categories are not mutually exclusive. Some courses fall into two or three categories. Students should consult the Graduate Advisor.

III.4.2 Exam and Paper Requirements

- 2 short papers (2,000 words minimum, excluding quotations)
- 6 seminar papers written while in the Ph.D. program (3,000 words minimum, excluding quotations). At least 2 of the 6 seminar papers must be on ancient-historical topics.

Students are asked to submit a copy of each graded paper to the Graduate Advisor as soon as possible after the completion of the course. A paper submitted to satisfy the paper requirement must have received a grade of at least a B+ from the instructor in the course for which it was written.

- Greek Sight Translation Exam
- Latin Sight Translation Exam

The *Ancient History* sight exams will be drawn from reading lists, one

considerably more comprehensive (“major language”) than the other (“minor language”). *Students must alert the Graduate Advisor about their choice of major/minor language before the end of their first quarter in the program at the latest.*

- German Translation Exam
- Translation Exam in French, Italian, or another modern language important for the student’s research (latter must be chosen in consultation with the student’s advisor)
- Greek **AND** Roman History “general” exam: to be passed no later than third year
- Greek **OR** Roman History “field exam,” of a more specialized nature
- Significant Paper on a topic or area that is expected to contribute to the dissertation; also to be presented orally to the department
- Greek **OR** Latin literature exam (normally the last written exam before the Oral)
 - 3-hour written exam in Greek OR Latin literature, whichever is more germane to the student’s historical studies, i.e., typically, Latin Literature for those training in Roman history, Greek Literature for those training in Greek history. The exam will test basic ‘handbook’ knowledge of major authors, genres, and literary history, while also demonstrating the ability to make literary observations about key texts in Greek or Latin literature in the original language. For further detail, see the Ancient History Coordinator. (Note: this exam is distinct from and not to be confused with the new written portion of the qualifying exam to be instituted for the undifferentiated PhD in Classics.)
- Oral Qualifying Exam
 - Ancient History, both Greek and Roman, will be the main component of the Oral Qualifying Exam. The Oral is expected to begin with discussion or further elaboration of the student’s answers on the written Ancient History Field Exam but will also include some follow-up discussion of the written Greek or Latin Literature exam and other questions intended to demonstrate adequate general knowledge of Classics and Ancient History.

III. 5. MA in Classics

The Department currently admits students only to the Ph.D. If after beginning the program a student or the Department decides that completion of the Ph.D. is unrealistic or no longer desirable, an MA in Classics (including Emphases in Latin, Greek, Ancient History, and Literature & Theory) does exist on the books to provide a respectable and meaningful exit-point for those whose work is sufficiently substantial to merit recognition through the awarding of an advanced degree. Any student considering this option should make an appointment with the Graduate Advisor to examine and discuss the requirements for the M.A. degree.

III. 6. Review of Progress toward the degree

Each student’s progress toward the degree is reviewed annually by the Graduate Advisor and the student’s advisor/ chair of the student’s Ph.D. committee. Prior to the review, the

student will be asked to submit a self-assessment commenting on progress, strengths and weakness, and any training needs hitherto unidentified. Students may expect a frank and fair evaluation, with specific recommendations for improvement as appropriate.

Continued unsatisfactory performance may result in dismissal from the graduate program.

IV. EXAMINATIONS

IV.1 EXAMINATIONS, AN OVERVIEW

All Ph.D. students in Classics must pass 5 written examinations before the Qualifying Exam as follows:

- Greek sight translation exam
- Latin sight translation Exam
- German translation exam
- French or Italian translation exam (or another modern language important for the student's research chosen in consultation with the student's advisor)
- Significant Paper

In addition, PhD students who have *not* opted for the Emphasis in Ancient History must pass written exams in:

- Author/Genre examination
- Greek **and** Latin literature (written component of Qualifying Exam)

PhD students who *have* opted for the Emphasis in Ancient History must instead (*viz.*, instead of the two exams listed immediately above) pass written exams in

- Greek **or** Latin literature, whichever is more germane for their area of research
- Greek **and** Roman History "general" exam (no later than third year in the program)
- Greek **or** Roman History field exam of a more specialized nature

IV.2 General policies:

Because of the large number of exams given each year, the graduate advisor will arrange a single exam date in those cases where two or more students are taking the same exam.

Following examinations, students should consult with the graduate advisor or their advisors (MA students) or the chair of their examination committee (Ph.D. students) to evaluate their progress and determine a course of additional preparation if necessary.

In accordance with University policy, students must advance to candidacy within five

years after entry into the Ph.D. program and within three years for those students who enter the Ph.D. program with an existing M.A. Students who exceed this limit must meet with the graduate advisor to discuss their timetable. Graduate Division will place students on probation upon recommendation from departments.

IV.3 Greek and Latin Sight Examinations

Ph.D. students must attempt the language sight exams each year until both are passed. These examinations are scheduled annually, in the winter quarter only, usually within the first month of instruction. The examination schedule will normally be posted on the website by the middle of Fall quarter.

Each sight translation examination must be finished in four hours.

Each exam contains 6 passages (15-25 lines long), 3 in prose and 3 in poetry. With the exception of the sight exams offered within the Ancient History emphasis, the Greek and Latin translation exams are not based strictly on the Ph.D. reading lists, which simply indicate what the faculty expects Ph.D. candidates to have read in the original languages by the time of their advancement to candidacy. However, since the reading lists are also intended to be helpful in prioritizing preparation for the sight exams, students may suppose that normally 3-5 passages on each (non-Ancient History) exam will be drawn from the Ph.D. lists. (See next unit for Ancient History sight exams.)

Students must attempt all passages for the exam to be graded. An attempt is defined as a translation of at least two-thirds of the passage, e.g., for an 18-line passage, 12 lines must be translated to qualify as an attempt. Students must pass 4 of 6 passages in order to pass the exam.

The examinations are set and graded by committees appointed by the Graduate Affairs Committee. The grading committee determines whether a student passes or not, and may, in borderline cases, recommend that a student sit a retake examination in spring quarter.

Interested students can obtain copies of past sight exams from the Graduate Program Assistant.

IV.4 Greek and Latin sight examinations for students pursuing a Ph.D. with Emphasis in Ancient History

Students pursuing an Emphasis will take Greek and Latin sight examinations that differ from the regular Ph.D. sight examinations. Exams for the Ancient History Emphasis will be based on reading lists that include a greater proportion of historical authors. Furthermore, students in the Ancient History Emphasis must designate (well before they sit their first sight examinations, i.e., in their first quarter) which of the two

languages will be their ‘major’ and ‘minor’ languages; the reading list for the ‘minor’ language will be shorter than that for the ‘major’ language. The required standard of translation, however, is to be consistent for both exams, and not lower than that of the regular Classics sight exams. Ancient History sight exams will normally include, in addition to a passage from the genre of history, a second passage of historically relevant prose such as an inscription.

IV. 5 Modern language examinations

Modern language exams test reading knowledge only; use of dictionaries is allowed. Students should attempt exams as soon as they feel there is a likelihood of success. Students should not put them off until they present an impediment to scheduling their Qualifying Exam. (All other requirements must be completed at least 4 weeks before the Qualifying Exam, and this is cutting it very close for a successful retake of a language exam.) Exams are scheduled by the graduate advisor each quarter, generally in the last third of the quarter on the same day for all languages.

These exams consist of a passage taken from a published work in the area of Classics. Exams average approximately 400 words. The Graduate Program Assistant will provide interested students with a copy of a sample exam. Students are allowed 3 hours and a dictionary.

IV. 6 Examination Committees and Students’ Advisors

There are a variety of committees involved in a student’s progress through the program.

Committees that set and assess the Ancient Greek and Latin sight-translation exams are appointed by the Chair of the Department in conjunction with the Graduate Advisor. Modern language exams are usually set and assessed by the Graduate Advisor and one other faculty member named by the Graduate Advisor. Other examination committees (Author/Genre, Significant Paper, Qualifying, and Ancient History) are constituted by the Graduate Advisor in consultation with the individual student, usually after passage of the Greek and Latin sight exams. Normally the student’s Examination Committee remains consistent from one exam to the next. Before a student is advanced to candidacy, a Dissertation Committee must formally be nominated for approval by Graduate Division (below, V.4). The composition and Chair of the Dissertation Committee may or may not be the same as the student’s prior Examination Committee.

A student’s Examination Committee consists of three members plus a fourth to step in if one of the other members is temporarily unavailable. At least three of these four members must be members of the UCSB Academic Senate in the Classics Department. (Ancient History examinations are an exception: see next paragraph. Also, for this purpose Affiliated Members of the Classics Department are deemed to be “Classics faculty.”) An additional member from the Department or from another discipline or

from another University may be added at the discretion of the student and the Graduate Affairs Committee.

Committees for the Ancient History exams in the Ancient History Emphasis present a special case because of their interdisciplinary specialization. They are set by an ancient historian, normally the student's faculty advisor, in consultation with 2 other ancient historians from whom the student has taken courses, who may be Affiliated members from another Department (normally History). Committees for Ancient History exams are necessarily ad hoc and their composition is not determined by that of any other committees.

Students are assigned a personal advisor when they enter the program who will in general oversee the student's work and provide feedback and advice, in addition to that given by the Graduate Advisor. Two specific duties of the student's personal advisor are: (1) to serve as Chair of the student's examination committees in non-language exams, and (2) participate in the student's end-of-year reviews.

Students may request change of their advisor or the composition of their committees. However, any such change is subject to the Graduate Advisor's approval.

*** NB**

For each examination beyond the language exams, the student is *very strongly* encouraged to set up a meeting with the chair of his/her examination committee and the Graduate Advisor before embarking on preparation. In these meetings discussion may cover the content of the exam, the expectations of the examiners/readers, suggested reading lists, schedule for taking the exam, and any *ad hoc* additions to the committee.

IV.7 Author /Genre Exam:

The student, the graduate advisor, and the student's examination committee will ensure the appropriateness of the author/genre and significant paper examination topics, and the examination committee will ensure that there will be no inappropriate overlap between examinations.

The Author/Genre exam offers the opportunity to study an ancient author or genre in considerable depth. Its objectives are that the candidate deepen his or her knowledge of an author/genre and of relevant scholarship in the field, and learn to assess and form critical responses to the material.

IV.8 The Significant Paper

IV.8.1 Writing the Signification Paper

In addition to timed examinations, all PhD students will have to complete a significant paper requirement. The 'significant paper' is intended to be an opportunity for the

student to test out possible dissertation topics or even to produce a portion of the dissertation. The topic should be chosen in discussion with the chair of the student's examination committee and the final paper will be read and examined by your committee. The student will also present his/her paper in an oral presentation to the department. A significant paper will normally display the following:

- deployment of lucid and persuasive argument in support of thesis
- ability to organize and interpret evidence
- knowledge of relevant critical issues
- application of relevant theory or methodology
- placement within larger scholarly discussion
- control of relevant primary and secondary sources
- independence of thought

It will normally be between 5000 and 8000 words in length.

IV.8.2 Presenting and Filing the Significant Paper:

The student will submit a draft of the paper to the committee for approval, allowing three weeks for feedback. The committee will then decide whether to give preliminary approval to this draft and will normally make specific requests for revision. The student will notify the graduate advisor and arrange for an oral presentation of a shorter version of the paper to the department at least 4 weeks later. After the oral presentation, the student will produce a final written version of the paper, revised according to the committee's recommendations and incorporating any further feedback from the oral presentation. A copy of the final version of the paper should be placed in the student's file.

V. ADVANCEMENT TO CANDIDACY AND DISSERTATION

Following satisfactory completion of all written examinations and the significant paper requirement, candidates may schedule their Qualifying Examination. This exam will reference the written examinations in literature as a basis for further questioning. This is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

*N.B. All students should schedule their Qualifying Exams at least 4 weeks after their completion of all other requirements (but the dissertation). (Please note that completion of the requirement is understood to occur *not* when the examination is taken or a Significant Paper turned in, but when the Graduate Advisor informs the student that the requirement has been passed. Obviously, therefore, the student should reckon on taking their Qualifying Exams somewhat more than 4 weeks in advance of the date when they take their last exam or submit their last required paper.)

V.1 Greek AND Latin Literature Qualifying Exam for Classics and Classics with Emphasis in Literature and Theory

A 2-hour written exam will build on the knowledge students acquire in the 211, 212, 213 series, providing candidates for Ph.D. in Classics and Classics with Emphasis in Literature and Theory with an opportunity to explore literary questions at greater depth and showcase their knowledge and skills. The written component of the Qualifying exam will be followed by a one-hour oral examination on Greek and Roman literature to confirm that the candidate possesses adequate knowledge of Classics and is prepared to embark on a dissertation in Classics.

The oral component of the exam will use the themes addressed in the written examination as a point of departure. The Oral is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

V.2 Qualifying Exam for Classics with Emphasis in Ancient History

The Ancient History Qualifying Exam is a 2-3 hour oral examination only. Both Greek and Roman history will be the main component of the oral Qualifying Exam. The Oral is expected to begin with discussion or further elaboration of the student's answer on the written Ancient History Field Exam, but will also include some follow-up discussion of the written Greek or Latin Literature exam and other questions intended to demonstrate adequate general knowledge of Classics and Ancient History and readiness to embark on a dissertation in Ancient History.

This is traditionally an open exam; all members of the Classics department faculty are welcome to attend and ask questions.

V.3 Advancement to Ph.D. Candidacy and Thesis Proposal

V.3.1 When Ph.D. students complete their Qualifying Examinations to the satisfaction of a majority of the committee, they are eligible for advancement to candidacy. The department should notify the Graduate division and students must pay a \$50 advancement to candidacy fee. In order for a student to advance to candidacy, Graduate Division must approve a "doctoral committee" (within the Department usually called the "dissertation committee," below V.4).

V.3.2 Thesis Prospectus

Three months after advancing to candidacy, the student is expected to present to his/her committee a 5-10 page thesis proposal, along with a bibliography.

V.3.3 There is no course requirement for students who have advanced to candidacy.

V.4 Dissertation Committee:

Upon advancement to candidacy, each Ph.D. student, in consultation with the director of his/her dissertation, should select a committee to assist the director in overseeing the dissertation. The composition of this committee may or may not be different from that of the student's Examination Committee. The Dissertation Committee ("Doctoral Committee" in the language of Graduate Division) consists of at least three UC ladder faculty members; at least two members of the committee must be ladder faculty members from the student's UCSB home department, one of whom is appointed as chair or co-chair. The departmental Graduate Advisor must nominate the committee members for approval and appointment by the Dean of Graduate Division (Committee Form I.) Changes in Doctoral committees must be formally requested from Graduate Division (Committee Form I-A).

It is the practice of the Classics department to ask a professor from an allied UCSB department or from another university to serve on the Dissertation Committee. The outside member of this committee is chosen by the student after previous consultation with the Chair of the Dissertation Committee.

V.5 Dissertation

It is difficult to give a checklist of criteria for research at this level, and every dissertation is unique. However, a dissertation often includes some or all of the following characteristics:

- deployment of lucid and persuasive argument in support of thesis
- original contribution to scholarship, showing the ability to ask new and significant questions about texts or a body of material
- ability to organize and interpret evidence
- knowledge of relevant critical issues
- application of relevant theory or methodology
- placement within larger scholarly discussion
- mastery of, and critical engagement with, the relevant primary and secondary sources
- independence of thought
- some potential for publication

A dissertation writer should expect that a reader, especially an external member of the committee, may need between two and three weeks to comment on a dissertation chapter. It is the student's responsibility to schedule the defense in consultation with his/her Dissertation Committee and the Graduate Advisor. Normally, a student should submit the entire dissertation to the Dissertation Committee at least four weeks before the defense.

V.6 Defense of Dissertation

An oral Defense of the Dissertation is administered by the student's Dissertation

Committee after completion of the dissertation. This is a public event (i.e., faculty and anyone interested may attend); out of courtesy to the candidate, anyone interested in attending should inquire of the candidate as to whether s/he prefers to have an audience or not. Candidates should expect a defense to last between 1 and 3 hours. The purpose of the defense is for the committee and student to engage in discussion of the dissertation so that the committee can formally evaluate it. Candidates should expect candid discussion of the dissertation's strengths and weaknesses, as well as extended intellectual engagement with the work and its place in the larger scholarly debate. The candidate should leave the defense with a clear understanding of the dissertation's strengths and weaknesses, and some advice about next steps, further development, e.g. publication. There is no specific preparation for a defense, but a candidate is advised to know his/her work well and be prepared to discuss it at length.

After the discussion is completed, the Dissertation Committee will decide privately on one of three outcomes:

1. The dissertation passes, and the student must make minor corrections, e.g. typos, before submitting the final version to Graduate Division.
2. The dissertation passes subject to some more substantial changes being made and approved by the Chair of the Dissertation Committee.
3. The dissertation is deemed unsatisfactory, and the award of a Ph.D. cannot be made. (This unusual outcome is highly unlikely if the student follows the advice of the Dissertation Committee prior to submission.)

V.7 Formatting and Filing the Dissertation

The University has strict requirements for formatting and filing dissertations. These rules and regulations may be found on-line at Graduate Division's web page, "Filing your thesis at UCSB" at <http://www.graddiv.ucsb.edu/academic/filing-your-thesis-dissertation-dma-document>

VI. ACADEMIC REGULATIONS

VI.1 Course load

Three courses each quarter, for a total of 12 units, is the normal load for a graduate student. Some courses are technically half-courses (e.g. 211-212-213 or 201) that carry only 2 units. Half-courses may under some circumstances reasonably count as full courses (e.g. in a student's first quarter in the program, first quarter working as a T.A., or when there is some other extraordinary demand on his or her time), but they might also be absorbed as an overload in order to allow the student to take 3 other classes. Students should consult the Graduate Advisor if they are uncertain. There is no need any longer to add Classics

597 units (Preparation for Comprehensive Exams) simply to reach a total of 12 units. 8 units is the absolute minimum for full-time status. Students are advised to resort to this low unit-count only under special circumstances, which should be discussed with the Graduate Advisor.

Despite the general principle stated above, there are sometimes good reasons for not taking 3 courses. The most obvious is particularly intense exam-preparation work (not for the sight-translation or modern language exams but the major “field” exams such as Author/Genre, Final History exam, Orals, etc.) which a student normally does not confront until his or her last year before the advancement to candidacy and the dissertation. In such cases students should discuss the matter with the Graduate Advisor, who will likely advise them to sign up for 4-6 units of exam-preparation units (Classics 597) and possibly, if the burden of examination-preparation is especially onerous (e.g., the last quarter before Orals), as many as 4 more other units that do not involve formal coursework. Approval must be obtained by both the faculty advisor and the Graduate Advisor for such units; the relevant form may be obtained from the Graduate Program Assistant, Anna Roberts. Approval is not automatic.

Sometimes attractive seminars are available in other departments, such as History, History of Art, Religious Studies, Comparative Literature, to name a few cognate departments. Students are encouraged to think about such interdisciplinary options even if they are not pursuing an explicitly interdisciplinary degree emphasis (Ancient History, Literature & Theory). However, students should discuss such options with their faculty advisor and, ideally, with the Graduate Advisor in order to avoid some potential problems, such as not having enough Classics seminars or Classics seminar papers for the coursework or paper requirements.

Once advanced to candidacy, students are not expected to take further courses, but to concentrate fully on the dissertation. Students who are advanced to candidacy should register for either Classics 599, Greek or Latin 599 (Ph.D. Dissertation Preparation).

In order for the Department to receive credit in the budgeting process for full-time enrollment, students must have completed registration by the 15th day of the quarter.

VI.2 Registration for Classes

Please register for all classes (including 597s) as soon as possible, preferably during the preceding quarter. Graduate students have until the 15th day of instruction to add classes without the approval of the Graduate Division. After this deadline, students seeking to add classes are required to submit a petition along with a letter to the Graduate Division for review.

Early registration during the preceding quarter makes it possible for the department to adjust scheduling of classes in accordance with enrollment. Classes which have low

enrollment may be cancelled.

VI.3 Adding and Dropping Classes

After the first week of classes, use a "Schedule Adjustment Petition" to add or drop classes, as well as to change the grading option of a class. These petitions are available from the staff graduate advisor. The graduate advisor's signature is required for the processing of such petitions. Thus you should consult with the graduate advisor before submitting the petition to the instructor.

VI.4 Grades

Graduate students are required to maintain a minimum cumulative grade point average of 3.0 (B) in all upper division and graduate courses to remain in good standing in the Graduate Division at UCSB. Students who fall below this average are either placed on academic probation or dismissed from graduate status.

Graduate students must earn at least a 3.0 (B) in all courses specifically required for a degree.

Students must take the Proseminar (201) and History of Greek and Latin Literature Courses (Classics 211- 212-213) under the Satisfactory/Unsatisfactory (S/U) grading option. No other course required for the degree may be taken S/U. The grading threshold for an 'S' grade is the equivalent of a B or higher.

Courses numbered 596, 597, 598 and 599 can only be taken S/U.

VI.5 Incomplete Grades:

If you are unable to complete all course work for a class, you must file a "Petition for Incomplete Grade" (available from the Office of the Registrar). An instructor cannot assign an incomplete grade unless an Incomplete Petition is on file. This is the student's responsibility! The petition must be signed by the instructor of the course in which the incomplete is being taken, and must be initialed by both the Department Chair and the Graduate Advisor.

If you wish to drop a class, do so before the drop date for graduate students listed in the Schedule of Classes.

Incomplete grades turn to an F after one quarter unless you file an extension of the incomplete ("Incomplete Grade Extension Petitions" are available from the staff graduate advisor). This extension must be filed EVERY QUARTER that the course work is not completed or the incomplete "grade" assigned will be automatically changed to an F by the Office of the Registrar. This automated change takes place on the Friday after final grades have been recorded for any given quarter. The student

alone is responsible for keeping track of incomplete grades on his or her record.

The Graduate Division will not award a graduate degree as long as you have an incomplete grade on your record. You can either complete the course work and have the Department change your incomplete to a grade or you can petition to drop the course retroactively. Be sure that you have enough units to satisfy your degree unit requirements and have completed all mandatory course work before considering this option.

VII. COURSES

VII.1 Directed Reading and Research courses

Courses numbered 596, 597, 598 and 599 can only be taken S/U.

Classics/Greek/Latin 596 (Directed Reading and Research) are available in special circumstances. Students are normally not permitted to take a 596 course in a language, unless s/he has passed the sight examination in that language. Such courses may not be used as substitutes for regularly scheduled graduate courses or seminars. Written proposals for such courses must be approved by the instructor and graduate advisor. It is possible to take a Classics course as a 596.

No graduate student may take a 199 in either language. This is the number for an undergraduate reading and research course.

Only students who have advanced to candidacy may register for 599. Once full time work on the dissertation has begun, no courses are required. A student may receive up to 12 credits per term for dissertation research and writing. Students must register for these credits through "Gold."

VII.2 Reading courses

These courses bear a dual number e.g. 112/212. This indicates that the class is open to both upper division undergraduates and graduate students.

VII.3 Seminars

"Seminars" in this Handbook refers to seminars offered *in the Classics Department* unless otherwise specified. These courses bear a single number and are listed in the catalog as seminars (Classics 231-235). These classes are open only to graduate students. Students should take careful note of the seminar and seminar paper requirements specific to their program. (See section III above.)

VIII. FINANCIAL SUPPORT

All students who wish to be considered for any type of financial support are required to file the FAFSA (Free Application for Federal Student Aid) form by March 2nd and provide any other requested information to the Student Financial Services Office.

VIII.1 California Residency

Out of state students are encouraged to gain California residency as soon as possible, normally after one year of graduate school, in order to avoid non-resident tuition. For detailed information, see <https://registrar.sa.ucsb.edu/ResidencePolicy.aspx>. Of immediate concern, you should register and vote in California elections, obtain a California driver's license or identification card, file state income taxes etc. to prove your intent to make California your permanent residence. Take these steps immediately upon arrival.

VIII.2 Departmental procedures

All students wishing to be considered for departmental aid, including teaching assistantships, must inform the graduate advisor early in the spring quarter.

Financial awards are made by the Classics faculty meeting as a committee of the whole, in which every faculty member has an equal vote. Initial awards to incoming students are made by the faculty in the winter quarter preceding tenure, and are based on the applicant's academic record and letters of recommendation. Awards to continuing students are made by the faculty in the spring quarter preceding tenure, and depend on satisfactory progress toward the degree and conscientious tenure of past teaching assistantships. Performance on examinations as well as classwork and future promise are factors in the assignment of financial support. Students who fail to make satisfactory progress may receive little or no funding. Assessment of student progress takes into consideration each student's preparation prior to enrollment in the graduate program. The department chair or the graduate advisor will notify students of the support being offered, and will indicate the deadline for acceptance.

The University restricts the amount of funding graduate students may receive as employees of the University (e.g. teaching or research assistants). Once a student exceeds 15 quarters of employment, the Dean of the Graduate Division must grant permission for additional quarters, up to 18. System-wide regulation does not permit graduate student appointment beyond 18 quarters as a Teaching Assistant and/or Associate. Financial support is dependent upon funds distributed to the department by the University. All awards are conditional upon the availability of those funds to the Department.

The departmental time-to-degree standard is 7 years, 4-5 to advance to candidacy, 7 to complete the degree. Students who do not comply with their time-to-degree standards are notified by the Graduate Division via your UCSB email.. They cannot receive central funding and are subject to intense departmental monitoring. In extreme cases

probation and academic disqualification may follow (See also II.2 above). See: <http://www.graddiv.ucsb.edu/academic/academic-performance#time-to-degree-standards>.

VIII.3 Important information for International Students

The Office of International Students requests that all departments use extra care to ensure:

- International students stay enrolled full time. International students must not drop below full time enrollment without prior approval from OISS. Full time is 8 units per quarter for graduate students (no minimum is required for summer).
- On-campus employment for international students is limited to 20 hours or less per week for ALL paid or unpaid employment. International students (such as grad students with multiple assignments) are in violation if they work more than 20 hours. J-1 students must have approval for on-campus employment before beginning work.
 - [NB: This means that international students with TAs or Associateships must *not* accept other incidental employment, such as research assistantships, which will put them over the limit.]
- OPT participants stay in status. They are at high risk, especially during periods of unemployment. [Consult the OISS for this case].

VIII.4 Funding for Conference Papers and Other Projects

The department regularly gives some subsidy towards the presentation of papers at major conferences (not graduate student conferences) and other projects including but not limited to summer courses at American Academy in Rome and the American School in Athens, intensive language training abroad, participation in archaeological digs, or job interviews at the SCS. Students are strongly encouraged to apply for alternative resources first, making use of the resources advertised on the Graduate Division website. Students should then submit a proposal and a budget to the Graduate Advisor as early as possible before the project takes place. Decisions will be made by the Graduate Affairs Committee on a competitive basis.

IX. TEACHING ASSISTANTSHIPS AND ASSOCIATESHIPS

Teaching assistantships are the primary means of funding graduate students in the Classics department. They are also an important means of preparation for your future career in education.

IX.1 Appointments

Departmental procedures for appointing Teaching Assistants and Associates are described above in section VIII.2. All awards and rankings are made by the Classics faculty meeting as a committee of the whole. Please note that the University has minimum requirements for teaching appointments, which include full- time residency,

minimum 3.0 GPA, good academic standing, no more than 12 units of incompletes, and satisfactory progress toward the degree (details in APM 410 and the Red Binder).

IX.2 Assignments

The graduate advisor, in consultation with the Chair, is responsible for assigning students with teaching assistantships to particular courses. The majority of teaching assistants are assigned to Classics 40 (Greek Mythology), although since these positions involve teaching sections they are less often given to students in their first quarter of graduate study. Assignment as a teaching assistant to other courses is made both to first time students and to students who have had considerable experience as teaching assistants in Classics 40. Assignments as teaching associate to introductory language classes, typically Latin 1 or Latin 2, are given to students who have advanced to candidacy. Assignments are largely determined by the schedule, but will also take into account the student's experience, and the expressed preferences of instructors and potential TAs. The Graduate Advisor will make every attempt to notify students of their particular assignments in the quarter preceding tenure, although assignments for the Fall quarter, for reasons beyond the department's control, are usually not available until late summer. To request changes in assignment or clarification of assignment procedures, students may consult with the Graduate Advisor.

IX.3 Training

The Classics Department takes very seriously the need to guarantee UCSB undergraduates first- class instruction across the board, by its graduate student Teaching Assistants as well as by faculty. To this end the Department has instituted a TA Training Program that is intended to supplement UCSB's mandatory annual Teaching-Assistants' Orientation. The program consists of one-hour weekly discussions, directed by an experienced member of the faculty, of topics and issues that are especially relevant to the experience of Teaching Assistants assigned sections in Classics 40 (Greek Mythology), rounded out by a visit by the responsible faculty member to one of each TA's sections. The classroom visit will be followed by an oral and written evaluation to be filed with the staff graduate advisor. The program is offered once a year in the Fall in conjunction with Classics 40 and is mandatory for all TAs assigned to Classics 40 over the course of the academic year.

TAs will meet with the Professor at least one hour weekly to discuss relevant topics and issues. These should include (but are not limited to):

- interpretations of myth
- plagiarism
- leading effective discussions
- paper-writing
- designing fair examination
- classroom behavior and pedagogical ethics
- teaching large lecture courses

Ph.D. students teaching a section of a language course do so in conjunction with a ladder faculty who normally teaches one of the other sections. The faculty member is expected to mentor the student in the critical skills of teaching beginning language, and the student is expected to accept such mentorship. The teaching associate is expected to sign up for Classics 501.

In addition, you should never be reluctant to ask for advice on how to handle students, how to award grades equitably, and how to improve your classroom performance.

All new TAs are expected to attend the University's mandatory orientation offered each fall, as well as the department's own TA orientation before classes begin in the fall.

IX. Duties

It is very important that you not neglect your teaching duties towards undergraduates while preparing for your own graduate courses and examinations. Teaching Assistants are expected to attend all lectures unless excused by prior arrangement with the instructor of record. Final grades, particularly for the larger classes such as Mythology, must be in on time to meet the Registrar's deadlines; be sure to clear any plans you may have for an early departure with the professor in charge of the course *before* finalizing them. TAs must schedule at least 3 hours per week to meet with students *in HSSB* and keep their office hours conscientiously. TAs are expected to photocopy examinations for the large lecture classes as well as the quizzes and handouts for their sections (**see below X.2d**); TAs are also responsible for bringing the photocopied examinations to the place of examination and for collecting them at its end. Please treat students courteously and as you would like to be treated. (Remember that TAs as well as faculty are evaluated by the students in the larger courses and such evaluations are taken into account in the awarding of TAships and Associateships.) Finally, TAs are expected to be present until the grading deadline, usually the Wednesday following the last final examination of the finals period. If they have strong reasons for departing before that day, they are requested to discuss their plans with the instructor of record and as well as how they will meet remaining TA obligations for the course by their date of departure.

A 1989 conference at UC Davis on "Teaching Assistants and the University: Goals, Roles and Responsibilities" issued guidelines. The following is part of the statement about the responsibilities of teaching assistants (p. 65):

TA assignments are expected to involve an appropriate range of supportive activities, which may include: (a) assisting the faculty member in the preparation of course materials, (b) teaching in . . . discussion sections for the faculty member in charge of the course to which he/she is assigned, (c) attending the faculty member's lectures or other instruction periods, (d) reading student papers and examinations, (e) assisting with student performance evaluations and grading, and

(f) holding office hours. TAs are not to be given sole responsibility for the instructional content of any course, for the selection of student assignments, for the planning of examinations, for determining the grade for students, for instructing the entire enrollment of a course, nor for the entire instruction of an individual or group of students enrolled in any University course.

X. PROFESSIONAL DEVELOPMENT

X.1 Seminar/workshop

Graduate Advisor coordinates a series of professional development workshops that all students are strongly encouraged to attend. Topics include time management, cv writing, career planning, publications, course/syllabus design, interview preparation, applying for jobs, non-academic job pathways, and the path to tenure. Students are also encouraged to utilize resources at Career Services and Graduate Division that give information about a variety of career options.

X.I FURTHER NOTES

X.1 Office staff

The office staff consists of Anna Roberts, Graduate Program Assistant and Danielle Mendoza, head of student affairs. Professor Francis Dunn is the Graduate Advisor and Professor Rose MacLean is the Department Chair.

XI.2 Departmental facilities.

a) **Keith Aldrich Memorial Graduate Reading Room.** This room is named for the founder of the Classics Department at UCSB, whose portrait hangs on the wall.

The use of the Reading Room is a privilege extended to our graduate students and dependent on treatment of the facility. All materials in the Reading Room, including materials placed on reserve for courses, must only be used in the Reading Room. If you need to copy pages from a book, fill out a card with your name and the book's title and author, copy those pages, and return the book as soon as you have finished.

Theft and defacing of books hurt us all. The books were all either bought by the department or donated, and the department rarely can afford to replace losses. When you are finished using a book, please re-shelve it so that others can locate it with ease. Also refrain from eating or drinking in the reading room.

b) **Offices.** Students with TAs are entitled to office space for academic purposes.

Students can use personal computers in their offices and can request an internet connection or IP address from Tony Chabolla. His office is HSSB 4044.

c) Computer Room

The computer room is equipped with two PC workstations. The following software is installed on all computers:

- Microsoft Office (Word, Excel, PowerPoint)
- Microsoft Internet Explorer and Firefox
- Adobe Acrobat Reader
- Greek keyboards

The computers are connected to a printer with GauchoPrint. Please do not store documents on the computers. Save your work on a flashdrive.

Electronic mail accounts are available and free to all graduate students at UCSB. Students must be registered to set up an account. Much departmental correspondence occurs via e-mail, and students' uemail accounts are used for this purpose.

There is also one photocopy machine which has scanning capability on it. Students may use the photocopier and printer for teaching preparation and course materials. Please be careful not to overuse them.

The faculty printer is shared by all faculty in the Department; students are asked not to use it so that it will remain free for faculty use at all times.