

GRADUATE STUDENT HANDBOOK



Department of Classics
Florida State University
2015–2016

This document is supplemental to the information found in the *FSU General Bulletin* and the *FSU Graduate Student Handbook*

Last revised December 1 2015

TABLE OF CONTENTS

I. Graduate Study in Classics at Florida State University.....	4
II. Admissions.....	4
A. M.A. Program.....	4
B. Ph.D. Program.....	5
C. Admission from the M.A. to Ph.D. Program.....	5
III. M.A. Program Requirements.....	6
A. General Requirements.....	6
B. Dual Degrees.....	6
C. Switching Programs.....	7
D. M.A. Thesis and Paper.....	7
1. Guidelines for the M.A. Thesis.....	8
2. Guidelines for the M.A. Paper.....	8
IV. M.A. in Classical Archaeology.....	9
V. M.A. in Classical Civilizations.....	11
VI. M.A. in Classics (Greek and Latin).....	12
VII. M.A. in Ancient History.....	13
VIII. M.A. in Greek.....	14
IX. M.A. in Latin.....	15
X. M.A. Comprehensive Exams in Greek and Latin.....	16
XI. Certificate in Museum Studies.....	17
XII. Ph.D. Program.....	18
A. General Requirements.....	18
B. Comprehensive Examinations: Overview.....	19
C. Comprehensive Examinations: Classical Archaeology.....	19
1. Translation Exam in Latin or Greek.....	19
2. Requirement in Ancient History.....	19
3. Exams in Greek and Roman Archaeology.....	20
4. Special Topic Exam.....	20
5. Special Field Exam.....	20
D. Comprehensive Examinations: Classics.....	20
1. Translation Exams in Latin and Greek.....	21
2. Requirement in Ancient History.....	21
3. Exams in Greek and Latin Literature.....	21
4. Special Author/Genre Exam.....	21
5. Special Field Exam.....	21
E. Dissertation.....	22
1. Dissertation Committee.....	22
2. Prospectus.....	22
3. Writing the Dissertation.....	22

4. Defense	23
XIII. Course Advising and Selection.....	23
XIV. Evaluations	24
A. Annual Evaluations	24
B. Ph.D. Student Evaluations	25
XV. Graduation	25
XVI. Financial Assistance	26
A. Assistantships	26
B. Fellowships	26
1. Thompson Fellowships	26
2. Presidential and University Fellowships	27
3. College Teaching Fellowships	27
C. Florida Residency.....	27
D. Health Insurance Supplement.....	28
E. Summer Funding	28
XVII. Facilities and Resources	28
A. Computer Lab	28
B. Electronic Mailing Lists	29
C. Graduate Symposium.....	29
D. Langford Family Eminent Scholar in Classics and Langford Conference.....	29
E. Langford Seminars	29
F. Thompson Library.....	29
XVIII. Appendices:	31
A. Sample Programs of Study.....	31

I. GRADUATE STUDY IN CLASSICS AT FLORIDA STATE UNIVERSITY

Classics is an interdisciplinary field comprising virtually all aspects of the ancient Graeco-Roman world. It encompasses the art, archaeology, and history as well as the languages, literature, philosophy, and religions of ancient Greece and Rome. Undergraduate study in Classics normally offers a student a general introduction to one or more of these areas. The goal of graduate study is to train students to become professional Classicists. To this end graduate students broaden their knowledge of the discipline as a whole, deepen their command over one or more specialized areas, and gain mastery of the skills necessary for teaching and research.

The department of Classics offers several programs of graduate study leading to the M.A. and Ph.D. degrees. M.A. programs are offered in Ancient History, Classical Archaeology, Classical Civilizations, Classics (Greek and Latin), Greek, and Latin. The focus of each program differs; some are designed to prepare students for teaching careers in secondary schools, others to help students prepare for further study at the Ph.D. level. Students also have the opportunity to work towards certification in Museum Studies or the teaching of Latin in secondary schools.

The Ph.D. program trains students to become scholars and teachers at the college or university level. Students enrolled in the Ph.D. program concentrate in either Classical Archaeology or Classical Philology, but all students, regardless of concentration, acquire a broad knowledge of the ancient world, demonstrate mastery of Greek or Latin or both, and develop the requisite skills for conducting original research.

This handbook provides both new and continuing graduate students with information about the Classics department at FSU, its graduate programs, and departmental policies and procedures related to graduate study in Classics. Please read it carefully. Students should also familiarize themselves with the university policies and procedures outlined in the latest edition of the *FSU Graduate Bulletin* and in the *FSU Graduate Student Handbook* published by the Graduate School (<http://gradschool.fsu.edu/>). Questions not answered herein should be directed to the Director of Graduate Studies (hereafter DGS).

II. ADMISSIONS

A. M.A. Program

Admission to any M.A. program requires:

- a B.A. degree from an accredited college or university
- a minimum 3.0 undergraduate GPA
- a score in the 90th percentile or higher on the Verbal section of the GRE (estimated to be 162 or higher on the new GRE scale) and no less than the 50th percentile (approximately 150 or higher) on the quantitative portion of the GRE
- submission of both departmental and university application forms
- three letters of recommendation
- a statement of purpose

- a writing sample on a subject related to the discipline not to exceed 20 pages
- sufficient undergraduate work in Classics to warrant study at the graduate level.

Ideally, applicants to all programs will have a minimum of two to three years of undergraduate study in one ancient language (Greek or Latin), and a minimum of one to two years of study in a second. Occasional exceptions may be made for students with outstanding undergraduate records who do not meet these requirements.

Potential applicants should review the department and university websites for specific application procedures. Inquiries about admissions should be directed to the Director of Graduate Admissions.

B. Ph.D. Program

The Department considers applicants with a B.A. or M.A. for admission to the Ph.D. program. Admission requires:

- a B.A. or M.A. from an accredited college or university with a major in Classics, Classical Archaeology, or a related field;
- a 3.6 graduate GPA or 3.5 undergraduate GPA
- a score in the 90th percentile or higher on the Verbal section of the GRE (estimated to be 162 or higher on the new GRE scale) and no less than the 50th percentile (approximately 150 or higher) on the quantitative portion of the GRE
- submission of both departmental and university application forms
- three letters of recommendation
- a statement of purpose
- a writing sample on a subject related to the discipline not to exceed 20 pages

These requirements represent minimum standards, and recent applicants have presented qualifications in excess of them.

Potential applicants should review the department and university website for specific application procedures. Inquiries about admissions should be directed to the Director of Graduate Admissions.

C. Admission from the M.A. to Ph.D. Program

M.A. students who wish to continue their studies in the department's Ph.D. program should follow the same admissions procedures required for non-FSU applicants. This process includes submission of a departmental application for admission to the Ph.D. program and three letters of recommendation from current faculty. They must also apply for readmission to the university through the Admissions office.

Well-qualified M.A. students may, on the recommendation of at least two departmental faculty members, bypass the M.A. degree and be admitted directly into the Ph.D. program. Recommendations will be evaluated by the department's Graduate Admissions Committee, and they must include justification for the request, a list of graduate courses taken, and a sample of the student's written work in graduate coursework. Request for the M.A. bypass

should be made during the student's first year in the graduate program, but can occasionally be made in the second, and such requests may be initiated by either the student or a faculty member.

Applications to the Ph.D. program from current M.A. students are considered alongside those from non-FSU students. Admission to all Ph.D. programs is extremely competitive, and completion of the requirements for the M.A. degree provides no guarantee that a student will be accepted into the Ph.D. program.

III. M.A. PROGRAM REQUIREMENTS

The department offers courses of study leading to the M.A. degree in Ancient History, Classical Archaeology, Classical Civilizations, Classics (Greek and Latin), Greek, or Latin. In choosing a degree program students should review the specific requirements of each program and determine how well each program matches their prior training, academic abilities, and professional goals.

All M.A. degree programs are designed to be completed in two to three years. Students with undergraduate degrees in Classics or Classical Archaeology and strong preparation in Greek, Latin, or both should be able to complete the degree in two years. Students with gaps in their undergraduate training, especially in the ancient languages, may require more time, but barring exceptional circumstances, the degree must be completed in three years.

A. General Requirements

The following requirements apply to all M.A. degree programs offered by the department:

- All M.A. students are required, during their first fall semester in residence, to take CLA 5936, the Classics Proseminar. This course introduces students to the different methodologies and sub-disciplines of Classics.
- All M.A. students must demonstrate competency in one modern foreign language: German, French, or Italian. This requirement may be satisfied by completing 12 undergraduate course hours at any institution with a grade of B or better in one of these languages, or by passing the appropriate graduate reading knowledge exam administered by the Department of Modern Languages. Graduate reading knowledge courses in French, German, and Italian (GER 5060, FRE 5060, ITA 5060) are offered by the department of Modern Languages to assist students in meeting this requirement. Note, however, that students taking these courses must also register for and pass the appropriate graduate reading knowledge exam (GER 5069, FRE 5069, ITA 5069) to satisfy this requirement.
- Students must maintain a 3.0 grade point average in all graduate work, and no course in Classics for which a student receives a grade of C or below may count toward any graduate degree in the department.

B. Dual Degrees

Students enrolled in one M.A. program (e.g. Classical Civilizations) who wish to enroll in and earn a second M.A. degree (e.g. Latin) in the department must submit to the DGS a request for dual major. After approval by the relevant departmental committee, the approval of the Dean of the Graduate School must be secured. With few exceptions (e.g. CLA 5936, the

Classics proseminar) credits counted to one degree may not be counted to a second degree; all exams and papers for each degree must be successfully completed.

C. Switching Programs

Students who want to switch from one M.A. program to another (e.g. from Greek to Classical Civilizations) must submit a formal, written request to the DGS. Requests must be approved by the faculty. Students must also fill out all necessary paperwork with the College of Arts and Sciences and the Registrar's Office. Students should be advised, however, that switching programs after their second semester may retard their progress.

D. M.A. Thesis and Paper

Students may choose to do either a thesis or a paper in completion of their degree requirements. The subject of the thesis or paper must reveal independent investigation and knowledge of the methods of scholarship. The goal of this independent research project is for a student to show his or her ability to do research and to write up the results. It should also show an ability to organize and synthesize that material.

The particulars of the thesis or paper will be determined by the directing professor, and students should, therefore, ensure that they are communicating regularly with the directing professor and the rest of the committee. If the student is writing a thesis, it is necessary that a completed copy be given to all committee members at least two weeks before the scheduled date of defense. For those students writing a paper, it is necessary that a final draft be submitted by the last day of classes in the semester in which they receive a grade. At this stage the work is for all intents and purposes finished, but students must expect that there may be recommendations for revisions. When all revisions are completed (and in the case of the thesis when it is ready to be sent to the Graduate School) the major professor will check it one final time.

Grades for the thesis and paper are assigned on the basis of Satisfactory/Unsatisfactory (S/U). The major professor will assign an S grade once the supervising committee has approved the thesis or paper. If a student registers in one semester and does not complete his or her thesis or paper in the same semester, the major professor may assign an Incomplete grade (I) or an Unsatisfactory (U) grade. Generally, if a student has turned in a draft or demonstrated substantial progress toward completion of the thesis or paper, the grade of Incomplete (I) is assigned. If a student has not turned in any work or has not made substantial progress toward completion of the thesis or paper, the grade of Unsatisfactory (U) is assigned.

All material submitted to the committee, whether it is the prospectus or chapters of the thesis, must include appropriate illustrations. These must be clearly legible, and as near as possible to the final form the student will use in the document. They must be fully labeled, with identification of the object, building, site, etc. illustrated, and a citation of the source for the illustration (even if it is the student's own photograph). The illustrations should be put in sequence at the end of the text and numbered continuously.

The requirements for the M.A. thesis and the M.A. paper differ. Students should familiarize themselves with the differences below. All requirements are in keeping with the stipulations of the FSU Graduate School whose requirements for the M.A. degree are available on its website (see <http://gradschool.fsu.edu/>) and in its *Graduate Student Handbook*.

1. Guidelines for the M.A. Thesis

The first step is the formation of a Master's Thesis committee, consisting of three members: a major professor, who will serve as the principal thesis adviser, and two other faculty members from the Classics Department. The Chair of the Department has final say in the composition of the committee, but students should approach a potential major professor well in advance of completing the prospectus and select other committee members in conjunction with the directing professor. Changes to the thesis committee are possible but must be approved by the Department Chair.

The thesis should have between 50 and 75 pages of text, plus the appropriate front matter (table of contents, lists of illustrations, etc.) and back matter (bibliography, appendices, illustrations, etc.). It will normally consist of original research, i.e. not be a further development of a paper already written. It should be modeled on published articles in the field, and should have a fully professional apparatus of citations and illustrations. The thesis will be submitted to the directing professor and to two additional readers. The format and deadlines will be determined by the director. The student will register for 6 credit hours (CLA 5971r). Credit hours for CLA 5971r can be spread out over more than one semester, and are graded by the directing professor on the basis of S/U as the student progresses. A defense is also required (CLA8976, 0 credit hours, graded either Pass or Fail). A finished copy of the thesis must be in the hands of the major professor and the committee members at least two weeks before the date of the oral defense. Likewise, an announcement of the place and time of the oral defense shall be presented to the Graduate School and posted around the department at least two weeks prior to the date of the oral defense. Students should note that the university deadline for submission of the thesis normally falls three to four weeks prior to the end of classes in a given term, and they should keep that date in mind when scheduling a defense: specific deadlines are laid out in the university calendar and on the website of the Graduate School. The major professor in consultation with the M.A. candidate will determine the length and citation style of the thesis. A copy of the thesis, however, must be submitted to the Graduate School which has established specific formatting requirements, including one that final copies be submitted in electronic format. These requirements are spelled out on the website of the Graduate School (<http://www.gradstudies.fsu.edu/>) and can be obtained from the manuscript clearance advisor in Westcott 408.

The Graduate School has a *Guide to the Preparation of Dissertations, Theses, and Treatises* (available in *Gradspace* on Blackboard). It is the student's responsibility to obtain one and to conform to its guidelines. Students who have any questions should also check with the liaison in the Graduate School office who is responsible for approving the final copy. The official requirements can and do change, it is therefore advisable to check periodically with the Graduate School.

2. Guidelines for the M.A. Paper

The first step is the selection of a directing professor, who will serve as the principal adviser, and one other faculty member, normally from the Classics Department. Students should approach a potential directing professor well in advance of completing the prospectus and select another committee member in conjunction with the directing professor. Normally the paper should have between 25 and 50 pages of text, plus the appropriate back matter (bibliography, appendices, illustrations, etc.). It will, also normally, focus on a research topic

the student has addressed in a term paper in a previous course, but will go into greater depth and more detail, and will attempt to sustain an original argument. It should be modeled on published articles in the field, and should have a fully professional apparatus of citations and illustrations. The paper will be submitted to the directing professor and to a second reader. The format and deadlines will be determined by the director. No defense is required, and the grade will be assigned by the directing professor, on the basis of S/U for 3 credit hours (CLA 5919). The student must earn the same number of credit hours (32) as in the M.A. thesis option. In essence, the difference in the credit hour distribution between the M.A. Paper and M.A. Thesis track is that the M.A. paper track allows 3 credit hours for writing the paper (as opposed to 6 credit hours in the M.A. Thesis track). The remaining 3 credit hours in the M.A. Paper track should be obtained by taking an elective course, strongly recommended, in Latin or Greek. **Final drafts of M.A. Papers must be delivered to both readers by the last day of classes in the term in which the student wishes to graduate. Faculty are under no obligation to read papers given to them after that time.**

IV. M.A. IN CLASSICAL ARCHAEOLOGY

The M.A. in Classical Archaeology offers students the opportunity to focus their coursework in the archaeology and art history of the ancient Mediterranean world. This program is recommended for students who intend to pursue further graduate work in classical archaeology. Students intending to pursue study at the Ph.D. level, however, are advised to familiarize themselves with the admissions requirements of doctoral programs, especially for Greek and Latin, to ensure that they meet the minimal expectations of these programs: completing the minimum requirements of the M.A. degree will not satisfy the admissions requirements of all Ph.D. programs.

The M.A. program in Classical Archaeology is pursued through coursework which culminates in the writing of a Masters Paper. This degree requires **32 credit hours** of coursework (NB the different number from the other M.A. degrees in Classics).

A. Course Requirements

Credit Hours	Requirement
1	Proseminar (CLA 5936)
9	3 survey courses in Classical art & archaeology (chosen from ARH 5111, 5119, 5125, 5140, 5160, 5161, 5174r)
6	2 seminars in Classical art & archaeology (CLA 5799r)
4	Fieldwork (CLA 5789)
9	Additional elective coursework in the department
0	Comprehensive Exams (CLA 8961r)
3	M.A. Paper (CLA5919)

B. Ancient Language Requirements

M.A. students in Classical Archaeology must pass a fourth-semester level course in either Greek or Latin (usually LNW 5932 or GRW 5909), or show comparable proficiency, and

demonstrate the equivalent of one year's study in the other ancient language. These language requirements should be regarded as minimum expectations: students are urged to continue study in both languages throughout their graduate career. **LNW 5932 and GRW 5909, while they count toward fulfilling the language requirement for the Archaeology MA, do not normally count as hours toward the fulfillment of the degree.**

C. M.A. Comprehensive Exams in Classical Archaeology

The comprehensive examinations in Classical Archaeology fall into three parts:

1. One hour of identifications to include 25 slides at two minutes each. Students are asked to identify and explain the significance of major monuments of the kind typically found in introductory textbooks on the archaeology of ancient Greece and Italy. The following books are useful for preparation, but the student should not expect the slide exam to be limited to images in these volumes: N. Ramage and A. Ramage, *Roman Art*, 4th ed.; J.G. Pedley, *Greek Art and Archaeology*, 3rd ed.; and S. Haynes, *Etruscan Civilization, A Cultural History*, Los Angeles, 2000.
2. Two hours of essays to include:
 - a. One essay from either the Bronze Age or Hellenic period.
 - b. One essay from either the Etruscan or Roman period.

D. M.A. Fieldwork Requirement

Students must have at least 4 credit hours of fieldwork for the M.A. degree. This requirement may be fulfilled by participation in any archaeology program supervised by an FSU faculty member, or by participation in another approved project. Approved projects can be formal field schools, or active projects in the field, whether excavations or surveys. Normally, 1 credit hour is given for each week of full-time activity.

In order to receive credit for projects not conducted by FSU, students may:

1. Register for credit through the sponsoring institution and have 4 cr. hrs. transferred to FSU;
or
2. Register for 4 cr. hrs. through FSU as an independent fieldwork course. The credit hours may be taken during the summer at the time of the fieldwork or during the following academic year. Students choosing this option will need to submit a paper (pp. 10-12) discussing their part in the project and a letter from the project director attesting to their work. In rare instances where a student has sufficient fieldwork, the fieldwork requirement may be waived and 4 credit hours of coursework may be substituted. In no instance can the total number of hours for the degree be reduced.

Any student who wishes to receive credit other than through a program sponsored by the Department must petition the Archaeology Committee in advance of participating in another project. Petitions must consist of the project name and website (if available), director, dates, the student's role in the project, discussion of how, when, and with whom credit will be obtained, and any other relevant information. The Archaeology Committee will gladly advise students on appropriate projects; the Archaeological Institute of America has lists of fieldwork opportunities on its website <http://www.archaeological.org>.

E. M.A. Paper

All M.A. students in Classical Archaeology should follow the guidelines for M.A. Paper outlined in this *Handbook* (see above). In addition, the M.A. students should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of September.

All students must also submit an M.A. prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

V. M.A. IN CLASSICAL CIVILIZATIONS

The M.A. in Classical Civilizations offers students the flexibility of designing a program of study that best suits their prior preparation, academic interests, and professional goals. This degree may serve as preparation for doctoral level work in Classics, but students must take care to choose courses that will satisfy the admissions requirements of Ph.D. programs that interest them.

The M.A. program in Classical Civilizations is pursued through coursework which culminates in the writing of a Masters Paper. Apart from the Classics Proseminar, no specific courses are required, but students must distribute their coursework as outlined below:

A. Course Requirements

Credit Hours	Requirement
1	Proseminar (CLA 5936)
6	2 courses in Greek, Latin, or Classical literature in trans. (NOT to include LNW 5932 or GRW 5909)
6	2 graduate courses in ancient history
3	1 graduate course in classical archaeology
14	Additional elective coursework in Classics or related fields
0	Translation Exams (LNW/GRW 8966r) or M.A. Comprehensive Exam in Classics (CLA 8961)
3	M.A. Paper (CLA 5919)

B. M.A. Comprehensive Exams in Classical Civilizations

Students are required to pass either one of the M.A. Comprehensive Exams in Greek or Latin (GRW8966 or LNW8966) (see below), or the M.A. Comprehensive Exam in Classics (CLA8961).

C. M.A. Paper

All M.A. students of Classical Civilizations should follow the guidelines for M.A. Paper outlined in this *Handbook* (see above). In addition, the M.A. students from both options should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of September.

All students must also submit an M.A. prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

VI. M.A. IN CLASSICS (GREEK AND LATIN)

The M.A. in Classics (Greek and Latin) allows students to focus on coursework in Greek and Latin literature. It is appropriate for students who enter with strong language skills and is designed to prepare them for advanced graduate work at the Ph.D. level or for careers in secondary-school teaching. Students intending to pursue advanced work at the Ph.D. level, however, should take care to choose courses that will satisfy the minimum admissions requirements of Ph.D. programs, as these requirements may exceed the minimum requirements of this degree.

The M.A. program in Classics is pursued through coursework which culminates in the writing of a Masters Paper (**33 cr. hrs**).

A. Course Requirements

Credit Hours	Requirement
1	Proseminar (CLA 5936)
18	six 5000/6000 level courses in Greek and Latin, min. 6 hrs in each language (<u>NOT</u> to include LNW 5932 or GRW 5909)
3	1 graduate course in ancient history
3	1 graduate course in classical archaeology
5	Additional elective coursework in Classics or related fields
0	Translation Exams in Greek and Latin (LNW/GRW 8966r)
3	M.A. Paper (CLA5919)

B. Comprehensive Exams

All students must also pass the comprehensive exams in Greek and Latin (LNW 8966, GRW 8966; see below).

C. M.A. Paper

All M.A. students in Classics (Greek and Latin) should follow the guidelines for M.A. Paper outlined in this *Handbook* (see above). In addition, the M.A. students should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of

September.

All students must also submit an M.A. prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

VII. M.A. IN ANCIENT HISTORY

The program in Ancient History offers students a historical focus, while also emphasizing a strong foundation in the methods and materials of the Classical world. This program is recommended for students interested in pursuing subsequent doctoral work in many areas of Classics or History; graduates will have the broad competencies needed for further study in all areas of Greek and Roman antiquity. Towards this end, students pursuing a Masters in Ancient History must meet language requirements in Greek and Latin. The focus of the program, however, is on historical interpretations of the ancient Mediterranean – what are sometimes divided into “history” and “historiography,” but which collectively aim at furthering our understanding of past contexts and cultures. Emphasis is on the acquisition and refinement of the basic tools of our field, in addition to the exploration of new developments and models. This program requires a comprehensive exam in ancient history, passing a language exam in either Greek or Latin, and the writing of a Masters Paper.

It requires 33 credit hours of coursework as follows:

A. Course Requirements

Required Courses	Required Hours
Proseminar (CLA 5936)	1
Four courses at the 5000- or 6000-level in Greek or Roman History (at least one course must be a 6000-level seminar)	12
Two courses at the 5000- or 6000-level in Greek or Latin (at least one course must be a 6000-level seminar; one course must be on a historical author)	6
One Archaeology course (5000- or 6000-level)	3
Three additional courses (5000- or 6000-level) which may be based in related departments (students are encouraged to use at least one elective for further advanced language study of a historical author)	8
Translation Exam in Greek or Latin	0
Comprehensive Exam in Ancient History	0
MA paper (CLA 5919)	3

B. Comprehensive Exams

All students must pass a translation exam in Greek or Latin, which will normally follow the same format as the departmental Comprehensive Exam but be based upon the Ancient History Reading Lists (see below, M.A. Comprehensive Exams in Greek and Latin).

All students must also pass a Comprehensive Exam in ancient history.

A. M.A. Paper

All M.A. students in Ancient History should follow the guidelines for M.A. Paper outlined in this *Handbook* (see above). In addition, the M.A. students from both options should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of September.

All students must also submit an M.A. Paper prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

Students who choose the course option are required to write a master’s paper (a substantial research paper that is usually an expanded version of a seminar paper) during the semester in which they are registered for CLA 5919.

Students who choose the thesis option are required to write and defend a thesis to be placed on deposit with the university.

VIII. M.A. IN GREEK

The M.A. in Greek allows students to focus on coursework in Greek literature and culture. It is suited for those who intend to pursue further work in Classics at the Ph.D. level. Students choosing this option are reminded that doctoral level work in Classics requires a strong background in Latin, and students hoping to teach in the secondary schools will need sufficient coursework in Latin to satisfy school or state certification requirements.

The M.A. program in Greek is pursued through coursework which culminates in the writing of a Masters Paper (**33 cr. hrs**).

A. Course Requirements

Credit Hours	Requirement
1	Proseminar (CLA 5936)
15	five 5000/6000 level courses in Greek (<u>NOT</u> to include GRW 5909)
3	1 graduate course in ancient history

3	1 graduate course in classical archaeology
8	Additional elective coursework in Classics or related fields
0	Translation Exam in Greek (GRW 8966r)
3	M.A. Paper (CLA 5919)

B. Comprehensive Exams

All students must also pass the comprehensive exams in Greek (GRW 8966; *see* below).

C. M.A. Paper

All M.A. students in Ancient History should follow the guidelines for M.A. Paper outlined in this *Handbook* (*see* above). In addition, the M.A. students should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of September.

All students must also submit an M.A. prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

IX. M.A. IN LATIN

The M.A. in Latin allows students to focus on coursework in Latin literature and culture. It is suited for those who intend to pursue further work in Classics at the Ph.D. level. Students choosing this option are reminded that doctoral level work in Classics requires a strong background in Greek. Students planning to teach in the secondary schools should ensure that they have enough coursework in Latin to satisfy various school or state certification requirements.

The M.A. program in Latin is pursued through coursework which culminates in the writing of a Masters Paper (**33 cr. hrs**).

A. Course Requirements

Credit Hours	Requirement
1	Proseminar (CLA 5936)
18	six 5000/6000 level courses in Latin (<u>NOT</u> to include LAT 5932)
3	1 graduate course in ancient history
3	1 graduate course in classical archaeology

5	Additional elective coursework in Classics or related fields
0	Translation Exam in Latin (LNW 8966r)
3	M.A. Paper (CLA 5919)

B. Comprehensive Exams

All students must also pass the comprehensive exams in Latin (LNW 8966; *see* below).

C. M.A. Paper

All M.A. students in Ancient History should follow the guidelines for M.A. Paper outlined in this *Handbook* (*see* above). In addition, the M.A. students from both options should submit to the DGS the “Classics Department M.A. Paper Approval Form” (available at the departmental website under “Documents and Forms” for graduate students) in the last week of September.

All students must also submit an M.A. prospectus by October 15. It should include a proposal for research, a literature review or context of the proposed research, and a bibliography. The specific details of the prospectus are determined by the major professor. The students are strongly advised to meet their major professor early and often. The prospectus is read by the committee and returned to the student, with comments, within two weeks of final submission.

X. M.A. COMPREHENSIVE EXAMS IN GREEK AND LATIN

Students in the M.A. programs in Ancient History, Greek, Latin, or Classics (Greek and Latin) must pass comprehensive translation exams in one or both languages; students in the M.A. program in Classics (Classical Civilization) must pass either a comprehensive examination in Classics (CLA8961) *or* one of the language comprehensive examinations. The level of competence required to pass the exam is that which might reasonably be expected of a student who has completed two years of graduate study in that language. There is a reading list for the M.A. exam, from which exam passages will be taken (*see* Appendix). Although coursework will certainly help in exam preparation, students should expect to read as widely as possible on their own before sitting these exams.

Each exam requires students to translate, from a selection of four, two brief passages in the relevant language: one passage in prose and one in poetry. For each exam students will be allowed up to one hour per passage for a total exam time of two hours. A dictionary is not permitted, but a brief explanation of context will be given. Exams will be awarded scores of Pass or Fail. Students receiving a failing score will be allowed to retake that exam once (*i.e.*, an exam may be attempted only twice). Students in Classics (Greek and Latin) will take both exams. The most current reading lists is found on the department’s web page.

Exams are given during the last week of September and the week after spring break; specific dates will be announced at the start of each term. No later than the third week of term, students intending to sit the exams should contact the faculty member administering them

and declare their intention to do so. Students must also register for the appropriate course number (GRW 8966: Master's Comprehensive Examination; LNW 8966: Master's Comprehensive Examination) in the term they intend to sit these exams. Course reference and section number will be available from the program assistant in the departmental office. To that exam, students should bring the "Classics Department M.A. Paper Approval Form" (available at the departmental website under "Documents and Forms" for graduate students).

XI. CERTIFICATE IN MUSEUM STUDIES

The certificate in Museum Studies enables students to apply the knowledge gained from their disciplinary studies to the museum field. The program was created after a study of museum programs throughout the United States, and it conforms to guidelines set forth by the American Association of Museums. It offers specific theoretical, practical, and methodological training in the following areas: museum management, curatorship, fundraising, fiscal administration, collections maintenance and management, education and interpretation, marketing, exhibition development, the law and museums, and museum standards. An internship is required so that students gain experience working in a museum. Career counseling can assist in finding a position in a museum after graduation.

A. Requirements

An application to the program is required. For a certificate in Museum Studies each Classical Archaeology or Classics student must fulfill departmental requirements for their graduate degree and take additional Museum Studies courses, complete a museum internship, and submit a qualifying paper or project. The entire process may add an additional year to the graduate degree program, although the amount of time it takes to receive the certificate may vary on a case-by-case basis. Some Museum Studies requirements may be fulfilled concurrently with graduate degree requirements, but the bulk of the program should be completed in a student's third year after most M.A. degree requirements have been fulfilled.

The certificate in Museum Studies requires 19 credit hours of work in addition to the hours required for the M.A. in Classical Archaeology or other M.A. degree program in Classics. Students who have fulfilled the fieldwork requirement for the M.A. in Classical Archaeology without receiving credit may apply up to 3 credit hours of the Museum Studies certificate program towards the M.A. in Classical Archaeology. With permission of the DGS, students may also apply up to 3 credit hours of the Museum Studies certificate program towards the M.A. degree.

Specific requirements include:

1. Two Museum Studies Core Courses (7 credit hours)
 - HIS 6934. Museum Studies and Practice (4 credit hours)
 - ARH 5838. The Museum Object (3 credit hours)

2. Two Museum Studies Electives (6 credit hours)

See the current list of approved elective courses on the Museum Studies website (<http://www.fsu.edu/~ms/>)

3. Museum Internship (6 hours)

The internship requires at least 300 hours working in a museum, that is, 20 hours per week for one semester or equivalent. Internship locations and schedules vary. Students should register for CLA 5942r, and consult the Department's Museum Studies liaison for an approved internship.

4. Qualifying paper or project

The paper or project may be related to the student's M.A. thesis, or internship, or one of the museum studies courses.

For more information please visit the Museum Studies website at: <http://www.fsu.edu/~ms/>.

XII. PH.D. PROGRAM

The department of Classics offers a Ph.D. in Classics, with concentrations in Classical Archaeology and Classical Philology. Students should review the university requirements for the Ph.D. degree in the latest edition of the *Graduate Bulletin*. These include a residency requirement that doctoral students must be continuously enrolled at the Tallahassee campus of the Florida State University for a minimum of 24 graduate hours in any period of 12 consecutive months. This residency requirement can be completed with either course work or dissertation hours.

A. General Requirements

In addition to university requirements, the Ph.D. in Classics, regardless of concentration, requires students to:

1. Take the Classics Proseminar (CLA 5936; 1 credit hour) in their first semester of study (students who have taken the Proseminar for the M.A. degree do not have to repeat it).
2. Complete 30 credit hours of course work beyond the M.A., at least 12 of which must be in seminars at the 6000 level. Students admitted to the Ph.D. program without an M.A. degree will normally complete an additional 30 hours of coursework equivalent to those required for an M.A.
3. Demonstrate a reading knowledge of German and either French or Italian. This requirement may be satisfied by completing 12 undergraduate course hours with a grade of B or better in a language or by passing a graduate reading knowledge exam administered by the department of Modern Languages. Reading knowledge courses in French, German, and Italian (GER 5060, FRE 5060, ITA 5060) are offered by the department of Modern Languages to assist students in meeting this requirement. Note, however, that students taking these courses must also register for and pass the appropriate graduate reading knowledge exam (GER 5069, FRE 5069, ITA 5069) to satisfy this requirement. Students entering the program with an M.A. degree should strive to meet this requirement (i.e. demonstrate reading knowledge in two modern languages) by the end of their first year in the Ph.D. program; students without an M.A. should meet this requirement by the end of their second year.
4. Pass preliminary and comprehensive exams required in their specific concentration (see below).

5. Maintain a grade point average of 3.5 in all coursework.
6. Complete and defend a dissertation, which requires a minimum of 24 dissertation hours (CLA 6980r; CLA 8985).

B. Comprehensive Examinations: Overview

All Ph.D. students in Classics must pass a series of comprehensive examinations intended to demonstrate professional competence in their chosen fields of study, their in-depth knowledge of selected topics, and their readiness to begin work on a dissertation.

The translation exams, ancient history exams, and exams in literature and archaeology are set and administered by committees of the department's faculty. They are given twice each year, normally the first full week after Veteran's Day and the week after spring break). Specific dates will be announced early in the year, and students must inform the faculty member administering the exams at that time of their intention to sit any of these exams. The special author, special topic, and interdisciplinary field exams are coordinated by the student's major professor. These exams will be read by the supervising faculty member and another member of the department chosen by the student's Major Professor and DGS. The special author and field exams may be given at any mutually agreeable time during the fall or spring terms. Exams are not normally offered during the summer.

The timing of these exams will vary and will depend on the student's academic training prior to admission to the Ph.D. program and their progress in coursework in the program itself. (See Appendix for benchmarks.) Normally students will complete the translation exams, ancient history exams, and comprehensive exams in archaeology or literature before starting on their special author and field exams, but students may petition the DGS to take the exams in some other order.

Students will be informed of the results of their exams no later than two weeks from the date of the exam. Students who fail a section of the comprehensive examinations may retake that section once.

C. Comprehensive Examinations: Classical Archaeology

The comprehensive exams for the Ph.D. program in Classical Archaeology consist of the following:

1. Translation Exam in Latin or Greek

One exam of three hours intended to demonstrate a student's ability to translate Greek or Latin prose and poetry into clear, idiomatic English. Each exam will consist of six passages, three in prose, and three in poetry, drawn from the Ph.D. reading lists for Classical Archaeology (see Appendix). Use of a dictionary is not permitted, but a brief explanation of context will be provided. Students who enter the Ph.D. program with an M.A. should pass this exam by the end of the second year of study; students entering the Ph.D. program with only a B.A. should complete it by the end of the third year of study. The most current reading lists will be found on the department's web page.

2. Requirement in Ancient History

Ph.D. students normally fulfill the ancient history requirement by completing successfully, with a grade of B or better, one graduate course in Greek History and one graduate course in

Roman History. Eligible courses include: CLA 5438, CLA 5448, EUH 5407, EUH 5417, and EUH 5418; CLA 5931 and CLA 6932 may also be counted when their subject matter is appropriate.

Students also have the option of testing out of one or both courses by exam. For the exam option, students can choose to focus on the Archaic and Classical periods or the Hellenistic period for the Greek history exam, and on the Republican or Imperial period for the Roman history exam. Each exam lasts three hours and will consist of identifications or essays or a combination of both. Preparation for the exam will entail completing reading lists on the appropriate periods under the supervision of the department's ancient historians who will also serve as the exam readers. Students wanting to pursue the exam option should contact the DGS.

3. Exams in Greek and Roman Archaeology

Two exams of three hours each, one on Bronze Age and Greek Archaeology, and a second in Etruscan and Roman archaeology. Exams will be in essay format, and candidates should be able to demonstrate knowledge of major sites, monuments, and objects, as well as broader trends and developments in Greek and Roman archaeology. Please see the Archaeology committee for further details on how the exams are formatted and to discuss sub-topics.

4. Special Topic Exam

One exam of three hours, which consists of an essay or essays exploring current issues and problems related to some special topic in classical art and archaeology. Students will prepare for this exam in consultation with a supervising faculty member. Both the supervising faculty member and a second reader will be chosen by the DGS and the student's Major Professor; one but not both of the readers can be from outside the department, and there may occasionally be reason to have a third reader. Topics can vary and may include such subjects as Mycenaean Architecture, Greek sculpture, and Roman Wall Painting. Preparation for this exam should occupy no more than one semester. Supervising faculty will set the format.

5. Special Field Exam

One exam of three hours, which tests a candidate's familiarity with a special, interdisciplinary field outside the traditional boundaries of Classical Art and Archaeology. Students will prepare for this exam in consultation with a supervising faculty member. Both the supervising faculty member and a second reader will be chosen by the DGS and the student's Major Professor; one but not both of the readers can be from outside the department, and there may occasionally be reason to have a third reader. Fields can include (but are not limited to) topics in ancient philosophy or religion, subdisciplines such as epigraphy or paleography, or ancient authors and genres. The exam tests the student's knowledge of the principal evidence, methods, and problems of that field and of the primary and secondary sources related to it. Preparation for this exam should occupy no more than one semester.

D. Comprehensive Examinations: Classics

The comprehensive exams for the Ph.D. program in Classics comprise the following:

1. Translation Exams in Latin and Greek

Two exams of three hours each intended to demonstrate the candidate's ability to translate Greek or Latin prose and poetry into clear, idiomatic English. Each exam consists of six passages, three in prose, and three in poetry, drawn from the Ph.D. reading lists for Classics (see Appendix). Use of a dictionary is not allowed, but a brief explanation of context will be included. Students who enter the Ph.D. program with an M.A. should pass these exams should by the end of the second year of study; students entering the Ph.D. program with a B.A. should complete them by the end of the third year of study. The most current reading lists will be found on the department's web page.

2. Requirement in Ancient History

Ph.D. students normally fulfill the ancient history requirement by completing successfully, with a grade of B or better, one graduate course in Greek History and one graduate course in Roman History. Eligible courses include: CLA 5438, CLA 5448, EUH 5407, EUH 5417, and EUH 5418; CLA 5931 and CLA 6932 may also be counted when their subject matter is appropriate.

Students also have the option of testing out of one or both courses by exam. For the exam option, students can choose to focus on the Archaic and Classical periods or the Hellenistic period for the Greek history exam, and on the Republican or Imperial period for the Roman history exam. Each exam lasts three hours and will consist of identifications or essays or a combination of both. Preparation for the exam will entail completing reading lists on the appropriate periods under the supervision of the department's ancient historians, who will also serve as the exam readers. Students wanting to pursue the exam option should contact the DGS.

3. Exam in Greek and Latin Literature

One exam in two parts, each lasting three hours but taken during the same exam period. The exam will be offered once a year in the spring. The exam will be based largely but not exclusively on authors and works represented on the Ph.D. reading lists, and will be in essay format; successful candidates will demonstrate a knowledge of major Greek and Latin authors and their works, as well as literary trends and developments in both Greek and Latin literature. This exam should be taken after both translation exams are passed.

4. Special Author/Genre Exam

One exam of three hours, which tests a candidate's knowledge of the life, works, textual tradition, and relevant secondary literature of a major author. Students will prepare for this exam in consultation with a supervising faculty member. Both the supervising faculty member and a second reader will be chosen by the DGS and the student's Major Professor; one but not both of the readers can be from outside the department, and there may occasionally be reason to have a third reader. Normally, the examination lasts three hours and consists of an essay or set of essays. Preparation for this exam should occupy no more than one semester.

5. Special Field Exam

One exam of three hours, which tests a candidate's competence in an area, topic, or field of classical antiquity that is interdisciplinary in scope. Fields can include (but are not limited to) topics in ancient philosophy, religion, metrics, dialects, epigraphy, or paleography. Students

will prepare for this exam in consultation with a supervising faculty member. Both the supervising faculty member and a second reader will be chosen by the DGS and the student's Major Professor; one but not both of the readers can be from outside the department, and there may occasionally be reason to have a third reader. Normally, the examination consists of an essay or set of essays exploring the principal problems of the field and the primary and secondary sources related to it. Preparation for this exam should occupy no more than one semester.

E. Dissertation

Students should register for CLA 8964, "Preliminary Doctoral Examination," in the term in which they complete the last of their comprehensive exams. Once a passing grade is entered for this course, students will be admitted to PhD candidacy and may register for dissertation hours. Candidates are urged to review the FSU guidelines for theses and dissertations available on the website of the Graduate School (<http://gradschool.fsu.edu/>). Candidates are responsible for meeting all deadlines, formatting requirements, and other obligations outlined in that document. At the departmental level completion of the dissertation involves:

1. Dissertation Committee

The first step is the formation of a dissertation committee consisting of four members: a major professor who will serve as the principal dissertation adviser; two other faculty members from the Classics department; and an external member who will serve as representative-at-large of the graduate faculty. The supervising professor may, but need not, be the student's "Major Professor" as assigned by the DGS. Students should approach a potential major professor well in advance of the dissertation stage, and should ask faculty members to serve on the supervisory committees. Additional members beyond the required four may be also appointed at the discretion of the chair. When deemed appropriate, changes to the dissertation committee must be approved by the department chair. The chair of the department has final say in the composition of the committee.

2. Prospectus

By the end of the semester following that in which the comprehensive exams have been completed candidates must submit and have approved a dissertation prospectus. The format and content of the prospectus will be determined by the major professor in consultation with the candidate, but it should include a description of the topic to be addressed by the dissertation, a review of relevant scholarship, and discussion of the originality of the contribution to be made in the dissertation. Length is normally 5 to 10 pages, exclusive of a tentative table of contents and a working bibliography. All members of the dissertation committee must approve the prospectus, a copy of which, along with a signed copy of the Prospectus/Thesis Approval form (available at the FSU Graduate School website), must be submitted to the Graduate School.

3. Writing the Dissertation

Candidates must enroll for at least 24 dissertation hours. No more than 12 hours may be taken in any one semester, and candidates must register for a minimum of 2 dissertation hours every term until the dissertation is submitted. Candidates should work out with their major professor a schedule for submission of drafts, revisions, and changes. The dissertation should normally be completed in two years, and all requirements for the doctoral degree—including the dissertation—must be completed within 5 calendar years from the time the

student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

4. Defense

An oral defense of the dissertation is required. The time, place, and format of the defense will be set by the major professor in consultation with the candidate and the supervisory committee. The defense must be completed at least four weeks prior to the date on which the degree is to be conferred (i.e. graduation day), and the manuscript itself must be submitted to the Graduate School at least three weeks prior to the date on which the degree is to be conferred (i.e. graduation day).

A draft of the completed dissertation should be in the hands of each committee member at least four weeks before the date of the defense. An announcement of the place and time of the oral defense shall be presented to the Graduate School and posted around the department at least 2 weeks prior to the date of the oral defense. The defense itself will consist of a 1-2 hour oral examination by all members of the dissertation committee who will be invited to ask questions of the candidate and who may request additions or revisions to the dissertation. Other members of the faculty may attend the defense but may not ask questions.

The faculty is not available for Ph.D. defenses during the summer months.

XIII. COURSE ADVISING AND SELECTION

The DGS serves as the chief liaison between the faculty and community of graduate students. The faculty member who is appointed to serve this role, advises graduate students on course selection, approves course schedules, and tracks degree progress. Questions related to course selection, degree requirements, and all other academic matters should be addressed directly to the DGS.

The DGS is available for advising each semester to assist in course selection for the following term and to review a student's overall academic progress. Final schedules for a term must be approved by the last day of classes of the preceding term, and any changes require the written approval of the DGS. Changes in schedule without the approval of the DGS may result in a loss of funding or probationary status in the program.

The department administers Diagnostic Exams in Greek and Latin at the start of every fall term. All incoming students are required to sit the exams, which are intended to assist in selecting language courses at the appropriate level.

In choosing courses and devising a schedule students should keep in mind the following guidelines:

- The normal full-time course load for graduate students and fellowship holders is 9-12 credit hours (three or four graded courses) per semester. For teaching assistants the full-time load is set at 9 hours (usually three graded courses), although they may receive as many as 12 credit hours of tuition waiver. Funded students may use remaining waiver hours for independent study, supervised teaching, or appropriate extra-departmental courses.
- The Classics department recognizes that all students do not start graduate school with the same background and levels of preparation, especially (but not exclusively) in Greek and

Latin. Graduate sections of introductory and intermediate-level courses in Greek and Latin are therefore offered each term to help graduate students attain graduate-level proficiency in these languages. These sections, however, which are normally numbered GRW 5909 and LNW 5932, may not be used to satisfy degree requirements (i.e. credit hours), and students are urged to advance to graduate-level courses as rapidly as possible. These courses can count toward the language requirement for the MA in archaeology; please contact the DGS if you are not sure whether a course will count.

- Course selection should be governed by the twin goals of acquiring a broad, general knowledge of the ancient world and of developing a special area of expertise. To this end, the first two to three semesters of graduate study should be devoted to courses that fill gaps in students' prior training and help them prepare for comprehensive exams. So, for instance, a Ph.D. student concentrating in Greek and Latin but with no prior coursework in Greek or Roman history or archaeology should complete coursework in those areas. Students normally take advanced seminars or undertake independent research after they have laid a strong, general background in a range of Classics courses.
- Ultimately, coursework represents only one component of graduate work, and the ability to work and learn independently is one of the most important skills required for advanced work in classical studies. Most of the courses a student will take will help with preparation for comprehensive exams, but not all courses will do so to the same degree, and it is impossible to take a course on every author, topic or subject in which a graduate student is expected to have some degree of competence. Students should expect to devote good deal of time, especially during vacations and the summer months, to reading on their own and to acquiring the skills (especially facility in ancient and modern languages) necessary for advanced work.
- Students may register for supervised research, supervised teaching, and independent studies (DIS) as needed and as appropriate to their program of study. Permission of the DGS is required, and students must secure a faculty member who will supervise their work. No more than 3 hours of supervised research credit and three 3 hours of supervised teaching credit may be counted toward the M.A. degree, while no more than 6 hours in each category will be counted to the Ph.D. Students with permission to register for such hours should contact the program assistant for a section and course reference number.
- Classics is an increasingly interdisciplinary field, and students are encouraged to take relevant courses in other departments; up to 6 hours of course work outside the Classics department may be counted to the M.A. or Ph.D. Prior permission of the DGS is required for such extra-departmental courses to count towards any Classics degree, and students should discuss their plans with the DGS before registering for any such course.

XIV. EVALUATIONS

A. Annual Evaluations

The department's faculty formally evaluates the progress of all graduate students each spring; less formal evaluations also occur in the fall. The university requires graduate students to maintain a 3.0 GPA to remain in good standing, but departmental expectations are normally higher. Apart from low grades or poor performance in coursework other factors that may contribute to a less-than-satisfactory evaluation include an excessive number of incompletes,

poor performance on comprehensive exams, unexcused absences from courses, and disregard for departmental policies and procedures.

MA students who are continuing in the program will receive a letter in the spring indicating one of the following results of evaluation:

1. Satisfactory: the student may continue in the graduate program;
2. Cause for concern: a plan of action must be developed to assure the student's success in the program;
3. Unsatisfactory: the student is dismissed from the graduate program.

This letter will also include information about the student's funding status for the coming year.

B. Ph.D. Student Evaluations

PhD student evaluations will begin in January, and students will be asked to supply a report of their academic performance, including a list of courses taken and description of exam and thesis/dissertation progress. PhD students will then meet with their Major Professors and also with an evaluation committee to discuss strengths, weaknesses, and their remedies. Progress will be evaluated on the basis of performance in coursework, progress in fulfilling degree requirements, and general approach toward coursework, research, and teaching.

Yearly evaluations will become a part of the student's permanent record, and will be posted to the University's Graduate Student Tracking System. After a Ph.D. student has chosen a supervisory committee, that committee will normally take over the function of the department's evaluation committee.

XV. GRADUATION

During the first two weeks of the term in which a student expects to graduate, he or she must apply for graduation at the Office of the University Registrar. If a student has previously filed for graduation but did not receive the degree, the application procedure must be repeated.

Graduate students in thesis-type programs must also register for a minimum of 1 hour of thesis or dissertation credit in the final term in which the degree is to be awarded, even if all requirements for the degree were completed in previous semesters. This requirement is intended to reimburse the University for the administrative costs of manuscript clearance and final degree clearance procedures.

If a non-thesis student needs only to complete the comprehensive examination in a term and did not register for the examination in the previous term, registration must be requested from the Office of the University Registrar stating the department and name of examination, and the student must pay the "examination only" fee. Students who have not been enrolled for the previous two terms must apply for readmission to the university before registration.

XVI. FINANCIAL ASSISTANCE

A. Assistantships

The department of Classics offers several types of assistantships to support its graduate students. Assistants normally receive a stipend plus a tuition waiver for 9 to 12 hours, depending on their residence status (in-state or out-of-state). These waivers, however, do not cover certain required fees. See below for more detail on residency requirements and tuition waivers. Tuition waivers may be used only for graduate-level classes related to a student's degree program; they cannot be applied to recreational or self-enrichment courses. Students receiving tuition waiver must submit a copy of their schedules to the program assistant by the end of the first day of classes. In return for this support assistants receive an appointment requiring an average of ten to twenty hours of work per week for the department. First-year M.A. students normally serve as graders assisting instructors of large lecture courses. More advanced M.A. and Ph.D. students normally teach their own sections of Latin, Mythology, or other classical civilization courses. Other assignments may include research assistantships, slide library curator, or departmental library coordinator.

Teaching assistants assigned chief responsibility for a course must already have taken a minimum of 18 hours of graduate coursework in Classics. They must also take in their first year of study or as soon as feasible thereafter FLE 5810, "Teaching Classics," the departmental course designed to prepare graduate students for their role as teachers of undergraduates.

The department strives to fund as many of its graduate students as possible, but assistantships are limited in number and are awarded on a competitive basis. Retention of an assistantship depends on satisfactory academic progress towards degree and satisfactory performance of assigned duties. Support for M.A. students is normally limited to two years; renewal beyond the second year depends on satisfactory academic progress, availability of funding, and departmental needs. The length of support for Ph.D. students will depend on several factors. Students entering with an M.A. should expect to receive, assuming satisfactory academic progress, up to five years of assistantship support. Students entering with only a B.A. should expect to receive up to seven years of assistantship support. Renewal beyond those limits depends on satisfactory academic progress, availability of funding, and departmental needs.

Applications for assistantships from continuing students are normally due by February 1 each year, but students should check the department's website regularly as this deadline may change. First-time applicants to the department's graduate programs are automatically considered for assistantship support. Continuing students must reapply each year and should obtain an assistantship application in early January from the DGS.

B. Fellowships

Fellowship opportunities are available at the departmental, college, and university level.

1. Thompson Fellowships

The department of Classics has funding to award a limited number of Thompson fellowships each year. These fellowships provide funds to supplement normal assistantship and fellowship stipends. There is no separate application; all philologically based applicants and continuing students are considered for these awards as part of the regular admission and

evaluation process, and these are renewable for up to seven years, concurrent with the normal Ph.D. or M.A. funding.

2. Presidential and University Fellowships

The university offers a limited number of fellowships to students with outstanding records. Up to ten Presidential Fellowships, with stipends of \$23,000 and tuition waiver, are offered each year to newly entering doctoral students. This fellowship is guaranteed for up to four years. Holders must remain in good academic standing (3.3 GPA per semester) and register for a minimum of 12 hours per semester. Full-time employment during the academic year either on or off campus is not compatible with the Presidential Fellowship Program.

The university also offers up to 35 University Fellowships, with a stipend of \$18,000 each plus a tuition waiver, each year. These fellowships are awarded to Ph.D. students after a university-wide competition, which is open to new and continuing students.

Complete applications for both University and Presidential Fellowships are due to the Classics department by early January each year, before other departmental deadlines. For further information, deadlines, and application forms please visit the website of the Graduate School at <http://gradschool.fsu.edu/>.

3. College Teaching Fellowships

The College of Arts and Sciences offers several College Teaching Fellowships, with stipends of \$6300 plus tuition waiver, to both new and continuing M.A. and Ph.D. students. These fellowships may supplement teaching assistantships offered by the department. The department is allowed to nominate up to two students each year for this fellowship and will contact potential candidates.

For other fellowship and funding opportunities, please visit the website of the Graduate School: <http://gradschool.fsu.edu/Funding-Awards/>.

C. Florida Residency

The department will supply out-of-state tuition waivers to teaching assistants and fellows only during the first year of study. Thereafter, only in-state waivers are available, and all graduate students who hold assistantships or fellowships from the department or university must establish Florida residency by the start of their second year. To establish residency students must:

1. Provide evidence of legal ties to the State of Florida. This proof is supplied by:
 - a. Declaration of Domicile (REQUIRED) obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which the student claims permanent domicile. (The fee in Leon County is currently \$15.00.).
 - b. Copies of driver's license, voter's registration, and vehicle registration. Legal ties with a previous state of residence must be switched to Florida within 30 days of filing your Declaration of Domicile.
2. Provide official confirmation of Graduate Assistantship by the School or College with which you have an appointment. The graduate assistant verification form is available in the Registrar's Office and must be completed by your department representative.

3. Provide proof of financial independence. In most cases the formal STATEMENT OF INDEPENDENCE, which is included on the graduate assistant verification form, will be sufficient.
4. Provide proof of twelve months' continuous physical presence in Florida immediately prior to the first day of classes for the semester you wish to apply for residency. Documentation may include Florida lease agreements, utility bills, bank records, etc.
5. Submit an official application for reclassification of residency, with required documentation, prior to the first day of classes. This application is available from the Registrar's Office.

The forms for reclassifying a graduate student's residency for tuition purposes can be found on the website of the Graduate School (Blackboard > Gradspace > Forms). Questions regarding residency should be directed to the Office of the University Registrar, A-3900 University Center, 644-1050.

Graduate students not on assistantship during their first year of enrollment should contact the Registrar's Office as soon as possible, as this information may not apply to them.

International students are welcome to apply to the program, and should contact the Center for Global Engagement for further requirements (<http://cge.fsu.edu>).

D. Health Insurance Supplement

A health insurance supplement for full-time graduate assistants with a .25 FTE and above is offered on an annual basis and by semester. For questions concerning the Graduate Student Health Insurance supplement policies and procedures, please refer to the Graduate School website at gradschool.fsu.edu/Funding-Awards/Health-Insurance or contact the Graduate School at 644-3501. For questions concerning the university sponsored health insurance plan please refer to the Thagard Health Center website at <http://www.tshc.fsu.edu/>, or call 644-4250.

E. Summer Funding

The department has a limited amount of funding to support graduate students during the summer months. Support can range from teaching assistantships in which students have primary responsibility for teaching lower-division courses, mentorships to assist the teaching of on-line courses, and special stipends to assist the department and individual faculty members in research and administration. Applications for summer funding are available from the DGS early in the spring semester.

XVII. FACILITIES AND RESOURCES

A. Computer Lab

The department has a small computer lab with desktop computers available for graduate student use. It is equipped both with PC and Mac computers, as well as scanners and printers. The academic software for archeological and philological research is available, including the TLG (*Thesaurus Linguae Graecae*) and GIS (Geographical Information Systems). The lab is fully equipped with GIS software as well as a wide-body scanner and printer for maps.

B. Electronic Mailing Lists

All FSU students are assigned a university e-mail address upon registration, and these serve as the principal means of disseminating departmental and university-wide announcements. Students who regularly use another e-mail address (hotmail, yahoo, etc.) should see to it that their FSU e-mail is forwarded to the appropriate address.

The department of Classics also maintains several e-mail lists for the dissemination of departmental information:

plebs (plebs@lists.fsu.edu): all graduate students

magistri (magistri@lists.fsu.edu): all Classics faculty members

omnes (omnes@lists.fsu.edu): all Classics faculty, staff, and students

These e-mail lists are for departmental announcements, and users should avoid sending messages of a personal or commercial nature.

C. Graduate Symposium

Each spring the department hosts a Graduate Symposium, which provides an opportunity for graduate students to present their research to the department and to the university at large. In alternating years, the symposium is held at the University of Florida.

D. Langford Family Eminent Scholar in Classics and Langford Conference

The Langford Family Eminent Scholar Chair and the Langford Conference were established in 1992 through the benefaction of George and Marian Langford and the sons Lawton and G. Robertson Langford, Jr. This gift allows the department to host in some years the Langford Family Eminent Scholar in Classics, who offers a seminar in his or her specialty and who hosts an academic conference devoted to his or her research interests. Past Langford Scholars have included Michael Jameson, William S. Anderson, Robin Seager, Brunilde Ridgway, Anne Burnett, Erika Simon, Elaine Fantham, Alan L. Boegehold, Alan Shapiro, Miriam Griffin, and Kenneth Reckford. They have hosted conferences on such topics as "Caesar Versus Liberty," "Approaches to Athenian Democracy," "Aristotle and Horace," "What's So Funny?," "From Nippur to Delphi," and "Greek Self-Fashioning: Alcibiades to Menander." In other years the department invites a number of distinguished scholars to visit campus and offer lectures and seminars on topics in their areas of expertise.

E. Langford Seminars

The department also hosts each fall the Langford Seminar, a one-day conference that brings to campus a small number of scholars from the U.S. and Europe. Past seminars have been devoted to "Roman Elegy," "Athens in Augustan Greece," "Greek and Roman Epigram," "Hymns in Graeco-Roman Antiquity," and "The Love of Language."

F. Thompson Library

The M. Lynette Thompson Library is the departmental library and hosts a collection of primary sources (Budé, OCT, Teubner, and Loeb), reference materials (*OLD*, *LSJ*, *CAH*, *OCD*, Pauly-Wissowa), and a variety of commentaries, monographs, and other books on archaeology, ancient history and Greek and Latin literature. All graduate students in Classics are entitled to admittance, which is regulated by an ID card system. Under no circumstances

are those without this access to be admitted.

Students may not remove books from the Thompson Library, and unauthorized removal will result in loss of library privileges. Books should be returned to their shelves immediately after use. Food and drink are prohibited. Administration of makeup exams and meetings with undergraduate students are also prohibited and should take place in graduate office space or the graduate student lounge.

A faculty committee oversees administration of the Thompson Library. Suggestions for improvements and recommendations for new acquisitions are welcome and should be directed to the DGS, who will forward them to the head of the Thompson Library Committee.

XVIII. APPENDICES:

A. Sample Programs of Study

These programs of study constitute, in the eyes of the faculty, “satisfactory progress” in the program. Significant deviation from the outlines below may jeopardize your standing. Items in *italics* serve as an outline of potential courses and are not requirements for individual terms, but will help you to map out your required courses.

1) M.A. IN CLASSICAL ARCHAEOLOGY

First Semester

Proseminar

Latin/Greek as needed

At least one archaeology course

Second Semester

FLE5810

Completion of one of two seminars

Latin/Greek as needed

Completion of at least two archaeology courses

Completion of one elective

Summer of First Year

Completion of Fieldwork to satisfy requirement

Readings to prepare for MA exam, either independently or for credit

Third Semester

Comprehensive exams and paper/thesis abstract (September 30)

MA Prospectus (October 15)

One chapter of thesis or significant progress on M.A. Paper (October 31)

A second chapter of thesis or first draft of paper (end of semester)

Archaeology courses as needed

Latin/Greek as needed

Students seeking the Museum Certificate must apply in the Classics Department. The Certificate in Museum Studies will necessitate meeting additional requirements.

Fourth Semester

Completion of coursework (should include two electives and two seminars)

Registration for MA Paper (or Thesis) credits

Completion of modern language requirement

Completion of thesis and submission to committee (March 1) **OR** submission of M.A. Paper to professor (last week of classes)

Completion of Latin/Greek requirement

Defense of thesis (March 15) – if appropriate

Submission of thesis to FSU Graduate School (April 1), as appropriate

2) M.A. IN CLASSICAL CIVILIZATIONS

First Semester

Proseminar

Latin and/or Greek

Courses in history or archaeology

Second Semester

Latin and/or Greek

History, archaeology, or additional G/L, as appropriate

FLE 5810

Third Semester

Turn in paper/thesis abstract (September 30)

MA Prospectus (October 15)

One chapter of thesis or significant progress on M.A. Paper (October 31)

A second chapter of thesis or first draft of paper (end of semester)

Additional courses as needed

Requirements for the Museum Certificate will have a separate set of requirements

Fourth Semester

Completion of coursework

Completion of modern language requirement

Completion of thesis and submission to committee (March 1) **OR** submission of M.A. paper to professor (last week of classes)

Defense of thesis (March 15) – if appropriate

Submission of thesis to FSU Graduate School (April 1) – if appropriate

3) M.A. IN CLASSICS (Greek and Latin)

First Semester

Proseminar

Latin

Greek

Additional Greek/Latin or elective in history or archaeology

Second Semester

Latin

Greek

History, archaeology, or additional G/L, as appropriate

FLE 5810

Summer

Read for translation exams, either independently or for credit.

Complete modern language requirement

Third Semester

Take translation exams in both languages

Turn in paper/thesis abstract (September 30)

MA Prospectus (October 15)

One chapter of thesis or significant progress on M.A. Paper (October 31)

A second chapter of thesis or first draft of paper (end of semester)

Additional courses as needed in Greek/Latin

Fourth Semester

Retake translation exams, as appropriate

MA paper (for credit)

Completion of coursework

Completion of thesis and submission to committee (March 1) **OR** submission of M.A. paper to professor (last week of classes)

Defense of thesis (March 15) – if appropriate

Submission of thesis to FSU Graduate School (April 1) – if appropriate

4) M.A. IN GREEK

First Semester

Proseminar

Greek

Additional Greek or elective in Latin, history or archaeology

Second Semester

Greek

History, archaeology, or additional Greek course, as appropriate

FLE 5810

Summer

Read for translation exam, either independently or for credit.

Complete modern language requirement

Third Semester

Take translation exam in Greek

Turn in paper/thesis abstract (September 30)

MA Prospectus (October 15)

One chapter of thesis or significant progress on M.A. Paper (October 31)

A second chapter of thesis or first draft of paper (end of semester)

Additional courses as needed in Greek

Fourth Semester

Retake translation exam, as appropriate

MA paper (for credit)

Completion of coursework

Completion of thesis and submission to committee (March 1) **OR** submission of M.A. paper to professor (last week of classes)

Defense of thesis (March 15) – if appropriate

Submission of thesis to FSU Graduate School (April 1) – if appropriate

5) M.A. IN LATIN

First Semester

Proseminar

Greek

Additional Greek or elective in Latin, history or archaeology

Second Semester

Greek

History, archaeology, or additional Greek course, as appropriate

FLE 5810

Summer

Read for translation exam, either independently or for credit.

Complete modern language requirement

Third Semester

Take translation exam in Greek

Turn in paper/thesis abstract (September 30)

MA Prospectus (October 15)

One chapter of thesis or significant progress on M.A. Paper (October 31)

A second chapter of thesis or first draft of paper (end of semester)

Additional courses as needed in Greek

Fourth Semester

Retake translation exam, as appropriate

MA paper (for credit)

Completion of coursework

Completion of thesis and submission to committee (March 1) OR submission of M.A. paper to professor (last week of classes)

Defense of thesis (March 15) – if appropriate

Submission of thesis to FSU Graduate School (April 1) – if appropriate

6) PH.D. IN ARCHAEOLOGY (WITH AN M.A. IN A RELEVANT FIELD)

First Semester

- *Proseminar*
- 1-2 *archaeology courses* (ideally, one a seminar) or one *archaeology course* and one *history course*
- *Latin* and/or *Greek* as needed

Second Semester

- Two *archaeology courses* (ideally, one a seminar) or one *archaeology course* and one *history course*
- *Latin* and/or *Greek* as needed
- Completion of second modern language requirement
- FLE 5810

Third Semester

- One or more *seminars* or *courses*
- Latin/Greek exam or one archaeology exam

Fourth Semester

- One or more *seminars* or *courses*
- Completion of history requirement, by *course* or exam
- Latin/Greek exam or one archaeology exam

Fifth Semester

- Coursework as needed
- Latin/Greek exam or one archaeology exam
- Completion of formal coursework

Sixth Semester

- All remaining exams taken
- Advancement to candidacy

Seventh Semester

- Submission of Prospectus
- Dissertation Research

Eighth Semester

- Draft of one chapter

Ninth Semester

- Draft of one or two chapters

Tenth Semester

- Draft of remaining chapters

Eleventh Semester

- Final revisions
- Thesis defense (students whose dissertation requires fieldwork may need an additional year of research to complete the degree)

7) PH.D. IN ARCHAEOLOGY (WITHOUT AN M.A.)

First Semester

- Proseminar
- 1-2 *archaeology courses* (ideally, one a seminar) or one *archaeology course* and one *history course*
- *Latin* and/or *Greek*

Second Semester

- One or two *archaeology courses* (ideally, one a seminar) or 1 *archaeology course* and 1 *history course*
- *Latin* and/or *Greek*
- Completion of one modern language requirement
- FLE 5810

Third Semester

- *One* or more *seminars* or *courses*
- *Latin/Greek* as needed

Fourth Semester

- *Latin/Greek* as needed
- One or more *seminars* or *courses*
- Completion of second modern language requirement
- Completion of history requirement, by *course* or exam (by end of this term)
- Latin/Greek exam or one archaeology exam

Fifth Semester

- Courses as needed
- Latin/Greek exam or one archaeology exam

Sixth Semester

- Latin/Greek exam or one archaeology exam
- Any remaining coursework

Seventh Semester

- Latin/Greek exam or one individual exam (special topic/interdisciplinary field)

Eighth Semester

- Latin/Greek exam or one individual exam (special topic/interdisciplinary field)
- Advancement to candidacy

Ninth Semester

- Submission of Prospectus
- Dissertation Research

Tenth Semester

- Draft of one chapter

Eleventh Semester

- Draft of one or two chapters

Twelfth Semester

- Draft of remaining chapters

Thirteenth Semester

- Final revisions and thesis defense (students whose dissertation requires fieldwork may need an additional year of research to complete the degree)

8) PH.D. IN CLASSICS (WITH AN M.A. IN A RELEVANT FIELD)

First Semester

- Proseminar
- *Latin*
- *Greek* (one of these should be a seminar)
- Completion of one modern language requirement

Second Semester

- *Latin*
- *Greek* (one of these should be a seminar)
- One history *course* or exam (by end of second term)
- FLE 5810

Third Semester

- *One or more seminars or courses*
- *Latin* and *Greek* as needed
- Completion of history requirement, by *course* or exam
- One language exam (Latin/Greek)

Fourth Semester

- *Latin* and *Greek*
- *One or more seminars or courses*
- Completion of second modern language requirement
- Remaining language exam (Greek/Latin)

Fifth Semester

- Coursework as needed
- Special topic or Interdisciplinary topic exam
- Completion of formal coursework

Sixth Semester

- All remaining exams taken
- Advancement to candidacy

Seventh Semester

- Submission of Prospectus
- Dissertation Research

Eighth Semester

- Draft of one chapter

Ninth Semester

- Draft of one or two chapters

Tenth Semester

- Draft of remaining chapters

Eleventh Semester

- Final revisions
- Thesis defense

9) **PH.D. IN CLASSICS (WITHOUT AN M.A.)**

First Semester

- Proseminar
- *Latin*
- *Greek* (one of these should be a seminar)

Second Semester

- *Latin*
- *Greek* (one of these should be a seminar)
- *One history course* or exam (either first or second term)
- Completion of one modern language requirement
- FLE 5810

Third Semester

- *One or more seminars or courses*
- *Latin/Greek* as needed

Fourth Semester

- *Latin* and *Greek*
- One or more *seminars or courses*
- Completion of second modern language requirement
- Completion of history requirement, by *course* or exam (by end of this term)
- One language exam (Greek/Latin)

Fifth Semester

- *Seminars and language courses as needed*
- Second language exam (Greek/Latin)

Sixth Semester

- Greek/Latin literature exam
- Any remaining coursework

Seventh Semester

- One individual exam (special topic/interdisciplinary field)

Eighth Semester

- Second individual exam (special topic/interdisciplinary field)
- Advancement to candidacy

Ninth Semester

- Submission of Prospectus
- Dissertation Research

Tenth Semester

- Draft of one chapter

Eleventh Semester

- Draft of one or two chapters

Twelfth Semester

- Draft of remaining chapters

Thirteenth Semester

- Final revisions
- Thesis defense