



**Undergraduate Handbook
2009-2010**

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INTRODUCTION

History of the Classics Department

We are in a new era of the field of Classics, one that looks to a future of interdisciplinary experiment. The Department of Classics at Stanford is rooted in a profound appreciation of the best of traditional scholarship while at the same time reaching out to be at the forefront of the new growth of diversity in scholarship. As Classicists we not only study the interaction of the past and the future; we practice it.

The Department dates back to the first year of classes at Stanford in 1891. At that time, there were already 10 Greek and 18 Latin “majors” with two faculty members. Among the early faculty members were Augustus Taber Murray who would in 1928 take a leave of absence to become President Herbert Hoover's religious advisor. Emphasis in the early years of the department was on undergraduate education, and the faculty offered classes in Greek and Latin and well as in translation. Professor Murray would go on to translate Homer's Iliad and Odyssey for the Loeb Classical Library and Professor Fairclough, who joined the faculty in 1893 and would later serve as President of the American Philological Association, translated Virgil and Horace's Satires and Epistles, for the same series. Since the middle of the 20th century, the Department has grown in range and depth. It now includes 16 full-time faculty members and a broad spectrum of specializations and interests. They are all scholars of international reputation.

What is Classics? Why Study It?

What is Classics? Traditionally, the study of Classics is centered on the literature and material culture of ancient Greece and Rome. Training includes the study of the classical languages (Greek, Latin), art, archaeology, literature and history. But at Stanford we believe that Classics is more than the study of two great civilizations in the Mediterranean region. Classics includes, in part at least, the relationship that we and earlier generations have with the ancient world. The current department is among the broadest faculties of Classics in the country, covering both the traditional core mission of Classics, Greek and Latin literature and culture, as well as exploring these subjects and disciplines in relation to Egyptology, theater, linguistics, papyrology, political and legal theory, epigraphy, the history of science, Asian history, cartography, modern intellectual thought, and modern design.

If you are technologically inclined, remote-sensing techniques in Archaeology, or computer-aided graphics programs that reconstruct an ancient text written on papyrus allow you to combine science and humanities pursuits. The study of ancient languages will provide you not only a sound grasp of grammar and etymology but the fundamentals of writing style as well. The close personal attention from Classics faculty ensures that students leave Stanford with the ability to think, to analyze, and to write critically, skills that prepare students for any career they choose. Many of our graduates have gone on to top-ranked graduate programs in the humanities, or to careers in publishing, communications, politics and public policy, medicine, and law. We hope to see you in one of our classes!

Lectures, Talks, Study Groups, and Office Hours

The department offers a series of seminars and lectures by visiting scholars as well as by Stanford faculty and graduate students. Undergraduate majors and minors are encouraged to attend these. In the Spring of most years, the Department hosts the Eitner Lecturer, a prestigious guest who delivers a series of talks on a Classics-related topic. Classics has an Undergraduate Colloquium that meets several times a quarter for discussions and activities. Information about the Undergraduate Colloquium schedule can be found on the Classics website. The Director of Undergraduate Studies (Maud Gleason during the 2009-2010 school year) is available by appointment and during office hours (see the Classics website for time). Finally, the department sponsors a study group network. Information about this is also available on the website.

Classics Websites

We invite you to explore some of these websites, which serve as gateways to the field of Classics.

- The American Philological Association, the governing body for American Classicists—<http://www.apaclassics.org>
- The Perseus Project, “a Digital Library of resources for the study of the ancient world and beyond—<http://www.perseus.tufts.edu/>
- Diotoma, a web-based search engine for the study of women and gender in the Ancient world—<http://www.stoa.org/diotima/essays/nakedtruths.shtml>
- A Classics Website Listing—<http://www.tlg.uci.edu/~tlg/index/gateways.html>
- Links to Classical Material, maintained by the University of Victoria, Wellington, New Zealand—<http://www.vuw.ac.nz/classics/links/index.html>

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NB: For the most current information on the topics covered in this document, please refer to the current *Stanford University Bulletin* (<http://www.stanford.edu/dept/registrar/bulletin/5753.htm>) and check with the Student Services Officer or Department Manager. Contact the DUS regarding program questions.

ACADEMIC PROGRAM

The Classics Major

The department offers eight options for coursework toward a degree in Classics: Classical Studies; Ancient History; Greek; Latin; Greek and Latin; or either Classical Studies, Greek, or Latin with Philosophy and Literature Focus. The Ancient History subplan doesn't require the study of an ancient language. Each subplan under the Classics major can be completed in conjunction with a second major in another department. The Department of Classics also offers minors in classical languages; history; and literature and philosophy.

When to Begin

Prospective majors in Classical Studies; Greek; Latin; or any of the subplans with a Philosophy and Literature Focus are encouraged to declare no later than the beginning of the Junior year but are urged to discuss their plans with the Director of Undergraduate Studies (DUS) as early as possible. Students who choose to major in Greek and Latin should begin the curriculum as soon as possible, since it is difficult to complete the language requirements without an early start; those with no previous knowledge of Latin or Greek should begin study in the Freshman year or as early as possible in the Sophomore year.

Declaring a Major

Those interested in majoring in Classics are encouraged to declare by the beginning of their junior year, but are urged to discuss their plans with the undergraduate director as early as possible. Students who choose the Greek and Latin field of study (option 8 below) should begin the curriculum as soon as possible because it is difficult to complete the language requirements without an early start; those with no previous knowledge of Latin or Greek should begin study in the freshman year or as early as possible in the sophomore year.

To declare the major, a student must fill out the Declaration of Major on Axess and meet with the undergraduate director in the Department of Classics. At that time, the undergraduate director assigns the student a department adviser. To build a mentoring relationship, students meet with their adviser at least once a quarter. The student should then schedule an orientation with the student services officer. Each student's progress towards fulfillment of the major requirements is recorded in a file kept in the student services officer's office. It is the student's responsibility to work with the adviser to keep this file up to date.

A letter grade is required in all courses taken for the major. No course receiving a grade lower than 'C' is counted toward fulfilling major requirements.

The B.A. degree may be earned by fulfilling the requirements for one of the following fields of study or fields of study with a focus:

Classical Studies: This field of study is declared on Axess. Students are encouraged to meet with the undergraduate director to discuss options for pursuing a period of study in

the Mediterranean region. This major is recommended for students who wish to study classical civilizations in depth but do not wish to study the languages to the extent required by options 4, 5, 6, 7, and 8. It is not suitable for students who wish to do graduate work in Classics or to teach Latin or Greek in high school, as the language work is insufficient for these purposes. Courses counted for the degree must be taken for a letter grade. Students must complete at least 60 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176. Majors Seminar
- at least two courses in Latin or Greek at the 100 level or higher, *or* one course in one of the languages at the 100 level or higher, plus the series 1, 2, 3, or 51, 52 in the other language (or an equivalent approved by the department)
- at least five courses with the prefix CLASSART, CLASSGEN, or CLASSHIS (or IHUM 39A,B or IHUM 69A). Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.

Classical Studies with a Philosophy and Literature Focus: Students should declare the Classical Studies field of study on Axess; meet with the undergraduate director concerning the Philosophy and Literature focus; and discuss options for pursuing a period of study in the Mediterranean region. See <http://philit.stanford.edu/programs.html>. Courses counted for the degree must be taken for a letter grade. Students must complete at least 65 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176. Majors Seminar (WIM)
- at least five courses with the prefix CLASSART, CLASSGEN, or CLASSHIS (also IHUM 39A,B or IHUM 69A). Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
- two courses in Latin or Greek at the 100 level or higher, or one course in one of the languages at the 100 level or higher plus the series 1, 2, 3, or 51, 52 in the other language
- Writing in the Major (WIM) in the Philosophy department (PHIL 80)
- one course in each of the following areas:
 1. aesthetics, ethics, and social and political philosophy (PHIL 170 series)
 2. philosophy of language, mind, metaphysics, and epistemology (PHIL 180 series)
 3. history of philosophy (above 100 level)
- PHIL 81. Philosophy and Literature

- two related courses in Classics or Philosophy. Students may double count a Classics course in philosophy or ancient science for one of the two related courses provided that this course fulfills the Philosophy and Literature requirements and is approved by a member of the committee in Philosophy and Literature.
- Philosophy and Literature capstone seminar. This year's capstone seminars are COMPLIT 226, Narrative and Ethics; ILAC 240E, Jorge Luis Borges; and RELIGST 212, Chuang Tzu. One of these courses must be taken in the student's senior year.

Ancient History: This field of study is declared on Axess. Courses chosen must be approved in advance and in writing by the undergraduate director. Approval should be submitted to the student services officer for the student's academic file. With the written approval of the instructor and the undergraduate director, students may substitute graduate seminars in ancient history for some of these courses. Students are also encouraged to meet with the undergraduate director to discuss options for pursuing a period of study in the Mediterranean region. Courses counted for the degree must be taken for a letter grade. Students must complete at least 60 units of approved courses and must satisfy four requirements:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar (WIM)
- *core requirement:* majors must take at least two survey courses in ancient history
- *depth requirement:* majors must take at least 33 units of ancient history and civilization courses, drawn from courses with CLASSHIS, CLASSGEN and CLASSART prefixes. IHUM 39A,B, Inventing Classics or IHUM 69A, History of the World, may be counted toward this requirement. CLASSGRK and CLASSLAT courses may also count toward this requirement if approved by the undergraduate director.
- *breadth requirement:* majors must take at least 4 units in each of the following areas: archaeology and art; comparative ancient civilizations; and historical and social theory. IHUM 39A,B, Inventing Classics may be counted toward this requirement. The courses chosen must be approved in advance by the undergraduate director, and are normally chosen from the list of areas below, although courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director. Written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
 1. archaeology and art: for example, any CLASSART course; ANTHRO 1/201, 90B, 301
 2. comparative ancient civilizations: majors must take a course on the ancient world outside the Mediterranean and western Asia, such as ANTHRO 3, 97/297

3. historical and social theory: for example, ANTHRO 1/201, 90B; SOC 1, 140, 142, 170

Greek: This field of study is declared on Axess. Beginning courses in Greek, if required, may be counted towards the total of 60 units. Relevant courses in other departments of the humanities may count towards the major with the consent of the undergraduate director. Students are encouraged to meet with the undergraduate director to discuss options for pursuing a period of study in the Mediterranean region. Courses counted for the degree must be taken for a letter grade. Students must complete at least 60 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar (WIM)
- a minimum of 31 units in Greek courses at the 100 level or higher. It is recommended that one of these courses be CLASSGRK 175A, although this course should not be taken until students have completed three years of Greek.
- at least three courses with the prefix CLASSART, CLASSGEN, or CLASSHIS (also IHUM 39A,B or IHUM 69A). Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
- the introductory Latin sequence CLASSLAT 1, 2, 3, or 51, 52, or one 100-level course in Latin (recommended)
- it is recommended that students take a course in ancient history.

Greek with a Philosophy and Literature Focus: Students should declare the Greek field of study on Axess, and meet with the undergraduate director concerning the Philosophy and Literature focus, and to discuss options for pursuing a period of study in the Mediterranean region. See <http://philit.stanford.edu/programs.html>. Courses counted for the degree must be taken for a letter grade. Students must complete at least 65 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar
- at least three courses with the prefix CLASSART, CLASSGEN, or CLASSHIS (also IHUM 39A,B or IHUM 69A). Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
- 31 units in Greek courses at the 100 level or higher

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- Writing in the Major (WIM) in the Philosophy Department (PHIL 80)
- one course in each of the following areas:
 1. aesthetics, ethics, and social and political philosophy (PHIL 170 series)
 2. philosophy of language, mind, metaphysics, and epistemology (PHIL 180 series)
 3. history of philosophy (above 100 level)
- PHIL 81. Philosophy and Literature
- two related courses in Classics or Philosophy. Students may double count a Classics course in philosophy or ancient science for one of the two related courses provided that this course fulfills the Philosophy and Literature requirements and is approved by a member of the committee in Philosophy and Literature.
- Philosophy and Literature capstone seminar. This year's capstone seminars are COMPLIT 226, Narrative and Ethics; ILAC 240E, Jorge Luis Borges; and RELIGST 212, Chuang Tzu. One of these courses must be taken in the student's senior year.

Latin: This field of study is declared on Axess. Beginning courses in Latin, if required, may be counted towards the total of 60 units. Relevant courses in other departments of the humanities may count towards the major with the consent of the undergraduate director. Students are encouraged to meet with the undergraduate director to discuss options for pursuing a period of study in the Mediterranean region. Courses counted for the degree must be taken for a letter grade. Students must complete at least 60 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar (WIM)
- a minimum of 31 units in Latin courses at the 100 level or higher. It is recommended that one of these courses be CLASSLAT 175A, although this course should not be taken until students have completed three years of Latin.
- at least three courses with the prefix CLASSART, CLASSGEN, or CLASSHIS. Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
- the introductory sequence CLASSGRK 1, 2, 3, *or* 51, 52, *or* one 100-level course in Greek (recommended)
- it is recommended that students take a course in ancient history.

Latin with a Philosophy and Literature Focus: Students should declare the Latin field of study on Axess, and meet with the undergraduate director concerning the Philosophy and Literature focus, and to discuss options for pursuing a period of study in the Mediterranean region. See <http://philit.stanford.edu/programs.html>. Courses counted for the degree must be taken for a letter grade. Students must complete at least 65 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar (WIM)
- at least three courses with the prefix CLASSART, CLASSGEN, or CLASSHIS (also IHUM 39 A,B or IHUM 69A). Courses listed in the department's cognate course list may be substituted for one or more of these courses with prior written approval from the undergraduate director; written approval must be submitted to the student services officer for inclusion in the student's academic file prior to the end of the term in which the course is taken.
- 31 units in Latin courses at the 100 level or higher
- Writing in the Major (WIM) in the Philosophy Department (PHIL 80)
- one course in each of the following areas:
 1. aesthetics, ethics, and social and political philosophy (PHIL 170 series)
 2. philosophy of language, mind, metaphysics, and epistemology (PHIL 180 series)
 3. history of philosophy (above 100 level)
- PHIL 81. Philosophy and Literature
- two related courses in Classics or Philosophy. Students may double count a Classics course in philosophy or ancient science for one of the two related courses provided that this course fulfills the Philosophy and Literature requirements and is approved by a member of the committee in Philosophy and Literature.
- Philosophy and Literature capstone seminar. This year's capstone seminars are COMPLIT 226, Narrative and Ethics; ILAC 240E, Jorge Luis Borges; and RELIGST 212, Chuang Tzu. One of these courses must be taken in the student's senior year.

Greek and Latin: This field of study is declared on Axess. Relevant courses in other departments of the humanities may count towards the major with the consent of the undergraduate director. Students are encouraged to meet with the undergraduate director to discuss options for pursuing a period of study in the Mediterranean region. Courses counted for the degree must be taken for a letter grade. Students must complete at least 60 units of approved courses including:

- CLASSGEN 175 or CLASSGEN 176, Majors Seminar (WIM)
- 30 units in Greek courses and the same number in Latin. It is recommended that

students take either or both CLASSGRK or CLASSLAT 175A, although these courses should not be taken until students have completed three years of the respective language.

- It is recommended that students take a course in ancient history.

Note: University credit earned by placement tests or advanced placement work in secondary school is not counted towards any major program in the department; work done in other universities or colleges is subject to department evaluation.

Cognate Courses

In some cases, subplans allow cognate courses listed in the department's cognate course list (see the *Bulletin*) to be substituted for one or more courses with prior written approval from the DUS. The approval must be given to the Student Services Officer for inclusion in the department file.

Requirements for the Classics Minor

The undergraduate director meets with each student who opts for a minor to discuss curriculum choices and assigns the student an advisor in the relevant field. Students are required to work closely with their advisors to create a cohesive curriculum within each area. Students may organize their curriculum according to different principles: for example, they may wish to focus on a specific historical period (Classical Athens, Imperial Rome), or on a specific theme or topic (women in antiquity). After consulting with the advisor, each student must submit (in writing) a "Proposed Curriculum" to the undergraduate director. Students may proceed with the minor when the undergraduate director has approved the proposal. Courses offered in Greek and Latin above the 100-level may count toward the minor, provided the subject matter is suitable. Students who minor in Classics are required to take the Majors Seminar (CLASSGEN 176), which is writing intensive. Students may choose among three minors in Classics:

1. **Classical Languages:** students are required to take a minimum of five courses in Greek or in Latin plus the major's seminar (CLASSGEN 176). Students wishing to combine Greek and Latin may only do so if courses for one of the two languages are all above the 100-level; for example, CLASSGRK 1, 10, plus CLASSLAT 103, 111, 175.
2. **History:** students are required to take a minimum of five courses in history, art history, and archaeology plus the major's seminar (CLASSGEN 175 or 176). Courses offered in Latin and Greek that focus on historical topics or authors may count toward the minor.
3. **Literature and Philosophy:** students are required to take a minimum of five courses in classical literature or philosophy, including classical science, plus the major's seminar (CLASSGEN 175 or 176). Courses offered in Latin and Greek that focus on philosophical or literary topics or authors may count toward the minor.

Requirements for the Archaeology Minor

Through the Stanford Archaeology Center, a student may take a minor in Archaeology. In addition to meeting the University requirements for the undergraduate minor, all

undergraduate minors in archaeology are expected to complete a minimum of 27 units. Students who wish to minor in Archaeology should contact the Archaeology program director who will then assign a faculty advisor. See the Archaeology listing in the current Bulletin for information about the Archaeology Minor.

The Co-Terminal Degree

The co-terminal degree program permits Stanford undergraduates to study for a bachelor's and a master's degree simultaneously, in the same or different departments. For information about the Masters Degree program in the Department of Classics, please contact the Director of Graduate Studies. If you are currently a Classics major and would like to apply for the co-terminal Masters Degree in Classics, please also consult with your advisor in Classics and the Director of Undergraduate Studies (Maud Gleason) for the department. For information about university application process to the co-terminal Masters Degree please go to: <http://registrar.stanford.edu/shared/publications.htm> - [Coterm](#).

Classes

A listing of this year's Classics courses can be found on the Classics website at <https://www.stanford.edu/dept/classics/cgi-bin/web/courses>.

The Majors Seminar

All Classics Majors and Minors are required to take the Major's Seminar (CLASSGEN 175 or 176). This is the Writing in the Major (WIM) Requirement and as such the course is writing-intensive. Centered around a particular theme or group of texts which changes from year to year based on the interests of the instructor, the Major's Seminar is a core course that all of our majors and minors take. Thus, whatever our students focus on in their own work, they will by the end of the undergraduate career have a sense of a larger part of the field. Students will work closely with a writing tutor. The course meets twice per week for a total of three (3) hours, and the tutor spends an additional two to three hours to develop writing strategies with the students one-on-one.

Individual Reading / Directed Reading courses

Occasionally, it becomes necessary to take a reading course with a professor or instructor. Students should be advised that the course will be subject to the approval of a willing professor and in consultation with the DUS. A syllabus for the proposed reading course must be approved by the DUS and/or the chair of the department. In general, if such a course is regularly offered by the department, the proposed course will not be approved.

Individual Reading/ Directed Reading Policy:

Students intending to take individual reading course in Classics in any given quarter must hand in to the Student Services office in Classics a syllabus for the proposed work, signed by the proposed instructor, by the first day of the proposed quarter". Courses intended for credit in Classics for which this has not been done will not be counted toward degree requirements. This requirement does not apply to the 199 course (providing you have already documented a clear plan of study and research with your senior thesis advisor).

In order to enroll in a directed reading please do the following (see the current Time Schedule for current instructions if necessary) for How to Enroll in Individual Study Courses:

1. Go to Axess as if registering for a class.
2. Click the “Shop for Class” link on the Build Study List page.
3. On the Class Search page, select the Subject Area.
4. Enter the Catalog number of the class in which you wish to enroll.
5. Check the “Include Individual Study Instructor Sections” box. You must check this box to find the correct section to enroll in.
6. Enter part or all of the Instructor Last Name or Instructor First Name, or leave blank to see all instructor sections.
7. Click Search button.

Directed Reading courses include the following:

- ♣ CLASSGEN 160 “Directed Readings in Classics (Undergraduate Students)” - This course is for Directed Readings for undergraduate students.
- ♣ CLASSGEN 199 “Senior Thesis Research” - This course allows units for credit for research for the senior thesis. This course is graded quarterly, independently of the completion of the Senior Thesis.

Latin and Greek placement exams

Each year before the first week of classes, we offer an exam to those students who have taken Latin or Greek in their high school careers. Such an exam serves to guide the student to taking the appropriate level courses in Latin and/or Greek at Stanford. Those students who wish to take the placement exam should contact Patricia de Castries in the Language Center (Building 30) at least one month before the beginning of the autumn quarter.

Honors in Classics

Graduating with Honors in Classics requires writing an honors thesis. The thesis is a substantive and original work of 50-60 pages, normally in the form of a sustained narrative argument. It is normally organized around four or five chapters, each taking up a specific problem or theme that is part of the overall argument. An introduction establishes the relevant historical and scholarly background and the interest and aims of this project; a conclusion pulls together the findings of the individual chapters and develops their significance for the thesis as a whole. The thesis is supported by a research bibliography.

Eligibility for Honors

A minimum grade point average (GPA) of 3.6 in Classics courses is required for students to enroll in the honors program. To be considered for honors in Classics, the student must select a professor who can supervise his or her honors thesis. A preliminary proposal, approved by the supervisor, is due April 15 of the junior year, and a final version is due at the beginning of the senior year. The proposal must outline the project in detail, list relevant courses that have been taken, and name the supervisor. The department gives approval only if a suitable faculty supervisor is available and if it is satisfied that the student has a sufficient basis of knowledge derived from department course work in the general areas the thesis covers, such as art, Greek, Latin, history, literature, or philosophy. If the proposal is approved, the student may sign up for CLASSGEN 199, Undergraduate Thesis: Senior Research, during the senior year for a maximum of 6 units per term, up to an overall total of 10 units. Honors are awarded only if the essay receives a grade of 'B+' or higher from the supervisor and a second reader.

Preliminary work

Developing a solid proposal for a great thesis takes time. This is not something that can be thrown together in the fall term just before the deadline; it normally takes months. That means that preparation for an honors thesis begins in the junior year. In the winter, you should be finding and developing a topic, working with a faculty member who agrees to supervise your work, and planning the needed research, especially any work you may need to do over the summer. Departmental funding is available for summer research toward honors thesis work; applications are usually due in March or April. A preliminary thesis proposal is due in to the Undergraduate Committee by April 15. The Committee will then give the proposals a preliminary review and communicate their concerns and suggestions to you in writing by May 15 so that you may make appropriate adjustments in your plan for summer research.

Honors College

This is a September program for seniors working toward honors theses. If you want to participate, you must arrange for this in the spring of your junior year. Classics does not run an honors college but can attach you to a department that does.

The Final Thesis Proposal

The final draft of your thesis proposal is due the first day of fall quarter of your senior year. You will need to submit four copies of the proposal to the DUS, and your

supervisor should send the DUS an e-mail supporting your project. Proposals must be approved by the department for students to be allowed to proceed with honors work.

Overview

The thesis proposal is a description of your research project; it should be 4 pp. long (double-spaced) but 3-12 pp. can be acceptable. It should be a well-researched and well-written account, including a clear statement of your central question and preliminary argument, an account of the scholarly background that makes this a timely and interesting question, a clear justification of the methodology you will use, your detailed plans for carrying out the needed research, evidence that you have the background you will need to do the work, and a bibliography. The proposal is intended to provide you with a blueprint for a successful thesis; it should also demonstrate that you have that blueprint and are on your way to writing a successful thesis. The department keeps past years' thesis proposals and completed theses on file; take the time to skim through these and get an idea of what is required.

Content

The narrative portion of your proposal should be 2-3 pp. long; the bibliography and any needed supporting elements should occupy additional pages. The department keeps past proposals on file; read several of these to get an idea of what is required. Your proposal should clearly explain the following:

- the broader scholarly question or larger issue at stake;
- the focused question your thesis is intended to answer, and/or your central argument;
- exactly what data, evidence or material you will focus on;
- your method, i.e. what you will actually do with this material;
- how this material and your method will enable you to speak to the larger issues at stake;
- the larger interest or relevance of your proposed work, i.e. what contribution you hope to make;
- your relevant background (courses taken, fieldwork done, other relevant skills)

Make sure your bibliography corresponds well to the content of the proposal, i.e. that you have covered all the relevant bases and can demonstrate that you have done enough reading and of the right kind in order to carry out your proposed project.

Supervisor

In your proposal, you must name the faculty member who has agreed to supervise your thesis. The DUS or your major advisor can help you in the process of finding a supervisor. Some proposals may be deemed unfeasible if no faculty member with appropriate expertise is available to supervise your project.

Evaluation

The proposals will be evaluated by the Undergraduate Committee, which is made up of faculty members from the department. The department gives approval only if it is satisfied that the student has a sound research proposal and sufficient background or training in the general areas the thesis covers. Proposals may be passed or failed; revisions may be requested before the student is allowed to proceed with the project.

Getting Credit for Thesis Work

If your thesis proposal is approved, you will spend a good portion of your senior year working on it. Theses are due at the start of May; make sure to plan plenty of time in advance for drafting chapters, giving your supervisor time to read and comment on drafts, and making revisions. You may enroll in CLASSGEN 199, with your supervisor as instructor, for up to 6 units of thesis work a quarter, for one or two quarters only and for a grand total of no more than 10 units. The advantage of signing up for thesis work is that you build time into your schedule to work on the thesis. If you take CLASSGEN 199 in the winter, your supervisor will give your work an “N” until you finish the thesis in the spring, and will then go back and fill in the grade for the winter term.

Resources

The URP has a great website full of resources for Honors Thesis writers:

http://www.stanford.edu/dept/undergrad/urp/Honors/honors_resources.html

Thesis Deadlines

The thesis is due the first week of May. Submit four copies: one for your supervisor, one for your second reader, and two for the Undergraduate Committee and Department. You should receive a grade and comments from both readers within two weeks. The Undergraduate Committee will read all the Honors Theses and select the best one to nominate for a university medal. The Department keeps a copy of all theses on file.

Evaluating the Thesis

Honors are awarded only if the essay receives a grade of ‘B+’ or higher from two readers chosen by the Undergraduate Committee.

Advising

At the time of declaring a major or minor, each Classics major and minor will choose a faculty advisor, in consultation with the DUS. Advisors may help students select courses and may also provide guidance in research, travel opportunities and careers in the field. Advisors typically write letters of recommendation for graduating students and frequently serve as advisors to senior thesis projects. The students may choose to have a different advisor each year, and must consult with their advisors at least once each term. You may get an idea of the range of interests of the faculty by looking at the Classics Department website.

Study Abroad

Many of our majors apply to study at one of the schools abroad.

The Centro/Rome

In general, most students opt to study in Rome at the ICCS, the Inter-collegiate Center for Classical Studies in Rome (known commonly as The Centro). ICCS is administrated by Duke University. Both Fall and Spring Semesters are offered. You must apply by March 15 for the following Fall term, and by October 15 for the following Spring Term. Applications will be available either through the Director of Undergraduate Studies or through Professor Trimble, the ICCS rep. Typically the Semester expenses for this course run a little higher than the Stanford quarter tuition. The student should apply to the Department Manager for funds to make up the difference. Normally the number of units which transfer back to Stanford Registrar's office is 21 units for the four courses. You can also visit their website at http://www.aas.duke.edu/study_abroad/iccs/index.php.

American School of Classical Studies/Athens:

Like the Centro, a consortium of schools operates the American School in Athens. Available to undergraduates is the six-week summer session. Applications are due in January each year. Contact [Richard Martin](#), as the Stanford liaison, for more information. You can also find out more about the program by consulting their website <http://www.ascsa.edu.gr/>.

Archaeological field schools

The department of Classics now co-sponsors (with Durhman University, UK) an archaeological excavation of a Roman fort near Binchester in the north of England. Those who are interested should consult with Professor Shanks early in the year prior to the summer season.

Some of our students with an interest in Archaeology have also spent summers at field schools from Israel to Switzerland and Pompeii. Students with such an interest are urged to consult with the DUS or one of the Archaeology professors about those opportunities.

Commencement

As you approach the completion of degree requirements, there are three things you need to do:

1. Make sure the Department has an updated Subplan Tracking Form on file for you. This form is what the Department will use to confirm that you have met your degree requirements.
2. Make sure that you have approved syllabi on file for completed individual study courses.
3. File an application to graduate via Axess. In doing so, you notify the University that you expect to complete the requirements for a degree by a specific date. The application prompts the Office of the University Registrar to verify that you will have completed all the requirements for your degree by the date you indicate, and to order a diploma for your degree.

Please visit the Registrar's Office webpage on graduation to review the university procedures for graduating—<http://registrar/students/academics/graduation.htm>.

Exceptions and Petitions

In recent years the department has acknowledged that individuals occasionally have circumstances and interests that the program requirements do not accommodate. The faculty responds well to student requests and aims to ensure that the rules are flexible when necessary, although students must bear in mind that equity and the standards of the Classics degree must be a priority. The person to contact is the Director of Undergraduate Studies. Usually any significant requests will then be addressed to the Undergraduate Committee of the department in a petition letter.

Departmental Funding

The Centro/ American School of Classical Studies

The Department of Classics is committed to assisting undergraduate students in traveling, researching, and learning about the Mediterranean first-hand. To this end, when Students enroll in The Centro program in Rome or the American School of Classical Studies in Athens, the department will help to defray the differences in cost of tuition between those institutions and Stanford (as funds are available). Please notify the Department Manager by forwarding a copy of your acceptance letter as soon as you are notified to claim these funds. Delayed requests for funding may result in funds not being available.

Independent Summer Research and Travel

The Department of Classics will accept applications for summer funding for research projects and travel and will provide grants as funds are available. Please see the Classics website for submission deadlines.

Junior and Senior Prizes

During Commencement, the Department traditionally awards financial prizes of merit to graduating seniors and occasionally juniors. There is no application process for these awards.

Working In the Department

The most common way for someone to work in the department is if a faculty member hires her or him directly to do research for them. This means that the student negotiates directly with the faculty member what the work will be, how much time will be required, when the position will begin and when it will end, and what the salary will be. Most often the faculty member pays for the student's salary from their personal research accounts or grants. Once these details are negotiated, the faculty member must send the Department Manager an email with these details (brief description of work, hours per week, salary, start date/end date). The Department Manager will then go through the process of hiring the student and setting up their payroll. The initial steps of this require processing by multiple offices and may take up to two weeks to process but more often only take a couple of days. The Manager may then contact the student and ask them to go to Human Resources Service Center with appropriate documentation depending on their citizenship status to complete paperwork. Once the student is eligible to work and properly set up in payroll, he or she will need to be familiar with Axess Timecard. Axess Timecard is the online timesheet system and your hours must be entered in Timecard for you to be paid.

Other Campus Funding Resources and Fee Information

Please visit the Financial Aid office's website at <http://www.stanford.edu/dept/finaid> for information about funding and fees.

MISCELLANEOUS

AP Tests

A score of 4 or 5 on the Latin AP exam allows students to forego the introductory sequence and enroll in a course at the 100-level, subject to approval by the DUS or course instructor. It does not substitute for a 100-level course in calculating the total course required for any major track. Please see the 07-08 Bulletin for more information.

Bulletin Board

Please submit electronically a photograph and a paragraph describing you (personal interests, academic/research interests, etc.) to the Department Manager for the Classics Community Bulletin Board on the first floor of 110 and for the website.

Computer Room/Printing

The Classics department provides free computer use for students in Room 112R upstairs. Printing there is free, but must be restricted to academic use. There are also several computer labs on campus that students can access and print from. Details about computing matters, including directions for setting up of accounts and information on websites of interest to students can be accessed at <http://www.stanford.edu/home/computing/index.shtml>.

Copies

When students join the department as a major or minor, they will get a photocopying account from the Administrative Associate. Every Classics student receives an account that allows her or him to make 1000 copies per year for free.

Forms and Paperwork

During your time as a major in the Classics Department you should keep and regularly update the Undergraduate Subplan Tracking Form. Every quarter you must give an updated copy to the Student Services Officer. She will then get it reviewed and signed by the DUS and put it in your file. Doing this allows us to track your progress more efficiently, allows the DUS and your advisor to better advise you on classes and other opportunities in the department and it also allows us to clear you faster for graduation. Copies of the Undergraduate Subplan Tracking Form can be download on the Classics website.

Regarding University forms, please note that the University makes regular changes to paperwork and forms, though the actual requirements usually stay mostly the same. Please be sure to acquire all necessary and current University forms from the Registrar's Office's website for forms.

Keys

When students become majors or minors in the department, they will get a key from the Administrative Associate, and their ID number will be entered into the building's

electronic lock system (allowing access during non-business hours). The key provides access to the computer room, the Classics Library, and the kitchen and lounge; students are expected to ensure that all doors and windows are locked when leaving the building after business hours. The key must be returned before commencement. Any lost keys will require a lost-key fee be paid before a replacement will be issued.

Libraries

Loan periods vary by a combination of library, material type, and user category; consult individual libraries for their loan periods. There are no limits on the number of items a user may check out, with the exception of reserves and media materials.

Green Library:

This is where students will probably most often go for materials. Lockers in Green Library may be reserved by going to the Privileges desk. The Classics Bibliographer is David Platt (dplatt@stanford.edu), who can help you with consulting rare books and conducting bibliographic research.

The Classics Library:

The Classics Library is located in Building 110 upstairs, and consists of a non-circulating collection. Study space is limited, so materials may be removed elsewhere in the building. In order to remove these materials to a reading room or carrel, or to place them on reserve, students must completely fill out completely a shelf slip (including the call number, their name, and date removed) and put the slip on the shelf in place of the book. Researchers who need the book while it is removed should email the Classics list with their request. When the materials are no longer needed, they should be returned to the returns table in the library or put back on the shelf, and the shelf slip should be removed. A full list of rules for the departmental library can be found below:

- No carrel space is available. Please do not store your personal belongings in the library.
- No food or drink in the library.
- Remember to close and lock the windows. We have had numerous problems with this in the recent past, so please shut the windows if you are the only one left in the library. Even if you think someone else is in the building, take the extra step to make sure our building's belongings are secure.
- Requests for library books can be emailed to the classics librarian (herakles@stanford.edu). An online option is coming soon.
- Remember to put any books you may have used back on the shelves where they belong.
- Remember to use shelving cards if you remove books from the library to another location in the classics building (remember that books may not be removed from building 110 under any circumstances).

The Raubitschek Room:

The Raubitschek Collection, named in honor of the late professor emeritus Antony E. Raubitschek, is located in Room 351, Green Library East. It brings together the primary texts of Greek and Latin epigraphy and papyrology, together with the necessary secondary and reference literature. These books do not circulate.

Special Collections:

The reading room for the Department of Special Collections is located in Green Library. All materials in this department are non-circulating and must be used in the reading room. Pens are not allowed in the reading room, but patrons may use pencils or laptop computers when working with the materials. The collection functions on a paging system. Materials are paged once per day in the mornings; as staffing permits, a second page in the afternoon is sometimes possible. Paging slips for requested items must be turned in by 5 p.m. for a return time of 11:30 a.m. the following morning. The library staff and archivists for this collection are extremely helpful, and can offer special assistance with advance notice. The resources in this collection are available to aid faculty and graduate students in their teaching, either in the classroom or in the library, by special arrangement.

Interlibrary Services:

The Research Library Cooperative Program (RLCP) allows graduate students to request research materials directly from the University of California at Berkeley or the University of Texas at Austin. Requests between Stanford and UCB are submitted directly using the RLCP Request Form found online at: http://library.stanford.edu/cgi-bin/rlcp_req.cgi. The University of Texas at Austin requires a separate request form found online at http://gill.stanford.edu/services/interlibrary_services/doc_delivery_forms.html. To request materials from other institutions, a SULAIR book form or article form may be submitted online at http://gill.stanford.edu/services/interlibrary_services/interlibrary_borrowing.html, with a valid SUNet ID Login. Patrons are notified by e-mail when materials arrive.

Website

The Department of Classics website is accessible at <http://classics.stanford.edu>. Each undergraduate student may have her or his own page on the website with a photograph, contact information, information about her/his research and a listing of favorite classics-related websites. The Department's website also has a Resources page where students can download this handbook as well as other forms and documents with information about deadlines, exams and graduation, etc. The Events and News pages keeps an updated listing of events sponsored by or related to the Department.

APPENDIX A

This appendix is currently under revision.—RJ 9/16/09

REIMBURSEMENT POLICY

Submitting Reimbursements

Submit all receipts within 10 days of incurring the expense (or within 10 days of the last day of the trip for travel reimbursements). Anything submitted after 60 days will be tax reportable.

1. Collect all original receipts for reimbursement. For miscellaneous expenses, organize according to category. (i.e. books with books, etc.)

- All receipts must be itemized. Credit card receipts will not be accepted
- Airline receipts must include an itinerary, the amount, proof of payment, and ticket stubs.

- A “Lost Receipt Memo” must be submitted with your reimbursement for any lost receipts.

You can get this form from the Student Services Officer.

- Students must submit their book, supplies, etc. receipts within 10 days of purchase.
- Unreasonable food expenses will not be reimbursed (i.e. hotel mini bar, etc.)

2. Tape small receipts to a sheet of paper. To avoid paper waste, tape multiple receipts to one sheet of paper. Number each receipt in sequential order.

- All receipts with foreign currencies must be converted via OANDA.com. Print out a copy of the conversion for each receipt and then tape the receipt to it. The receipt must be taped securely or it will possibly catch or tear in the fax machine.

- Conversion Process:

- Go to Oanda.com.
- Click the “FX Converter” in the left hand column under “Currency Tools”
- Enter the convert amount and the date on the receipt
- Choose the foreign currency of which converting from and choose US Dollar which converting to
- Click “Convert Now”
- Print out conversion

3. Create a reimbursement cover sheet giving the amount and a description of the expense.

- For travel reimbursements, head your cover sheet with the business purpose - reason for trip (i.e. conference, research trip, etc.) Give the dates of travel, destinations, and title of the conference, if any (who, what, why, where, when).

- For Faculty who wish to receive per diem must request it on the cover sheet. Please indicate whether you would like per diem for lodging, meals or both.

- Per Diem will be applied to the entire trip. It cannot be combined with actual receipts
- $\frac{3}{4}$ of the first and last day will be reimbursed, the first day at the rate of the destination, and the last day at the rate of Stanford, CA.
- The last day will not include per diem for lodging

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4. Number each receipt in the order you have listed it on your cover sheet.
5. Students must attach a complete and detailed Application for Graduate Financial Support to the reimbursement. The Director of Graduate Studies, their advisor and the Department Manager must sign it.
6. Students must submit a travel certification signed by a Faculty member for travel reimbursements not related to their own research.
7. For reimbursements of conference trips, a copy of the conference agenda must be attached to the reimbursement.

Student reimbursements should be submitted to the Student Services Officer in 111G.

Faculty reimbursements should be submitted to the administrator in 111D.