

Classics Graduate Student Handbook

San Francisco State University

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GRADUATE COORDINATOR

The Department of Classics has one Graduate Coordinator, though any full-time faculty members can be consulted for advisement. The Classics Administrative Office Coordinator can be a helpful resource as well. Paperwork should be filled out with the Graduate Coordinator.

Graduate Coordinator:

Professor McIntosh gillianm@sfsu.edu HUM 368

Primary advisement concerning progress to degree, including paperwork:

- Advancing to “Classified” if necessary
- Fulfillment of Course Requirements
- MA Exams
- Modern Language Requirement
- Advancement to Candidacy (ATC) and revisions
- Proposal for Culminating Experience (CE) and revisions
- Proposed timeline to completion

Other Graduate Advisors:

Professor Anderson maa35@sfsu.edu HUM 371

Professor Leitao dleitao@sfsu.edu HUM 377

Professor Pappas apappas@sfsu.edu HUM 529

Professor Smith dgsmith@sfsu.edu HUM 367

Administrative Office Coordinator:

Seth Chabay sgc@mail.sfsu.edu HUM 377

LINKS TO SF STATE GRAD GUIDE, INFO & FORMS

Below are links to various data pertinent to the process to degree. Most of these links will appear again in the relevant sections.

GRADGUIDE

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/student-gradguide.pdf>

Graduate School Deadlines

<http://grad.sfsu.edu/content/student-deadlines>

Advancement to Candidacy (ATC)

<http://grad.sfsu.edu/content/current-students/atc>

ATC for CLASSICS:

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/ATC/classics.pdf>

Manual for formatting and submitting MA Thesis

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/thesis-dissertation-guidelines.pdf>

Thesis Checklist:

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/thesis-dissertation-checklist.pdf>

Thesis Template:

<http://grad.sfsu.edu/content/current-students/thesis-dissertation-word-template>

Culminating Experience Procedures (links to pdfs for Thesis and for Oral exams)

<http://grad.sfsu.edu/content/current-students/culminating-experience-procedures>

CONDITIONS

Given their preparation, students enter the MA program either with conditions (“conditionally classified”) or as having fulfilled all prerequisites to proceed towards degree (“classified”).

All students are full members of the MA program.

CONDITIONALLY CLASSIFIED STUDENTS:

Once all conditions stated in your letter of acceptance into the MA program have been fulfilled, you will have classified standing. (Note: being enrolled in a class is not the same as having completed the class.) The switch is not an official administrative move in Classics; you will simply be recognized for the work you’ve done to reach the conditions stated in your acceptance letter.

As soon as this happens, submit to the Graduate Coordinator:

- a copy of the email, or of the hard copy sent to you with the conditions stated upon entry to the MA program
- one copy of your unofficial transcript.

There is no deadline for the submission of this form. However, you are advised to complete it as soon as possible.

Note: When you submit your ATC form (Advancement to Candidacy), and have fulfilled the conditions, you are automatically with classified standing. Your Advisor will need to assess whether you have indeed completed the conditions and thus whether you are qualified for this standing. (See ATC section for more information.)

WRITTEN ENGLISH PROFICIENCY REQUIREMENT

There are two levels of English written proficiency that must be fulfilled for achievement of the MA in Classics.

- **Level one:** Satisfied by the writing sample submitted as part of the application process.
- **Level two:** Satisfied by the Culminating Experience Project (CEP) by either the literature survey that accompanies the oral exam (CLAS 896) or the thesis (CLAS 898).

COURSEWORK

For an MA in Classics, you need a minimum of 30 units. Courses are 3 units each unless otherwise stated.

Core Requirements (18 units)

- CLAS 700: Proseminar in Classical Studies: Texts and Contexts
- CLAS 720: Seminars in Classical Languages and Literature
- ONE course in the range of CLAR 800-CLAR 890: Seminars in Classical Archaeology (Cultures and Civilizations)
- ONE additional course from CLAS 720, CLAR 800-CLAR 890
- TWO graduate courses in ancient literature
 - Courses with GRE and/or LATN prefixes

Electives (9 units)

- THREE electives, one of which may be outside the department. All electives taken within the department (CLAS, CLAR, GRE, LATN) must be at the graduate level. Any course taken outside of the department must be approved by an Advisor and/or the Graduate Coordinator; such a course may be upper-division.

Culminating Experience (3 units)

- ONE of the following:
 - CLAS 896: Directed Reading in Classics and Master's Comprehensive Oral Exam; must be taken concurrently with CLAS 896EXM (0 units)
 - CLAS 898: Master's Thesis and Prospectus
- Note: See the Culminating Experience section below.

TIPS

Meet every semester with the Graduate Coordinator, or another Advisor of your choice, early on in every semester to design your class schedule, and to review progress through the course requirements. This is especially important to incoming graduate students.

When you, along with the Graduate Coordinator, design your schedule, be mindful of what is reasonable for you, and be sure that you are meeting the requirements. It may be helpful to make a checklist. There is also a 'sample' timeline in this packet, which you can use to design your own schedule.

Avoid overloading yourself in any given semester. Good planning should prevent over extension. All faculty can offer advice here.

There is a Timeline section below, for when you get closer to graduation. Observe the deadlines, as there are a number of administrative tasks involved.

WRITTEN MA EXAMS

During the process of, or upon completion of course work, you must take and pass two of the following exams:

- Greek Translation
- Latin Translation
- Classical Archaeology

These exams are offered in both the Fall and the Spring, in a single sitting, typically in the 5th week of the semester.

- Time: 2-4 p.m., unless otherwise noted.
- Place: Richard Trapp Library (HUM 375), unless otherwise noted.

To take one or more language exams, you must sign up in advance with the Graduate Coordinator.

See the MA Language Exams Guidelines here:

http://classics.sfsu.edu/sites/sites7.sfsu.edu.classics/files/documents/Classics_Info_MA_Language_Exams_Guidelines.pdf

See the MA Language Reading Lists here:

http://classics.sfsu.edu/sites/sites7.sfsu.edu.classics/files/documents/Classics_Info_MALanguageExams_ReadingList.pdf

See the MA Classical Archaeology Reading list here:

http://classics.sfsu.edu/sites/sites7.sfsu.edu.classics/files/documents/Classics_Info_MA_Archaeology_Exam_Reading_List.pdf

TIPS

Pace your reading sensibly

- There is a lot of reading to get through, so make it manageable for yourself. Avoid cramming. Make your own timeline, and do so early on in your first semester. A few OCT pages (Greek/Latin) and/or a few chapters (for Archaeology) a day is recommended, and it is doable.

Practice

- For the language exams, pick 20-25 OCT lines of Greek or Latin prose or poetry from texts on the reading lists. Take one hour to translate the lines. Use the results as a self-diagnostic. Repeat. Repeat. Repeat. Each language exam will consist of four passages (2 prose, 2 poetry) of 20-25 lines apiece.
- For the Archaeology exam, make flashcards to identify images (from Ramage & Ramage (Roman), and Pedley (Greek)); and consult professors for some sample questions.

Read with others

- You may find it helpful to form reading group with other graduate students, to read Latin/Greek together, and/or to share notes on the Archaeology readings.

Loeb it

- With a Loeb in hand, you might increase your pace of reading Latin and Greek. Cover the 'English' side, and look only when you stumble.

MODERN LANGUAGE REQUIREMENT

Students must demonstrate proficiency in at least one modern language (French, German or Italian) by passing a two-hour translation examination (with dictionary), set by the department.

Satisfactory proficiency can also be demonstrated by obtaining a minimum grade of B in one upper-division foreign language course, or in a course for reading knowledge taken at SF State or elsewhere (upon advisement of the Graduate Coordinator).

The modern language requirement must be fulfilled by the end of the student's third semester in the program.

Modern language exams are offered in both the Fall and the Spring, in a single sitting, typically in the 5th week of the semester.

- Time: 2-4 p.m., unless otherwise noted.
- Place: Richard Trapp Library (HUM 375), unless otherwise noted.

To take one or more language exams, you must sign up in advance with the Graduate Coordinator.

TIPS

Consider studying the modern language during the summer after your first year, if you don't take and pass the test in your first two semesters. You won't have the pressures of coursework.

Practice: find articles in your language, select 2-3 pages, then translate those pages in a 2-hour span. Repeat with other pages, other articles. This will give you a sense of how ready you are to take the exam.

ADVANCEMENT TO CANDIDACY

Submit this form at least one semester before you intend to graduate.

- You can find the ATC form here:
<http://grad.sfsu.edu/content/current-students/atc>
- The ATC specifically for Classics is here:
<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/ATC/classics.pdf>

The deadline for you to submit this form to your Advisor:

- Fall deadline: **2nd Wednesday in October**
- Spring deadline: **2nd Wednesday in March**

Important notes:

- Be sure to type your form online (handwritten forms will *not* be accepted).
- Submit this form and one copy of your unofficial transcript.
- Save an additional copy, as you will need it when you apply for graduation.
- You should submit the form to your Advisor for review before it is passed on to Graduate Studies. (Note that the timelines in the SFSU Bulletin and on the Graduate Studies webpage apply to administrators, not you.) See your Advisor well before the deadline so that you can be sure you have filled out your forms correctly.

Your Advisor will:

- Post a note on your approved ATC form or sign off.
- Submit all paperwork to the Graduate Coordinator by this date:
 - Fall deadline: **3rd Monday in October [Admin due date: 1st Nov.]**
 - Spring deadline: **3rd Monday in March [Admin due date: 1st April]**
- The Graduate Coordinator will sign the form if the Advisor hasn't.

Note: It is ultimately up to you to ensure that the Graduate Coordinator has received the paperwork. It is advisable to check in with the Graduate Coordinator after the deadline.

Note to students who are conditionally accepted:

- When you submit this form, you will be automatically changed to classified standing.
- Your Advisor will assess whether you have indeed fulfilled the conditions as stated.
- For this purpose, please also attach:
 - The initial letter that was sent to you in which your conditions were stated. (If you do not have a copy, ask the AOC (Seth Chabay) for one.)
 - Any additional and relevant supporting materials. (Note: being enrolled in a class is not the same as having completed it.)

PROPOSAL FOR CULMINATING EXPERIENCE: FORMS AND DEADLINES

Upon completion of coursework, you must submit a Proposal for Culminating Experience (CEP) form:

- Find the form here: <http://grad.sfsu.edu/content/current-students/culminating-experience-procedures>
- Submit the CEP form one semester before you intend to graduate.
- You *must* type your form online. (Hand-written forms will not be accepted.)

Deadlines for you to submit this form to your Advisor and to your Committee:

- Fall deadline: **2nd Wednesday in October**
- Spring deadline: **2nd Wednesday in March**

Please submit one copy of the form with all necessary signatures. Keep a copy of your CEP form, as you will need it when you apply for graduation.

Note: you should begin a conversation with your committee well before this deadline.

Deadline for you to submit this form, with all necessary signatures, to the Graduate Coordinator:

- Fall deadline: **3rd Monday in October [Admin due date: 1st Nov.]**
- Spring deadline: **3rd Monday in March [Admin due date: 1st April]**

Note: It is ultimately up to you to ensure that the Graduate Coordinator has received the paperwork from your Advisor. It is advisable to check in with the Graduate Coordinator after the deadline immediately above.

Note: Your CEP must be submitted and reviewed by the Graduate Coordinator before it is passed along to Graduate Studies. The timelines in the SFSU Bulletin apply to administrators, not to you.

CULMINATING EXPERIENCE: COMPREHENSIVE ORAL EXAMINATIONS

The Comprehensive Oral Exam is one of two options that satisfy the Culmination Experience (CE). The other option, the Master's Thesis, is presented in the following section of this Handbook.

When you begin, remember that you must submit a Proposal for Culminating Experience (CEP) form. (See previous section for information.)

CLAS 896: Directed Reading in Classics and Master's Comprehensive Oral Exam.
Note: CLAS 896 (3 units) must be taken concurrently with CLAS 896EXM (0 units).

The purpose of this course is to provide students with the opportunity to read the departmental list of primary texts in Classics and to develop their own secondary reading lists in general and special fields of emphasis. Students who take this course are preparing for a Comprehensive Oral Examination in fulfillment of their Culminating Experience Requirement.

Since this is a supervised course, students must fulfill the requirements below, in consultation with the supervising instructor.

Students must:

- Identify three areas of special emphasis, one from each of the following categories: author, genre, topic;
- Develop, in consultation with the instructor, and read, a list of general secondary material on ancient cultures, literature and history;
- Read relevant primary authors or works on the MA Reading List which have not been read previously;
- Write a literature review or commentary (10-12 typed pages) for each of the three areas;
- Pass the Comprehensive Oral Examination.

Students must consult with the supervising instructor regarding the procedures for both establishing an orals committee and consulting with members of that committee prior to the examination.

CLAS 896 and CLAS 896EXM are offered on a CR/NC basis only. To receive credit for these courses you must pass the Comprehensive Oral Examination. A student who fails the oral examination will receive an "Incomplete" and will have the following semester to take the oral examination a second time.

Here is a link to Classics MA Oral Exam information:

http://classics.sfsu.edu/sites/sites7.sfsu.edu.classics/files/documents/Classics_Info_MAOralexams_CLAS896.pdf

CULMINATING EXPERIENCE: MA PROSPECTUS AND THESIS

The Master's Thesis is one of two options that satisfy the Culmination Experience (CE). The other option, the Comprehensive Oral Exam, is presented in the previous section of this Handbook.

When you begin, remember that you must submit a Proposal for Culminating Experience (CEP) form. (See earlier section for information.)

CLAS 898: Master's Thesis

CLAS 898 is a CR/NC course. To receive credit for the course you must complete the MA Thesis, in accordance with the university policies.

It is highly advised that you start the thesis process with plenty of time to complete it. Select a Thesis Advisor (the Chair of your Thesis Committee) early on, talk with that person about your ideas and plans; welcome their advice with an open mind; select a Thesis Committee (typically one professor in addition to the Committee Chair); and continue an ongoing discussion with the Advisor and other Committee Members as you write your drafts.

Here are links, guidelines and checklists from the University:

Manual for formatting and submitting MA Thesis

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/thesis-dissertation-guidelines.pdf>

Thesis Checklist:

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/thesis-dissertation-checklist.pdf>

Thesis Template:

<http://grad.sfsu.edu/content/current-students/thesis-dissertation-word-template>

TIPS

Keep in mind the availability of your committee members in terms of their time. They need to read drafts, provide feedback, and read subsequent drafts. Time is needed for each stage. It is unreasonable to expect a committee member to turn around a chapter draft in fewer than 10 days.

The thesis takes up a lot of time. Know that there will be much rewriting; don't expect that you'll be done with any chapter on the first or second go-around.

See the Timeline section below.

TIMELINE: A TEMPLATE/SAMPLE

This timeline is designed for students aiming to complete the MA in 2 academic years. If you are planning to take more time than this, use the template to fashion a schedule that works for you. Talk to the Graduate Coordinator for advice. **Note:** *this is a sample only.* You'll have to work around which courses are offered in any given semester, and design a template that works for you.

1 ST FALL SEMESTER	WINTER BREAK	1 ST SPRING SEMESTER	SUMMER
<ul style="list-style-type: none"> • CLAS 700 • CLAR 8** • LATN 7** • Read for exams 	<ul style="list-style-type: none"> • Read for exams 	<ul style="list-style-type: none"> • CLAR 8** • GRE 7** • LATN 7** • Read for exams • 1st MA exam 	<ul style="list-style-type: none"> • Read for MA exams • Research Ph.D. programs* • Work on writing sample AND statement of purpose* • Plan Orals/Thesis Advisor and Committee • Start writing
2 ND FALL SEMESTER	WINTER BREAK	2 ND SPRING SEMESTER	
<ul style="list-style-type: none"> • CLAS 720 • CLAR 8** • GRE 7** • 2nd MA exam • Modern language exam • Get letter-writers* • Continue writing • Complete writing sample AND statement of purpose* • Apply to Ph.D. programs* 	<ul style="list-style-type: none"> • Write • If any MA exams need to be redone, read over the break 	<ul style="list-style-type: none"> • CLAS 896 or 898 • Write • MA exams, if not completed already • Oral exam if CLAS 896 • Graduate! 	

A single *: these items are only for those who intend to pursue a Ph.D.

You can calculate roughly how many pages to read per month (even per week) in order to get through all required texts.

The administrative deadlines as you work towards graduation are below.

TIMELINE: TOWARDS GRADUATION (Thesis or Orals)

GRADUATE STUDENT TIMELINE	Graduating FA16	Graduating SP17	Graduating FA17
Determine whether you will write a thesis or pursue the oral examination. <u>For a thesis</u> , review research papers you've written at State, and choose one that you'd like to expand into a thesis. Contact the professor, and meet up to get advice and develop ideas and a timeline. This professor may end up as your Committee Chair. <u>For the orals</u> , pick a period, topic and author for the three papers. Working with paper/s already written makes most sense in terms of efficiency. Contact your professor/s to see what modifications need to be made so as to accommodate the criteria for the 'orals' papers.	FA15 (a year before graduation)	SP16 (a year before graduation)	FA16 (a year before graduation)
Work closely with your professors; maintain communication and discuss progress.	SP16	FA16	SP17
ATC to your Committee Chair	2 nd Wednesday in March	2 nd Wednesday in October	2 nd Wednesday in March
PCE to thesis/orals Committee	2 nd Wednesday in March	2 nd Wednesday in October	2 nd Wednesday in March
Committee Chair gives ATC to Graduate Coordinator	3 rd Monday in March	3 rd Monday in October	3 rd Monday in March
Committee Chair gives PCE to Graduate Coordinator	3 rd Monday in March	3 rd Monday in October	3 rd Monday in March
Arrange meetings with your Committee Chair. <u>For a thesis</u> , add CLAS 898 by obtaining a permit number from your Chair just before classes start. Talk with your Chair about a manageable timeline for you to complete your thesis (including having drafts read, feedback received, further drafts written). Be sure to give everybody enough time; it's a long process. <u>For the orals</u> , add CLAS 896 by obtaining a permit number from your Committee Chair just before classes start. Talk with your Chair and the Committee about a manageable timeline to finish the three papers (when to revise which papers, feedback, revisions, etc.).	August 2016	January 2017	August 2017
For a thesis, go to ADM 254 to check on formatting details for the thesis. This is important. You can find the specifics here too: http://grad.sfsu.edu/sites/sites7.sfsu.edu/grad/files/assets/forms/thesis-dissertation-guidelines.pdf	August 2016	January 2017	August 2017
Submit your Application for Graduation to Graduate Studies: http://grad.sfsu.edu/grad/content/current-students/award-degree	9/30/2016	DATE (UNI)	DATE (UNI)

<p><u>For a thesis</u>: the final draft of your thesis is done by this time (ideally earlier); remember this is a final <i>draft</i> so there will still be some revisions – you’ll be close to completion. Once complete, your thesis needs the approval of your Committee. Obtain signatures, keep a copy for yourself; give the Graduate Coordinator a copy as well. <u>For the orals</u>: by this date (or earlier), schedule the day and time of your oral exam with your Committee. It is advisable to schedule the exam earlier: faculty may have other exams to oversee, and may not be in town. Ask your Committee Chair for a sense of how the exam is conducted. Note: the oral exams should be scheduled such that your Committee members have 1-2 weeks before the exam, so that they have enough time to read your three papers.</p> <p>For all: you and Committee Chair should review your file and determine which to the following forms to prepare in addition to the Report of Completion of Culminating Experience: Title Change for CE, Petition for Committee Revision, Petition for Grade Change (if CLAS 896/898 was taken an earlier semester), etc.</p> <p>Once this is done, <u>for a thesis</u>, format (according to policy) and print the pages that need signatures; take these pages and have your Committee sign off. <u>For the orals</u>, take the forms to your oral exam, and obtain signatures afterwards.</p>	Mid-October	Mid-April	Mid-October
<p>For a thesis, take your thesis to Graduate Studies (ADM 254) for a format check. See this link for important information: http://grad.sfsu.edu/grad/content/current-students/thesis</p>	3 rd Friday of November	3 rd Friday of April	3 rd Friday of November
<p>Report of Completion (RC): Please be sure that this form is signed by the following: your Committee members, the Graduate Coordinator, and the Chair of the Department (the Grad Coordinator may substitute for the Chair).</p>	Early December	Early May	Early December
<p>By this date, you should have completed all incompletes as well as the relevant paperwork, which needs to be signed by the professor of the class as well as the Department Chair.</p>	1 st week December	1 st week May	1 st week December
<p>If thesis, by this date you should take your thesis to the Graduate Division. They will (1) certify that the thesis is signed and formatted correctly, and (2) give you a thesis receipt. You then take your receipt to the Library’s Digital Resource Center, where they will charge you (somewhere between \$30-50) for a library copy. The Department would like a copy as well. And you can purchase copies for yourself and anybody else.</p>	Last Friday of Finals Week	Last Friday of Finals Week	Last Friday of Finals Week
GRADUATION CEREMONY!			

APPLYING TO Ph.D. PROGRAMS

Before you begin to apply for a Ph.D. program, it is highly recommended that you first talk to your professors about whether this is a good idea for you. The competition to get into a program is fierce, attrition is high, and finding a job in today's academic climate is intensely difficult. These are matters to consider before you invest the time and energy that you will need for the process, and for the possible outcome.

Recommended timeline:

Spring and Summer

- Make an appointment with your professors to discuss your plans
- Think about which paper you'll submit as a writing sample. Note that you may want or need to revise it, even if you got an A on the paper. Talk to your professors about revision.
- It is most efficient if you use/have a chapter to your MA thesis (if you choose that route) as your writing sample. Your letter-writers will be able to talk more specifically to your potential (to finish the MA, to conduct sound research, and to write clearly).
- Consider many Ph.D. programs, keep a realistic perspective, and have a 'back-up' institution. Research programs with depth, especially in terms of attrition, teaching experience, job placement, faculty you might work with, etc.
- Keep in mind the costs for applying.
- Ask professors - typically three are needed - to write a letter of recommendation for you. Do what you can to discern that you will get a positive letter from the recommender.

Early September

- This is the latest time to ask professors for a letter of recommendation. This is because they need to budget their time. Writing a letter for a Ph.D. program consumes a great deal of time; in addition, faculty will probably help you with your writing sample and your Statement of Purpose, both of which are immensely important to your application dossier.
- Remember that some professors may be on leave, which may affect their ability to write for you. All the more reason to contact potential letter-writers early.
- Gather application forms from the programs to which you are considering applying. Be sure to know individual institutions' deadlines and application processes.
- Draft your Statement of Purpose.
- Work on your writing sample.
- Talk with your professors, and welcome their input regarding your Statement of Purpose and your writing sample. (If they witness your progress, this could have a positive effect when they write their recommendation.)

October through December

- Continue to work on the Statement and on the writing sample, and share updated drafts with your professors.
- Provide your letter-writers with the following:
 - A list of the schools to which you are applying
 - A list of deadlines for them to submit their letters
 - Clear directions on where the letters should be sent
 - Unofficial transcripts
 - Draft of writing sample
 - Draft of Statement of Purpose
 - A list of courses you've taken with the professor (course number and title, semester taken, grade, titles of papers, etc.).

December to February

- Applications are due. Know the deadlines for the institutions as they don't necessarily fall on the same day.