

Instructor



Justin M. Germain

Lecturer of Latin

World Languages and Literatures

Clements 330

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[Instructor Webpage](#) (Links to an external site.)Links to an external site.

Office Hours: Thursdays, 1 pm - 3 pm [Link](#)

RESPONSE TIME

Please note that my goal is to respond to student communications within 24 hours during weekdays. If for some reason I am unable to do so, I will follow up as soon as possible. I also always try to let you know ahead of time if I will be unreachable.

ASSIGNMENT FEEDBACK

My goal is to return graded assignments to you within 48 hours. If for some reason I am unable to do so, I will do my best to let you know in advance and will return your graded assignment to you as soon as possible.

COURSE DEVELOPER

This course was developed by Justin Germain in collaboration with the Academic Technology Services Office for Dedman College and the Center for Teaching Excellence. It follows the Dedman College Guidelines for Online Course Development, as well as the SMU World Languages and Literatures Guidelines for Online Courses.

Course Description

This course, Latin 1401 (4 credits per term) Beginning Latin: term one, is a 5-week, fully online course. This course will cover chapters one through fifteen of *Introduction to*

Latin by Susan Shelmerdine. We will learn the case system, and how to apply it to Latin nouns, the active and passive indicative for all verb tenses, and the basic structure of a subordinate clauses. Additionally, we will cover Roman history and culture.

PREREQUISITE

Placement exam or consent of the WLL Advisor or Area Advisor.

Learning Outcomes

By the end of this course, students will be able to:

- CLO 1: Understand short passages of adapted Latin text with familiar vocabulary and sentence structure.
- CLO 2: Identify basic noun usage and verb aspects in context of adapted Latin text.
- CLO 3: Write Latin forms and phrases as directed.

MODULE LEVEL OUTCOMES

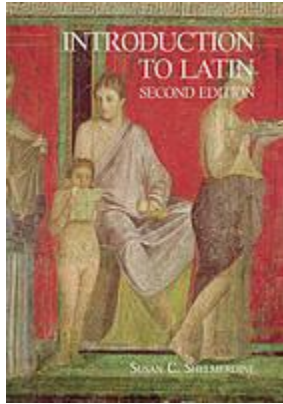
Throughout the modules in this course there are module-level outcomes listed. Next to each module level outcome (e.g., MLO 1.1) there is a number or numbers in parenthesis. That number or numbers correspond to the above course level outcomes (e.g., CLO 1). Everything you do in this course flows back to these course level outcomes.

Expectations

Although this is an online class, you should expect to dedicate just as many hours to it as you would an on-campus class. During an on-campus summer session, you would be in class 3 hours a day, five days a week, and would need to spend an additional 2-3 hours nightly both studying and completing assignments. In short, you will need to commit about the same amount of time (on average) to excel in this course. For due dates of specific assignments, see the Course Summary below.

Materials

REQUIRED



Shelmerdine, Susan C. *Introduction to Latin*. Newburyport, Mass: Focus Pub, 2013. Print.
2nd Edition

Grading

Please regularly check your grades to see your instructor's feedback on your projects and activities. It is your responsibility to check for your instructor's feedback and make appropriate improvements to assignments if necessary.

Participation 20%

Quizzes 30%

Tests 50%

Your grade will be based on the following scale:

SCALE

A	A -	B +	B	B -	C +	C	C -	D +	D	D -	F
100-94%	93-90%	89-87%	86-83%	82-80%	79%	78-77%	76-75%	74%	73-72%	71-70%	69% and below

PARTICIPATION

The participation will consist of your completed assignments. Every day you will receive a grades based on the assignments you were asked to complete for that day. These assignments will include translations (both Latin to English and English to Latin), grammar drills, discussions, and synchronous meetings.

QUIZZES

Vocabulary quizzes will be given every two chapters (one per module). There will be 6 vocabulary quizzes in total. Additionally there will be 4 grammar/translation quizzes. Stay up to date on the grammar covered in class and ask questions when unclear and you'll be fine. The dates for these are below.

TESTS

There will be three tests (including the final). These tests will include all vocabulary, syntax, and grammatically concepts which have been covered up to that point in the course. The dates for these are below.

The instructor reserves the right to make changes to the class schedule (see the Course Summary below). Any alterations will be announced in Canvas or via email by the instructor. Students who do not check Canvas or their email assume full responsibility for missing alterations to the course.

Technology

To be successful in this course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet. At a minimum, you must have Microsoft Office 2003, XP, 2007 or OpenOffice. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.

This fully online course occurs primarily via canvas.smu.eduLinks to an external site.. Many activities and resources also occur within [Focus Online Courseware](#) (Links to an external site.)Links to an external site.. [Zoom](#) (Links to an external site.)Links to an external site. Web Conferencing is used in this course as well for virtual (i.e., real-time, synchronous) meetings, and [Kaltura](#) (Links to an external site.)Links to an external site. is used for recording audio/video assignments. **Be sure that your device or devices meet the technical requirements for all the systems below.**

IMPORTANT

A **webcam** is required for this course. If your laptop or desktop does not have a webcam, one can be purchased at a local consumer electronics store or through an online retailer like [Amazon](#)Links to an external site..

CANVAS

[Technical requirements](#)Links to an external site. and [browser requirements](#)Links to an external site. for Canvas are located in the [Canvas Student Guide](#)Links to an external site.. If you need Technical Support with Canvas, click the Help link on the left side [Global Navigation](#)Links to an external site.. From there you can Search Canvas Guides, Chat with Support, or Submit a Request for assistance. You can also contact the [SMU IT Help Desk](#)Links to an external site. for assistance with Canvas.

FOCUS ONLINE COURSEWARE

Login to Focus Online Courseware through their [portal](#) (Links to an external site.)Links to an external site., and be sure your system meets its [technical requirements](#) (Links to an external site.)Links to an external site.. Contact Focus Online Courseware if you need [technical support](#) (Links to an external site.)Links to an external site.with their system.

KALTURA VIDEO APP for CANVAS

For the oral presentation, you will use the [Kaltura Video App for Canvas](#)Links to an external site.. This will allow you to record from an external device then upload to Canvas or record directly to Canvas using a webcam or mobile device. Access Kaltura by clicking [My Media](#) in the Course Navigation. Be sure your device or devices meet the Kaltura's [technical requirements](#) (Links to an external site.)Links to an external site., and if you need Kaltura support contact the SMU [IT Help Desk](#) (Links to an external site.)Links to an external site..

RESPONDUS LOCKDOWN BROWSER and MONITOR

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#)Links to an external site. to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#)Links to an external site. is also available.

Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=951749825>Links to an external site.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into <http://canvas.smu.edu>Links to an external site., and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted

- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, are located at <https://www.smu.edu/OIT/Services/LockDownBrowser>Links to an external site.. Respondus technical support is available either through the SMU [IT Help Desk](#) (Links to an external site.)Links to an external site. or [Respondus](#) (Links to an external site.)Links to an external site..

ZOOM

Be sure your system meets the [technical requirements](#) (Links to an external site.)Links to an external site. for Zoom. Search their [Knowledge Base](#)Links to an external site. or [Submit a Request](#)Links to an external site. if you need assistance with Zoom.

PRIVACY

- [Canvas by Instructure](#)Links to an external site.
- Focus Online Courseware
 - Hackett does not distribute, sell, or make public any customer or student information. Student purchases are handled by PayPal and we don't house or directly store any

personal payment information. All students will be required to create a user account on our website to access the course, but the only required pieces of information needed to create an account are a valid email address, user name of their choice, and first/last name so that instructors can manage the student gradebook. Students may add additional information if they choose, including a profile picture, but they do not have to. Only instructors are granted access the course gradebook; students will see only their scores and instructor feedback when logged-in.

- [Kaltura Video App in Canvas](#) (Links to an external site.)Links to an external site.
- [Respondus LockDown Browser](#) (Links to an external site.)Links to an external site.
- [SMU OIT Policies and Legislation](#)Links to an external site.
- [Zoom](#) (Links to an external site.)Links to an external site.

ACCESSIBILITY

- Canvas
 - [Accessibility within Canvas](#)Links to an external site.
 - [Voluntary Product Accessibility Template](#)Links to an external site.
- [Focus Online Courseware](#) (Links to an external site.)Links to an external site.
- [Kaltura Video App in Canvas](#) (Links to an external site.)Links to an external site.
- [Respondus LockDown Browser](#) (Links to an external site.)Links to an external site.
- [Zoom](#) (Links to an external site.)Links to an external site.

Policies

PLAGIARISM and ACADEMIC HONESTY

Students are expected to embrace and uphold the [SMU Honor Code](#) (Links to an external site.)Links to an external site.. Violations of the Honor Code will be acted upon in accordance with the policies and procedures outlined in the [Mustang Student Handbook](#) (Links to an external site.)Links to an external site..

DISABILITY ACCOMODATIONS

Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit <http://www.smu.edu/Provost/ALEC/DASS>Links to an external site. to begin the process. Once registered, students should then schedule an appointment with the professor as early in the semester as possible, present a DASS Accommodation Letter, and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement.

RELIGIOUS OBSERVANCE

Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. ([See University Policy No. 1.9.](#) (Links to an external site.)Links to an external site.)

STATEMENT on ATTENDANCE

Attendance in this course is met by the timely completion of the required assignments and activities embedded within this course. More than five consecutive days of inactivity in a 5-week course is the equivalent of missing 15 days in a semester-long course on campus, which constitutes grounds for failure according to our current departmental policy.

MAKE-UPS

A test or quiz missed due to an emergency (illness, death in the family, etc) may be made up. The student will need to provide documentation for said emergency and have a calendar week from the date they are absent to complete the test/quiz. If the assignment is not made up within that time the student will receive a 0. There will be NO MAKEUPS if a student fails to complete the test/quiz before the deadline without a valid excuse.

EXCUSED ABSCENSES for UNIVERSITY EXTRACURRICULAR ACTIVITIES

Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalogue)

STATEMENT on COMMUNICATION

All course communication will be done via Canvas and/or your SMU email address.

If you have any questions about this course and its assignments, please submit your question via the [Course Q&A](#). That way, if any of your classmates have the same question, they will have access to the answer there and I can [kill two birds with one](#)

[stone](#)Links to an external site.. You may also contact me via [email](#) or the Canvas inbox. I will respond to your question or email within 24 hours. Responses might be slightly delayed on holidays and weekends. Assignments will be graded within 48 hours of the assignment due date. My grading timeline might be delayed for long essays and long projects.

Student Services

The following services and resources are available to SMU students:

- [Altshuler Learning Enhancement Center](#)Links to an external site.
 - ALEC offers study-skill workshops and can help you with learning strategies and test preparation. Their phone number is (214) 768-3648.
- [Altshuler Writing Center](#)Links to an external site.
 - The Altshuler Writing Center is open to all students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.
- [DASS](#)Links to an external site.
 - Students needing academic accommodations for a disability must first contact [Disability Accommodations & Success Strategies](#) Links to an external site.(DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See [University Policy No. 2.4](#)Links to an external site.; an attachment describes the DASS procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter.
- [my.SMU](#)Links to an external site.
 - Online portal for SMU students that allows you to view personal information, emergency contact information, register for AARO (if applicable), view class schedule, enroll in

classes, add/drop/swap classes, view grades and view financial aid packages.

- [SMU Bookstore](#)Links to an external site.
 - Information on textbooks, events, buyback, promotions and more.
- [SMU Bursar](#)Links to an external site.
 - Information on student finances, bill pay and more.
- [SMU Counseling Services](#)Links to an external site.
 - College can be a stressful time. There are many transitions and major life events occurring while you are a college student. If you or a friend is going through a difficult time and needs someone to talk to please seek out the resources provided by the counseling center, located in the Health Center and their phone number is (214) 768-2211. For 24 hour help contact (214) 768-2860.
- [SMU Dedman Recreation Center](#)Links to an external site.
 - Regular exercise is one of the best things you can do for your mental and physical well-being.
- [SMU Libraries](#)Links to an external site.
 - SMU Libraries has reference librarians happy to help with your research needs. Contact a librarian at <http://askalibrarian.smu.edu/> Links to an external site.or call (214) 768-2326. Evelyn Day is the Department of Sociology's research librarian. Her email is eday@smu.edu and phone is (214) 768-3743.
- [SMU OIT](#)Links to an external site.
 - OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.

Course Information Module

Read the [Netiquette](#) page to proceed with the Course Information Module requirement.

Course Summary:

Date	Details	
Thurs Dec 13, 2018	Mock Vocab Quiz (15 min)	due by 11:59pm
	Synchronous Meeting #1 (40 min)	due by 11:59pm
	Why Latin Now? (15 min)	due by 11:59pm
Fri Dec 14, 2018	Parts of Speech (5 min)	due by 11:59pm
	eWorkbook 1.4 (10 min)	due by 11:59pm
	eWorkbook 1.6 (10 min)	due by 11:59pm
	Textbook: Chapter 1 Exercises (30 min)	due by 11:59pm
Sat Dec 15, 2018	eWorkbook 2.5 (10 min)	due by 11:59pm
	1st Declension Noun Drills (10 min)	due by 11:59pm
	English to Latin (30 min)	due by 11:59pm
	eWorkbook 2.3 (15 min)	due by 11:59pm
	Nominative or Accusative (5 min)	due by 11:59pm
	Textbook: Exercise 14 (45 min)	due by 11:59pm
Sun Dec 16, 2018	Delia Translation (15 min)	due by 11:59pm
	Textbook: Exercise 18 (30 min)	due by 11:59pm
	Textbook: Narrative A (20 min)	due by 11:59pm
	Vocabulary Quiz 1 (10 min)- Requires Respondus LockDown Browser	due by 11:59pm
Mon Dec 17, 2018	eWorkbook 3.1 (10 min)	due by 11:59pm
	eWorkbook 3.3 (10 min)	due by 11:59pm
	eWorkbook 3.4 (10 min)	due by 11:59pm

Date	Details	
	eWorkbook 3.6 (10 min)	due by 11:59pm
	Genitive or Dative (5 min)	due by 11:59pm
Tues Dec 18, 2018	Delia Translation (20 min)	due by 11:59pm
	Grammar Quiz #1: 1st & 2nd Declension Nouns (15 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
	Textbook: Exercises 25 & 26 (1 hr 15 min)	due by 11:59pm
	Textbook: Narrative B (30 min)	due by 11:59pm
Wed Dec 19, 2018	Delia Translation (20 min)	due by 11:59pm
	Synchronous Meeting #2 (40 min)	due by 11:59pm
	Textbook: Exercise 32 (1 hr)	due by 11:59pm
	Textbook: Reading 1 (10 min)	due by 11:59pm
	The Problem with "to" (15 min)	due by 11:59pm
	Vocabulary Quiz 2 Chapters 3-4 (10 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Thurs Dec 20, 2018	Delia Translation (25 min)	due by 11:59pm
	eWorkbook 5.1-2 (30 min)	due by 11:59pm
	eWorkbook 5.3 (15 min)	due by 11:59pm
	Substantive Use (20 min)	due by 11:59pm
	Textbook: Exercise 38 (1 hr)	due by 11:59pm
Fri Dec 21, 2018	Synchronous Meeting #2 (40 min)	due by 11:59pm
	Test #1 (Ch 1-5) 1 hr 15 min - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Sat Dec 22, 2018	eWorkbook 6.1-3 (45 min)	due by 11:59pm

Date	Details	
	eWorkbook 6.5 (15 min)	due by 11:59pm
	eWorkbook 6.6 (15 min)	due by 11:59pm
Sun Dec 23, 2018	Delia Translation (30 min)	due by 11:59pm
	eWorkbook 6.7 (15 min)	due by 11:59pm
	Grammar Quiz #2: Imperfect/Future Tense (15 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
	Textbook: Exercises 46 & 47 (1 hr)	due by 11:59pm
Wed Dec 26, 2018	eWorkbook 7.2, 7.4 (20 min)	due by 11:59pm
	eWorkbook 7.5 (10 min)	due by 11:59pm
	eWorkbook 7.7-8 (30 min)	due by 11:59pm
	Textbook: Exercise 55 (1 hr)	due by 11:59pm
Thurs Dec 27, 2018	Delia Translation (45 min)	due by 11:59pm
	Textbook: Exercise 56 (1 hr 15 min)	due by 11:59pm
	Vocabulary Quiz 3: Ch 6-7 (10 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Fri Dec 28, 2018	eWorkbook 8.1-2 (30 min)	due by 11:59pm
	eWorkbook 8.3-4 (30 min)	due by 11:59pm
	Factitive Sentences (10 min)	due by 11:59pm
	Textbook: Exercise 62 (1 hr)	due by 11:59pm
Sat Dec 29, 2018	Delia Translation (45 min)	due by 11:59pm
	Grammar Quiz #3: 3rd Declension Nouns (15 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
	Textbook: Reading 8 (30 min)	due by 11:59pm

Date	Details	
Sun Dec 30, 2018	eWorkbook 9.4-5 (30 min)	due by 11:59pm
	eWorkbook 9.6-7 (30 min)	due by 11:59pm
	Textbook: Exercise 68 (1 hr)	due by 11:59pm
Wed Jan 2, 2018	Textbook: Exercise 69 (1 hr 15 min)	due by 11:59pm
	Delia Translation (1 hr)	due by 11:59pm
	Vocabulary Quiz 4: Chapters 8-9 (10 min) - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Thurs Jan 3, 2019	Delia Reading (1 hr)	due by 11:59pm
	eWorkbook 10.1-2 (30 min)	due by 11:59pm
	eWorkbook 10.3-4 (30 min)	due by 11:59pm
	Textbook: Exercise 74 (1 hr)	due by 11:59pm
Fri Jan 4, 2019	Synchronous Meeting #3 (40 min)	due by 11:59pm
	Test 2 (Ch 6-10) 1 hr 15 min - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Sat Jan 5, 2019	eWorkbook 11.1-2 (30 min)	due by 11:59pm
	eWorkbook 11.3-4 (30 min)	due by 11:59pm
	eWorkbook 11.5 (15 min)	due by 11:59pm
Mon Jan 7, 2019	Delia Reading (1 hr)	due by 11:59pm
	Textbook: Exercise 86 (1 hr)	due by 11:59pm
	Textbook: Exercise 87 (1 hr 30 min)	due by 11:59pm
Tues Jan 8, 2019	Textbook: Exercise 94 (1 hr 30 min)	due by 11:59pm
	Textbook: Exercise 95 (1 hr 30 min)	due by 11:59pm
	Textbook: Exercises 89 & 90 (45 min)	due by 11:59pm

Date	Details
Wed Jan 9, 2019	Textbook: Reading 15 (1 hr) due by 11:59pm
	Delia Translation (1 hr) due by 11:59pm
	Vocabulary Quiz 5 (ch 11-12) (10 min) - Requires Respondus LockDown Browser + Webcam due by 11:59pm
Thurs Jan 10, 2019	eWorkbook 13.5-6 (30 min) due by 11:59pm
	Textbook: Exercise 97 (30 min) due by 11:59pm
	Textbook: Exercise 98 (30 min) due by 11:59pm
	Textbook: Exercise 99 (45 min) due by 11:59pm
Fri Jan 11, 2019	Grammar Quiz #4: Perfect/Pluperfect/ Future Perfect Quiz (15 min) - Requires Respondus LockDown Browser + Webcam due by 11:59pm
	Textbook: Exercise 101 (1 hr 30 min) due by 11:59pm
	Textbook: Exercise 102 (1hr 30 min) due by 11:59pm
Sat Jan 12, 2019	eWorkbook 14.1-2 (30 min) due by 11:59pm
	eWorkbook 14.3 (15 min) due by 11:59pm
	eWorkbook 14.4 (15 min) due by 11:59pm
	Textbook: Exercises 104 & 105 (30 min) due by 11:59pm
Sun Jan 13, 2019	Delia Translation (1 hr) due by 11:59pm
	Textbook: Exercise 114 (1 hr) due by 11:59pm
	Textbook: Exercise 115 (2 hrs) due by 11:59pm
	Vocabulary Quiz 6 ch 13-14 (10 min) - Requires Respondus LockDown Browser + Webcam due by 11:59pm
Mon Jan 14, 2019	eWorkbook 15.1-2 (30 min) due by 11:59pm
	eWorkbook 15.3 (15 min) due by 11:59pm

Date	Details	
	eWorkbook 15.4. (15 min)	due by 11:59pm
	eWorkbook 15.5. (15 min)	due by 11:59pm
	Delia Translation (1 hr)	due by 11:59pm
	Textbook: Exercise 126 (1 hr)	due by 11:59pm
	Textbook: Reading 19 (1 hr 30 min)	due by 11:59pm
Tues Jan 15, 2019		
	Synchronous Meeting #4 (40 min)	due by 11:59pm
	Test 3 (Ch 11-15) 3 hr - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
Wed Jan 16, 2019		