



GREEK 3A

THE LUKEION PROJECT

Fall Class Syllabus
Regan Barr, Instructor

Welcome! This semester we'll jump into full-fledged original Greek texts, and I hope you'll enjoy your growing ability in this important language! I encourage you to keep your Greek grammar handy and look up anything that seems puzzling. This kind of constant review will help you master the language you've now spent 2 years learning.

What to Expect from Your First Reading Course in Greek

You might expect to be overwhelmed by your first reading course in Classical Greek – this is normal. But never fear! Anyone who's teaching Greek has gone through it, too. Yes, you're being thrown into the deep end of the pool, but you now have all the tools you need to become quite a swimmer!

If you want to improve your proficiency in Greek, the next step is simple: read as much Greek as you can as quickly as you can. Our textbook gives you a lot of help – not just with vocabulary, but also with some of the less common points of grammar. This means that you shouldn't have to spend as much time looking things up in a Greek-English lexicon or grammar book. You can instead focus on reading Greek!

Because you're preparing and polishing your text *before our classroom discussion*, it's important that you take the initiative and look up forms or grammatical constructions that you find confusing. At the end of your quest, you'll sometimes slap your head in frustration and mutter "I should have known that." With others, you'll exclaim "That's so weird! How is anyone supposed to know that?" Both are learning experiences that bring you closer to fluency in Greek – it's a natural part of the learning process. In both cases, you'll remember an answer that you find on your own far better than if you wait until class to hear the answer.

Textbook

- **Required Textbook**
 - ***A Greek Anthology*** by The Joint Association of Classical Teachers (Cambridge University Press, 2002). ISBN-13: 978-0521000260
- **Optional Advanced Dictionaries**
 - ***The Brill Dictionary of Ancient Greek*** by Franco Montanari, (Brill Academic Pub, 2015). ISBN-13: 978-9004193185
Although this is pricey (\$125), it's still less than the so-called "Great Scott," or unabridged version of the Lexicon listed above. It is scholarly, extensive, more modern, and easier to read than Liddell & Scott's massive tome. For the Classics student who's looking for a complete Greek Lexicon, this is a great option.
 - ***An Intermediate Greek-English Lexicon*** by Liddell and Scott, 7th ed. (Oxford University Press, 1945). ISBN-13: 978-9004193185
Often referred to as the "Middle Liddell," this volume isn't the biggest or the smallest, it's just right! This is the middle size of the gold standard Classical Greek dictionary for those who can't afford the full unabridged version (2,446 page for \$220!).

- **Optional Advanced Grammars**

- ***Introduction to Attic Greek*** by Donald J. Mastronarde (University of California Press, 2nd ed, 2013). ISBN-13: 978-9004193185

Though I rejected this book as too overwhelming to be used as a beginning text, it provides a great reference grammar for the advanced student. It's a great place for a more in-depth description of grammatical points than you find in Athenaze.

- ***Greek Grammar (Revised Edition)*** by Herbert Weir Smyth (originally Harvard University Press, 1945; reprinted by Martino Fine Books, 2013). ISBN-13: 978-1614275237

This is considered by many Classicists to be the standard, definitive Greek Grammar. Its unwieldy, old-fashioned organization takes a little getting used to, but there is no questioning its scholarship and depth. A great resource for both common and obscure elements of Classical Greek.

Class Web Page & Classroom Link

Link to the class webpage in Quia: <https://www.quia.com/pages/rbarr/2026grk3a>

Link to the Adobe Connect online classroom: <https://lukeionproject.adobeconnect.com/grk3a17/>

Class Methodology

1. **Translation/Homework:** Students will submit a smooth English translation of the week's passage through the class web page on Quia BEFORE our live meeting. Students should investigate any forms and grammatical constructions they don't understand and be prepared to discuss them in class.
2. **Live Class Sessions:** Students must have the equipment to speak aloud to the entire class through the live, online web conference. Each student should be prepared to translate aloud any portion of the week's passage when called on and to discuss any unusual forms or grammatical constructions.
3. **Quizzes:** Quizzes will be assigned to cover readings in logical divisions, usually every other week. Quizzes will be submitted online through the class web page. On most quizzes, the student will be asked to sight-translate (without any helps) three selected passages from our readings over the past two weeks. Each passage will be followed by questions about the grammar or meaning of the passage.

Course Expectations and Requirements

- Complete the assigned translation and submit it by the deadline each week
- Attend weekly classes, arrive on time, and stay for the entirety of the class session
- Actively participate in the live, online class session
- Use the text, class discussion, and your own research and review methods to improve your mastery of the Greek language
- Be prepared to translate any part of the passage aloud and explain the grammar in class
- Complete all required assignments on time and without reminders from the instructor
- Submit all assignments and quizzes as stipulated in other parts of this syllabus or presented in class

Before our First Session

1. **Purchase the textbook**
2. **Install the "IFAO-Grec Unicode" font** on your computer. (This is the same font used last semester.)
3. **Add yourself to the class roster in Quia** – Students must have a Quia student account and be on the class roster to submit homework and quizzes. Instructions will be provided by your instructor.
4. **Be sure we have your correct email address** – Your instructor will use your email on record in The Lukeion Project registration database. Be sure to inform us of any changes.
5. **Plan your study time** – Learning a language takes time every day.
6. **Translate the first passage below** and come to class prepared to translate and discuss it.

Greek 3a Class Schedule

Our translation passages are listed below. You are expected to not only translate, but to also fully understand each passage, including the grammatical idiosyncrasies that you encounter. Our class will follow this schedule:

Tuesday: Translation homework and quiz due by 7 pm Eastern Time
 Wednesday: Live Class Session

Week	Translation Due	Class Date	Translation Assignment	Source	Quiz Due
1	8/25	8/26	Plutarch, <i>Life of Antony</i> "Death of Cleopatra" – 1	Anthology, ll. 1-23 pp. 130-134	
2	9/1	9/2	Plutarch, <i>Life of Antony</i> "Death of Cleopatra" – 2	Anthology, ll. 24-52 pp. 134-136	9/8
3	9/8	9/9	Plutarch, <i>Decline of Oracles</i> "Great Pan is Dead" – 1	Anthology, ll. 1-30 pp. 137-140	
4	9/15	9/16	Plutarch, <i>Decline of Oracles</i> "Great Pan is Dead" – 2	Anthology, ll. 31-50 pp. 140-142	9/22
5	9/22	9/23	Demosthenes, <i>On the Crown</i> "News of the disaster at Elatea"	Anthology, ll. 1-31 pp. 110-113	
6	9/29	9/30	Demosthenes, <i>Against Conon</i> "Harassment on military service"	Anthology, ll. 1-36 pp. 114-118	10/6
7	10/6	10/7	Plato, <i>Apology</i> "Nature of Death" – 1	Anthology, ll. 1-43 pp. 86-90	
8	10/13	10/14	Plato, <i>Apology</i> "Nature of Death" – 2	Anthology, ll. 43-84 pp. 90-94	10/20
9	10/20	10/21	Herodotus, <i>The Histories</i> "The Battle of Salamis"	Anthology, ll. 1-45 pp. 23-28	10/27
10	10/27	10/28	Aristotle, <i>Poetics</i> "Tragic Action & Tragic Hero" – 1	Anthology, ll. 1-57 pp. 119-124	
11	11/3	11/4	Aeschylus, <i>Persians</i> "The Battle of Salamis"	Anthology, ll. 1-49 pp. 29-33	11/10
12	11/10	11/11	Sophocles, <i>Antigone</i> "Antigone Confronts Creon" – 1	Anthology, ll. 1-41 pp. 34-38	
13	11/17	11/18	Sophocles, <i>Antigone</i> "Antigone Confronts Creon" – 2	Anthology, ll. 42-85 pp. 38-41	11/24
14			No Class – Thanksgiving		
15	12/1	12/2	New Testament, <i>Matthew</i> "The Birth of Jesus"	Matthew 1:18-2:23 (posted on class web page)	
16			No Class – Finals Week		
					12/8

Why Are We Skipping Around in the Book?

Unlike a grammar, this anthology is not arranged from easiest to hardest, but rather in chronological order. To ease us into our first reading year, we're going to begin with a little later material in shorter passages, and we'll move toward earlier works and longer passages. By the end of the semester, we'll do some Greek poetry – the tragedies of Aeschylus and Sophocles – but not without first reading Aristotle's famous discussion of Greek tragedy. We'll finish the semester with an extended passage from the New Testament that's seasonally appropriate: the birth of Jesus as told by Matthew. While the passage is longer, I think you won't find it harder, and it may be familiar in English to some of you. This can be both a blessing and a curse.

Academic Integrity

The Lukeion Project takes academic integrity very seriously. Participation in our courses implies agreement with our published Honesty Policy. A copy of the policy is available on the class web page. In short, the student agrees to follow all rules and submit only homework or quizzes/exams that follow those rules. Submitting anyone else's work as your own or using any helps on quizzes/exams beyond your own memory is forbidden. If the instructor discovers that a student has cheated, the student will be dropped from the course without refund or credit. In addition, Lukeion Project instructors will not write letters of recommendation for any students who have cheated on homework, assignments, or quizzes in any Lukeion course.

AI Policy

The use of AI (Artificial Intelligence) on any writing assignment is prohibited at The Lukeion Project. All writing assignments will be examined using 2 AI-detector programs. Any assignment where the use of AI is detected will be considered cheating. The assignment will receive a zero, and the student may be subject to expulsion from the class. Consult the document entitled *Honesty and AI Policy at The Lukeion Project* for specifics.

The Online Classroom

Logging into the classroom

The Lukeion Project holds the license with Adobe Connect, our online conferencing provider; you do not need an account or a license. You will be admitted to the classroom as a guest.

- When you try to enter the classroom, the instructor must approve your admittance as a guest.
- Always include your real name as part of your login. The instructor will not admit students who cannot be identified.

Classroom audio

You will be required to translate aloud in class. A headset that includes headphones, a microphone and a mute function is preferable to using your computer's speakers and microphone. Headphones not only provide sound, but they also mute distractions around you by covering your ears. Using your computer's microphone and speakers creates a feedback loop for others in the class and picks up ambient noise.

Chat box etiquette

If conversations are polite and respectful, we allow students to chat with one another before and after class using the chat box in the online classroom. If these rules are not followed, use of the chat box will be restricted:

- All messages must be polite and respectful; do not insult anyone or anything, even as a joke
- No profanity will be tolerated
- Avoid contentious topics like politics, religion, pandemics, vaccinations, or sports smack-talk
- Do not fill the chat box with nonsense, constant repetitions of the same letter, word, or phrase, or anything else that interrupts normal conversation
- Do not post web links, email addresses, or advertisements for any websites or products

Class Email Communications

Email communications sent by the instructor to the entire class will be sent from our registration database and will include both parent and student email addresses. ***It is your responsibility to inform us when your email changes so that we can update our database.*** The student is responsible for all information contained in class emails, even if they fail to inform us of an address change.

Fair Notice

All students are responsible for any information communicated through any of the following means:

- announcements made during normal class sessions and available on recordings
- announcements distributed via email using the email address on file
- announcements posted on the class web page
- information included in the course syllabus

Dropping This Class

Rosters are finalized and instructors begin communicating with parents and students 2 weeks **before** the first live session.

- After the 2-week cut-off date, no refunds will be issued.
- Before the 2-week cut-off date, a maximum 75% refund may be given.
- If a student drops the class, the instructor's obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments are submitted.

Failure to Complete Requirements

Students who fail to submit 5 homework assignments, miss 3 quizzes, or have 4 unexcused absences cannot pass the class. Any of these situations constitutes dropping to "auditor" status. An auditor may continue to attend class, but does not receive a grade or a transcript for the class. If a student drops to auditor status, the instructor's obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments were submitted.

Course Grade Computation

A transcript will be provided after all grading is completed at the end of the semester. Your grade is computed using a 10-point scale: (90-100 = A, 80-89 = B, etc.). The following calculation will be used to determine your comprehensive average in the class:

- 80% Average of Quizzes
- 10% Timely Homework Completion (see explanation below)
- 10% Attendance and Participation

Notes About Quia

- Homework and quizzes are submitted through the class web page (hosted by Quia), which can be accessed by signing into your student account at this URL: <http://www.quia.com/web>
- **PLEASE NOTE:** For purposes of recording and saving student work, **Quia will be treated as infallible by your instructor. Quia does not lose homework or quizzes that are submitted properly.** I do NOT provide any make-up or recovery clemency for students claiming that Quia "ate" their work. Quia records every time you log into each assignment, how long you spend in the assignment, and whether you abandoned, saved for later, or submitted the assignment during that login. If your internet connection is interrupted while you are in Quia (Quia is NOT responsible for this), you must send an email to your instructor immediately.
- Students are expected to read and follow the guidelines contained in the document about Quia that is posted on the class web page.
- Parents should know the student's username and password, both for safekeeping and so that the parent can view the student's progress and scores at any time; no mid-term evaluations are sent.
- **PLEASE NOTE: Quia averages homework and quiz scores together. The instructor's official grade book does NOT.** Your quiz average does not include homework scores, which count differently toward your grade.
- Nothing is saved in Quia until you hit either the "Submit" or "Save For Later" button. If your internet connection is interrupted before you submit (Quia is NOT responsible for this), your work may be lost. We expect students to complete their homework in a file saved on their computer before copying and pasting their answers into Quia for submission.

- It is the **student's responsibility to confirm that quizzes and homework have been submitted correctly**. The instructor does not accept claims that Quia "lost" their work. Contact your instructor immediately – before the deadline passes – if you cannot see your homework or quiz immediately after submission.

Quizzes (80% of final grade)

1. **Quizzes are assigned after the completion of each author**
Quizzes open on Friday after we conclude our translation of that author in class. Quizzes must be submitted by the following **Tuesday by 7 pm Eastern Time**.
2. **The quiz submission window is enforced by Quia.**
 - Extensions will NOT be granted except in cases of natural disasters, or genuine family or health emergencies. Situations to which the entire class is subject (like national emergencies, pandemics, or extraterrestrial alien invasions) do not constitute grounds for an extension. The instructor will announce if deadlines change for the entire class.
 - If you will not be available during the submission window (scheduled trip, competition, standardized testing, etc.), specific arrangements must be made with the instructor **BEFORE** the absence. The student should take the quiz **EARLY** rather than late.
 - Your instructor does not grade or "check" late work unless an extension has been granted.
3. **Quizzes must be taken online through Quia.**
You only receive credit when properly logged in. Your instructor does not accept quizzes submitted in any other form.
4. **All quizzes are "closed book."**
All answers must come from the student's memory without any additional aid unless exceptions are explicitly communicated by the instructor.
5. **Quizzes may be entered only once unless your instructor informs you of an exception.**
Do not enter the quiz until you are prepared to complete it within the specified timeframe. Quia will prevent you from entering the quiz a second time.
6. **Quizzes are timed.**
The timer is visible throughout your quiz. You must submit your quiz before your time expires.
7. **It is the student's responsibility to confirm that each quiz has been properly submitted.**
When you submit your quiz in Quia, you're taken to a submission page that shows your answers and preliminary score. **Email your instructor immediately – before the deadline passes** – if you believe that some mishap has occurred.
PLEASE NOTE: Quia can **ONLY** score the computer-graded portion of the quiz. Any questions requiring an instructor's review will show a zero score until the instructor can review student quizzes. The instructor will not grade any student's quiz until the submission deadline has passed and all students have completed their quizzes. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.
8. **Quizzes can include any of the following types of questions**
 - Questions about the text and its author from the introductory material in your book and classroom discussion
 - Questions about any review grammar that may be assigned in class
 - Several translation passages that were prepared for class, but must be sight-read on the quiz
 - Questions about specific points of grammar, syntax, and morphology that are encountered in the translation passages on the quiz
 - Questions about reading comprehension

Homework (10% of final grade)

1. **Homework is required each week**
The bulk of your homework will be preparing a translation for the following class session; translations are submitted weekly through www.quia.com. You are responsible for using all resources at your disposal to master the grammar in the assigned passage. Additional assignments relating to new vocabulary or mastery of grammar concepts may be announced in

class. Failure to complete homework will impact both your grade and your continued mastery of Greek.

2. **Homework is “credit/no credit.” Students do not receive a letter or number grade for homework.**

Students receive credit for “conscientious completion” of their homework. Students will receive no credit if they

- Fail to complete the entire translation
- Submit a translation that appears to be done without any attempt at accuracy or readability
- Present someone else’s translation as their own. Plagiarism or the use of AI, if discovered, is grounds for removal from the class without a refund.

PLEASE NOTE: Although homework is labeled a “quiz” by Quia, it is not counted as a quiz when your instructor computes your grade. You receive credit for conscientiously completed homework. The letter or number grade that appears in Quia is not used in computing your course grade; you receive **credit** or **no credit** (100% or 0%). The quiz format is used for homework in Quia because it:

- ... saves your homework in your Quia student account by forcing you to log in
- ... allows your instructor to look at everyone’s responses side by side anonymously
- ... stores your answers so that there is no question about how you responded
- ... enforces the time window of availability

3. **Homework must be submitted through Quia.**

You only receive credit when properly logged in.

PLEASE NOTE: I do **NOT** accept homework submitted in any form other than through the class web page. Homework copied into an email, sent as an attachment, or stored in a cloud, will not be accepted.

4. **The Quia homework form may be entered multiple times, but should only be submitted once.**

When you submit your homework translation, you *may* be shown a translation by the instructor. This should NOT be the translation that you bring to class. Instead, use the translation to determine if you have fundamentally misunderstood any part of the author’s intent; you may use your investigation of any differences to revise your translation for class. If you believe there is an error in the translation, contact your instructor with your concerns. If you see additional translational possibilities, you are encouraged to bring these to class.

5. **Homework is due by **Tuesday at 7 pm (Eastern Time)**. The homework submission window is enforced by Quia.**

I recommend setting an earlier deadline for yourself, then having time to practice sight-reading the passage that you’ve completed. If you are unable to see the homework form, contact the instructor immediately. Please note the following:

- I do NOT accept late homework in any form unless an extension has been expressly granted.
- Extensions will NOT be granted, except in cases of natural disasters, or genuine family or health emergencies. Situations to which the entire class is subject (like national emergencies, pandemics, or extraterrestrial alien invasions) do not constitute grounds for an extension. The instructor will announce if deadlines change for the entire class.
- If you will not be available during the homework submission window (scheduled trip, competition, etc.), specific arrangements must be made with the instructor **BEFORE** the absence. Students should submit their homework **EARLY** rather than late.
- Your instructor does not grade or “check” late work that is submitted without an extension.

6. **Homework should be saved in a file on the student’s computer, then copied and pasted into Quia.**

Students who use Quia’s “Save For Later” function do so at their own risk. Quia does not “lose” work that is properly submitted. The instructor does NOT provide any make-up or recovery clemency for students claiming that Quia “ate” their work.

7. **It is the student’s responsibility to confirm that each assignment has been properly submitted.**

When you submit your homework in Quia, you’re taken to a submission page that shows your answers and preliminary score. **Email your instructor immediately – before the deadline passes** – if you believe that some mishap has occurred.

PLEASE NOTE: Quia can **ONLY** score the computer-graded portion of the homework. Any questions requiring an instructor's review will show a zero score until the instructor can review homework. The instructor will not review any student's homework until the submission deadline has passed and all students have completed their homework. Please do not contact your instructor about unscored questions until the instructor has completed his/her review.

8. **Homework consists of creating a smooth translation of the assigned passage and researching any puzzling grammar concepts, word forms, or vocabulary**
 - English versions may be used judiciously. The student should not be dependent on them during the translation process. Beware! Translators take liberties!
 - Keep notes on difficult words or phrases
 - If you are stumped, do **not** reinforce incorrect grammar or vocabulary; instead, use the resources at your disposal to figure out the grammar and create a smooth translation.

Class Participation (10% of grade)

Students are expected to

- Arrive in class on time and stay for the full session (unless the instructor grants an exception)
- Notify the instructor *in advance* of any planned absences
- Notify the instructor at the earliest opportunity if an emergency prevents a student from attending class
- Present their translation when called upon by the instructor
- Participate in classroom discussions and answer questions posed by the instructor
- Be polite, respectful, and mature when using the classroom chat box

Steps to Success

1. **Create and follow a schedule**

Regular work is essential to learning a new language. Develop a daily study and homework schedule.
2. **Don't just translate – master the language.**

Creating a readable translation is the bare minimum, least-effort requirement in this class – it won't move you toward mastery. You will encounter new vocabulary, puzzling word forms, and perplexing grammatical constructions in every translation this semester. These are more than just opportunities to review your grammar and forms; by reading unaltered Greek texts written by masters of the language, you are encountering the nuances and complexities of *real* Greek.
3. **Make Your Own Commentary (MYOC) on each passage**

Beware! The commentary in your book may become a crutch, making you LESS likely to master the Greek. Create your own commentary with notes to use in studying for your exams – *separate from* your translation. I have posted an MYOC form on the class web page, but you can create yours however you wish. I recommend including these three things in your commentary:

 - **Vocabulary** – Include definitions for unknown words encountered in the text. If you encounter a word multiple times in a text, I recommend adding it to your vocabulary study list.
 - **Word Forms (morphology)** – Every time you research a word form, include it in your commentary. (*Is that augment or reduplication? If this is an aorist, why doesn't it look like there's an augment? Where has the ζ gone? Is this a deponent verb or a true middle voice?*)
 - **Grammar** – If you struggle to understand a sentence or phrase, record your reasons for your final interpretation. (*How is that dative used? What is the antecedent of this relative clause?*)
4. **Take personal responsibility for the quality and intensity of your study**
 - Eliminate distractions while you study and translate
 - Use your study time wisely and efficiently
 - Take pride in your work
 - Contact your instructor if you are having trouble
5. **Complete your homework assignments with honesty and integrity**
 - Avoid the temptation of using someone else's English translation; schedule enough time to work on your translation each week.

- Don't become dependent on English translations! Use them to check your work. If there are differences, who is correct – and why? (Don't assume someone else's translation is more accurate than your own. They might have used an alternate Greek text or taken unjustified liberties. Defend your translation!)

Recordings and Class Materials Rules

We attempt to record each of our class sessions. Students and parents should be aware of the following rules regarding the use and abuse of recordings:

Class Recordings

- Class recordings are a courtesy only; we do not guarantee that a recording will always be available. On rare occasions, circumstances beyond our control have prevented the recording from generating correctly.
- Issues with recordings should be reported to the instructor immediately via email.
- Downloading or "capturing" recordings is forbidden; recordings must be viewed in streaming mode only.
- Recordings are copyrighted by The Lukeion Project and the instructor; storage on a personal computer and/or distribution to non-enrolled individuals is forbidden.
- Links to recordings may be posted on the class web page or requested by emailing the instructor
- We reserve the right to refuse to share recordings for any reason
- If a student abuses their access to recordings, either through unauthorized sharing or through excessive absences, we reserve the right to either remove the student from class or restrict their access to recordings.

Class Materials

- Any materials that have been compiled by the instructor or by The Lukeion Project are copyrighted; distribution to non-enrolled individuals in any form is forbidden.
- Students should download a copy of documents shared via the class web page or distributed in class. Some links may only be live for a limited time. This prevents web crawlers from finding and posting our documents on other websites.
- If a student abuses their access to class materials, either through unauthorized sharing or through excessive absences, we reserve the right to either remove the student from class or restrict their access to materials.

Absences and Scheduling Conflicts

Instructors make every effort to be in class on time. We expect the same courtesy from our students. Your instructor will take attendance and track absences and tardiness. An excess of either may reduce your grade.

Student Absences

- Excessive Absences: Attendance is a part of your class participation grade. Students are expected to arrive before the scheduled start time, when the instructor ceases marking students present. *Missing 4 live sessions without instructor approval constitutes dropping to an "auditor" status.* An auditor does not receive a grade or a transcript for the class. If a student drops to auditor status, the instructor's obligation to the student ends immediately. No additional grading or evaluation will be done, regardless of when the assignments were submitted.
- Scheduling Conflicts: Inform your instructor **in advance** if you will miss class because of a scheduling conflict (doctor's appointment, standardized exam, college visit, performance, travel, etc.). An excused absence will not affect your grade.
- Emergency Situations: If an unforeseen and unavoidable circumstance or emergency prevents you from attending class, contact your instructor **as soon as possible**.

- Class Recordings: Students who miss class are nevertheless responsible for everything presented in the live session. Students should view the recording of the missed class as soon as possible; deadlines do not change. If you cannot access the recording on the class page, it is your responsibility to contact the instructor to request assistance.
- Planned Extended Absences: For planned extended absences (vacations, visits to family events, travel abroad, etc.), the student should nevertheless submit all assignments **by the published deadline**. Work may not be submitted late. Contact your instructor in advance and arrange to submit assignments by the deadlines enforced for other students. Your instructor can provide a recording of the session from a previous year. Assignments may always be submitted early, but never late.
- Failure to complete the course: In the event of an extreme health emergency or natural disaster, students are nevertheless expected to submit all coursework by the end of the semester, when the instructor's obligation ends. If this is not possible, you can register again to repeat the course the next time it is offered.

Instructor Absences

- Scheduling Conflicts: Scheduled absences by instructors are rare, but can occur because of speaking engagements, family events, etc. In the event of a scheduled absence, the class will be informed in advance, either during a prior class session, through the email distribution list, or both. Students will receive a recording of that week's material; submission deadlines for homework and quizzes will not change.
- Instructor Absent at the Start of Class: If an emergency or technical difficulty prevents the instructor from arriving in class on time, students should continue to try to enter the online classroom for 15 minutes after the scheduled start time. If the instructor arrives before the 15-minute waiting period has expired, any students who are not present will be counted absent for the day. If the instructor does not arrive before the 15-minute waiting period has expired, students are free to leave. The instructor will communicate with students by email as soon as possible.
- Emergency Situations: In the event of an unexpected illness, emergency, or natural disaster, the instructor will contact the class at the earliest possible opportunity, usually by email. A recording of the missed material will be distributed at the first possible opportunity. The class will be notified if submission schedules for homework and quizzes have changed.

Displaying and Typing Greek on Your Computer

Homework and quizzes will require typing in Greek – a new skill that you will have to learn. EVERY computer is already equipped to type in Greek even if you weren't aware of it.

PLEASE NOTE: It is much easier to learn to type in Greek if you **LEARN THE GREEK ALPHABET FIRST**. This is because the layout of the keys is intuitive: most Greek letters are mapped to the letters in English that most closely resemble them, either in sound or in appearance.

Your computer uses a **font** to **output** (display or print) characters. It has nothing to do with typing or input.

Your computer uses a **keyboard** to accept **input** from a user. It has nothing to do with display or output.

FONTS: "Unicode" is a font standard that uses the same computer code for a given character, no matter what language the character belongs to. Using Unicode fonts ensures that your documents can be displayed correctly on other devices. All Unicode fonts include some Greek characters, but most lack some diacritical marks that are essential when studying Classical Greek.

All students are expected to have the free font **IFAO-Grec Unicode** installed on their computers. Installing a font is usually a 2-step process: downloading, then installing. Consult your computer's "Help" files if you aren't sure how to install a font on your computer.

1. **Download the IFAO-Grec Unicode font** to your computer

The download link is on [this web page](#) (which is in French). Scroll to the bottom of the page and look for the link "IFAOGrecUnicode-v3.zip" on the **right side** of the page. *Do NOT get the "IFAO-Grec Exposant" font.* (If this page link doesn't work, try this [link](#) to a zip (compressed) file of the True Type Font.)

2. **Run the install function**

2 WAYS TO TYPE GREEK: You don't have to purchase new hardware. There are two ways to type in Greek on your computer and I recommend the second one:

1. **Use your operating system's built-in function.** This avoids the installation of additional software, but I find it more difficult than option 2. You will have to check your computer's documentation or search the internet for instructions. You must be able to type *polytonic (Ancient) Greek*, which includes more symbols than modern Greek.
2. **Use a keyboard shift program to toggle between English and ancient Greek.** My preferred keyboard program is [Keyman](#), and the keyboard you need to install is [Greek Classical](#). Keyman became free in 2018 for Windows, Mac, Linux, and other operating systems. Instructions for installing Keyman are available in a separate document on the class web page.

Contacting Your Instructor

Please be aware that I am not usually available in the evenings or on weekends. I try to spend this time with my family.

By email: We prefer contact by email if you have questions or problems: rbarr@lukeion.org.

When using email, ALWAYS observe the following rules of email etiquette:

- Include a **relevant** subject line (example: *Problem with Herodotus Quiz*)
- Use your **real name**
- Include your **class** (example: *Greek 3a, 10:15am*)
- Include as many **details** as possible (example: *Quia says the quiz is unavailable*)

By phone: We prefer communication by email so that all correspondence is documented. We do **not** answer the phone; please leave a message if your communication is important and we will return your call.

By mail: If you're vacationing in a sunny or exotic land and would like to send a postcard or gift (☺) to your instructor, you can send it to:

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