



THE WITTY WORDSMITH

THE LUKEION PROJECT

Fall Class Syllabus

www.lukeion.org

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Welcome to The Witty Wordsmith. We will be studying the building blocks that are used to create many of the words we use today. Some estimate that as much as 60-70% of modern English is either directly descended from Greek and Latin or is based on very close cognates from related languages.

Course Textbook

There is no textbook for this course. Your instructor will post word lists in the weekly module. However, I strongly recommend that students have **index cards** to make their own flashcards from the weekly word list.

Class Webpage & Classroom Link

Our class page is hosted by Canvas. You will receive an email invitation that you must accept to access the page.

Link to Canvas web page: <https://lukeion.instructure.com/courses/147>

The webpage provides access to quizzes, online homework forms, activities to assist the student in mastering new vocabulary and grammar concepts, and helpful links.

Link to the Adobe Connect online classroom: <https://lukeionproject.adobeconnect.com/words2017/>

Class Methodology

1. **New word roots** will be presented in our live session or by recording. A PDF document listing new word stems/prefixes/suffixes will be posted in the weekly module on the class web page
2. Our **live Wednesday/Thursday session** will include review activities, presentation and discussion of new stems, and interactive participatory activities
3. **Homework** will be posted in PDF format on the class web page each week; students will submit their answers through the online form in Canvas after signing into their student account
4. **Quizzes** will be given approximately every 2 weeks. Students will take their quizzes online through Canvas, which will enforce the time limit and deadline assigned by your instructor. ALL quizzes will be cumulative; once a word stem has been presented in class, it may appear on any/all future quizzes.

Class Expectations and Requirements

- Attend weekly classes, arrive on time, and stay for the entire class session
- Actively participate in the live, online class session
- Master the word roots and prefixes included on the word lists using posted games and activities, as well as your own review and memorization methods
- Complete assigned homework and submit it through Canvas by the deadline
- Complete assigned quizzes and submit them through Canvas by the deadline

Before our First Session

1. **Create your account in Canvas** – Students must have a Canvas student account and accept the class invitation to submit homework and quizzes. The invitation will arrive by email the week before our first class.
2. **Be sure we have a unique email address for you** – Class emails will be sent to your email on record in The Lukeion Project registration database, and that of a parent. Be sure to inform us of any changes.
3. **Plan your study time** – Schedule time each day to learn new roots and complete homework and quizzes.

Witty Wordsmith Class Schedule

Our class meets live, online for one hour each week. The sessions and scheduled quizzes are listed below:

Wed/Thurs: Live Class Session

Tuesday: Homework due at 7 pm (Eastern Time)

Wednesday: Quiz due at 7 pm (Eastern Time)

Week	Class Date (Wed/Thur)	Class Topics	Homework Due (Tues)	Quiz Due (Wed)
1	8/26-27	Introduction Word List 1 <i>(common prefixes)</i>	9/1	Syllabus Quiz 9/2
2	9/2-3	Assimilation Word List 2 <i>(negatives, common verbal stems)</i>	9/8	9/9
3	9/9-10	Online Resources Word List 3 <i>(quantities, senses)</i>	9/15	
4	9/16-17	Etymology Word List 4 <i>(good/bad, people stems)</i>	9/22	9/23
5	9/23-24	Word List 5 <i>(nature)</i>	9/29	
6	9/30-10/1	Word List 6 <i>(assorted stems)</i>	10/6	10/7
7	10/7-8	Word List 7 <i>(more nature)</i>	10/13	
8	10/14-15	Word List 8 <i>(shapes and numbers)</i>	10/20	10/21
9	10/21-22	Word List 9 <i>(medical)</i>	10/27	
10	10/28-29	Word List 10 <i>(more medical)</i>	11/3	11/4
11	11/4-5	Word List 11 <i>(animal, size, conflict)</i>	11/10	
12	11/11-12	Word List 12 <i>(home, work)</i>	11/17	11/18
13	11/18-19	Word List 13 <i>(common descriptive stems)</i>	11/24	
14	Thanksgiving Break – No Class			

15	12/2-3	Review Game Session	
16	<i>Finals Week – No Class</i>		12/8

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 to 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, quizzes, or exams 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

Our classroom supports two-way computer audio, but most of the time, only the instructor will be speaking aloud

- Students will use the chat or Q&A box to communicate.
- Should the instructor allow students to use a microphone in class, we recommend a headset that includes a microphone, headphones, and a mute function. Headphones not only provide sound but also mute distractions around you by covering your ears.

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.*** Students are 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 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 5 unexcused absences cannot pass the class. Any of these situations will result in the student being dropped to an "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:

- 70% Average of Quizzes
- 20% Homework Completion (see explanation below)
- 10% Attendance and Participation

Notes About Canvas

- Homework and quizzes are submitted through the class web page (hosted by Canvas), which can be accessed by signing into your Canvas student account.
- **PLEASE NOTE:** For purposes of recording and saving student work, ***Canvas will be treated as infallible by your instructor. Canvas does not lose homework or quizzes that are submitted properly.*** I do NOT provide any make-up or recovery clemency for students claiming that Canvas "ate" their work. Canvas records every time you log into each assignment, how long you spend in the assignment, and whether the student submitted the assignment during that login. If your internet connection is interrupted while you are in Canvas (Canvas is NOT responsible for this) and you cannot get back in, you must send an email to your instructor immediately.
- 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 provided.
- Canvas saves your work as you go. If your internet connection is interrupted before you submit, immediately try to log back into the assignment to continue.

- If you are working on a **timed quiz** and you are kicked out, the timer will continue to run, but you can re-enter the quiz to complete it until the timer expires. When your answers are complete, hit the “submit” button. Once you have submitted your quiz, you may not re-enter it or change any answers.
- If you are working on an **untimed assignment or homework**, you may leave the assignment and re-enter it until the availability window closes. However, you should not use the “submit” button to leave the assignment unless your instructor has informed you that you can make multiple attempts. Once you have submitted the assignment, the answers may be displayed, and you may not re-enter it or change any answers unless your instructor has permitted this.
- Once you log into a timed quiz or exam, nothing will stop the Canvas timer; it will continue to count down even if your internet connection is interrupted. If you can log back into the quiz or exam, you’ve only lost a few seconds. If you are unable to log back in, *email your instructor immediately*. I will look at the timestamp on your email to determine if you were working on your assignment within the allotted time and before the deadline had passed. Canvas also records when you accessed the assignment and how long you were in.
- **It is the student’s responsibility to confirm that quizzes and homework have been submitted correctly.** The instructor does not accept claims that Canvas “lost” your work. *Contact your instructor immediately – before the deadline passes* – if you cannot see your homework or quiz immediately after submission.
- **Your access to the class website will only be available for a few weeks after the class ends.** If you need to download anything from the website, do so immediately after the semester ends.

Quizzes (70% of final grade)

1. **Quizzes open on Sunday and must be submitted by Wednesday at 7 pm (Eastern Time).**
If a student experiences any trouble accessing a quiz during the published submission window, he/she should email the instructor immediately – before the deadline passes.
2. **The quiz submission window is enforced by Canvas.**
 - 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 unless an extension has been expressly granted by the instructor. Your instructor can provide a link to last year’s recording, when required.
 - Your instructor does not grade or “check” late work unless an extension has been granted.
3. **Quizzes must be taken online through Canvas.**
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 announced by the instructor.
5. **Quizzes may be taken *only once* unless your instructor informs you of an exception.**
Do not enter the quiz until you are prepared to complete it within the time limit. If you are kicked out of the quiz, the timer will not stop, but Canvas will permit you to re-enter the quiz if you have time remaining. Canvas will prohibit you from taking a quiz a second time.
6. **Quizzes are timed.**
You must submit your exam before your time expires. Entering a quiz or exam triggers the Canvas timer. Nothing will stop the timer. If you are bumped out of the quiz, you can re-enter the quiz to complete it. Once the timer expires, you can see your exam, but you cannot change anything.

7. It is the student's responsibility to confirm that each quiz has been properly submitted.

When you submit your quiz in Canvas, you are taken to a 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: Canvas 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. Note the following about grading in Canvas:

- Some quiz questions are computer-graded and are scored the moment the student submits the exam. Other questions involve written responses that the computer cannot score. They will receive no credit until the instructor scores those questions. The score you see in Canvas will not be accurate until the instructor finishes grading. Seeing partial credit in Canvas for your quiz confirms that it was submitted correctly, but the score will not be accurate until your instructor grades the remaining questions.
- Your instructor will not grade any quizzes until everyone has completed their quiz and the submission deadline has passed.

Homework (20% of final grade)

1. Homework is required each week.

Failure to conscientiously complete your homework will impact your grade.

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. A student may miss some questions and still receive full credit for conscientious completion of homework.

Conversely, a student who completes part of the homework perfectly but fails to finish may receive no credit. Failing to complete the homework or submitting homework that appears to be done without any attempt at accuracy or correctness will adversely affect a student's grade.

PLEASE NOTE: Although homework is labeled a "graded quiz" by Canvas, it is not counted as a quiz by your instructor in the computation of your grade. You receive credit for conscientiously completing homework. There is no letter or number grade; you receive **credit** or **no credit** (100% or 0%). The quiz format is used for homework in Canvas because it:

- ... saves your homework in your Canvas 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 Canvas.

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 Canvas homework may be entered multiple times but should only be "submitted" once.

Canvas saves your work as you go. Because submission may reveal the answers, you may be limited to one submission; *submitting your assignment more than once is considered cheating*. If a student has questions about what is included in the homework for any given week, the student may open the submission form in Canvas but should leave the form without "submitting" it.

5. Homework opens the day the class meets and must be submitted by **Tuesday at 7pm (Eastern Time). The homework submission window is enforced by Canvas.**

- Your work will be auto-submitted by Canvas at the deadline, if you have not already submitted it.
- 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 disaster, 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. The student should submit their homework EARLY rather than late.
- I do not grade or check late work that is submitted late without an extension.

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

Canvas will normally save your work as you go, but the instructor does NOT provide any make-up or recovery clemency for students claiming that Canvas “ate” their work. You will not have access to your online work after the class ends. Keep a copy of your work.

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

When you submit your homework in Canvas, check to see that you have received at least a partial grade for your work. **Email your instructor immediately – before the deadline passes –** if you believe that some mishap has occurred.

PLEASE NOTE: Canvas 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 should be used to practice the correct use of new vocabulary

- Study your new vocabulary list **before** beginning your homework
- **Attempt** to complete each question/exercise working from your memory alone
- If you are stumped, do **not** reinforce incorrect vocabulary; instead, review your class notes and handouts before returning to your homework. You are allowed to use language resources (dictionaries, thesauruses, etc.) for homework, but **ONLY AFTER** you’ve made a good effort without them. This is because your homework is your practice time - don’t practice something wrong! You are NOT permitted to use any of these resources during exams.
- **Students are expected to compare their homework answers to the correct answers that Canvas displays as soon as homework is submitted. This is a requirement for the proper completion of homework.** For any questions missed, students should attempt to determine why they missed the question and how they can correct such errors in the future, or if their answers are correct and have simply been marked incorrect because of the limitations of Canvas’s grading logic. The latter will be corrected when the instructor reviews homework. If you believe there is an error in the homework, email your instructor.

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; excused absences will not affect your grade
- Notify the instructor at the earliest opportunity if an emergency prevents a student from attending class
- Participate in classroom drilling and activities
- Be polite, respectful, and mature when using the classroom chat box

Steps to Success

1. Create and follow a schedule.

Develop a **daily** study and homework schedule. Do not leave the completion of your homework or your quizzes to chance. Plan to succeed.

2. **Take personal responsibility for the quality and intensity of your study time.**
 - Eliminate distractions while you study
 - Use your study time wisely and efficiently
 - Take pride in your work
 - Contact your instructor if you are having trouble
3. **Complete your homework assignments with honesty and integrity.**
 - Homework exercises increase your knowledge and enhance your ability to apply the principles and concepts learned in class. Apply appropriate effort to see maximum results.
4. **Evaluate and correct your own work**
 - Answers to homework and quizzes are visible to students when their work is submitted. Conscientious students will evaluate their work and check for errors while the work is fresh in their minds without waiting for the instructor. When you miss a question, see if you can figure out why so that you can avoid the same mistake in the future.

Recordings and Class Materials

Student vocabulary lists, class slides, recordings, and any other materials created by The Lukeion Project are copyrighted by the instructor and The Lukeion Project and are for the exclusive use of students who have registered for the class. Parents are always welcome to review class materials.

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.
- Following any absence, excused or otherwise, students should view the recording and make notes on it *at their earliest convenience*.
- Issues with recordings should be reported to the instructor immediately via email.
- Downloading or “capturing” of 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 will be posted in the appropriate Canvas module by the end of the day. If you do not see it, please contact your instructor via email.
- 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 their own copies of documents in the Canvas module. 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 the class participation grade. Students are expected to arrive before the scheduled start time, when the instructor ceases marking students present. *Missing 5 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 are submitted.
- Scheduling Conflicts: Inform your instructor ***in advance*** if you will miss class because of a scheduling conflict (doctor’s appointment, standardized exams, college visits, performances, 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 and parents 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.

Contacting Your Instructor

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

By email: We prefer communication 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 Quiz 3*)
- Use your **real name**
- Include your **class & meeting time** (example: *Witty Wordsmith, Thursday 9am*)
- Include as many **details** as possible (example: *Canvas says Quiz 4 is unavailable*)

By phone: We handle communication by email so that all correspondence is documented. Our phone system will take messages, and we will determine if a return call is required.

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:

The Lukeion Project
253 Old Beardstown Road
Lobelville, TN 37097