School of Histories and Humanities

Ancient and Medieval History and Culture

Junior Sophister Handbook 2017-2018
Contents
Keeping in touch ................................................................. 3
Course Learning Outcomes .................................................. 4
Contacts and Teaching Staff ................................................ 5
  Teaching, Attendance & Credit ............................................ 6
Junior Sophister Year (JS) ...................................................... 7
  Module Options in 2017 – 2018 .......................................... 7
Essays & Other Class Work .................................................. 8
Examinations & Assessment .................................................. 10
Style Sheet ........................................................................ 12
ANCIENT & MEDIEVAL HISTORY AND CULTURE

Welcome! This Handbook, which covers the third year (Junior Sophister) of study, provides you with essential information about your course in Ancient & Medieval History and Culture. It also supplements material that is given in the University Calendar. The Moderatorship in Ancient and Medieval History and Culture is administered by a Management Committee. More detailed information on each individual module is provided in the relevant module guide. If you are in any doubt about how the regulations affect you, please consult your College Tutor, the Course Director or a member of staff.

Keeping in touch

It is important to keep in contact with the teaching and support staff. There are several ways in which information is circulated by staff to students and by which students can contact staff:

• **Email** – Information from the Course Director and from individual lecturers and tutors will often be sent to your college email address. It is also the quickest way to contact a member of staff. You should check your college email daily. Please note that you should only use your TCD email address when corresponding with us. Get into the habit of checking this account regularly, even if you also use a different email address for personal or professional use.

• **Post & Phone** – Changes in contact details should be reported to the Course Director as well as to Student Records. Please keep your record up-to-date via the ‘my.tcd.ie’ portal (https://my.tcd.ie). Messages for staff may be left in pigeon holes located in the relevant Departmental offices.

• **Website** -  www.histories-humanities.tcd.ie/undergraduate/ancient-medieval

• **Noticeboard** – The Course Noticeboard is located on the 3rd floor outside of the Department of History. Please check this noticeboard regularly, as well as the History of Art (Arts Bldg., Floor 5) and Classics (Arts Bldg., Floor 6).
Course Learning Outcomes
On successful completion of this course students will be able to

• demonstrate an awareness of what art history, archaeology and history are and what historians, art historians and archaeologists do

• demonstrate an assured and critical appreciation of processes, peoples and places during the medieval centuries

• order and analyse critically the main artistic and architectural styles and movements of the ancient and medieval worlds

• contextualise works of art, architecture and written evidence in terms of historical and cultural processes

• apply appropriate methodological frameworks, including comparison and assessment of existing historical interpretations

• engage at first hand with primary evidence (texts in translation, visual evidence and material remains) and assess them as historical, art historical or archaeological evidence

• evaluate historical texts, visual evidence and material remains in the light of their historical, cultural and archaeological contexts and in light of important modern theoretical approaches

• demonstrate an appreciation of, and assess the significance of, literary, historical, artistic and archaeological interconnections

• deploy skills of oral, written and visual communication

• apply skills of summary, synthesis and generalization

• identify a research topic, collect and analyse the evidence for it, articulate and apply the relevant modern scholarship on the subject and produce a clearly planned, independently prepared and accurately written report on the topic
Contacts and Teaching Staff

Director of the Course in Ancient and Medieval History and Culture:

Dr Laura Cleaver, *Ussher Lecturer in Medieval Art* Rm 5077
cleaverl@tcd.ie
Dr David Ditchburn, Rm 3145
ditchbud@tcd.ie

Course Administrator:

Mrs Jo McNamara, *Senior Executive Officer* Rm 3133
jo.mcnamara@tcd.ie

Department of Classics

Dr Ashley Clements, *Lecturer in Greek Literature and Philosophy* Rm 6017
clementa@tcd.ie
Dr Martine Cuypers, *Lecturer in Greek* Rm 6015
cuypersm@tcd.ie
Dr Hazel Dodge, *L. C. Purser Senior Lecturer in Classical Archaeology* Rm 6010
hdodge@tcd.ie
Prof. Monica Gale, *Associate Professor (Latin), Head of Department* Rm 6016
mrgale@tcd.ie
Dr Christine Morris, *Andrew A. David Senior Lecturer in Greek Archaeology & History Director of Postgraduate Teaching & Learning* Rm 6012
cmorris@tcd.ie
Dr Shane Wallace, *Walsh Family Lecturer in Classics & Ancient History* Rm 6011
swallace@tcd.ie

Department of History

Prof. Sean Duffy, *Professor of Medieval History* Rm 3146
sduffy@tcd.ie
Dr Peter Crooks, *Assistant Professor* Rm 3147
pcrooks@tcd.ie
Dr Immo Warntjes, *Ussher Lecturer in Medieval History* Rm 3148
iwarntje@tcd.ie

Department of History of Art & Architecture

Dr Peter Cherry, *Senior Lecturer in the History of Art* Rm 5088
pcherry@tcd.ie
Dr Angela Griffith, *Lecturer in the History of Art* Rm 5075
griffiam@tcd.ie
Dr Rachel Moss, *Head of Department* Rm 5074
rmoss@tcd.ie
College Tutors
Your College Tutor is your main advisor on both academic issues and personal matters. He or she is appointed by the College, and should not be confused with your module tutors in Ancient and Medieval History and Culture who may be able to help on module-specific matters. You can also get help with problems specifically relating to the course from the Course Director or other members of the team listed above. Staff are here to help – so please feel free to approach us!

**Teaching, Attendance & Credit**

As you are aware, the College Academic Year is divided into two semesters, Michaelmas Semester (September-December) and Hilary Semester (January-March). Both are twelve weeks long and in both there is a study week in Week 7. Examinations for both semesters are held in April/May.

As in previous years, you are required to attend **ALL** lectures and other classes as required by individual module guidelines. Individual instructors may choose to track attendance by circulating sign-in sheets during each class. In such cases, it will be **your responsibility** to register your attendance by signing in on this sheet. As a rule, students may be deemed non-satisfactory if they miss more than a third of their course of study or fail to submit the required course work in any term. They will be reported as ‘non-satisfactory’ to the Senior Lecturer, according to the regulations laid down in the *Calendar*, H6, 23-24.

**Timetable**

Your timetable will be available via my.tcd.ie. The timetable of lectures, seminars and tutorial classes may also be posted on the course and departmental noticeboards. Late amendments to scheduling will also be posted here. If you have problems with the timetable, please contact the Course Director, Dr Laura Cleaver (cleaverl@tcd.ie) or the Course Administrator, Jo McNamara (jo.mcnamara@tcd.ie).

**Obtaining credit**

In order to successfully complete the year and gain your degree, you must obtain credit for the academic year by satisfactory attendance at lectures and tutorials/seminars, by carrying out the required module work and by successful completion of examinations.
Junior Sophister Year (JS)

General Information
In the third year you will take the interdisciplinary module on Ancient and Medieval Rome, which is taught by specialists from all three disciplines. Your remaining modules must include at least 10 credits from each of the three main subject areas (History, Classics, History of Art). You will have selected your modules in April. All choices are subject to timetabling restrictions.

All lectures, seminars, classes and tutorials are compulsory.

Students may be asked to make oral presentations or hand in short pieces of written work in addition to their assessed work. Though these are not formally assessed, they are part of the expected exercises of the module.

Module Options in 2017 – 2018

In the Junior Sophister year only one module is compulsory:
HH3000 Ancient and Medieval Rome (10 ECTS)
Duration: Hilary Semester
Assessment: Examination (80%), continuous assessment (20%)
Co-ordinator: Dr Hazel Dodge

This module will tackle the urban history of one of the major European cities in both the ancient world and the Middle Ages: Rome, from its earliest development in the early 1st millennium BC to the city’s sack in 1527. It will explore the physical site of the city and changes over time, together with ideas about Rome. It will also address the impact of a range of social and political issues on the city. It will thus consider the infrastructure, peoples and power structures of the site. The lectures will provide an overview of major themes in the material together with case studies of particular examples. Specific primary material will be explored in seminars.

You should be registered for a further 50 ECTS of modules. If you are not you should contact the programme director as a matter of urgency.
Essays & Other Class Work

During the course of the year, you may be required to complete a number of written exercises for each module. These take a variety of different forms: formal essays, critical commentaries and exercises, and slide tests. Full details are given in individual module guidelines.

**PLEASE NOTE:** All such written work and exercises are **COMPULSORY**. Failure to complete them without adequate explanation will result in a mark of zero and you will be returned Non-Satisfactory (NS) to the Senior Lecturer for that Semester. It is your responsibility to organise your time and manage your workload.

**Formatting your written work**

- All essays must be word-processed and printed out on A4 paper
- All written work must be accompanied by a completed AMHC cover sheet (these can be downloaded from module pages in Blackboard and are also available from Room 6014)
- A word count must be given
- To allow room for comments, all essays must be **double spaced** and must have a wide margin
- Check that all of your sources are provided. Any quotations and substantive information taken from other works must be acknowledged by means of footnotes, giving author, title, and page number. When citing unpublished sources, students should follow the advice of the course instructor. A bibliography, listing the documentary sources, books, and articles used (including all those acknowledged in footnotes/endnotes) must be appended to the essay.

**Submitting your written work**

- All required written work must be submitted in hard copy, accompanied by an AMHC cover sheet (a copy will be sent to you by email) **to the relevant Departmental Office** on the assigned date (full details are given in individual module guidelines).

Work handed in late will not be corrected and it will receive a mark of zero. In case of personal or family crisis or illness you must provide the Course Director, Dr Laura Cleaver cleaverl@tcd.ie in Michaelmas term and Dr David Ditchburn ditchbud@tcd.ie in Hilary term, with supporting evidence (e.g. medical certificate or a tutor’s communication) for a revised deadline to be arranged. Contact your College Tutor if you need further help and advice in these situations.

**NB** Remember you must also submit an electronic copy via Turnitin by the specified deadline. Instructions for the use of Turnitin will be provided at the start of the year. Failure to submit both hard copy and electronic copy will attract a mark 0.
Plagiarism

Plagiarism is interpreted by the University as an act of presenting the work of others as one’s own work, without acknowledgement. It is considered as academically fraudulent and it is an offence against University discipline. The University considers plagiarism to be a major offence and subject to the disciplinary procedures of the University. A full University statement on plagiarism is given in the College Calendar, part II, 82-91. The College guide to plagiarism is available here: http://tcd-ie.libguides.com/plagiarism and all students are now required to complete the online tutorial here: http://tcd-ie.libguides.com/plagiarism/ready-steady-write.

Each year, cases of student misconduct involving plagiarism or ‘inappropriate collaboration’ are reported. In some of these cases, students have said that they were unclear as to what plagiarism involves. The following statement represents our principles on this matter:

Students are expected to express themselves and to sustain an argument in their own prose. They should not submit written work that does not properly acknowledge transcription or that includes excessive quotation of the work of others. If you want to quote from a published work or from an internet source, either because you think it makes the point or you admire the author’s turn of phrase, you must put the passage in quotation marks and cite the reference. If you wish to express what an author is saying in your own words, such phrasing is acceptable but you should include reference to the author concerned to indicate that the ideas stated are his/hers and not yours.

If you are not clear about the difference between scholarly citation, collaboration and paraphrase, please consult one of your tutors. A charge of plagiarism is a serious College offence and will be dealt with by the Course Director according to the procedures laid out in the relevant section of the Calendar.

Return of Essays
Essays will be returned by individual class teachers.
Examinations & Assessment

Examination & Assessment
Assessment in the JS year will be on the basis of examinations, submitted essays and other exercises which form part of continuous assessment (details are given in individual course guidelines).

Examination Procedures
The onus lies on each student to establish the dates of examination by consulting the examination timetable on the College website. You will not be admitted to an examination after the first half-hour. If, through circumstances beyond your control, you arrive after the first half-hour, you should immediately contact the Senior Tutor’s Office (House 27, College).

Requirements for rising with the year
The pass mark for essays, assignments and examinations is 40%. An average of 40% must be attained for a pass to be awarded in a module. In order to rise with their year, students must achieve an overall pass in the annual examinations. Under normal circumstance students may compensate a failure in one module (35-39%), as long as an overall pass is achieved.

Failure to rise with the year
Students repeating a year, as a consequence of failure to gain academic credit, are required to attend lectures, seminars and tutorials, submit written work, and perform all other exercise in the same way as if they were taking the year for the first time. They may be required to take a different combination of modules.

Marking system
The marking system in operation for the Moderatorship in Ancient and Medieval History and Culture can be found on the next page. This gives brief descriptions of the qualities that are likely to be associated with work that would be regarded as typical of each of the classes of honours that can be awarded.
## MARKING SYSTEM

<table>
<thead>
<tr>
<th>Class</th>
<th>Numerical Mark</th>
<th>Description</th>
</tr>
</thead>
</table>
| I     | 70-100%        | - Excellent knowledge  
- Exemplary structure and organisation  
- Answers the question clearly and comprehensively, in a focused way  
- Critical use of secondary and where appropriate primary material  
- Sound critical thinking  
- Independence of judgement  
- Consistent performance  
- Well-written with supporting references and bibliography correctly used and formatted |
| II.1  | 60-69%         | - Aware of full implications of question  
- Good understanding of the topic  
- Clear evidence of relevant reading/research  
- Reasoned argument with logical conclusions  
- Use of relevant examples  
- Clear analytical ability  
- Good structure and presentation  
- Good use of secondary sources. |
| II.2  | 50-59%         | - Aware of implications of question  
- Effective structure and presentation  
- Solid and reliable/sound knowledge  
- Evidence of some relevant reading  
- Inclusion of some relevant ideas and examples  
- Lack of analysis  
- Style of writing could be improved |
| III   | 40-49%         | - Understanding of question  
- Modest level of engagement with question  
- Some relevant knowledge  
- No analysis  
- Adequate presentation  
- Lacking in style and clarity |
| F.1   | 30-39%         | - Serious misunderstanding of question  
- Failure to answer the question (though may be an answer to a different question)  
- Minimal knowledge  
- Very little evidence of relevant reading or research  
- Lack of structured argument  
- Lack of evidence to support discussion  
- Lack of relevant examples  
- Incoherence.  
- The potential of a candidate to proceed to the next year of study is an important consideration in the award of this grade. |
| F.2   | 0-29%          | - Some or all of the weaknesses noted under F1, but to a greater and perhaps extreme, extent. |
**Style Sheet**

Presentation is only one aspect of good essay writing. Poor or inconsistent presentation is, however, a distraction to whoever is marking your essay and can result in a lack of clarity and loss of marks. What follows are simple guidelines about presentation. You should keep them in mind when you are writing your essay. Always ask for advice if you are unsure.

**General Information**

- The titles of books, plays and edited collections (collections of poems, short stories, articles, essays) should be *italicised*.

- The titles of individual poems, essays, articles and short stories should be placed in single quotation marks.

- All spelling should be correct and care should be taken with your use of punctuation and grammar. Pay particular attention to your use of the apostrophe.

- Check all of your quotations for accuracy and make sure that all of your sources are provided.

- Type your essay. Leave ample margins for comments by the marker, use a font size of 12 and double space your essay.

**Quotations**

- If you are quoting a small amount from a text, simply include the quotation in your essay using double quotation marks.

- For longer quotations you should indent each line on the left hand side of the quotation – as you would if you were starting a new paragraph. When you indent a long quotation from a text, do not use quotation marks.

- When you are quoting a long passage, you may choose to omit part of the quotation because it is not directly relevant to your argument. You can do this by using an ellipsis. This is marked by three consecutive dots (…) and is inserted in place of the words or the lines that you want to omit.

**Acknowledging Quotations**

The proper acknowledgment of sources for quotations is a vital aspect of good essay writing. Failure to acknowledge a source amounts to more than mere laziness. It could open you to a charge of plagiarism which is a serious academic offence. Further information about plagiarism is provided above.
Style Guides
There are several different ways of annotating sources, and a number of style guides are available for you to follow. MLA (http://www.mla.org/) and the Chicago Manual of Style (http://www.chicagomanualofstyle.org/) are two styles which are particularly recommended. You are welcome to follow either of these styles, or any of a number of other styles which are also available. Whichever style you choose, though, you must be consistent and clear in your use.

Footnotes, Endnotes, Parenthetical Citations
Some style guides recommend the use of footnotes or endnotes; others recommend parenthetical citations. If you choose to use footnotes or endnotes, the simplest thing to do is to number each quotation consecutively. Insert a footnote or an endnote at the end of every sentence where you quote from an author or a text. (This will be done automatically if you click on ‘Insert’ then ‘footnotes’ if you are using a Word programme.) A numbered note will appear at the bottom of the page (a footnote) or at the end of the essay (an endnote) where you will be prompted to fill in the details of the source of the quotation. These details will vary, depending on the style guide you are using, but you should always include the page number of that quotation. For example: Beckett, Malone Dies, 87, or Beckett 1956, 87. Further details about the book, including the full name of the author, the full title of the text, publisher, place and year of publication, should appear in the bibliography at the end of your essay.

Works Cited, Bibliography
The bibliography should include all of the texts that you have quoted in your essay. It should also include all of the texts that you have consulted in the preparation of your essay. (You may want to distinguish in your bibliography between “Works Cited” and “Other Works Consulted”.) You should list all of these texts, by author’s surname, in alphabetical order. There are several ways of presenting a bibliography. What follows is taken from the MLA style guide. Once again, you are welcome to follow this or another style so long as you are consistent and clear.

If you are citing a book you should include the following information in order:
• Surname of author, First Name. Title of Book (place of publication, year of publication)

If the book is an edited collection of essays, your citation should read:
• Surname of author, First Name, ed. Title of Book (place of publication, year of publication).

If the book has more than one author, your citation should read:
• Surname of first author, First Name and First Name and Surname of second author, eds. Title of Book (place of publication, year of Publication).

If the book was translated, your citation should read:
• Surname of original author, First Name. Title of Book. Trans. Translator’s Name (place of publication, year of publication).
Citing an essay in a book
• If you are citing an essay from a book you should include the following information:
  • Surname of author, First Name. ‘Title of Essay’, *Title of Book*, in Editor’s Name, ed. (place of publication, year of Publication), Page refs.

Citing an essay in a journal
• If you are citing an essay from a journal you should include the following:
  • Surname of author, First Name. ‘title of Essay’, *Title of Journal*, Volume (Year), page refs.

Citing material from a website
• If you are citing material from a website you should give the full address of that website in the bibliography so that the marker can locate the same material. You should also give the date that you last accessed that material.