## Associated Colleges of the South

### Mellon Pilot Project in Classics at Rhodes College
#### June 10 – 15, 1996

#### Information

### The Application Process

With this letter is a form from the ACS that you are to submit to your Dean for approval. Once you have her or his signature, return it to me by fax or mail.

### Travel Arrangements

Included with this letter is a travel planning form. Please use this form to estimate the cost of your travel to and from Memphis. As noted on the form, the funding for the project includes money for transportation based on a rate of $250.00 per participant. We are using the planning form to manage the travel account more effectively and prevent overspending. Once your travel plans are approved, you will receive a reimbursement up to the approved amount. You will be expected to keep receipts and submit an expense form at the conclusion of your travel. If actual expenses exceed the approved amount, participants will receive the additional amount only if the budget for travel permits.

We will make arrangements for transportation from and to the airport for those who come by air.

For those who are coming to Memphis by car and would like directions, please note that on your travel planning form, and we will send you a customized map depending upon the direction from which you will be traveling.

### Stipends

You will receive your stipend from the University of Richmond, which is acting as the fiscal agent for the pilot projects. Each participant will received a stipend of $1000.00.

### Housing and Food

We have made arrangements for all participants to live on campus during the workshop. If you prefer to stay with friends or family, please let us know so we can make the rooms available to other programs.

#### Dining Service

Breakfast, lunch, and dinner will be available at the Refectory on campus. We have also scheduled special dinners on Monday and Saturday evening, about which we will provide further details once you arrive in Memphis. The food service generally

prepares a menu that will accommodate most types of diets. However, if you have particular needs, please forward them to me, so we can make the appropriate arrangements. Meals are served at the following times:

Breakfast:      7:00 – 8:00 a.m.
Lunch:          11:30 – 1:00 p.m.
Dinner: 4:30 – 6:00 p.m.

We request that visitors to campus observe the custom of the dining service and not take food or drink from the Refectory.

### Rooms

The rooms will be located in Robinson Hall on the third floor. This residence hall provides an elevator, vending machines for beverages and snacks (Sodas from vending machines cost $0.60 each.), a large social room with T. V. and microwave, and laundry facilities (all located on the first floor). The rooms feature a bed, desk, dresser, closet, sink, and mirror. The hall bathrooms have individual showers and changing areas.

Coin-operated washers and dryers are located on the first floor of the residence hall. It costs $0.50 to wash and $0.50 to dry. More than one drying cycle may be necessary.

Each of the rooms in the residence hall has an overhead light. In the past, some visitors to campus have requested additional lamps for reading. Because the College is not in the position to provide desk or floor lamps, you might consider bringing one from home. Also, the conference office does not offer a wake-up service, so you should bring your own alarm clock.

### Telephones

The campus has no pay telephones. Limited public phones are available in each building and in each residence hall (located in the lobby). The College does not provide rental phones. If you would like to bring a telephone, however, each room has a phone jack and assigned telephone number. Please be sure that your phone is a touch-tone phone so that it will work with our phone system. To make a call, select "9" and the phone number for a local call. Long distance calls are made by selecting "9" and then "0", then the area code and phone number; an operator will ask you for your credit card number. If you use an "800" number to access a long-distance carrier, you may dial "9" followed by "1" and the number.

### Keys

The key to your room also opens the entrance to your specified residence hall. Try not to lose your key. The College will charge $25.00 for a replacement.

### Parking

Convenient parking is available on all lots indicated on the map you will receive when you arrive. If you are staying in the residence halls and have left your car directly outside any of these residence halls, please move it immediately upon unloading to one of the designated lots. Otherwise you may receive a ticket from Campus Safety.

### Name Tags

While on campus, please wear your name tag at all times. This is the method by which College personnel identify you as our guest. Most importantly, you must have the badge when you go for meals in the Refectory.

### Building Security

Please note that entrances to the residence halls are locked for your protection. For your personal safety keep your door locked, lock your room whenever you leave it, and carry your key with you at all times. The College is not liable for loss or damage to property. To prevent unauthorized persons from entering the residence halls, do not prop the doors open. In addition, the Conference Staff and the Campus Safety Office will be on call to assist you.

### Messages and Mail

A message board is located in the lobby area of the residence hall, along with other important information. Incoming messages will be posted on the board by the Conference Staff. Conference attendees are encouraged to use this board to communicate with other attendees. You may also leave messages with Margorie Stoner, the Associate Director of the Language Center, where we will be meeting from time to time.

### Bookstore

Located in the basement of the Briggs Student Center, the Rhodes College Bookstore carries a full line of Rhodes clothing, gifts, and memorabilia, as well as greeting cards, books, magazines, sundries, food, beverages, and educational supplies. The Bookstore also offers film developing services. Operating hours are 10:00 a.m. to 2:00 p.m., Monday through Friday.

### Emergencies

If an emergency arises, immediately contact a member of the Conference Staff at extension 3965 or 3539. They will summon Campus Safety, who are trained in dealing with emergency situations. Should you be unable to locate a Staff member, call Campus Safety directly at 3880. There are also red security phones in each building which automatically dial the Campus Safety Office.

## Consultants

Three colleagues have accepted our invitation to join us during the workshop and contribute their expertise. Here is some brief information:

### Suzanne Bonefas

Suzanne is currently co-director and principal developer of the MiamiMOO Project, a real-time, text-based virtual environment, and has developed numerous MOO and web based materials for use in her classes. She is also co-editor of *Diotima: Materials for the Study of Women and Gender in the Ancient World*, a site which has served as a model for the use of the World Wide Web for both scholarly and pedagogical materials. Together with Michael Arnush from Skidmore College, she pioneered a fully interactive, collaborative course. At Miami, she has worked extensively to introduce faculty to the use of technology, as well as developing and coordinating innovative collaborative approaches to teaching.

**Ross Scaife**

Since joining the faculty at the University of Kentucky in 1991, Ross has been very active not only as a teacher and scholar, but also as a leader in the use of technology in the discipline of Classics. He is most widely known for developing the web site *Diotima* along with Suzanne Bonefas. In addition to his expertise in building internet sites and publishing on the Web, Ross has worked extensively with high school programs in Kentucky including the Distance Learning Program of Kentucky Education Television, which offers first and second year Latin instruction to over 600 students in fifteen states.

**Randy Stewart**

Randy comes to the workshop from the University of Utah where he has been an assistant professor since 1990. Before going to Utah, he worked at the University of Michigan as a research fellow for the Duke Databank of Documentary Papyri. Six years ago Randy began developing *HyperMyth*, which is now distributed by Longman Publishing. Over a hundred high schools, colleges, and universities use *HyperMyth* as a computer-based text or resource for the study of Greek mythology. He is currently at work on a multimedia edition of the *Odyssey* and a hypertextual handbook on ancient sports.

## What to Bring

Our web site will include three basic types of information: images, course materials, and scholarly works. As part of the teaching materials, we envisioned during our meeting last year building a set of "generic" documents on various aspects of the ancient world. In the grant proposal, I attempted to describe some of these and refer you to the proposal. As part of our collaboration, we intend to work on such modules and invite you to bring whatever you can that would contribute to the resources. In particular, please the following:

**Visual Materials**

Please bring any slides you are willing to contribute to the archive. Because we want people to have free access to these materials, please make sure that they will not present problems with copyright. For example, they should not be slides you have purchased from a vendor nor contain the pictures of recognizable individuals from whom we could not obtain permissions. Audio and video materials are welcome, too.

**Teaching Materials**

Please bring syllabuses, handouts, bibliographies, lecture notes, and any other materials you distribute in class. Bring them regardless of the format. We will have scanners available, so now is a great opportunity to convert any hardcopy resources to electronic formats. Also, because we will be looking at ways of collaborating on a curricular level, please bring relevant catalogues, course descriptions, and departmental brochures.

**Scholarly Materials**

Finally, we would like to have everyone bring at lease one piece of scholarly research. If this is published material, please contact the publisher to obtain permission to post an electronic, "html" version of the document.

This information will undoubtedly be inadequate in some way, so please send your questions to me. An accompanying agenda will have detailed information concerning what we will be doing during the workshop.