

The Historian's Craft
HIST 3300-110
Fall 2022
Online

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Office Hours: by appointment

Course Description and Objectives:

This course is the gateway to major in History. It introduces students to the practices and methods of the study of history. Students will learn 1) to think historically; 2) to understand how historians construct and write about the past; 3) to critically evaluate historical arguments and the material used to substantiate those arguments; 4) to develop writing and research skills; 5) to learn and practice professional standards for presenting their findings.

Mode of Instruction and Course Access

This is a fully online course with no scheduled face-to-face meetings.

This course uses the A&M-Central Texas Canvas Learning Management System
<https://tamuct.instructure.com>.

Contacting the Professor

All communications in this course between students and the professor should take place using the Canvas message system. You can expect to receive a reply to any message in about 24 hours, except on weekends (Fri. evening through Sunday evening) when the turnaround time may be a bit longer. In most cases, however, replies will be made much sooner than that. If for some reason you are unable to access Canvas, you may contact me via email. If you desire a face-to-face meeting, Webex, Telephone, or Skype meetings can be arranged. Please message me if you would like to schedule a meeting and we will work out a time on a case-by-case basis.

Learning Outcomes:

1. Demonstrate factual knowledge and an understanding of fundamental theories: Students will examine and evaluate the major issues related to the field of history.
2. Analyze and critically evaluate ideas, arguments, and points of view: Students will analyze and critically evaluate the conclusions of different historians concerning historical theory and method

3. Apply course material to improve thinking, problem solving, and decision making: Students will apply course material to improve thinking and decision through research and topical analysis

4. Demonstrate specific skills, competencies, and points of view needed by professionals in the field most closely related to this course: As future historians or professional working in history, students will evaluate and critically review of the work of other scholars and develop personal methodologies history research.

5. Demonstrate skill in expressing themselves orally and in writing: Consistent with an upper-level history course, students will develop skills in written and/or oral communication including a research paper and presentation of research.

6. Use required resources and find additional scholarly resources for answering questions or solving problems: Students will engage in independent research of their selected topic utilizing books, journal articles, and other resources.

Required Readings:

McNeill, J.R. *Mosquito Empires: Ecology and War in the Greater Caribbean 1620-1914*. Cambridge: Cambridge University Press, 2010.

Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*. Boston: Bedford/St Martin's, 2018.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth Edition: Chicago Style for Students and Researchers*. Chicago: University of Chicago Press, 2018.

Recommended Texts

Strunk, William, and E. B. White. *The Elements of Style*. 2017.

Course Requirements and Grading Policy

As this course forms the foundation for pursuing a degree as a history major, all assignments are required to be completed prior to the submission of subsequent assignments. Each piece of submitted work forms a crucial part of the construction of the final paper, and each piece likewise reflects essential skills and practices of the profession of history.

The final average will be calculated based on the number of points received out of a total of 800. The following point ranges correspond to the final grade for the course: 720 and above = A; 640-719 = B; 560-639 = C; 480-559 = D; below 480 = F. (On the percentage scale: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 0-59%). Students will be graded and earn points for:

DOCUMENTATION EXAMPLE: Students will submit a short paper demonstrating proper Turabian style documentation for a selection of sources which reflect the most commonly used types in the field. The example assignment is worth 50 points.

TOPIC SELECTION: Students will identify and submit an informal topic selection which will be the basis for their work in the remainder of the class. This assignment will not generate a formal grade but is a requirement for submission of other assignments.

PRIMARY SOURCE ANALYSIS: Students will analyze a primary source relevant to their research topic, judging its utility and worth as a historical source. The primary source analysis is worth 50 points.

TOPIC PROPOSAL: Students will compose and submit a formal 1-2 page research proposal outlining a course of research, study, and writing on a topic of their choice, to be approved by the professor. The topic proposal is worth 50 points.

MONOGRAPH REVIEW: Students will analyze and review a secondary book source they have found, judging its utility and worth as a source. The monograph review is worth 50 points and 15% of the course grade.

JOURNAL ARTICLE COMPARATIVE REVIEW: Students will compare and contrast and analyze two journal articles related to their proposed topic. The comparative review is worth 75 points.

ANNOTATED BIBLIOGRAPHY: Students will create an annotated bibliography for their selected topic. The annotated bibliography will contain a minimum of five primary and ten secondary sources. The secondary sources should be comprised of five journal articles and five books. The annotated bibliography is worth 100 points.

OUTLINE: Students will create a formal outline of their research paper. This assignment is worth 50 points.

RESEARCH PAPER: Students will create a 5-7 page research paper based on primary and secondary sources. The research paper is worth 150 points.

LATE WORK: Late work will be accepted at a penalty of 10% of the assignment grade for each day past the due date. Please note, however, that late work will not be accepted past the semester end date of Friday, Dec. 9 Make-ups for missed assignments will be given on a case-by-case basis and only for documented reasons such as hospitalization/illness, incarceration, military service etc. Students are responsible for securing all necessary documentation for consideration when asking for a makeup.

INCOMPLETES: Incomplete grades are reserved for extraordinary circumstances that arise after the university drop date and which prevent the student from completing any outstanding course work. Inability to complete assigned work for whatever reason before the drop date

should be handled via dropping the course. Students requesting an incomplete need to have been active in the course throughout the semester and maintaining a passing grade. Decisions to allow an incomplete are made at the sole discretion of the professor.

FEEDBACK: As all written assignments will be submitted electronically, feedback on papers will also be delivered electronically and will generally be available within 7-10 days of the due date. Often, grades will be posted much more quickly, and occasionally they will take a bit longer.

PLEASE NOTE: All written electronic assignments must be submitted in one of the following formats: Microsoft, Open Office, or Libre Office . All other formats, such as Apple .pages or .wps will not be accepted

Withdrawals/Drop Date

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

The last day to drop this course with a "Q" or withdraw with a "W" is Friday, Nov. 4.

Technology

responsible for ensuring that you have reliable and regular internet access as well as a reliable computer or comparable device. It is not my responsibility to accommodate online students who lack access to computers or the internet. No exceptions to course policies will be made for students who lose their ability to access the internet or complete the required coursework on a computer during the semester. Also, while it is possible to access the course materials using a dial-up internet connection, you should be aware that Canvas (as with most other programs and platforms) functions best with high speed internet access. Course policies apply equally to all students regardless of the quality of their internet access.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Technology Support

For log-in and other TAMUCT system support needs, students should contact Help Desk Central. 24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

Web Chat: <http://hdc.tamu.edu>

For Canvas help, use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

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The University Writing Center

The University Writing Center at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students. The University Writing Center is located in 416 Warrior Hall. The center is open 10 am-4pm Monday through Thursday and also at the Library from 6 pm-9 pm Monday through Thursday. Online appointments are available on Saturdays from noon till three pm . Students may work independently in the University Writing Center by checking out a laptop that runs Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Students may also arrange a one-on-one session with a trained and experienced writing tutor. Tutorials can be arranged by visiting the University Writing Center. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. Sessions typically last between 20-30 minutes. While tutors will not write, edit, or grade papers, they will help students develop more effective invention and revision strategies. The Writing Center also offers synchronous online tutoring for distance education students!

Academic Integrity:

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](#),

If you know of potential honor violations by other students, you may [submit a report](#),

Access & Inclusion

At Texas A&M University – Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to an education that is barrier-free. The Office of Access & Inclusion is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Access & Inclusion at (254) 501-5831 in Warrior Hall, Suite 212. For more information, please visit their website at: <https://www.tamuct.edu/departments/access-inclusion/>

Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required)

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](#). Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website.

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division

of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Library Services

INFORMATION LITERACY focuses on research skills which prepare individuals to live and work in an information-centered society. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, yet is not limited to: exploration of information resources such as library collections and services, identification of subject databases and scholarly journals, and execution of effective search strategies. Library Resources are outlined and accessed at: <http://www.tamuct.edu/departments/library/deservices.php>

Classroom Decorum and Other Policies

Students in an online course are expected to behave professionally and courteously with the professor and their peers. Although personal interactions in this course are limited, in the event that online discussion or meeting formats are utilized, please be respectful in your posting and comments.

OFFICIAL COMMUNICATIONS POLICY: Official communication is via your official Texas A&M University–Central Texas e-mail address, online via Canvas, and in-person in-class. Please check these places frequently for updates and information. It is the policy of the instructor to communicate sensitive information with students via e-mail only through an official TAMUCT e-mail address.

TECHNOLOGY POLICY: This course will use the TAMUCT Canvas Learn learning management system for class communications, content distribution, and assignments. If you have not yet activated the Canvas system, please do so, as this is critical for completing this course. The Canvas homepage for TAMUCT is: <https://tamuct.instructure.com/login/ldap>. Technology issues are not an excuse for missing a course requirement, so please make sure your computer is configured correctly and address issues well in advance of deadlines.

ELECTRONIC DEVICE AND COPYRIGHT POLICY: You may download course recordings, but recordings may *only* be used for personal, private, research and study purposes only, and *must not be disseminated publicly in any way*.

COPYRIGHT NOTICE; The electronic content and materials in this course are for the sole purpose of instruction as part of this course offered by Texas A&M University–Central Texas, and are solely for university students registered in this course, and are subject to copyright protection law. Students who disregard United States copyright policy and institution policy do so at their own risk and assume all liability.

911 Cellular

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](#) to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

Course Outline:

Please Note: This outline is intended a general guide only. The professor reserves the right to adjust this syllabus or the class schedule in any way that best serves the needs of the course.

All assignments will be due on Monday evenings at 11:59 p.m. one week later than the course week in which they are listed excepting week 16 which is finals week.

Week 1 (8/22) Introduction to the class, What is history? Reading: Syllabus, Rampolla PP. 1-7

Week 2 (8/29) Documentation styles; research methods; Historiography; Reading: Rampolla pp. 8-23; **INITIAL TOPIC SELECTION DUE.**

Week 3 (9/5) Types of Sources, evaluating sources. Rampolla pp. 24-50; **DOCUMENTATION EXERCISE DUE.**

Week 4 (9/12) Research skills, finding a primary source.

Week 5 (9/19) Considering and evaluating primary sources. **Primary Source Evaluation Due**

Week 6 (9/26) Considering and evaluating secondary sources, research techniques. **FORMAL TOPIC PROPOSAL Due.**

Week 7 (10/3) Book reviews: what they are and how to use them.

Week 8 (10/10) Research questions and crafting a thesis. Read Rampolla Chapter 5 sections A and B. McNeill, Chapter 1. **Monograph Analysis (book review) Due.**

Week 9 (10/17) Introduction to historiography: what it is and why it matters.

Week 10 (10/24) Tackling a research paper: constructing an argument. Read McNeill Chapter 2.
Journal Article Comparison and Analysis due.

Week 11 (10/31) Conducting research: resources and techniques. Read Rampolla Chapter 5C.

Week 12 (11/7) Taking notes and creating an outline. Read Rampolla Chapter 5D.
ANNOTATED BIBLIOGRAPHY DUE

Week 13 (11/14) Research and preliminary writing week. **OUTLINES DUE**

Week 14 (11/21) Documentation and handling sources properly. Read Rampolla Chapters 6 and 7. Optional Draft submissions.

Week 15 (11/28) Writing and research. Optional Draft submissions.

Week 16 (12/5) FINAL PAPER DUE DEC. 9.