



History 591.01E—Historical Methods
Spring 2020 Syllabus
Updated January 7, 2020

Instructor: Dr. Jessica Brannon-Wranosky

Class Meets: T 5:30p-8:10p

In Building/Room: Ferguson SS 141

Office Located In Ferguson Social Sciences (SS) 107

Office Hours: Tues 4-5:30 PM in Person OR by appointment.

Email: Jessica.Wranosky@tamuc.edu

(Email is the best way to reach me, also you may leave a non-urgent message by calling the History Department Office in SS 111 and having a message left in my box.)

Website: located inside "D2L" inside your "myLeo" account

COURSE INFORMATION

MATERIALS:

Required Texts:

HIST 591.01E Historical Methods

- 1) REQUIRED—*Beyond the Archives: Research as a Lived Process*, by Gesa E. Kirsch and Liz Rohan, eds. (ISBN 978-0809328406). Southern Illinois University Press.
- 2) REQUIRED—*A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers* (Chicago Guides to Writing, Editing, and Publishing), by Kate L. Turabian (ISBN 0226816389). University of Chicago Press. MUST BE 8th Edition.
- 3) REQUIRED—*The Elements of Style*, Fourth Edition, by William Strunk Jr. and E. B. White (ISBN 0-205-30902-X). Longman Publishers.
- 4) REQUIRED—*Historical Research in Archives: A Practical Guide* by Samuel J. Redman published by the American Historical Association. Students may either purchase this book directly from the American Historical Association's website **or for a reduced price directly from the course on the first day of class**. Keep in mind that this reading will be assigned very early in the semester and shipping usually takes a couple of weeks.

Additional Class Materials: Paper and Writing Implements for taking notes & access to a computer, working email, and Internet.

Course Description:

This course introduces students to the methods of historical research, including the framing of research questions; the location, analysis, and evaluation of sources; the construction of argument and counter-argument; and the presentation of results. The goal of this course is to guide each student through the preparation of a conference-length paper or publishable article as well as the process of proposing that paper to an appropriate conference or scholarly journal.

Student Learning Outcomes:

Students will demonstrate their understanding of processes of conducting and utilizing primary historical research.

COURSE REQUIREMENTS		
Explanation of Evaluation Criteria:		Grade Breakdown:
Research Paper	50%	A = 89.5-100
Research Portfolio	20%	B = 79.5-89.4
Ind. Peer Review & Presentation	10%	C = 69.5-79.4
Class Attendance and Participation	20%	D = 59.5-69.4
Semester Total	100%	F = 0-59.4

Required Readings: All of us will read and discuss the books on the list. They are available for purchase at the campus bookstore, through the Internet, and at many regional book retailers.

TURNITIN.COM: All typed assignments, exams, papers, and reviews must be uploaded to the appropriate listing in the course's turnitin.com space available through the dropbox inside the D2L course.

Research Paper (50% of the final grade): Students will conduct primary and secondary research on an approved topic and utilize this research in the original creation of a primary research paper of between 6000-7500 words. This word count equates to approximately 20-25 pages of reasonable font, unjustified, with one-inch margins. The 20-25 pages includes a bibliography (not a works cited—there is a difference), all notes, illustrations, and images, and associated text boxes. **The body of the paper (excluding the bibliography, illustrations, notes, images, and textboxes) must be at least 3000 words.** The paper with all inclusions may not be more than 35 pages—no exceptions (cover pages do not count). The purpose of this assignment is to produce a piece of original research appropriate for either delivery at a conference or submission to an academic journal in article length. Most conference papers are 2800-3000 words (9-10 pages of body text; the author does not read notes/citations), and most journal articles are between 20-30 pages body text.

Additionally, this course is designed as an overview for historical research and professional methods, and as such there is not enough time during the semester to provide intense training on any one method. Therefore, because of the importance of proper, correct, and ethical oral history methods training to protect both interviewers and interviewees—live human research subjects, and because there is not enough time to commit to sufficient oral history training during the semester for this specific course—NOTE: The long standing rule for HIST 591 from the beginning has been and will continue to be that—students will not be allowed to conduct oral history interviews for their research paper, portfolio, or other work for this course, and students will not be allowed to use oral histories they conducted as the interviewers for any work in this course. Disregarding this rule will disqualify the student's research paper for consideration in determining the final term grade, which will automatically result in a failing grade for this course. As humanities/ social science scholars, historians should strive to do no harm. As such, proper training in methods and procedures and their implementation is key to the professionally responsible practice of academic history. Students may use publicly available oral history transcripts as part of their research as long as the student was neither the interviewer nor the interviewed in the taking of the oral history, and the oral history was taken prior to the beginning of the course. "In the author's/student's possession" is not considered publicly available for any resource including oral histories.

Further information regarding the research paper assignment will be provided to students verbally by the professor in class and in separate documents available in the online course shell. All instructions are considered official guidelines for the purpose of evaluation and learning.

Research Portfolio (20% of the final grade): Students will complete a series of assignments connected to archival and digital research training, which they will show proof of their completion and participation at the end of the summer semester in a research portfolio. Portions of this portfolio will include a research proposal, a working annotated bibliography, a research trip plan and budget, copies of finding guides/aids and physical archival and primary research, copies of digital research, and portions of students' own individual writing placing their research into historiographical context. More information regarding this assignment will be provided to students in a separate document.

Responsible Conduct of Research Online Training (part of the Research Portfolio grade): All students in the course are required to undergo online Responsible Conduct of Research training offered by the Texas A&M University-Commerce entitled, "Humanities Responsible Conduct of Research Course 1." Please go to <https://about.citiprogram.org/en/homepage/> and create an account. You will then enter into the system and then click add a course at the bottom of the page. Then, for Question 1—click the "Humanities Responsible Conduct of Research Course" button. For the rest of the questions, you will click "No Thank You" for Question 2, skip Question 3, click "Not at this time" for Question 4, "No Thank You" for Question 5, click "Not at this time" for Question 6. This is an activity for which students will need to reserve time to complete. Students must complete this successfully by the due date, bring a printed copy of the completion to class the night it is due in order to receive permission from the instructor to continue in the course. This training counts as the required training by the Texas A&M University-Commerce Graduate School and Department of History, and the printed copy of the passing results need to be included in the student's research portfolio for the course at the end of the semester. 80% is considered a passing score. Anything lower, and the student will need to retake the course until a passing score is achieved. If any further training is required for thesis work or other courses, the student will need to work that out with their thesis chair or the professor for the other course.

Individual Peer Review & Presentations AND Weekly Group Peer Reviews: All Students will turn in the final copy of their research paper with correctly formatted cover page, foot/endnotes, page numbers, and embedded images and charts to the class via the corresponding discussion form in an attachment in either Microsoft Word and/or pdf format no later than Tuesday, March 31, 2020, at the beginning of class—no exceptions. All students are required to print a copy of each of paper for each of their classmates and one for the professor. Each student will bring a copy of each classmates' paper line by line edited for content, grammar, style and format by the class designated for each paper. We will discuss 1-2 papers per night starting Tuesday, April 7, 2020. Each student will also serve as an **individual peer reviewer (10% of the semester grade)** for one other classmate. This individual peer reviewer will lead the discussion with a 10 minute presentation on the paper being discussed giving a quick summary introducing the paper and its author, providing a brief overview of suggestions for improvement of the paper AND pointing out strengths and successes of the paper. A print copy of the lead peer-reviewer presentation comments and a Xerox copy of the lead-peer reviewer's hand edits of their peer's research paper will be due as part of the research portfolio. The professor will want to see the peer reviewer briefly prior to class the night of the presentation. For the lead peer reviewer(s) presenting on the last night of class, you will need to have these things completed and turned in as part of your research portfolio due April 28, 2020.

The peer review process, as all academic reviewing, is not personal and should not be aimed or taken as such—emotional outbursts or disrespect of the professor, fellow students, or guest speakers will not be tolerated in any form or at any time and may result in the student performing such behavior being dismissed from the class meeting immediately, withdrawn from the course, and academic misconduct charges being filed against the student with the University.

Attendance and Class Participation (20% of the final term grade): Class attendance is crucial to your success in this course. Developmental activities occur every day this class meets, and absences will adversely affect your grade. Habitual absences and tardiness are unacceptable. It is highly encouraged that you are in class promptly so that you do not miss anything or disrupt the rest of the students. Additionally, participation in the class and online is a large part of this portion of the grade. Each student must be involved in both in class and online discussions in order to receive credit for class participation. Simply being physically present is not enough. If a student does not participate in class regularly each week, that week's credit is not earned by the student. Furthermore, if a student is caught using email, accessing non-class related websites, or social networking of any kind during lecture or class activities, the entire class gets a fair

warning, no second chance will be issued. On the second occurrence, the ENTIRE class will receive an F as their daily grade. At any time, the professor reserves the right to ban technological devices from classroom use.

Please do not wear headphones turned on or off during class. Have all mobile communication devices turned to silent and put away during all class meetings.

Finally, Peer Reviews and Reports are part of both the attendance and participation grades and the Research Portfolio, and thus, they need to be taken seriously and effectively utilized.

Class Calendar and Dates: While it is highly unlikely that the dates for the reading and assignments would change, I reserve the right to do so if the need presents itself. Any such changes will be announced in class or via the course website. The reading and writing assignments are due at the *start of class* and considered late thereafter.

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology successfully in this course.

- Internet access/connection – high speed recommended (not dial-up)
- Internet browser software (different browser software works best for different applications; students will likely need multiple internet browsers for full functionality in the online portions of this course and for access to different university resources)
- Word Processor (MS Word)

Additionally, the following hardware and software are necessary to participate in online course environments at A&M-Commerce:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system and Microsoft Office.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, please click on the link below:

<https://community.desire2learn.com/d2l/systemCheck>

ACCESS AND NAVIGATION

This course will be facilitated using MyLeo Online, the Online Information Portal used by Texas A&M University-Commerce. To get started with the course, go to: <https://leoportal.tamuc.edu>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@online.tamuc.org.

COMMUNICATION AND SUPPORT

Emailing the professor’s university email address (Jessica.Wranosky@tamuc.edu) is the very best way to reach Dr. Wranosky. In every email, please make sure to provide your full name at the end, which course you are enrolled in, and a description of what your request or question is.

Dr. Wranosky will communicate with students through the email address they have on file in MyLeo (make sure yours is up to date and working throughout the semester) and MyLeo Online announcements, and any discussion forums in the online course shell. Please check these areas daily and before attending class. If an emergency arises, Dr. Wranosky will email students directly.

In all forms of class communication including all online forums, students are expected and required to maintain a respectful tone and use semiformal to formal language.

D2L Online Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of MyLeo Online. The student help desk may be reached by the following means 24 hours a day, seven days a week.

Chat Support: Click on 'Live Chat' in the widget on the righthand side of the screen within your landing page to chat with a Brightspace Representative.

Phone: contact Brightspace Technical Support at 1-877-325-7778

Email: Click on the "Click Here" link in the Brightspace Support widget to email Brightspace support if you are having an issue.

Help: Click on the 'Help' button in the More tab on the menu bar at the top you your course for Brightspace assistance.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Academic Integrity: It is expected that university students demonstrate a high level of maturity, self-direction and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity and the capacity for self-direction in personal behavior.

Student Conduct and Tone (Online and In Person): All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Guidebook). Students are required to respect their instructor and fellow students without exception. This includes using respectful tones and word choices and not over dominating class conversations either online or in person. Students will get one warning from the instructor regarding disrespectful or inappropriate behavior. On the second infraction, a student may be required to undergo disciplinary action, which may include removal from the course.

Nondiscrimination Notice: A&M–Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Academic Honesty: University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possessions of examinations or examination materials, forgery, the participation in hindering classmates' learning environment or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) If any type of academic dishonesty is discovered in this class, you will receive a zero for the assignment, have the possibility of receiving a zero for the course, and the Dean of Students may become involved.

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

BOTTOM LINE—PLAGIARISM, CHEATING, OR ACADEMIC DISHONESTY WILL NOT BE TOLERATED IN THIS CLASS (OR ANY OF MY OTHER CLASSES) IN ANY MANNER. This includes using more than 20% of any material produced for another course by the student for this course. You must turn in original work produced for this course.

“The Code of Student Conduct” located in Texas A&M University-Commerce Student Guidebook covers those issues listed above. I make all efforts to follow all guidelines and regulations and expect students to do the same. If you are not familiar with the “The Code of Student Conduct,” it is highly suggested that you review all of its material. If you have any questions, please contact the appropriate office or me.

Please do not wear headphones turned on or off during class or exams. Have all cellular phones and paging devices turned to silent and put away during all class meetings. Do not wear hats with brims during exams.

Students with Disabilities Information:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:

Student Disability Resources & Services
Texas A&M University-Commerce
Gee Library, Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Campus Concealed Carry Statement:

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Additional Course Resources: Additional resource links are available on the course website.

ADDITIONAL HELPFUL RESOURCES FOR STUDENTS
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Parking: If you have parking issues (including not being able to find a parking space) there are a number of general and student lots available on campus, but if you need further help please contact the TAMU-Commerce Bursar’s Office to obtain information on getting a parking permit. Therefore, parking issues should not cause tardiness or absence.

Illness: If you have health related issues (including needing a physician’s attention and documentation for missed class/assignments) the TAMU-Commerce Student Health Services Center is located in Henderson Hall. By paying student fees, you have the right to see a physician free of charge or for a nominal fee. Student Health Services is located in Henderson Hall, behind University Police and across from Prairie Crossing, on the corner of Lee St. and Monroe St. Their phone number is (903) 886-5853.

Have a good semester, and please feel free and empowered to approach me with any questions.

TENTATIVE HIST 591.01E SEMESTER READING AND ASSIGNMENTS SCHEDULE

NOTE: A COUPLE OF THINGS ARE EXPECTED TO CHANGE WITH THE BELOW SCHEDULE TO PROVIDE OUT OF THE CLASSROOM EXPERIENCES. ONCE THESE HAVE BEEN VERIFIED AND CONFIRMED, AN UPDATED SCHEDULE WILL BE AVAILABLE ONLINE AND IN D2L.

	Date	Class Activity	Reading Assignments	Due Dates
wk 1	14-Jan	<p>Class Introductions and</p> <p>Beginning Training</p> <p>1) What is historical & archival research?</p> <p>2) Who Do You Think You Are Discussions</p> <p>(we will meet for entire class period and you will need to take notes during every class including this one)</p>	<p><i>Historical Research in Archives: A Practical Guide</i> by Samuel J. Redman</p>	
wk 2	20-Jan	<p>Research Training and Discussion 1) How to Find Archives & Finding Guides Discussion</p>	<p>Turabian Parts 1 & 2 <u>AND</u></p> <p><i>Historical Research in Archives: A Practical Guide</i> by Samuel J. Redman, cont'd</p>	Working Topic & 3-8 Sentence Explanation
wk 3	28-Jan	<p>Independent Research & Online Discussion</p> <p>NO IN PERSON CLASS</p>	<p>Work on further identifying research sources for your topic AND Responsible Conduct of Research Training</p>	
wk 4	4-Feb	<p>Research Training and Discussion—</p> <p>1) Beyond the Archives Discussion</p> <p>2) Digital Research Training</p>	<p><u>AND</u> <i>Beyond the Archives</i></p>	Responsible Conduct of Research Training Due
wk 5	11-Feb	<p>Research Training and Discussion</p> <p>1) Citation Lecture</p>	<p>Turabian Part 3</p>	Research Proposal Packet (See Assignment)

wk 6	18- Feb	Research Training and Discussion—discussion of writing style & editing		
wk 7	25- Feb	Independent Research & Online Discussion	Professor phone, online, or in person meetings as needed	
wk 8	3- Mar	Research Training and Discussion—discussion of writing style & editing OR Potential visit to historical museum with living history grounds		
SPRING BREAK MARCH 9-13 NO CLASSES Campus Closed some days—check open library days in advance if you might need access				
wk 9	17- Mar	<i>Independent Research & Online Discussion</i>	<i>Professor phone, online, or in person meetings as needed</i>	
wk 10	24- Mar	Research, Writing, and Citations Discussion—This is a chance to ask any questions and talk with fellow students and professor about the final bits of your paper before it is due the following week.		
wk 11	31- Mar	***Research Papers Due In Completed * Final Draft Form (This is <u>NOT</u> a rough draft). Wednesday, April 1, 2015 at the beginning of class*** Students will need to bring enough full copies of their papers, stapled, for each student in the class plus one for the professor—including foot/endnotes, cover pages, bibliography, and any appendices.		
wk 12	7- Apr	(WK 1) Peer and Professor Paper Reviews	Student Papers Scheduled for this week's review	
wk 13	14- Apr	(WK 2) Peer and Professor Paper Reviews	Student Papers Scheduled for this week's review	
wk 14	21- Apr	(WK 3) Peer and Professor Paper Reviews	Student Papers Scheduled for this week's review	

wk 15	28- Apr	(WK 4) Peer and Professor Paper Reviews	Student Papers Scheduled for this week's review	**Final Portfolio Due**
wk 16	5- May	(WK 5) Peer and Professor Paper Reviews	Student Papers Scheduled for this week's review	