



HISTORY GRADUATE PRACTICUM

Hist. 592.01B

Course Syllabus: Spring 2020

INSTRUCTOR INFORMATION

Instructor: Dr. Judy Ann Ford
Office Location: SS 126
Office Hours: Mon. 11:45 AM – 12:45 PM; 2:00 – 4:00 PM
Wed. and Fri. 11:45 AM – 12:45 AM, or by appointment
Office Phone: (903) 886-5546
University Email Address: Judy.Ford@tamuc.edu
Class room and time: SS313, M 4:30 – 7:10 PM

Email is best; I typically respond to email within 12 to 36 hours during the week; expect a longer response-time during the weekend.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Helen Sword, *Stylish Academic Writing* (Harvard University Press, 2012) ISBN 978-0674064485.

Strunk and White, *The Elements of Style* (Pearson, 2000) ISBN 978-0205309023.

Turabian, *A Manual for Writers*, 9th ed. (University of Chicago Press, 2018) ISBN 978-0226816388.

Course Description

New trends in the historical profession increasingly require that graduate students have experience producing research prepared for conference paper delivery or publication. This course will provide students guidance in using their thesis research in the preparation of a conference paper and/or for proposed publication in an academic journal or anthology. Students in the course will be required to propose the paper to an academic conference or submit the article to an academic journal or anthology call for papers for consideration. This

course will meet regularly and is intended for students who are on the MA/MS thesis track a master's in history. Prerequisites: HIST 590, HIST 591 and students must pass the History Department Qualifying Examination prior to enrollment.

Student Learning Outcome

Students will be able to produce high-quality writing that conforms to the norms and conventions of the historical profession.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

You must be able to use the learning management system and Microsoft Word. All materials submitted through D2L must be composed in MS Word.

Instructional Methods

The course will function to encourage progress toward the completion of a student's thesis. At most class meetings we will hold writing workshops, discussing the works in progress as submitted for that week's consideration.

Learning Activities and Assessments

For each writing workshop meeting, students will submit a writing sample from their thesis, thesis proposal, or connected writing of at least 6 pages, including footnotes. At least once, students must submit a revision of a previous submission. However, resubmissions of any material without revision will not be accepted (in other words, we should see progress toward completion with each submission).

Each student will prepare detailed comments for each of their peers' submissions, including sentence-level comments (draw on Stylish Academic Writing) and conceptual-level thoughts.

Students will also review and comment on standards of professional ethics in our field.

At the end of the semester, students will produce a self-assessment of 2-3 pages that details their contributions to the class and the benefit they received from it.

GRADING

Written Work 50%

Participation 50%

Your grades for written work will be determined based on the following rubric:

A = Mastery of reading and class material; factual accuracy; thoughtful, historical argumentation demonstrating ability to synthesize and/or some originality of thought; technically clean; proper citation format

B = Good to excellent command of most reading and class material; accuracy; good level of historical argumentation; reasonable thesis statement; proper citation format

C = Good command of class material; accuracy; ability to articulate a historical point of view, even if it is not compelling or is poorly reasoned; some errors in citation format

D = Poor command of required assignments; errors; ahistorical or narrow reasoning; poor citation format

The grading scale used for this course is as follows:

900-1000	=	A
800-899.9	=	B
700-799.9	=	C
600-699.9	=	D
599.9 or less	=	F

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

I hold five office hours each week on Mondays, Wednesday, and Fridays. Office hours are the best time to see me.

Please do not try to discuss your work or your circumstances with me as I am walking in or out of class, setting up the computer equipment, or packing up.

If you need to reach me outside of class or office hours, please use email. I typically respond to email within 12 to 36 hours during the week. Expect a longer response-time during the weekend.

If you need to see me in person and you cannot see me during office hours, please send me an email so that we can make an appointment.

When sending an email always do the following:

- 1) **Use a subject line. This tells me what the topic is and prevents your message from ending up in my junk mail.**
- 2) **Include your class and section (or class time). I need to know exactly which of my courses you are in.**
- 3) **End the email with your name, that is "sign" your message. I also need to know who you are.**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Work:

Papers may be granted extensions. Please email me to let me know what is going on and request an extension **before the due date**.

Plagiarism Policy:

In all courses, I expect that all work that you turn in is your own. It is the policy of the University, the History Department, and me that no form of plagiarism, cheating, collusion or any other form of academic dishonesty will be tolerated. Academic dishonesty may result in a grade of zero for the assignment or in a failing grade for the entire course. Plagiarism is defined as taking the words or ideas of someone else and passing them off as your own. Cheating is obtaining unauthorized assistance on any assignment. Collusion is the selling or sharing of academic products with the intention that they be submitted to satisfy an academic requirement.

Extra Credit:

There is no extra credit.

Attendance Policy:

There is no grade for attendance.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced as soon as possible.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

COURSE OUTLINE / CALENDAR

GRAD SCHOOL SPRING SUBMISSION DEADLINES:

- Final defense of thesis or dissertation: 4th Friday in March (March 27)
- Final thesis & dissertation submission to TDS: 1st Friday in April (April 3)
- Submission of thesis or dissertation *proposal* to TDS for Spring approval: 4th Friday in April (April 24)

WEEK ONE February 3
Course introduction and thesis summary presentations
Bring all three books to class.

WEEK TWO February 10
Bring about six pages of thesis (text and notes) to class to review.

WEEK THREE February 17
No class meeting: Please read the AHA Statement on Standards of Professional Conduct (updated 2019) and respond to the discussion prompt in D2L.
<https://www.historians.org/jobs-and-professional-development/statements-standards-and-guidelines-of-the-discipline/statement-on-standards-of-professional-conduct>

WEEK FOUR February 24
Workshop on academic introductions and organization

WEEK FIVE March 2
Bring about six pages of thesis (text and notes) to class to review.

WEEK SIX March 9
SPRING BREAK

WEEK SEVEN March 16
Bring about six pages of thesis (text and notes) previously workshopped and revised to class to review.
Workshop on citation: bring Turabian

WEEK EIGHT March 23
Bring about six pages of thesis (text and notes) to class to review.
By Friday, submit thesis as written so far into d2l.

WEEK NINE March 30
Workshop thesis thus far.

WEEK TEN April 6
Workshop on conference proposals.

WEEK ELEVEN April 13
Workshop thesis so far.

WEEK TWELVE April 20
Practice conference presentation.

WEEK THIRTEEN April 27
Consider future work on thesis project.

FINAL EXAM WEEK May 4
Submit self-evaluation to d2l.