



**HIST 597.01W-- Handbook of TX Women Research
Summer I 2020 Syllabus**

Instructor: Dr. Jessica Brannon-Wranosky (Dr. Wranosky)

Class Meets: TBD—There will be Zoom meetings with the class a couple of times a week that are required and will be scheduled in advance. All reasonable efforts will be made to accommodate students' ability to be present during these online class sessions.

In Building/Room: Zoom meetings and additional online course communication technology

Office Located: Remote Digitally

Office Hours: 2-3 P.M. After In Person Class Meetings and By Appointment

Email: Jessica.Wranosky@tamuc.edu (Email is the best way to reach me)

COURSE INFORMATION

REQUIRED MATERIALS:

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 OR ISBN 9780226430577). University of Chicago Press. MUST BE 8th or 9th Edition.

All students will need to have access to Ancestry.com; Newspaperarchive.com; and GenealogyBank.com for the entire course. My suggestion is to buy a one-month subscription the morning of the first day of class or the following morning.

Additionally, all students will need access to—

Microsoft Excel

Reliable Internet Access

Microsoft Word

pdf software reader (for example Adobe Reader)

Internet Search Engine that is compatible with Zoom

Google Chrome

Google Earth Pro (which is open source software available for download from

<https://www.google.com/earth/versions/#earth-pro>)

Any additional reading assignments, such as brief articles, videos, or primary documents, will be assigned via the instructor through e-college or made available on reserve in Gee Library.

Additional Class Materials: Paper and Writing Implements for taking notes & access to a computer, working email, Internet, and the ability to travel to special collections, archives and/or libraries in the North Texas region—maybe further depending on the student's research topics.

Course Description:

This course explores the study of women, gender and sexuality in the United States with primary focus on Texas History. The purpose of the course is to provide dedicated and guided research time for graduate students in history and related fields to work with and create material for the Handbook of Texas Women—a project of

the Texas State Historical Association Handbook of Texas. Students in this course applied for a limited number of competitive placements to work on the Summer 2020 Texas A&M University-Commerce Handbook of Texas Women research team. It is the goal of this course to further student's research and writing abilities, specifically for public audiences of different age groups.

Student Learning Outcomes:

- 1) Students will demonstrate their ability to research and write for informed enthusiast public audiences by authoring at least one article that can be considered for publication in the Handbook of Texas Women.

COURSE REQUIREMENTS

Explanation of Evaluation Criteria:

Handbook of Texas Women student authored articles	25% (Combined)
Accompanying Portfolio of research and sources for each entry	25% (Combined)
Weekly Research and Writing Assignments	25% (Combined)
Class & Group Participation and Attendance	25% (Combined)
Semester Total	100%

Grade Breakdown:

- A = 89.5-100
- B = 79.5-89.4
- C = 69.5-79.4
- D = 59.5-69.4
- F = 0-59.4

Required Readings: Readings are determined by each student's approved research topics.

TURNITIN.COM: All papers and reviews must be uploaded to the appropriate listing in the course's turnitin.com space. Each student will need to use the specific course identification number and password to register to this class' turnitin shell. This information and directions for use will be provided to students in a separate document.

Handbook of Texas Women Entries and Accompanying Portfolio: Each student will choose, from lists Dr. Wranosky will provide to the class, multiple Texas women on which to write short biographies, and/or women's organizations, events dealing with Texas women, traditions, locations, etc. in the style of the *Handbook of Texas* (www.tshaonline.org/Handbook) and the *Handbook of Texas Women* (<https://texaswomen.tshaonline.org>) including research, write about, and provide scanned digital objects/documents in a portfolio to accompany each submitted entry.

There will be a template in the D2L online class in a pdf on the portfolio and entry formatting, etc., to follow. I will discuss the details in class on how I want you to follow the template. Your entries and related documentation may be each shorter (or longer) than the template, and that is okay if you have exhausted all your available sources and leads. Yet, you need to follow the directions I will give in class, and also, please ask for my help and that of fellow classmates who have produced this type of content before.

Turn in your portfolios each in one or more pdf files in the "HTW portfolio" assignment folder for each specific assignment in D2L on or before July 3, 2018. Further, also turn in a copy of just the entry articles each in a separate Word Document to both the "HTW entry" assignment folder for each specific assignment in D2L **AND** all files digitally to me through a link I will provide to each student.

If your entries are accepted by the *Handbook of Texas Women*, it will be published online, and this will provide you with a CV publication entry. Each student will need to fill out some forms on the *Handbook of Texas* site as soon as I approve the entry for that student to begin research and writing, and another form upon completion and submission of each assigned entry.

The subject on which you are assigned/choose:

MUST be on the lists we are working with OR you can run a few past me as suggestions in advance of the week you are to start working on them.

MUST MUST be approved by me as soon as you decide.

MUST NOT already be in the *Handbook of Texas Women* OR the *Handbook of Texas* as its own entry.

MUST have documents available about her/it/them, although this can be somewhat basic—census records, newspaper articles, death certificates, burial cemetery information, etc.

DO NOT (if writing a biographical entry) write a biography that is actually the biography of a member of her family.

DO place her/it/them in historical context for her time and events around her in the area (see the following entries example of how context can be done well in a biographical *Handbook* entry—

Rachel Hamilton Hornsby <https://tshaonline.org/handbook/online/articles/fhobh>

Herlinda Wong Chew <https://tshaonline.org/handbook/online/articles/fch87>

DO keep me updated as you write so that I can guide the process.

More on this assignment will be provided to students in separate documents in class.

Additional Research and Writing Assignments: Due to COVID-19 travel and safety considerations and restrictions, plus the mode of the course being offered 100% online in line with university regulations for summer 2020, there is limited access that student authors may have to archives and libraries otherwise available that would be necessary for research and writing multiple articles for the Handbook of Texas Women Project. Therefore, the assignments for this class have been created to provide students the ability to successfully complete each one while not requiring activities that decrease the ability for each student to social distance in a manner in which each student has so chosen.

Therefore, a portion of the course work for this class will include weekly assignments connected to various aspects of Texas women's history and research and Digital Humanities work for the Handbook of Texas Women other than the required minimum assigned article amount per student. These additional various assigned work will allow students to learn about and participate in other aspects of a large online Digital Public History project, in this case the Handbook of Texas Women. These assignments will be provided to students throughout the semester and will count toward points for the class in both the "Weekly Research and Writing Assignments" and "Class & Group Participation and Attendance" graded categories.

!!Class "Attendance" and Participation: Participation in online class-wide meetings, online group meetings, and online meetings with Dr. Wranosky 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. Yet, attendance is not enough—Simply being physically present is not enough.

You are graduate students in professional academic training, thus regular, relevant, and insightful verbal participation (both oral and written) is absolutely necessary for your success in this course. Participation in the class is a large part of this portion of the grade.

!!Student Conduct and Tone (Online and In Person): 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 in online discussion forums or verbal communication modes. 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.

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 the announcements section on the course website homepage.

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>

DESKTOP BROWSER SUPPORT

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	n/a
Mozilla® Firefox®	Latest	n/a
Google® Chrome®	Latest	n/a
Apple® Safari®	Latest	6, 7, and 8

ACCESS AND NAVIGATION

This course will be facilitated using MyLeo Online (the Brightspace D2L system), 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 D2L 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.

MyLeo/D2L Online Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Brightspace D2L inside 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 right hand side of the screen within your landing page to chat with a Brightspace D2L Representative.

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

Email: Click on the "Click Here" link in the Brightspace D2L Support widget to email Brightspace D2L support if you are having an issue.

Help: Click on the 'Help' button in the More tab on the menu bar at the top of your course for Brightspace D2L 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 all digital communication 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/rulesProcedure/s/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.-5853.

Tentative Semester Class Schedule

Class assignments calendar will appear inside the D2L class AND will include dates and times for the online class meetings in Zoom.

**Any Necessary Research and Reading Assignments to be Completed Prior to Class
(Additional Articles and Other Small Readings May Be Assigned Periodically)**

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