History 591.01B—Historical Methods
Spring 2021 Syllabus

Please, click on the following link to access A&M-Commerce Covid 19 Information, https://new.tamuc.edu/coronavirus/

Instructor: Dr. Jessica Brannon-Wranosky

Class Meets: T 4:30p-7:10p

In Building/Room: Zoom Online Link Sent to Class to Your MyLeo Email Address

~~**Office Located In Ferguson Social Sciences (SS) 107**~~
Office Hours: Zoom Class Link Sent from 3:30-4:30 pm or by appointment via email
Email: Jessica.Wranosky@tamuc.edu
(Email is the best way to reach me.)
Website: located inside "D2L" inside your "myLeo" account

COVID-19 Professor Statement: The conditions under which all of us, both as a class and as a global community, now have to perform and function will likely vary from person to person because of the COVID-19 Pandemic. Please contact Dr. Wranosky OR in the instance of your illness or inability for other reasons, have someone contact Dr. Wranosky via email (at jessica.wranosky@tamuc.edu) if a situation arises that will (or even may) prevent you from completing any portion of this course. Dr. Wranosky will make every effort that is within her power to work with each individual student to create the flexibility to complete this course.

COURSE INFORMATION

MATERIALS:
Required Texts:
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.

Additional Class Materials: Paper and Writing Implements for taking notes **&** access to a computer, working computer camera & speakers/headphones & microphone for livestreaming class, working email, and Internet.

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.

PLEASE NOTE: This course is weighted on semester-long projects, except for attendance and participation, students will not have a good view of their semester grade until toward the end of the semester. It makes this class unique in doing so, but that is the nature of most research methods courses field wide.

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. Dr. Wranosky will assign additional limited readings, as well—please check online course shell regularly for announcements of these additional readings and how to get copies of such readings.

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 4500-6000 words. This word count equates to approximately 15-20 pages of reasonable font, unjustified, with one-inch margins. The 15-20 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.

The paper is required to have correct Turabian formatting and citations, including page number placement and font, and correct placement and font and formatting for inserted images, graphs, charts, etc. Each student must cite at least 1

archival document, although this is mostly a primary source research paper, and as such much of the research represented should use primary sources for information as much as possible. DUE TO COVID SAFETY LIMITATIONS, THE "ARCHIVAL DOCUMENT" CAN AND IF POSSIBLE SHOULD BE RETRIEVED FROM AN ONLINE OR DIGITAL SOURCE. FOR THE SPRING 2021 SEMESTER FOR HIST 591, IT IS ABSOLUTELY NOT REQUIRED FOR STUDENTS TO DO IN PERSON ARCHIVAL RESEARCH OR IN PERSON RESEARCH OF ANY KIND.

The paper must have one inserted object (image, graph, chart, etc.) correctly formatted with correct text box formatting and content according to Turabian.

Each student's paper must have a watermark placed across the papers that states "Do not Copy and Do Not Share—Intellectual Property of _____." The author's name needs to be in the place where the blank is provided.

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 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~~ for 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.

Students will turn in their portfolios digitally to Dr. Wranosky—**due prior to class on March 23, 2021**. We will discuss how this should be done during the March 16, 2021, Zoom class meeting.

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 forum in an attachment in **Microsoft Word** no later than **Tuesday, March 23, 2021,** at the beginning of class—no exceptions–to Dr. Wranosky via email and to the entire class via email.

~~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 be prepared on the night that it is being peer reviewed with 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 2-3 papers per night starting Tuesday, **March 23, 2021**. 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 digital 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 20, 2021.

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.

Please 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.

Syllabus Change Policy/Class Calendar and Dates: The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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

- 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.

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

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
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

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. 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

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: 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.

Academic Honesty: 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:

Graduate Student Academic Dishonesty Form

http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

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

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.

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:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Velma K. Waters Library Rm 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/

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.

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

ADDITIONAL HELPFUL RESOURCES FOR STUDENTS

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 591.01B SEMESTER READING AND ASSIGNMENTS SCHEDULE

NOTE: A COUPLE OF THINGS MAY CHANGE WITH THE BELOW SCHEDULE TO PROVIDE ADDITIONAL (VIRTUAL) 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	12-Jan	Class Introductions and Beginning Training **1) What is historical & archival research?** **2) *Who Do You Think You Are* Discussions** **(we will meet for entire class period and you will need to take notes during every class including this one)**	*Historical Research in Archives: A Practical Guide* by Samuel J. Redman	
wk 2	19-Jan	Research Training and Discussion **1) How to Find Archives & Finding Guides Discussion**	Turabian Parts 1 & 2 <u>AND</u> *Historical Research in Archives: A Practical Guide* by Samuel J. Redman, cont'd	
wk 3	26-Jan	Open Course Meeting Placement (This may be an Independent Research class meeting with no in person class, this may be catch up from other class meetings previously, this may be a guest speaker…check with professor and class announcements in the online course shell for further information).		
wk 4	2-Feb	Research Training and Discussion— 1) **Beyond the Archives Discussion** 2) **2) Digital Research Training**	*Beyond the Archives*	Working Topic & 3-8 Sentence Explanation

wk 5	9-Feb	Research Training and Discussion **1) Citation Lecture**	*Beyond the Archives* Turabian Part 3	Responsible Conduct of Research Training Due
wk 6	16-Feb	Research Training and Discussion—discussion of writing style & editing	Turabian Part 3 Elements of Style	Research Proposal Packet (See Assignment)
wk 7	23-Feb	Open Course Meeting Placement (This may be an Independent Research class meeting with no in person class, this may be catch up from other class meetings previously, this may be a guest speaker…check with professor and class announcements in the online course shell for further information).		
wk 8	2-Mar	Research Training and Discussion—discussion of writing style & editing.		
NOTE: THERE IS NO SPRING BREAK FOR SPRING 2021 SEMESTER **THE SEMESTER WILL END EARLY INSTEAD OF A SPRING BREAK FOR COVID SAFETY REASONS**				
wk 9	9-Mar	Open Course Meeting Placement (This may be an Independent Research class meeting with no in person class, this may be catch up from other class meetings previously, this may be a guest speaker…check with professor and class announcements in the online course shell for further information).		
wk 10	16-Mar	The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email. Inserting Objects and formatting questions. 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	23-Mar	*****Research Papers Due In Completed * Final Draft Form (This is <u>NOT</u> a rough draft). Tuesday, March 23, 2021 at the beginning of class***** The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.		*****Research Papers Due In Completed * Final Draft Form (This is <u>NOT</u> a rough draft). Tuesday, March 23, 2021 at the beginning of class*****

		We will discuss the peer review process, editing and commenting practices, and the Research Portfolio and digital portfolio construction and submission processes. The class will receive the peer review schedule within 24 hours of **March 23rd** class meeting via email.		
wk 12	30-Mar	(WK 1) Peer and Professor Paper Reviews (2-3 papers) The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.	Student Papers Scheduled for this week's review	
wk 13	6-Apr	(WK 2) Peer and Professor Paper Reviews (2-3 papers) The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.	Student Papers Scheduled for this week's review	
wk 14	13-Apr	(WK 3) Peer and Professor Paper Reviews (2-3 papers) The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.	Student Papers Scheduled for this week's review	
wk 15	20-Apr	**Final Portfolio Due** (WK 4) Peer and Professor Paper Reviews (2-3 papers) The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.	Student Papers Scheduled for this week's review	**Final Portfolio Due**
wk 16	27-Apr	(WK 5) Peer and Professor Paper Reviews (2-3 papers) The class will meet via a Zoom link sent out to the class by Dr. Wranosky via email.	Student Papers Scheduled for this week's review	