



HIST 591-01E Historical Research and Writing Methods
Tuesdays 4:30 – 7:10pm Ferguson 124 (conference rm)
COURSE SYLLABUS: Spring 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Mylynka Cardona
You may address me as either Professor Cardona or Dr. Cardona

Office Location: Ferguson 146

Office Hours:

Wed. 1-6 p.m. and by appointment

University Email Address:
mylynka.cardona@tamuc.edu

Preferred Form of Communication:
ETAMU email

Communication Response Time: 24-48 hours

This course meets in person (face-to-face) on the East Texas A&M main campus.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Blaufarb, Rafe and Liz Clark, *Inhuman Traffick: The International Struggle Against the Transatlantic Slave Trade: A Graphic History* (Graphic History Series), 1st Edition, Oxford University Press (2014), ISBN: 978-0199334070

Fuentes, Marisa J. *Dispossessed Lives: Enslaved Women, Violence, and the Archive* (Early American Studies), University of Pennsylvania Press (2018) ISBN: 978-0812224184

Sensbach, Jon, *Rebecca's Revival: Creating Black Christianity in the Atlantic World*, Harvard University Press (2006), ISBN: 978-0674022577

Thornton, John, *Africa and Africans in the Making of the Atlantic World, 1400-1800* (Studies in Comparative World History) 2nd Edition (1998), ISBN: 978-0521627245

Turabian, Kate, *A Manual for Writers*, 9th ed. (University of Chicago Press, 2018) ISBN: 978-0226430577

Optional Texts and/or Materials -

Notebook and pen/pencil/laptop for in-class note taking

Additional Materials will be posted electronically or distributed in class as needed

Course Description

HIST-591 Historical Research and Writing Methods

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. Students must successfully complete [HIST 590](#) and [HIST 591](#) or have successfully completed either [HIST 590](#) or [HIST 591](#) and be enrolled in the other before attempting to take their departmental qualifying exams.

Student Learning Outcomes

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

COURSE REQUIREMENTS

GRADING

This course is based on the 100-point system. All assignments are worth 100 points. The final exam is weighted the same as the other two exams. I do not round up. If you earn an 89.9 you will receive a B for the course.

Final grades are determined on the following scale:

100 –90 = A, 89 –80 = B, 79 –70 = C, 69 –60 = D, 59 and below = F

Assessments

Your participation/course engagement grade will be based on your engagement in our class discussions and be guided by the following rubric:

A = Always prepared, frequently participates, rarely absent

B = Always prepared, participates only when called on, rarely absent

C = Usually prepared, rarely speaks, rarely absent

D = Often unprepared, several absences

F = Usually unprepared, frequent absences

Any missing assignments at the end of the course will convert to the grade of F.

In this course, there will be four (4) reading response papers, one (1) research paper and its component parts, one (1) research portfolio, and your participation in peer workshops and discussions each week. The assignment details and rubrics will be covered in separate handouts posted in D2L.

Research paper (1):	40%
Research Portfolio (1):	20%
Peer workshops/course engagement:	30%
<u>Reading response papers (4):</u>	<u>10%</u>
TOTAL:	100%

The syllabus/schedule is subject to change.

Minimal Technical Skills Needed

Using the learning management system and using Microsoft Word

Instructional Methods

This class is face-to-face with additional assignments in D2L Brightspace.

Student Responsibilities or Tips for Success in the Course

Attendance: As the instructor of this section, I allow students to attend class at their own discretion, but students should keep in mind that some assignments are in-class only and will not be eligible for make-up if missed. It is your responsibility to come to class prepared for lecture. If you miss a class it is your responsibility to gather class notes from a classmate. I do take roll 4 and if you are in class but not PRESENT, *i.e. on your phone or other device*, you will be counted absent for the day.

Electronics Policy: Our class is a time for learning and discussion. Cell phones and other devices should be turned off during class – unless otherwise specified for an in-class activity. Airplane mode is preferred. If you are using a laptop/tablet, it should be used solely for note taking. If I feel you are using your devices for something other than taking notes you will be asked to power the device down.

Student Behavior: Behavior which may result in your being asked to leave my class includes, but is not limited to: sleeping, talking during lectures, movies or clips, text messaging, gaming, playing with your phone, using electronic devices other than for specified activities, and working on another course's work/homework during my class.

Interaction with Professor Statement

Students are encouraged to contact the professor for any reason whatsoever. The more you let me know what is going on with you, the better I can help you out when necessary. Beyond the classroom, the best way to get in touch with me is through TAMUC email. I am also available during my office hours. Please come to talk to me about any concerns you might have and about any problems or issues that arise during the semester – work schedule, school schedule/load, mental health, etc. I cannot help if I do not know what is going on.

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History Librarian:

Our librarian for History is Inbar Michael. She is available to assist you in your research, whether it is using the library or identifying and locating sources. Please take advantage of this assistance as you need it. Her contact information is as follows:

Inbar Michael
Velma K. Waters Library, Room 147G
Inbar.Michael@tamuc.edu

COURSE AND UNIVERSITY PROCEDURES/POLICIES**Classroom Behavior**

All students are expected to observe basic tenets of common decency and acceptable behavior conducive to a positive leaning environment (See Student's Guide Handbook, Policies and Procedures, Conduct). During class time, I expect college-level professionalism & course engagement. This means turning off cell phones, and other devices, and putting away any other forms of distraction, for the duration of the class period (exceptions will be allowed for emergencies with advance permission of the professor).

Please come to class on time and plan to stay for the entire period. Coming late and/or disrupting the learning environment shows disrespect for me, your colleagues, and the educational endeavor in which you are engaged. If you must leave early, please let me know at the beginning of class. I encourage you to come to my office hours, to get to know me, and to keep me informed of any issues you might have that would affect your performance in this class (see above statement on Interaction with Professor).

Tips for Success in the Course

There is an expectation that students will come to class with the materials read beforehand and be able to discuss critically the topic/materials of the meeting.

The major assignment for this semester will be a research paper. All citations must be formatted according to Turabian/Chicago style. Please refer to Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018) ISBN: 9780226430577.

Late Papers

All written assignments are due as indicated in this syllabus. Late assignments may be accepted only with the approval of the professor and may be assessed a penalty. If you have a problem with a due date, please notify the professor in advance or plan to turn the assignment in early. I can be very understanding and flexible with you, but only if you come to talk to me in advance. To pass this class, all assignments must be completed. Any missing assignments at the end of the course will be given a grade of zero (0).

The syllabus/schedule is subject to change.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress or professor illness, 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 when possible.

Statement on Student Grievances

Students who have questions or concerns about the Instructor's course policies or the conduct either of the Instructor or a classmate should first consult with the Instructor. In the event of a lack of resolution or satisfaction on the matter, the student may bring their concerns to the head of the History Department, Sharon Kowalsky (Sharon.Kowalsky@tamuc.edu). If this does not result in a satisfactory conclusion to the matter, students may bring the issue to the attention of the Associate Dean of Students per procedures outlined on pp. 15-19 of the Student Guide Book.

AI Use in Courses

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

This schedule will guide you through the semester and indicates when your assignments are due. It should be referred to often. I reserve the right to make adjustments to it during the course of the semester as such circumstances arise.

<u>Week</u>	<u>Date</u>	<u>Topic</u>	<u>Readings/Assignments Due</u>
1	Tue., Jan. 14	Course Intro	<ul style="list-style-type: none"> • Overview • Goals & expectations for this course • Assignments • Mini-conference
2	Tue., Jan. 21	What is Research?	<u>Reading Discussion:</u> Turabian – pp 1-61 <u>Research Discussion:</u> <ul style="list-style-type: none"> • How to select a topic and form a research question • Resources • Online Responsible Conduct of Research Training (complete NLT 02/02) • Portfolio requirements breakdown
3	Sun., Jan 26	Topic Proposals	Assignment due <ul style="list-style-type: none"> • Three (3) one-sentence topic <u>ideas</u> and preliminary research questions
	Tue., Jan. 28		<u>Reading Discussion:</u> TBD <u>Research Discussion:</u> <ul style="list-style-type: none"> • Workshopping of classmates' paper topics and preliminary research questions
4	Sun., Feb. 2	Historiography	Assignments due <ul style="list-style-type: none"> • One (1) three-sentence topic proposal • Online Responsible Conduct of Research Training • Reading Response for <i>Africa and Africans in the Making of the Atlantic World, 1400-1800</i>
	Tue., Feb. 4		<u>Reading Discussion:</u> Jon Thornton, <i>Africa and Africans in the Making of the Atlantic World, 1400-1800</i>

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			<u>Research Discussion:</u> 1. Workshopping of classmates' refined paper topics and preliminary research questions 2. Placing your topic in its historiography
	<i>Sat., Feb. 8</i>		<i>WHAT Conference @TAMUC</i>
5	Sun., Feb. 9	Crafting your Proposal	Assignments due: <ul style="list-style-type: none"> One-page historiographical state of your topic Reading Response for <i>Rebecca's Revival</i>
	Tue., Feb. 11		<u>Reading Discussion:</u> Jon Sensbach, <i>Rebecca's Revival</i> <u>Research Discussion:</u> Crafting a Paper Proposal – the parts of a proposal
6	Sun., Feb. 16	Exploring the Archives	Assignments due: <ul style="list-style-type: none"> Final Topic Proposal Reading Response for <i>Inhuman Traffick</i>
	Tue., Feb. 18		<u>Reading discussion:</u> Blaufarb & Clarke, <i>Inhuman Traffick</i> <u>Research Discussion:</u> Working in an Archive
7	Sun., Feb. 23	Getting Technical	Assignments due: <ul style="list-style-type: none"> Finding Aids Reading Response for <i>Dispossessed Lives: Enslaved Women, Violence, and the Archive</i>
	Tue., Feb. 25		<u>Reading Discussion:</u> Marisa J. Fuentes, <i>Dispossessed Lives: Enslaved Women, Violence, and the Archive</i> <u>Research Discussion:</u> Preparing a Proposal – assembling the parts
8	Sun., Mar 2		Assignments due: <ul style="list-style-type: none"> Research Proposal
	Tue., Mar. 4	Professional Development	Cover letters & CV/Resumes Applying for conferences & travel funds <u>Reading Discussion:</u>

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		Workshopping your work	Turabian pp. 62-119 <u>Research Discussion:</u> Workshopping of classmates' paper proposals & draft questions
	Mar 10-14	SPRING	BREAK TAMUC CLOSED – No Classes
9	Sun., Mar. 16	How to write the paper	Assignments due: • Narrative outline of paper
	Tue., Mar. 18		<u>Reading discussion:</u> TBD <u>Research discussion:</u> From Research to Writing – putting it together Workshopping outlines
10	Tue., Mar. 25	Writing	One-on-one meetings with Dr. Cardona (Zoom)
	<i>F: Mar 28</i>		<i>Last Day to Drop (No refund)</i>
11	Tue., Apr. 1	Writing	No class meeting
12	Tue., Apr. 8	Writing	No class meeting
13	Sun., Apr. 13	Revise and Resubmit	Assignments due: • Paper draft
	Tue., Apr. 15		<u>Reading:</u> TBD Preparing for your presentation
	<i>R: Apr 17</i>		<i>Last Day to Withdraw (no refund)</i>
14	Tue., Apr. 22	Feedback	Peer Review (in-class) <u>Research discussion:</u> How to refine the final paper from the draft feedback
15	Tue., Apr 29	Presentations	Mini-conference (w/audience Q&A)
16	Tue., May. 6		Assignments due: Final Paper Research Portfolio

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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

Velma K. Waters 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](#)

The syllabus/schedule is subject to change.

document and/or consult your event organizer.

- <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.

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>

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