



**History 591.01E (#20499)  
Historical Research and Writing  
Spring 2018 Syllabus**

**Location and Time:** M 7:20 pm-10:00 pm, Ferguson SS 150

**Instructor:** Dr. Andrew C. Baker

**Office Location:** Ferguson 106

**Office Hours:** M/W 2 – 4 pm, T/R 3:30 – 5:00 pm and by appointment

**Office Phone:** 903-468-8742

**Office Fax:** 903-468-3230

**University Email Address:** [Andrew.Baker@tamuc.edu](mailto:Andrew.Baker@tamuc.edu)

**COURSE INFORMATION**

**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*, by Kate L. Turabian (ISBN 0226816389). University of Chicago Press. MUST BE 8th Edition.
- 3) REQUIRED—*Writing Well in the 21st Century: The Five Essentials*, by Linda Spencer. (ISBN 978-1-4422-2758-3). Rowman & Littlefield Publishers.
- 4) REQUIRED—*Historical Research in Archives: A Practical Guide* by Samuel J. Redman published by the American Historical Association. (ISBN: 978-0872292024) This book is available online through the American Historical Association

**Additional Class Materials:** 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 an understanding of the processes of conducting primary historical research and will utilize said research in an original, argumentative, article-length paper.

**COURSE REQUIREMENTS**

**Explanation of Evaluation Criteria:**

Research Paper	500
Research Portfolio	200
Ind. Peer Review & Presentation	100
<u>Class Attendance and Participation</u>	<u>200</u>
Semester Total	1000

**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

**Research Paper:**

Students will conduct primary and secondary research on an approved topic and utilize this research in the composition of an original research paper of between 6000-7500 words. This word count equates to approximately 20-25 pages of reasonable font text, unjustified, with one-inch margins (including bibliography (not a works cited), all notes, illustrations, and images, and associated text boxes). **The body of the paper must be at least 3000 words.** The paper, with all inclusions, may not be more than 35 pages. No exceptions. 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). Most journal articles are between 20-30 pages body text.

**Research Portfolio:**

Students will complete a series of assignments connected to their archival and digital research training. Students will submit a portfolio of these assignments at the end of the semester to document this learning. 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 on eCollege.

**Responsible Conduct of Research Online Training (part of the Research Portfolio grade):**

All students in the course are required to complete online Responsible Conduct of Research training offered by the Texas A&M University-Commerce Center for Undergraduate Research and Creative Activities. Links to this training and further instructions are included in the course eCollege web space. This is a multi-hour 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.

**Oral History**

Because instruction in the theoretical, technical, moral, and legal requirements of oral history (defined by the university as live human research) lies outside the scope of this course, students will **not** be allowed to conduct oral history interviews as part of their research paper, portfolio, or other work for the course. Students are permitted to use oral history interviews that were recorded before this semester, so long as these interviews are currently housed in an institutional archive and are publically available ("In the author's/student's possession" is not considered publicly available for any resource including oral histories). However, these interviews may only be used as **supplementary** and/or **anecdotal** evidence and do not count toward the digital or archival research requirements. 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.

**Roundtable Discussions**

A portion of class time each week before papers are due will be dedicated to roundtable discussions of particular components of the research and writing process. Students are responsible to bring copies (one per student/instructor) to class of the item indicated for that week in the syllabus. The class will

discuss and critique these samples in order to provide consistent, formative feedback to students and to encourage an open and honest peer review environment.

### **Formal Peer Review**

All Students will turn in the **final** copy of their research paper to the class via the corresponding discussion form in an attachment in either Microsoft Word format no later than Monday March 26, 2016, at the beginning of class—no exceptions. All students are also required to print a copy of each of paper for each of their classmates and one for the professor.

During peer review weeks, each student will bring a line-edited copy of each paper being discussed that night. We will spend 75 minutes editing, critiquing, and commenting on each paper. One student will be assigned as **lead peer reviewer** for each paper. This student will offer a 10 minute presentation of the merits of the work being discussed and will lead the discussion. A print copy of the lead peer reviewer's comments and a photocopy of their hand edits of their peer's research paper will be due as part of the research portfolio. 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 May 2, 2016

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 and considered for further disciplinary action..

### **Attendance and Class Participation:**

Class attendance is crucial to your success in this course. Habitual absences and tardiness are unacceptable and will significantly hurt your participation grade. 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 full credit for class participation. Simply being physically present does not constitute participation. 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. On the second occurrence, the student will receive no credit for that day's participation grade and may be asked to leave. 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.

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

**Syllabus Changes:** The syllabus is a plan, not a contract. Circumstances and events, including 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 as far in advance as is practicable.

**Email Communication:** All course communications will come through your university email account. Be sure to check it regularly. You should contact me through my TAMU-C email address (Andrew.Baker@tamuc.edu). I check my email regularly between 8 am and 5 pm Monday – Saturday. I

do not check my campus email on Sunday. A failure of planning on your part does not constitute a crisis on my part.

**Access and Navigation:**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to:<https://leo.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, or you are having connection issues with TAMU-C related websites and learning management systems contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

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.

**Student Conduct and Tone (Online and In Person):**

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 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.

**Academic Dishonesty and Plagiarism**

Do not engage in any of the following:

- Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.
- Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes unapproved collaboration, which occurs when a student works with others on an academic exercise without the express permission of the professor. The term academic exercise includes all forms of work submitted for credit or hours.
- Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Going online and taking information without proper citations, copying parts of other student’s work, creating information for the purposes of making your paper seem more official, or anything involving taking someone else’s thoughts or ideas without proper attribution is academic misconduct. If you have a question about an assignment, please come see me to clarify. Any cases of academic misconduct may be reported to university administration for violating the academic honesty requirements in the student handbook. They will also result in failure of the assignment in question and possibly for the 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.

### **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, Gee Library, Room 162  
(903) 886-5150 or (903) 886-5835 phone  
(903) 468-8148 fax

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

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

### **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.

### **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.

### CLASS AND ASSIGNMENT SCHEDULE

Date	Class Activity	Readings	Assignments
1/22	Course Introduction What is historical and archival research? How to pick a topic <i>Who do You Think You Are?</i>		Three one-sentence topic proposals
1/29	Return to 590 <ul style="list-style-type: none"> <li>• Positioning a topic within a historiography</li> <li>• Archives in 590</li> </ul> Topic Roundtable	Revisit William Cronon, <i>Changes in the Land</i> Turabian Parts 1 and 2	One three-sentence topic proposal
2/5	Exploring Archives from Home: <ul style="list-style-type: none"> <li>• Finding Aids, Lib Guides, TARO</li> <li>• Contacting Archivists</li> <li>• How to Research Journal</li> <li>• How to visit an archive</li> </ul> Historiography Roundtable		A one-page historiographical state of your topic
2/12	Visiting the Archives (TAMU-C Special Collections)	Redman, <i>Historical Research in Archives</i>	Final topic proposal due (3-8 sentences)
2/19	Digital History Tools and Repositories Discuss Beyond the Archives Finding Aid Roundtable	Kirsch and Rohan, eds. <i>Beyond the Archives</i> Turabian Part 3	Come prepared to discuss two finding aids related to your proposal Responsible Conduct of Research Training Due
2/26	Government sources (meet in TAMU-C Library, 2 <sup>nd</sup> floor) How to footnote (style and discursive) Research Proposal Roundtable		Research Proposal due (3-5 pages) (one copy per person)
3/5	From research to writing How to write an outline Writing for different Audiences Narrative Roundtable	Article Samples (TBA)	One-page narrative outline (one copy per person)
3/12	Spring Break: No Class Write and Research		
3/19	Writing before you are Ready Common writing mistakes How to pick a title Writing Roundtable	Spencer, <i>Writing Well in the 21<sup>st</sup> Century</i>	One-page of finished work for peer review
3/26	Portfolio Discussion and Professional Methods		Final Draft Due: Bring full copies for each person in

			the class. You may double-side.
4/2	Peer Review 1 and 2	Student Papers	
4/9	Peer Review 3 and 4	Student Papers	
4/16	Peer Review 5 and 6	Student Papers	
4/23	Peer Review 7 and 8	Student Papers	
4/30	Peer Review 9 and 10	Student Papers	Final Portfolio Due
5/7	Peer Review 11 and 12	Student Papers	Final Portfolios Returned