

HIST 5399 Graduate Independent Studies

Summer II: Kelsey Rockefeller

Dr. Mandy Link

Virtual Office Hours: By appointment

Email: mlink@uttyler.edu or via Canvas

Course Description:

In discussions with the student, this course is organized to provide the student with university teaching experience. This graduate independent study will pair with an undergraduate course being taught at the same time to provide the graduate student with a course to base their work on. In this course the graduate student will watch all the video lectures as they read works on the pedagogy of college level teaching. The goal of this course is to prepare the student for collegiate level teaching, particularly for online teaching.

Course Objectives:

By the end of the course, students should be able to do the following:

- Assess the best method of information delivery for undergraduate courses
- Analyze academic readings on college teaching
- To demonstrate a heightened ability to synthesize and analyze class material, readings, and external research to prepare two video lectures
- To understand the benefits of both in person and online college instruction

Required Readings:

The reading list will consist of articles and books agreed upon by the student and Dr. Link.

Requirements and Grades:

Participation (communication with Dr. Link email/Zoom)	100 points
Weekly write-ups (5 weeks x 20 points)	100 points
Final Project:	
<ul style="list-style-type: none">• Two lectures designed for course content of HIST 3397	200 points
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Total:	400 points

Explanation of Assignments:

Participation 100 points: These points are earned through communication (via email and/or Zoom meetings) with Dr. Link throughout the summer term. Any meetings will be agreed upon between Dr. Link and the student.

Weekly Write Ups 100 points: For each week of the five-week summer session, the student will submit a write-up (at least 500 words) in response to the week's content lectures and readings. The course content lectures will be pulled from HIST 3397 Victorian Gothic. The student will watch the content lectures with a particular focus on pedagogy and how the week's readings inform your understanding of how to teach undergraduate material.

- The student will submit their write-up Sunday nights for the five-week session. Each write up is worth 20 points for a total of 100 points for the term.

Final Project 200 points: The student will create two lectures based on the HIST 3397 course content that ties to the course theme but presents new topics/information. Because this is an online course, the student's lectures will be recorded lecture videos. The student will conduct research to craft their lectures using academic sources as well as primary sources as pertinent. The student will use a slide program of their choice (Power Point, Canva, Google Slides, SlideShare, etc.).

The student will submit their recorded lectures as well as their lecture preparation notes/outline. These notes/outline will need to have citations to demonstrate to Dr. Link where the lecture information was pulled from.

Further instructions in Canvas.

THERE WILL BE NO INCOMPLETES for failure to complete an assignment. Assignments not turned in will result in a 0 for that assignment.

Course Etiquette:

1. Any meetings be held virtually, through Zoom. The Zoom link will be listed on Canvas. Attendance is mandatory. You will need to have your camera and microphone on.
 - a. If pets or family make their way in, that is absolutely fine. You can always mute your microphone if there are loud noises on your end.
 - b. These are not recorded and thus, not uploaded to Canvas. Since graduate courses are not lecture based and instead are entirely based on discussion, attending class is the only way to actively engage with the material.
2. Submitting assignments early will not result in them being graded earlier than the deadline nor will they be edited by Dr. Link for the student to revise.
3. Make sure to have your Canvas notifications sent to your email. You are responsible for staying up to date on deadlines, announcements, etc.
 - a. You are responsible for all class lectures, readings, and any other videos assigned.

4. The classroom is a place for intellectual growth and to achieve that we must all be respectful and courteous to each other. Respect is a must! We will not always all agree (that is the heart of academics!) but it is crucial that we express our ideas in a respectful way. Students who do not adhere to this will be asked to leave the class and will receive 0 points in the course (to be determined at Dr. Link's discretion).
 - a. Be human: Remain patient, ask/wait for clarification, avoid assumptions and rushed judgement. Forgive mistakes and apologize for errors.
 - b. Be a good colleague: Remember your role as a student in the course. Make sure you're following directions. Be authentic and collaborative with colleagues. Be aware of your behavior and how others interpret your communication.
 - c. Be professional: Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally charged writing. Profanity and offensive language will not be tolerated.
 - d. Be a responsible citizen: Graduate classes are, in part, about professionalization as a historian. This means conducting yourself in a professional manner in your in class conduct as well as in your interactions with classmates and professors.
5. Late assignments not accepted.
6. **No** emailed assignments accepted. Assignments **must** be submitted in hard copy or on Canvas as directed on the assignment.
7. **Use technology responsibly and considerately**. It is tempting to surf the internet, check your phone, etc. while in a Zoom classroom but please refrain. We will have breaks where you can check your texts, get a snack, etc. When in class be present. It is quite obvious when you are on your phone or surfing websites.
8. When you email me, I will respond within 24 hours on weekdays. On weekends, it may take longer but I will definitely get back to you within 48 hours at the latest.
 - a. When you email me, address your email to: Professor/Dr. Link and sign it with your name.
 - b. If you have a procedural question –about due dates, what the assignment requirements are, etc. –check the syllabus and the materials on Canvas, as your answer may be there, and you can know immediately, rather than awaiting an email reply.
 - c. I will always address you directly and respectfully in my emails to each of you; I ask the same courtesy in return. If students continue to refuse to address the faculty by name, I reserve the right to not reply to the email.

University Policies

University COVID-19 policy:

It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation](#)

[guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.

Student Accessibility and Resources (SAR):

University of Texas at Tyler is committed to creating a learning environment that meets the needs of its diverse student body. Reasonable accommodations are available for students who have a documented disability. If you should need accommodations, please let me know and contact Student Accessibility and Resources to discuss a range of options. They are located in UC 3150 and can be reached at (903) 566-7079 or saroffice@uttyler.edu. Once you have made arrangements with SAR, they will contact your professors and we can work with you from there.

Student Absence due to Religious Reason:

Observance Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. (Revised 05/17)

Student Absence for University-Sponsored Events and Activities:

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor *at least two weeks prior* to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

Student Standards of Academic Integrity:

As adults and college students I expect the work you turn in to be your work and your work alone. I do not tolerate plagiarism, cheating, or collusion (see definitions below) and if you do any of these you will receive a 0 on that assignment with no option of resubmitting. You may also receive a 0 in the class depending on the egregiousness of the scholastic dishonesty and be reported to Judicial Affairs. Dr. Link reserves the right to adjudicate punishment for each individual case.

Conduct Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;

- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Honor Code:

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry:

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid State-Mandated Course

Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

UT Tyler Resources for Students:

· UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu · UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

· The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

· UT Tyler Counseling Center (903.566.7254)

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.