

University of Texas at Tyler
HIST 3300-001
Historical Methods and Research
Spring 2016

Dr. Mickie Mwanzia Koster
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Office Hours: Tues 12-2 and 5-6
Office Location: Business Bldg. 205B
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Times: Tues 6-8:40 pm
Sec# 001
Class Location: Business Bldg.
Room: Classroom 00208

Introduction & Objectives

This course is an introduction to historical writing and research methods. The ultimate aim is to provide students with the necessary tools and skills to undertake their own historical research work. This class will discuss the process of historical writing and research based on literature and student research projects. Students will choose their own independent research projects based on instructor's framework, approval and guidelines. We will critically think about and discuss writing and research strategies, methodologies, theories, efficiency, source materials, tools, electronic resources, and approaches. The course is designed around learning and analyzing the research and writing process as well as completing a polished 20 page double-spaced paper based on original research. In this class, students will have an opportunity to experience the challenging, yet exciting work of historians! Bring your writing ideas!

Required Readings All are required and needed at the beginning of the class (unless noted optional); most books are very short. Additional optional books listed under schedule; other handouts/book material will be provided by instructor

1. Galgano, Michael. *Doing History*, 2013.
2. Brundage, Anthony. *Going to the Sources: A Guide to Historical Research and Writing*. 2013
3. Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*. 2012
4. Turabian, Kate. *A Manual for Writers*. 2007 (optional)

Additional Optional Readings/Handbooks:

1. The Chicago Manual of Style, 16th Edition (optional)
2. Gilderhus, *History and Historians: A Historiographical Introduction*, 2010
3. Gaddis, John Lewis. *The Landscape of History: How Historians Map the Past*, 2002.
4. Michael Bentley, ed., *Companion to historiography*, 1997
5. John Tosh, *The pursuit of history*, 2002;

Academic Integrity:

Cheating, plagiarism, or collusion will result in a grade of "F" for this class. I will enforce this policy for all examinations and assignments. For definitions of "cheating," "plagiarism," and "collusion," see "Academic Integrity" in the *Catalog*. Failure to properly cite an author you have quoted or paraphrased will result in a grade of "F." You MUST use your own words.

Course Requirements & Evaluations

All assignments are due on or before the due date!! In the event of emergency situations, email me as soon as possible in order to make alternative arrangements. The assignments work towards your final research paper based

on the instructor approval. **All of the course assignments and requirements will be discussed in detail in class.**

Attendance, Participation & Discussions = 10% Includes class discussion, in class exercises, group assignment and providing paper and presentation feedback to classmates. Also see attendance policy below.

Class Topic Presentations = 10% - Each student will have an opportunity to lead discussion session(s) on the assigned readings and topics. Assignments made first two week of class.

Review of Literature and Bibliography = 15%

Research Paper Argument and Outline = 15%

Research Draft Paper = 20%

Research Final Paper = 10%

Research Presentation = 10%

Portfolio = 10%

Total = 100%

Attendance Policy – The class is based on mandatory attendance. Two or more unexcused absences will result in the drop of a letter grade. Each absent following will drop another letter. It is important to come to class. Excessive tardiness may be considered absent. Attendance is essential for success in this course.

GRADE SCALE: It is your responsibility to keep up with your class average. Please learn how to calculate your average. You are responsible for withdrawing from the class.

A = 90-100

B = 89-80

C = 79-70

D = 69-60

F = 59 & BELOW

Class Schedule and Readings

Readings and Assignments should be completed prior to each class; this syllabus is subject to change

Class Meeting	Lectures and Events	Readings	Homework and Assignments
Jan 19	Introduction to Class/Syllabus; Why Research and Write History? What is history? What is Historiography? Overview to the class and key class assignments	Read Syllabus, Read Galgano, p 1-18; Rampolla, Chapter ; and Brundage Chapter 1 & 2, Reference link on steps to writing a research paper made simple, good for high level background: http://webcache.googleusercontent.com/search?q=cache:KNW63tCihJUJ:uss.tufts.edu/undergradEducation/research/HOW%2520TO%2520WRITE%2520AN%2520ABSTRACT%2520for%2520Tufts%2520Symp.doc+how+to+present+your+research+findings+for+history&cd=10&chl=en&ct=clnk&gl=us	Select a Research Topic

Jan 26	<p>Working and Finding Historical Sources and Evidence Navigating the Library, Primary and Secondary Source Identification, Finding and Evaluating; Identifying and reading related literature; Using Online Libraries, Catalogs and Databases; How to Read and Evaluate Sources and Organizing Sources for Retrieval and Analysis</p>	Read Galgano, p. 39-57; Rampolla, Chapter 2-3 and Brundage Chapter 3-5	Read and Research on your Topic; Build Your Bibliography
Feb 2	<p>Finding a Research Topic, Conventions of Writing in History Narrowing your research topic/paper for writing; What is a viable and focused research topic? Creating your Writing Plan; Structure; Finding and using model writing for guidance</p> <p>Meet with Professor on your literature review and analysis</p>	Read Galgano, p. 19-38; Rampolla, Chapter 4, Brundage Chapter 7	<p>Group Assignment Due</p> <p>Topic Proposal Due - what sources are available? And what do you have original to say?</p> <p>Read & Create your writing plan</p>
Feb 9	<p>How to Write a Literature Review Identifying and reading the related literature. Approaches to writing a literature Review. Determining your historiographical contribution to the topic based on existing historiography, available resources/evidence, and research questions. Common writing pitfalls. Organizing your paper around your argument.</p> <p>Work on your literature review. Meet with Professor on your literature review and analysis</p>	Read Brundage Chapter 6-7 Read Turabian, A Manual For Writers, Ch. 17	Read & Write your literature review and revise your writing plan
Feb 16	<p>Research Strategies and Methods Discuss specific archives, resources, online catalogs, print and electronic sources, primary and secondary sources, oral interviews, surveys, and various approaches to collecting data. Effective note taking and organizing researched material.</p>	Read Galgano, 58-84; Rampolla Chapter 5	Literature Review and Bibliography Due
Feb 23	<p>Writing the Research Paper. How to Refine Your Paper Argument and Writing the Outline; Strategies for Creating a Paper Argument; Work with Professor on your revised argument and outline draft</p>	Galgano, p. 85-102	Research and Work on your paper outline
Mar 1	<p>Presenting “Your” Evidence and Avoiding Plagiarism and Pitfalls Documenting Sources, Using Quotes, and How to</p>	Read Rampolla, Chapter 6-7 Also Reference,	Paper Argument and Outline Due

	Paraphrase Material. How to use charts, tables, pictures, maps and images. (Work on your paper logic and organization)	Turabian, A Manual For Writers for reference	
Mar 8	Spring Break		
Mar 15	Writing Introductions and Conclusions; Writing Paper Abstracts and Research and Writing Obstacles and Overcoming Them Revising your introduction and conclusion. Try to tell a story and finding a writing hook. What are your research and writing problems and obstacles? Discuss these issues as it relates to the paper drafts. What are some solutions? How to manage and protect your writing time. Discuss paper comments	Handout - Using Computers in History: A Practical Guide from chapters. 6 & 7; Galgano, p. 87-90.	Bring your favorite writing hook ideas to class and your specific paper hook idea for discussion
Mar 22	Giving, Getting, and Using Other's Feedback Sharing papers and getting feedback. Revising your paper according to feedback. How you can learn from the work of others. Discuss the evaluation process and overcoming draft perfection.	Read Handout	Paper Draft Due, Bring 2 Copies to Exchange Papers
Mar 29	Finishing the Paper and Strategies to Research Presentations How to revise your paper based on feedback. How to interpret feedback; How to learn from the work of others. Examine effective and ineffective research presentations; how to showcase your findings; how to cut down your paper for a presentation; how to solicit feedback from audience; how to process criticism.	Galgano, p. 120-144; Galgano, p. 145-146; Also Read handout from link on presenting research: http://webcache.googleusercontent.com/search?q=cache:KNW63tCihJUI:uss.tufts.edu/undergradEducation/research/HOW%2520TO%2520WRITING%2520AN%2520ABSTRACT%2520for%2520Tufts%2520Symp.doc+how+to+present+your+research+findings+for+history&cd=10&hl=en&ct=clnk&gl=us	Exchanged Paper Comments Due Revise your exchanged paper drafts based on peer reviews
Apr 5	Finishing the Paper Revising your paper. Your remaining task and the Final Paper Checklist. (Meet with Professor; Revise research paper based on feedback and paper checklist)	Galgano, p. 120-144	Create a 15 minute research presentation
Apr 12	Research Presentations and Discussion Group A Each student will have 15 minutes to present their research findings to the class (expressing their key findings, argument, methodology, evidence, etc.)		Final Papers Due Research Presentation Due - Present Research

			Results
Apr 19	Research Presentations and Discussion Group B Each student will have 15 minutes to present their research findings to the class (expressing their key findings, argument, methodology, evidence, etc.)		Present Research Results Work on Portfolio
Apr 26	Refining Your Research & Research Reflections, How to Write More Beyond the classroom, what are the next steps for your research project? How do you refine your papers for graduate school applications? How do you to refine the paper for future publication? Finally, what are your reflections on historical research?		Writing Portfolio Due
May 6	No Final Exam		

Please Note the University Policies - For more info:

<http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf>

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://www2.uttyler.edu/wellness/rightsresponsibilities.php>

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. 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 is the deadline for many forms and enrollment actions that students need to be aware of. 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 Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criterion applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious 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.

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.

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.