

University of Texas at Tyler
HIST 3300-001
Historical Methods and Research
Fall 2017

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Office Hours: By appointment
Office Location: Business Bldg. 205B
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Times: Hybrid, Thur 2-3:20 pm
Sec# 001
Class Location: Business Bldg.
Room: Classroom 00158

Introduction & Objectives

This course is an introduction to historical writing and research methods. The 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 provided by instructor. Note there have been a few changes to the books.

1. Jim Cullen, *Essaying the Past*, 2017
2. Galgano, Michael. *Doing History*, 2013.
3. Brundage, Anthony. *Going to the Sources: A Guide to Historical Research and Writing*. 2013
4. Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*. 2012
5. 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.**

Research Topic Proposal = 10%

Review of Literature and Bibliography = 15%

Research Paper Argument and Outline = 15%

Research Draft Paper = 25%

Research Final Paper = 20%

Research Presentation = 15%

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

Week of Class Lecture	Lectures and Events	Readings	Assignments
Aug 31	Introduction to Class/Syllabus; Why Research and Write History? What is history? History is About Time. What is Historiography? Overview to the class and key class assignments	Read Cullen, Chapter 1-2 Read Syllabus, Read Galgano, p 1-18; Rampolla, Chapter 1; and Brundage Chapter 1 & 2.	Select a Research Topic
Sept 7	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	Read Cullen, Chapter 3 Read Galgano, p. 39-57; Rampolla, Chapter 2-3 and Brundage Chapter 3-5	Submit your Research Topic and meet w/Professor; Build Your Bibliography
Sept 14	Finding a Research Topic, Conventions of Writing in History Good answers begin with good questions. Narrowing your research topic/paper for writing; What is a viable and focused research	Read Cullen, Chapter 4 Read Galgano, p. 19-38; Rampolla, Chapter 4, Brundage Chapter 7	Topic Proposal Due - what sources are available? And what do

	<p>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>		<p>you think you have original to say?</p> <p>Read & Create your writing plan</p>
Sept 21	<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>	<p>Read Cullen, Chapter 6, Read Brundage Chapter 6-7</p>	<p>Read & Write your literature review and revise your writing plan</p>
Sept 28	<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>	<p>Read Cullen, Chapter 5, Read Galgano, 58-84; Rampolla Chapter 5</p>	<p>Literature Review and Bibliography Due</p>
Oct 5	<p>Making Your Case: 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>	<p>Read Cullen, Chapter 8, Read Galgano, p. 85-102</p>	<p>Research and Work on your paper outline</p>
Oct 12	<p>Intersecting Reading and Writing: Presenting “Your” Evidence and Avoiding Plagiarism and Pitfalls Documenting Sources, Using Quotes, and How to Paraphrase Material. How to use charts, tables, pictures, maps and images. (Work on your paper logic and organization)</p>	<p>Read Cullen, Chapter 7, Read Rampolla, Chapter 6-7, Also Reference, Turabian, A Manual For Writers for reference</p>	<p>Paper Argument and Outline Due</p>
Oct 19	<p>Writing Introductions and Conclusions; Writing Paper Abstracts and Research and Writing Obstacles and Overcoming Them</p> <p>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</p>	<p>Read Cullen, Chapter 9 & 13, Read Galgano, p. 87-90.</p>	<p>Think about your favorite writing hook ideas and your specific paper hook idea for discussion</p>
Oct 26	<p>Giving, Getting, and Using Other’s</p>	<p>Read Cullen, Chapter 10-</p>	<p>Paper Draft Due</p>

	<p>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.</p>	<p>12, & 14 Read Handout on Giving Feedback</p>	<p>Exchange Papers</p>
Nov 2	<p>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.</p>	<p>Read Cullen, Chapter 15 Read Galgano, p. 120-144 and 145-146;</p>	<p>Exchanged Paper Comments Due Revise your exchanged paper drafts based on peer reviews</p>
Nov 9	<p>Finishing the Paper Revising your paper. Your remaining task and the Final Paper Checklist.</p>	<p>Read Cullen, Chapter 16, Re-read Galgano, p. 120-144</p>	<p>Final Papers Due</p>
Nov 16	<p>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.)</p>		<p>Research Presentation Due - Present Research Results</p>
Nov 23	<p>Thanksgiving Break</p>		
Nov 30	<p>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.)</p>		<p>Present Research Results</p>
Dec 7	<p>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?</p>		<p>Writing Reflections Due</p>
Dec 11-16	<p>No Final Exam</p>		

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION

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.

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. (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.

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.

Student Standards of Academic 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 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)