

**HIST 2302: Methodology—Spring 2015 Partial Distance Course**  
**T/TH 3:30-4:45P Pafford 206**

Instructor: Dr. Colleen A. Vasconcellos  
Email: [cvasconc@westga.edu](mailto:cvasconc@westga.edu) or in CourseDen (no preference)  
Phone: 678-839-6032

Office Hours

Face2Face Office Hours in TLC 3208: Wednesday 2p-5p  
Virtual Office Hours: M/T 10:30am-2pm, and by appointment  
(Please note that Virtual Office Hours will take place through the Blackboard Collaborate link located in the Course Overview Module.)

**COURSE DESCRIPTION**

This course is intended to introduce students to the practice of history. It is designed to help students succeed as history majors at the University of West Georgia. We will focus on developing the skills necessary to think and work like historians, but we will also take into consideration the skills needed to teach history as well. We will also sample the varieties of sources in writing history and the varieties of history. This is a required course for all history majors. In order to graduate, history majors must earn a C or better in this course.

**LEARNING OUTCOMES**

This class is designed to help students learn what historians do and why they do it. In addition, the class is designed to help students develop the skills necessary to succeed as history majors. Those skills include the ability:

- to recognize and to pose significant historical questions
- to find useful primary and secondary sources
- to analyze sources critically
- to cite sources properly
- to write and to speak clearly
- to construct a persuasive historical argument based on evidence; and
- to think historically

\*Thinking historically requires one:

- to seek to understand the people of the past
- to seek to understand the perspective of historical actors and to view those historical actors from a critical, scholarly perspective
- to recognize that people, events, ideas and cultures have influenced later people, events, ideas, and cultures
- to recognize that history involves both change and continuity over time and to
- to draw and explain connections between particular people, events, ideas, or texts and their historical contexts

## ASSIGNED READINGS (Available in the Bookstore and cheaper online)

- James Davidson & Mark Lytle, *After the Fact*, 6th Edition (McGraw Hill, 1999): eVersion available
- Tony Horwitz, *Confederates in the Attic* (Vintage, 1999): eVersion available
- Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th Edition (Chicago, 2013)
- Supplemental Assigned readings on CourseDen

## Course Requirements

### COMPUTER ACCESS

This is a partially online course. 50-95% of this course will take place online using CourseDen, with your computer as the main delivery system. It is highly recommended that you have regular (daily) computer access, preferably a home computer with broadband Internet access. This course can be completed using public computers at UWG or other public access areas. However, be aware that using public computers may create a hardship. All course requirements remain the same whether your computer access is public or private (home).

### **UWG | Online HelpDesk**

(M-F 8-5pm) Phone: 678-839-6248      Email: [online@westga.edu](mailto:online@westga.edu)

**24/7 HelpDesk** <https://D2LHelp.view.usg.edu>

### COURSE EVALUATION AND GRADE DISTRIBUTION

Emphasis will be on clarity of ideas, reading, writing, analytical and critical thinking skills, class participation, and overall presentation. Participation in class discussions and lectures is encouraged and will form a component of the written assignment grades. There will be no extra credit offered in this class, so don't ask. Grade calculations are as follows:

- Final Exam 20%
- Quizzes 10% (averaged together)
- Book Analysis 15%
- Book Analysis Rewrite 5%
- Primary Source Paper 10%
- Online Assignments 15% (averaged together)
- In-Class Discussions 10%
- Online Discussions 15%

### Federal Privacy Laws and Grades

I cannot discuss grades or course progress with any student via email or over the phone. It must be in person or in video chat in CourseDen. Furthermore, I cannot discuss grades or your progress in the course with your parents at all. If you would like to discuss any of your exam/assignment grades, your overall grade, or your progress in the course, it must be in person and I am happy to do so at any time. Just make an appointment and we'll talk.

## Special Note

Students, please carefully review the following information at this link: [http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf) It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

## ASSIGNMENTS AND ASSESSMENT

Exams: There will be one graded exam – a final exam – that will take place online during the final week of the semester. We will discuss this exam at greater length in our final Face2Face meeting of the course. The exam will take place over several days, and it must be taken during the final week. A make-up exam will be considered only in the most extreme emergency, which must be documented (no documentation means no make-up). Failure to complete the final exam will result in a “0” for the exam.

Book Review: You will write a 4-5 page analysis of *Confederates in the Attic*. See the Book Review Guidelines in the Assignment Guidelines Section for details. We will also discuss this in class. In preparation for your review, read Chapters 4 and 5 of Kate Turabian's *Manual*.

Book Review Rewrite: Just like it sounds. You will revise and resubmit your book review. In preparation for writing your revised draft, read chapters 9, 11, and 12 of Kate Turabian's *Manual*.

Primary Source Analysis: You will write a 2-3 page paper that analyzes a primary source of your choosing from any database found online on the Ingram Library Website. You can find a link for that website in the Resources Tab in the top right hand corner of the screen. Additional instructions will be provided on CourseDen, and they can be found in the Assignments Guidelines Section. In preparation for your review, read Chapters 5-7 of Kate Turabian's *Manual*.

Quizzes: You will take three quizzes over the course of the semester that will test your ability to write effectively. They will cover important matters of organization, grammar, usage, punctuation, spelling, and conformity with proper citation format. These quizzes will take place online. In preparation for these quizzes, read Parts II and III of Kate Turabian's *Manual*.

Online and Research Assignments: You will also undertake several research assignments throughout the semester, with some being simple assignments of finding historical photographs or a useful website, to writing short analyses, to writing opinion pieces on things discussed or viewed in class. Please see the course schedule for each assignment and their respective due dates. The majority of these will be done independently, and you will discuss them in the online Discussion Forums. If there is one that is to be discussed in a Face2Face meeting, it will be marked as such.

### Class Participation: 25% total

There will be in-class discussions on assigned books and primary sources. We will be reading all of the books from the above assigned reading list in addition to articles and primary sources. Your discussion grade is based on how frequently you contribute AND how insightful your comments are. The more you contribute insightful comments, the better your grade – effort is the key! **Any class participation must stay on topic, unless it relates directly to the subject at hand.** Comments to the contrary will be classified as disruptive, and you will be asked to refrain from making comments such as these in the future. If it continues, you will be asked to leave class.

F2F Class participation is 10% of your grade and will be graded as follows:

- 100: Substantial comments every class, outstanding participation
- 90: Participate regularly in the class discussion, but not every class meeting
- 85: Participate occasionally, with worthwhile insight and good questions
- 80: Commented once or twice over the course of the semester
- 70: no comments made

### ONLINE DISCUSSIONS

Since this is a partially online course, the majority of our time will be spent online. Just as your in-class discussion grade, your online discussion grade is based on how frequently you contribute as well as how insightful your comments are. Discussion activity assignments are community discussions about specific topics that include individual postings made by you and responses to other student postings. Postings should relate directly to the topic. **Discussion postings have two deadlines: one for the initial posting and one for your response posting.** Please make sure that you plan accordingly. Additional details will be provided in each assignment, so see the Discussion Forums for details.

Online class discussions will be a combined 15% of your grade and will be graded follows:

- 90: completed assignment as described with no additional comments
- 80: completed majority of the assignment but did not complete it 100%
- 70: attempted 50% of the assignment
- 60: posted initial comment but did not comment on classmates' posts
- 0: did not attempt assignment

You will receive one additional point for every comment made beyond the assignment requirements. Comments made after posting deadlines will not be counted, and comments not fulfilling comment requirements will not be counted either. See CourseDen for more information on Class Participation Guidelines and Grading in the Content Module.

While you are expected to speak up in class (either online or F2F) and ask questions, as well as actively participate in online discussions, you are also expected to respect your fellow students' opinions and time. I will not tolerate disrespect of any kind, and you will be asked to leave. If disruptive behavior continues, you will be removed from the course. So play nice.

## A Note about Submitting Assignments to CourseDen

### ASSIGNMENT FORMAT

All submitted assignments will have the following format:

- MS Word, Standard 1" margins, double-spaced text, with NO double-spacing between paragraphs, using size 12 font, Times New Roman, black text
- No cover pages. Just put your name on it and we are good.
- Please note that images do not count towards paper length.
- Citations should follow the Chicago Manual of Style Format. Kate Turabian's *Manual* is also accepted. You can use endnotes or footnotes, although footnotes are preferred. There are no exceptions, and *assignments that are not cited in the CMS format will receive a 10 point penalty for failure to adhere to assignment submission guidelines* (unless assignment guidelines allow for parenthetical references).

### SUBMITTING ASSIGNMENTS LATE OR OUTSIDE COURSEDEN

I will not accept assignments by email, so please do not send them to me there unless you have received permission from me to do so. Late assignments submitted after the due date will not be accepted unless you have a properly documented excuse. Late assignments submitted without proper documentation will receive a 0. Please note that this rule is absolute. You have known about these assignments all semester, and have had plenty of time to complete them and upload them into their corresponding dropbox. Unless you have a properly documented excuse, there is no reason why you cannot get your work in on time.

**THE RETURN OF GRADED WORK:** All written assignment grades will be posted within one week of the due date. Discussion grades will be posted within one month of the discussion's completion.

**EXTRA CREDIT:** There is no extra credit offered in this class.

### IN THE EVENT OF TECHNICAL DIFFICULTIES

It is **your responsibility** to see that your assignments have posted to CourseDen properly. Please check to make sure that your assignment was uploaded correctly and appears in the appropriate Dropbox. If it does not appear, I cannot grade it, and I will not be asking you where it is. Instead, I will assume that you did not do the assignment on time and will grade your assignment accordingly. In other words, your assignment will be considered late once the submission deadline has passed. Please make sure that your link works properly, because I will not be contacting you to resubmit a working link.

In the event that you are having computer/wifi difficulties, please find an alternative source. **Do not wait until the last minute to submit assignments.** You are submitting items over the Internet, and sometimes the Internet Gods get angry and withhold access. There are many things that can go wrong in the path between your computer and CourseDen. Technical problems related to computer connections or equipment cannot be used as an excuse for failure to complete assignments or to participate online.

**It is your responsibility to locate the computer hardware, software and Internet connections necessary to stay connected and current with your course work online.** Please be aware of alternate Internet connections and computers available through college computer labs, college Learning Resource Centers (libraries), the public library, and any friends, relatives, or neighbors and access them if my personal computer equipment is not working.

#### A FEW OTHER THINGS

Cell Phones: TURN THEM OFF!!!! I'm serious. I don't want to hear it, see it, or even know that it exists when we are in Pafford. If you need them on for emergency purposes, please set the ring to vibrate only. There is a time and place for phone usage, and it is not in my class. Feel free to use them all you like during online class sessions.

Tobacco, Food, and Drink:

Tobacco Products of any kind and Fake Cigarettes are not allowed in this class. Food and drink are fine. Just clean up your mess after you leave. If you have a dip cup or an electronic cigarette, you will be asked to leave.

Attendance and Tardiness:

I will not be taking attendance in this class. Excessive lateness is disruptive to the class, affecting your fellow students as well as me. If for any reason, you need to leave class early, please let me know ahead of time. In short, come on time and stay for the whole class. If you miss class, I suggest you borrow notes from a classmate. My notes are not available.

Academic Honesty:

I should not have to have this conversation with any of you, but I will anyway.

I will not tolerate cheating, plagiarism, or any other form of academic dishonesty in this class, and **any student found guilty of plagiarism will automatically receive a failing grade for the course.** Any assignments given in class must be written in your own words, and will not consist of information found on the internet or from any outside source unless cited. This includes paraphrasing, which may not be taking a passage word for word, but certainly does not give credit to ideas and/or information.

**All assignments will be turned into CourseDen and will be monitored by the Turnitin.com** feature in CourseDen, which gives me the percentage of the paper that has been plagiarized as well as from where the offending passage was taken. If you plagiarize, you will automatically fail the course. Your name will be forwarded to through the appropriate channels, and I will recommend that UWG administration take action. Plagiarism is a serious offense and it can lead to your expulsion and/or suspension from the University. **In short, don't do it.** See CourseDen for details on what constitutes plagiarism and how to avoid it in the Content Module.

## Tentative Course Outline and Readings Assignments

In the event of unforeseen cancellations, I will try to notify you no later than the morning of the day of class via email and in CourseDen. Check often in the event of inclement weather.

Abbreviations:

- AF: *After the Fact*
- KT: Kate Turabian's *Manual*
- CD: The readings are available in the Supplemental Readings Section of CourseDen

Please note that **ONLINE DAYS (OL) ARE IN ORANGE** and **FACE2FACE DAYS (F2F) IN ARE IN GREEN. ASSIGNMENTS AND QUIZZES ARE IN BLUE.**

### Week 1: August 10-12—Intro to the Course and the Field

**TUE, 8/11: F2F in Pafford.** Introduction to Course. In class activity on reading sources.

#### **Also for Week 1**

- Click on the Take a tour of our course link in the Course Overview section of the Content Module in CourseDen and acquaint yourself with each of the modules.
- Introduce yourself to the class! Stop by the discussion forum and tell us a little about yourself. Don't be shy! See Discussion Forums for details.
- Complete the Student Contract Quiz in the Quizzes Module. This is the only quiz you will have this semester, and this quiz will count towards your class participation grade. **Failure to take this quiz by midnight EST, Saturday, August 13 will result in the deduction of 10 points from your first graded assignment.**
- Begin planning your first research assignment: Find a reasonable quantity of useful information on one history professor (or in your major), interview them, and write a 2-3 pg paper on your findings. **Due Tuesday, September 5 by midnight.** See CourseDen for details.

### Week 2: August 15-19—Why History?

**ONLINE ALL WEEK.** Read and discuss Peter N. Stearns, "Why Study History?" (CD) and AF Prologue.

### Week 3: August 22-26—Beginning the Process

**TUE, 8/23 ONLINE:** Readings: The History Guide (CD). See the Discussion Forums for Details

**TH, 8/25 F2F in Pafford.** Narrowing Down Your Research Topic: What Makes a Good Question?

**SAT, 8/27: Online Assignment due by Midnight:** Post the topic and research question of one paper that you will be writing this semester. See Discussion Forum for details.

### Week 4: August 29-September 2 Intellectual Honesty

**ONLINE ALL WEEK.** Read and discuss Peter Hoffer, "Reflections on Plagiarism," (CD), UWG's Honor Code regarding Plagiarism (CD), David Plotz, "Why Steven Ambrose's Plagiarism Matters," *Slate* (CD), and "America's Worst Historians," *Salon* (CD); and KT Chapters 1-2

**FRI, 9/2: Quiz 1 due by 10PM:** Commonly Misused Words. See Quizzes Tab for details.

**Week 5: September 5-9—Finding Sources (and citing them!)**

**TUE, 9/5: F2F in the Library (Location TBA).** What in the world does our library have? For this class, we will be meeting in the Library for a special class with History Liaison and Instructional Librarian Jessica Critten. **Professor Bio due by midnight.**

**TH, 9/8: F2F in Pafford.** Chicago Style Workshop. Bring KT with you to Class!

**SAT, 9/10: Online Assignment due by Midnight:** Post the HTTP address of two good websites outside of UWG containing a collection of useful **primary** sources on any topic of your choosing (perhaps for a paper for another class?). See Discussion Forum for details.

**Week 6: September 12-16—Objectivity and Bias**

**ONLINE ALL WEEK.** Read Excerpt of Thomas Paine's *Common Sense* (CD) and AF Chapter 4. See Discussion Forums for Details.

**Primary Source Analysis:** Write a two-page, typed summary of the archival primary source document found on one of the many Archival Database Collections available on the UWG Library Website. You should include one block quotation, one shorter quotation, and one paraphrase in your summary. **Due Friday October 28th by 10P.** See courseden for details.

**Week 7: September 19-23—Historical Fields: Public History**

**ONLINE ALL WEEK.** Read AF Chapter 5 and 8. See Discussion Forums for further Discussion details.

**FRI, 9/23: Quiz 2 due by 10PM:** Citation Quiz. See Dropbox for Details.

**Week 8: September 26-30—Historical Fields: Military History**

**ONLINE ALL WEEK.** Read AF 13 and 17. See Discussion Forums for further Discussion details. Also, take a look at the video in the Week 8 Module discussing your upcoming book review on *Confederates in the Attic*.

**SAT, 10/1: Online Assignment due by Midnight:** Post a link to an example of a good book review. Briefly summarize the review (not *Confederates in the Attic*), and explain how this review is valuable to you as a historian. See Discussion Forum for details.

**Week 9: October 3-7—Archival Sources and Special Collections**

**TUE, 10/4: F2F in the Library (Location TBA).** For this class, we will be meeting in the Library for a special class with Blynne Olivieri, Archivist and Head of UWG Special Collections.

**TH, 10/6: Class cancelled for Fall Break.**

**Week 10: October 10-14—Confederates in the Attic**

**ONLINE ALL WEEK.** Read and discuss *Confederates in the Attic*. See discussion forum for details.

**FRI, 10/14: Book Review Due by 10PM.**



**Week 11: October 17-21—Thinking Outside of the Box**

**ONLINE ALL WEEK.** Read AF Chapters 9 and 12. See Discussion Forums for details.

**FRI, 10/21: Quiz 3 due by 10PM:** Punctuation Quiz. See the Quizzes Tab for details.

**Week 12: October 24-28—Historical Fields: Gender Studies**

**ONLINE ALL WEEK.** Read AF Chapters 2, 3, and 14. See Discussion Forums for details.

**FRI, 10/28: Primary Source Analysis Due by 10PM.**

**Week 13: October 31-November 4—History from the Bottom Up**

**ONLINE ALL WEEK.** Read AF 11 and 15. See Discussion Forums for details.

**SAT, 11/5: Online Assignment due by Midnight:** Please post a link to THREE DIFFERENT TYPES of primary sources. Be thoughtful and creative in considering what could be a primary source! Briefly summarize each source, and explain how you might use it as a historian. See Discussion Forum for details.

**Week 14: November 7-11—Documentary as a Source**

**ONLINE ALL WEEK.** Watch and Discuss Documentary “Paper Clips”

**Research Assignment:** How can documentary be used as a tool? In 2-3 pages, review the documentary that you just watched and discuss how it could be used in research or in a course. **Due Friday, November 18th by 10PM.** See CourseDen for details.

**Week 15: November 14-18—History and Theory**

**ONLINE ALL WEEK.** Read AF Chapter 6 and 7

**FRI, 11/18: Documentary as a Source Paper Due by 10PM**

**Week 16: November 21-25—Thanksgiving Break!!!**

**Week 17: November 28-December 2—Those who do not learn from history...**

**ONLINE ALL WEEK.** Readings: Steinweis, “The Auschwitz Analogy: Holocaust Memory and American Debates over Intervention in Bosnia and Kosovo in the 1990s,” *Holocaust and Genocide Studies* 19 (2005): 276-89 (CD).

**FRI, 12/2: Book Review Rewrite Due by 10PM**

Final Exam Deets: Please submit your completed exam in Word Format to the Final Exam Dropbox no later than **midnight EST, Wednesday, December 7.** See CourseDen details.