

HIST 2302: Methodology
Spring 2017 Partial Distance Course
T/TH 5:30P-6:45P Pafford 204

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

Office Hours

Face2Face Office Hours in TLC 3208: See CourseDen for schedule
Virtual Office Hours: M-W 10:00am-2pm, and by appointment

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)
- Tony Horwitz, *Confederates in the Attic* (Vintage, 1999)

- 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

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:

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|----------------------------|----------------------------|
| • Final Exam 20% | • Primary Source Paper 10% |
| • Quizzes 10% | • Online Assignments 15% |
| • Book Analysis 15% | • In-Class Discussions 5% |
| • Book Analysis Rewrite 5% | • Online Discussions 20% |

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 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:

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 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

Each week, you will have one discussion activity based on that week's course material unless otherwise noted. Each week, you will receive a separate grade for that discussion, which will be applied to your class participation grade. 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. Each Online Class Discussion will be graded on a 25 point scale, and will be graded as follows:

How well discussion posts address the Learning Outcome:

- **Superior (A) 5 points:** Comments demonstrate mastery of the objective and critical understanding of the topic
- **Good (B) 4 points:** Comments demonstrate above average understanding of the objective and a good understanding of the topic
- **Acceptable (C) 3 points:** Comments demonstrate moderate understanding of the objective and an average level of thought about the topic
- **Needs Improvement (D) 2 points:** Comments show that student had only partial understanding of the objective, or student demonstrates a lack of thought or consideration of the issue
- **Failing (F) 1 point:** Shows obvious lack of effort or comprehension
- **Not submitted/Late post 0 points:** Your post was not submitted by the posting deadline or was not submitted at all.

Discussion posts' specificity/originality:

- **Superior (A) 5 points:** Comments are highly specific, well-supported and show original thought, thereby promoting additional discussion
- **Good (B) 4 points:** Comments are specific, mostly well-supported and show original thought or ideas that further the discussion
- **Acceptable (C) 3 points:** Comments are general, somewhat well-supported, and bring some new ideas into the discussion
- **Needs Improvement (D) 2 points:** Comments are vague, unsupported, and generally restate what others have already said within the discussion
- **Failing (F) 1 point:** Comments are irrelevant or off-topic
- **Not submitted/Late post 0 points:** Your post was not submitted by the posting deadline or was not submitted at all.

Discussion posts' focus:

- **Superior (A) 5 points:** Comments make vividly clear references to readings or other relevant sources
- **Good (B) 4 points:** Comments make some reference to readings or other relevant sources
- **Acceptable (C) 3 points:** Comments make vague reference to readings or other relevant sources
- **Needs Improvement (D) 2 points:** Comments make no reference to readings or other relevant sources
- **Failing (F) 1 point:** Comments make no reference to readings, and strongly suggest that reading assignments have not been completed
- **Not submitted/Late post 0 points:** Your post was not submitted by the posting deadline or was not submitted at all.

On the discussion posts' usage of language:

- **Superior (A) 5 points:** Writing is well-organized, unified, and error-free
- **Good (B) 4 points:** Writing is mostly organized and unified, with few errors
- **Acceptable (C) 3 points:** Writing is somewhat organized and unified, with some errors
- **Needs Improvement (D) 2 points:** Writing is poorly organized and unified, with many errors
- **Failing (F) 1 point:** Writing is not organized or unified; errors impair communication
- **Not submitted/Late post 0 points:** Your post was not submitted by the posting deadline or was not submitted at all.

On overall participation:

- **Superior (A) 5 points:** Weekly discussion meets deadlines, and participation demonstrates an extraordinary level of engagement. Student has gone above and beyond the posting requirements for the discussion.
- **Good (B) 4 points:** Weekly discussion meets deadlines, and participation demonstrates a high level of engagement
- **Acceptable (C) 3 points:** Postings are on time, and participation meets minimum levels required
- **Needs Improvement (D) 2 points:** At least one of your posts were late or were not submitted at all.
- **Failing (F) 1 point:** Most of your posts were late or not submitted at all.
- **Not submitted/Late post 0 points:** All of your posts were not submitted by the posting deadline or were not submitted at all.

Comments made after posting deadlines will not be counted, and comments not fulfilling comment requirements will not be counted either. See the Course Overview Module for more information on Class Participation Guidelines and Grading.

A Note about Submitting Assignments to CourseDen

ASSIGNMENT FORMAT: All submitted assignments must be submitted in MS word format. Papers should be double-spaced and be written in size 12 Times New Roman font, black text, with 1" margins. Parenthetical references of (pg) are required for all paraphrased or directly quoted information. The usage of any source outside of CourseDen is not allowed.

SUBMITTING ASSIGNMENTS LATE OR OUTSIDE COURSEDEN: Late assignments submitted after the scheduled deadline or outside of the Assignments Dropbox 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 written in stone.**

THE RETURN OF GRADED WORK: Assignment grades will be posted within a week of the due date. Discussion grades will be posted within one week of the date of the discussion's end.

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. Please make sure that your attachments upload properly, because I will not be contacting you to resubmit them.

In the event that you are having computer/wifi difficulties, please find an alternative source. **Please 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 Note about Academic Honesty:

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.** All assignments and discussion posts submitted in class must be written in your own words. 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 monitored by Turnitin**, 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.

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, but I expect you to come on time and stay for the entire session. Excessive lateness is disruptive to the class, affecting your fellow students as well as me as is leaving early. If for any reason you need to leave class early or arrive late, please let me know ahead of time. If you miss class, I suggest you borrow notes from a classmate.

Email Communication:

All email correspondence must be conducted via CourseDen and/or your UWG email account. I will respond within 24 hours during the week, and 48 hours on the weekend.

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*

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: January 9-13—Intro to the Course and the Field

TUE, 1/10 F2F in Pafford. Introduction to the Course.

TH, 1/12 F2F in Pafford. Introduction to the Field.

Also for Week 1

- Take some time to acquaint yourself with the course and its various modules by starting in the Course Overview Module. You can access this by clicking on the Content Tab.
- Introduce yourself to the class! 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 11:59PM EST, Saturday, January 14 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 Friday, February 17 by 10PM.** See CourseDen for details.

Week 2: January 17-20—Why History?

TUE, 1/17 ONLINE. Begin discussing Peter N. Stearns, "Why Study History?" and AF Prologue.

TH, 1/19 F2F in Pafford. What is the role of the Historian?

Week 3: January 23-27—Beginning the Process

TUE, 1/24 ONLINE. Readings: The History Guide. See the Discussion Forums for Details.

TH, 1/26 F2F in Pafford. Narrowing Down Your Research Topic: What Makes a Good Question?

SAT, 1/28: Online Assignment due by 11:59PM. Post the topic and research question of one paper that you will be writing this semester. See Discussion Forum for details.

Week 4: January 30-February 3—Intellectual Honesty

TUE, 1/31 F2F in Ingram Library (3rd Floor Aquarium Room): For this class, we will be meeting in the Library for a special workshop with Blynn Olivieri, Archivist and Head of UWG Special Collections.

- Please sure that your hands are clean and dry, as you'll be touching archival materials. No food or drink allowed during this workshop.

TUE, 1/31-TH, 2/2 ONLINE. Read and discuss Peter Hoffer, "Reflections on Plagiarism," UWG's Honor Code regarding Plagiarism, David Plotz, "Why Steven Ambrose's Plagiarism Matters," *Slate*, as well as "America's Worst Historians," *Salon* and KT Chapters 1-2. See discussion forum for details.

FRI, 2/3: Quiz 1 due by 10PM. Commonly Misused Words. See Assessments Tab for details.

Week 5: February 6-10—Welcome to Chicago

TUE, 2/7 F2F in Ingram Library (Location TBA): What in the world does our library have? For this class, we will have a special workshop with History Liaison and Instructional Librarian Jessica Critten.
TH, 2/9 F2F in Pafford. Chicago Manual of Style Workshop. Bring KT with you to Class!

SAT, 2/11: Online Assignment due by 11:59PM. Post the HTTP address of two good websites outside of UWG containing a collection of useful [primary](#) sources. See Discussion Forum for details.

Week 6: February 13-17—Objectivity and Bias

ONLINE ALL WEEK. Read *Common Sense* and AF Chapter 4. See Discussion Forums for Details.

FRI, 2/17: Professor Bio due by 10PM.

Week 7: February 20-24—Peer Review

TUE, 2/21: Reading Day. No class in Pafford or Online. Begin reading *Confederates in the Attic*.
TH, 2/23: F2F in Pafford. Writing that History Major staple—The Book Review.

SAT, 2/25: Online Assignment due by 11:59PM. Post a link to an example of a good book review. *Confederates in the Attic* is off limits. See Discussion Forum for details.

Week 8: February 27-March 3—Historical Fields: Military History

ONLINE ALL WEEK. Read AF Chapters 13 and 17. See Discussion Forums for details.

FRI, 3/3: Quiz 2 due by 10PM. Citation Quiz. See Dropbox for Details.

Week 9: March 6-10—Confederates in the Attic

TUE, 3/7: ONLINE. Read and discuss [James Grossman, “Whose Memory? Whose Monuments? History, Commemoration, and the Struggle for an Ethical Past,” *Perspectives* 54 \(2016\): online edition.](#) See discussion forum for details.

TH, 3/9: F2F in Pafford. Discuss *Confederates in the Attic*.

Week 10: March 13-17—Historical Fields: Public History

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

FRI, 3/17: Book Review Due by 10PM.

Week 11: March 20-24: Spring Break!

During Week 11, this class does not exist. Enjoy your break.

Week 12: March 27-31—Documentary as a Source

ONLINE ALL WEEK. Watch and Discuss Documentary “Paper Clips.” See CourseDen for details.

FRI, 3/31: Primary Source Analysis Due by 10PM.

Week 13: April 3-7—Thinking Outside of the Box

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

FRI, 4/7: Quiz 3 due by 10PM: Punctuation Quiz. See the Quizzes Tab for details.

Week 14: April 10-14—Historical Fields: Gender Studies

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

FRI, 4/14: Documentary as a Source Analysis Due by 10PM.

Week 15: April 17-21—History from the Bottom Up

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

SAT, 4/22: Online Assignment due by 11:59PM: 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 16: April 24-28—History and Theory

ONLINE ALL WEEK. Read AF Chapter 6 and 7. See Discussion Forums for details.

FRI, 4/28: Book Review Rewrite Due by 10PM

Week 17-18: May 1-10—Finals Week

Please submit your completed exam to the Final Exam Assignment Dropbox no later than **11:59PM EST, Monday, May 8**. Failure to do so without proper documentation will result in a grade of 0. See the Exam Module for Final Exam questions and details. **Final Grades will be available no later than 11:59PM, Sunday May 14.**