

HISTORICAL METHODS AND WRITING
HIST 6694
THURSDAY 5:30-8PM TLC 3205
DR. STEPHANIE M. CHALIFOUX

Online Office Hours: Mon: 11am-1pm
Wed: 11am-1pm
TLC 3202 Office: Tues: 1pm-4pm

Email: schalifo@westga.edu
Phone: 678-839-6043

COURSE DESCRIPTION: This course will provide History graduate students the opportunity to conduct original independent historical research and write a solid polished draft essay reflective of their research. Students will learn about historical research methods, develop their own topic, compile a research plan, identify relevant primary sources and secondary literature, and complete a variety of assignments during the semester culminating in a 20-25 page research paper on their topic. Ultimately this course is designed to assist students begin, further, or complete a thesis, thesis project essay, or a research paper for comprehensive exams.

PREREQUISITES: HIST 6684 Historiography

LEARNING OUTCOMES:

1. Conduct historical research.
2. Formulate and defend a historical argument in Standard English.
3. Demonstrate knowledge of historiography and its changes over time.

COURSE REQUIREMENTS:

This class will meet regularly. We will discuss writing methods, brainstorm topics, sources, and peer work, and read and review peer work. We have three tracks in the MA History program, which means that individual students will be working on their respective papers/projects in different ways. All students are required to produce 30-35 pages of written work that will include a final paper consisting of 20-25 pages accompanied by a combination of other written assignments that play a role in the research and thesis process. These assignments may include a thesis prospectus, a research paper proposal, an annotated bibliography, and a project essay.

All Students:

MA Declaration Committee: All students are required to put together a formal MA committee.

Research Paper: All students are required to complete a 20-25 page. The page length does not include other required elements such as the title page, footnotes, works cited, images, and other additional materials such as an appendix. The paper must follow discipline specific formatting, footnotes, and a bibliography.

Annotated Bibliography: All students must conduct research to inform their work and place their work within the context of the era, the field of history, theories, and scholarship. Reading texts and primary sources critically (identifying the argument, the contribution to the field, placing the work in context with other works) is necessary to demonstrate knowledge in the field.

All students will compile an Annotated Bibliography throughout the semester. This bibliography will be due at various times to illustrate your progress on your research. (10-15 pages).

Primary Source Presentation: All students will deliver a brief, structured, and cogent primary source presentation. The presentation will involve describing a source selected by the presenter and placing it within the context of the presenter's research.

Peer Review: Each student will read, review, and type up (2-3 pages) comments on another student's work. The review is expected to note the argument, use of sources, substance, style, and strengths of the paper, as well as provide constructive criticism.

Participation: A portion of your grade is based on participation in class discussions about your work and the work of your peer's. Your input is valuable and crucial to your grade. Be prepared to talk or be prepared to receive a failing grade for this requirement.

Additional Assignments (required, but may vary depending on student progress prior to beginning this course and the track a student is following):

Prospectus : Public History and Thesis track students are required to submit a thesis prospectus. The prospectus is reviewed and approved by the MA committee (and signed off by the DGS). Some students may already have an approved prospectus.

Research Paper Proposal: Students on the comprehensive exam track are required to submit a proposal signed off by their MA committee.

Readings and other assignments: You will be required to read sections from the assigned text, a few articles, and peer work for this course.

Please see the **Schedule of Lectures and Assignments** for detailed information. All assignments must be completed by the beginning of class. **ALL ASSIGNMENTS MUST BE COMPLETED TO PASS THIS COURSE.**

Extracurricular Conflicts: Students who are involved in extracurricular activities that will occasionally require them to miss class must provide their travel schedule well in advance of the expected absence. They must also arrange to make up any missed assignments before they leave. Failure to do so will result in absence penalty.

COURSE POLICIES

ACADEMIC MISCONDUCT POLICY: All acts of dishonesty in any work you submit constitute an act of academic misconduct. This includes first and foremost cheating and plagiarism. If you commit academic dishonesty, (plagiarism or cheating) you will **FAIL** this course. There are no second chances. In addition, I will submit students who cheat or plagiarize to the University of West Georgia's Academic Dishonesty Tracking System.

CLASSROOM CONDUCT: A good learning environment requires that we treat each other with respect and consideration. We must all behave in a manner that is conducive to an effective and positive learning environment. Distracting behavior including, but not limited to, talking, eating, reading the newspaper, listening to music on earbuds or headphones, and texting/internet is not acceptable. **TURN OFF YOUR CELL PHONE.** You will be asked to leave class if you violate the classroom conduct rules. Continued violations will be reported to the student conduct board. Penalties range from community service, withdrawal from the course, and suspension from the university.

Laptops: You MAY use laptops in class for course related activities only.

If I find you are using a laptop (or cellphone or other technology) for a reason that does not relate to the course I will ask you to stop. If you disregard my request, I will ask you to leave class and be marked absent.

You MAY NOT record my lectures.

Late Assignment Policy: Assignments are due at the beginning of class on the date due, whether you attend class or not. Many assignments will be submitted to CourseDen and/or to other students to read. If you miss class for any reason, the assignment is still due that day. Late assignments will be accepted, but subject to a late penalty of one letter grade off per day. After two days, the assignment receives a failing grade and you receive a failing grade in this course. If there is an emergency that causes you to miss class (death in the immediate family, car accident, injury, serious illness) you will be required to provide documentation validating your absence in order to make up the assignment. You will have 48 hours to make up the assignment or you will fail the assignment and fail the class. **No exceptions.**

Attendance: Attendance is mandatory. Missing a class meeting without good cause (death in family, a broken limb, the plague). A missed class that do not meet the documentation I require will be earn the student a ½ grade deduction on their final grade.

NOTE: YOU ARE REQUIRED TO SUBMIT ALL ASSIGNMENTS TO PASS THIS COURSE. MISSING CLASS WILL NOT EXCUSE YOU FROM AN ASSIGNMENT.

Please review the Common Language for university syllabi at the link below for further information about course policies as well as information about academic and disability services:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Special Note: I reserve the right to modify the syllabus over the course of the semester as circumstances dictate. Revisions will be announced in class and on CourseDen. Students are responsible for checking CourseDen regularly for any changes to the syllabus and assignments.

Required Text:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2013.

Grade Breakdown:

Participation	5%
Topic and Bibliography	5%
Peer Review	10%
Presentation	5%
Rough Draft (min 10 pages)	10%
Annotated Bibliography, Prospectus, and /or Proposal	25%
Final Paper	40%

SCHEDULE OF LECTURES AND ASSIGNMENTS

- 1/11: Introduction: Discussion of topics
- 1/18: How do Historians approach their subjects?
DUE: One paragraph topic description (submit on CourseDen)
Required Reading:
Turabian: Chapter 1 and 2.
- 1/25 Using Sources
DUE: Revised topic (one-page) and bibliography
DUE: MA Committee Declaration form
Required Reading:
Turabian: Chapter 3 and 4
- 2/1: Developing an Argument
DUE: Prospectus or Research Paper Proposal (submit on CourseDen)
Required Reading:
Turabian: Chapter 5 and 6
- 2/8: **DUE:** Update on projects
Required Reading:
Turabian: Chapter 7 and 8
- 2/15: Symposium Attendance (Mandatory)
Due: First Five pages of Annotated Bibliography (submit on CourseDen)
- 2/22: NO CLASS: WRITE
- 3/1: **DUE:** 5 Minute Presentation on Primary Source
DUE: Updated Annotated Bibliography with new sources (2-3 pages)
(submit on CourseDen)
- 3/8: ProQuest Workshop
Turabian: Chapter 11

- 3/15: **DUE:** Update on project
Required Reading:
Turabian: Chapter 9 and 10
- 3/22: Spring Break. But really, you should be writing.
- 3/29: NO Class:
- 3/30: Friday by 11:59pm**
DUE: Rough Draft 10-12 pages (submit on CourseDen)
- 4/5: No Class: Individual Meetings (sign up sheet outside my office)
DUE: Prospectus Approval Form
- 4/12: **DUE:** Final Annotated Bibliography with new sources (totaling 10-15 pages)
(submit on CourseDen)
How to Revise and Edit Your Work
Required Reading:
Turabian: Chapter 12, 13, and 14
- 4/19: **DUE:** Revised papers to your peers
Updates on projects
- 4/26: **DUE:** Peer Reviews Due (3-pages typed)
(email a copy to your assigned peer and submit a copy to me on CourseDen)
- 5/4: Friday 11:59pm**
DUE: Final Paper 20-25 pages (submit on CourseDen)