



WAYLAND BAPTIST UNIVERSITY
SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES
WBUOnline

Wayland Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title, Number, and Section: HIST 3301. VC01 - Historical Methods and Philosophy

Term: Fall 2019

Instructor: Dr. Autumn Lass

Office Phone Number and WBU Email Address: 806-291 – 1186; lassa@wbu.edu

Office Hours, Building, and Location: Office Hours ; Skype Virtual Office Hours; Gates Hall RM 306

Class Meeting Time and Location: WBUOnline

Catalog Description: A study of various techniques used by the historian with emphasis on the methods of historical inquiry and composition. Required of all students who plan to major in history, social studies composite, or who plan to gain certification in secondary education social studies or history.

There is no prerequisite for this course.

Required Textbook(s) and/or Required Material(s) :

- Presnell, Jenny. *The Information – Literate Historian: A Guide To Research For History Students*. Oxford University Press, 2019.
- Rampolla, Mary. *A Pocket Guide to Writing History*. MacMillian Learning, 2018.

Optional Materials: Turabian, Kate. *A Manual for Writers of Research, Papers, Theses, and Dissertations*. University of Chicago Press, 2018 (ninth edition)

Course Outcome Competencies: Upon completion of this course, students will be able to:

- Demonstrate knowledge of the philosophical foundations of modern historical inquiry
- Apply different methods that historians use to interpret the past
- Demonstrate knowledge of the diverse methods utilized in historical research
- Demonstrate an understanding of the Historiographical trends in the United States and World history
- Assess multiple points of view and frames of reference relating to historical issues
- Demonstrate an understanding of the problem-solving process of identifying a question, researching the question, and presenting the results of the research

- Demonstrate an understanding of the critical analysis of sources; distinguishing between various levels of reliability between primary and secondary sources.

Attendance Requirements:

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11-week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

➤ Instructor’s Academic Honesty Statement:

- Any student caught cheating – whether it be cheating on an examination, plagiarism of a published or unpublished work, plagiarism of online materials, inappropriate contact or collaboration with a fellow student, or any other action that prevents the student’s ability to produce honest, original work – will receive a **ZERO** on that assignment and will not be allowed to redo or retake the assignment. Repeated incidents of cheating will lead to **FAILURE OF THE COURSE** and could lead to punishment from the university up to and including expulsion.
- **I DO NOT TOLERATE** cheating or plagiarism.

➤ For more information see WBU Academic Dishonesty Statement

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria:

Course Requirements & Grade Allocations (1000-point class):

- Online Course Discussions – 125 points (5 discussions @ 25 points each)

- Understanding Sources – 150 points
 - Finding Sources – 100
 - Reflection Paper – 50 points
- Being a Historian – 425 points
 - What is Plagiarism? – 25 points
 - Dissecting a Research Paper – 50 points
 - Learning Citations – 50 points
 - Article Reviews – 100 points (2 @ 50 points each)
 - Finding Archives & Using the Internet – 50 points
 - Primary Source Analysis – 50 points
 - Secondary Source Analysis – 50 points
 - Combined Analysis – 50 points
- Class Project – 200 points
 - Research Question – 50 points
 - Beginning Research – 125 points
 - Presentation – 25 points
- Finding a Career with a History Degree – 100 points

1000 Point Grade Scale:

- 1000 – 900 = A
- 899 – 800 = B
- 799 – 700 = C
- 699 – 600 = D
- 599 – 0 = F
- **Grade Note:** This course operates using a 1000-point scale. At any given time during the semester, students have the ability to calculate their current standing in the class. This is the student's responsibility and the instructor will not complete these calculations for the student. To do this, simply add the number of points earned and divide that number by the total number of points that have been attempted to that point. Finally, multiply that number by 100 in order to see the current grade. In other words, if a student has earned 200 points through the Dissecting a Research Paper (worth 50 points), Finding Sources (worth 100 points), and Finding a Career (worth 100 points), they would use the following calculations to find their grade:
 - $200 / 250 = .8$
 - $.8 \times 100 = 80$
 - The student currently has a B- average.
 - Please note that the instructor does not round up at the end of the semester.

Assignment Descriptions:

- *Understanding Sources* – Students will be required to complete two assignments in this category. First, students will be required to find a variety of types of sources and explain how each source fits into the primary, secondary, and tertiary category. Students will then write a brief reflection paper which reflects on the various types, uses, and locations of primary sources.
- *Being a Historian* – Students will be required to complete a variety of assignments in this category. These assignments will provide students with the skills necessary to be a historian and introduce students to the writing and thinking skills required to succeed with a liberal arts degree. Each assignment's instructions will be provided separately on Blackboard to students.
- *Class Project* – Students will be required to complete the class project – building a historical project. Students will use the skills acquired throughout the semester to complete the class project.

- *Finding a Career* – Students will read a pamphlet on “Careers in History” and then research career paths, plan the path, and present their findings to the colleagues.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Additional Information:

Class Materials & Computer/Software Requirements

- Computer Access:
 - Each student is required to have regular (daily) computer access, preferably a home computer with broadband Internet access. This course can be completed using public computers at a library or other public access areas. However, be aware that using public computers may create a hardship. All course requirements remain the same regardless of your computer access. Students must have access to the technological hardware required for this course.
- Technical Skills: Students who take this course must be comfortable with the following
 - using a word processor
 - using email for communication
 - using webcams
 - sending email attachments
 - navigating the Internet, websites like Blackboard, and search engines
 - downloading appropriate software and or plug-ins
- Required Software: Students who take this class will need the following free software installed on their computer.
 - A web browser like Internet Explorer, Firefox, Google Chrome, or Safari.
 - Adobe Flash Player & Adobe Reader
 - QuickTime/Video or Recording Software (Vidgrid)
 - A word processor such as Microsoft Word
- Blackboard: (WBU Blackboard): In order to successfully complete this course, students must log on to the course blackboard page regularly in order to complete assignments

Communication:

- The instructor will regularly post class announcements/reminders on Blackboard. Therefore, students will need to log-in to Blackboard every day.
- Please send all emails to lassa@wbu.edu to avoid confusion. Please allow at least one day for responses during the week and two days during the weekend/holidays.
 - When emailing your instructor please use the proper salutation, grammar, and signature. The instructor may ignore emails that are considered “**text-message**” emails. Please address and write your emails to the instructor in a polite, respectful manner.
 - When emailing your instructor, you should give the instructor at least 24 hours on the week days to respond and 48 hours on the weekend to respond to your email.
 - Emails sent after 5pm on the week days will not be responded to until the following day. Emails sent after 5pm on Friday will fall into the weekend category.
- The instructor will only use students’ email listed as his/her official email address provided by Wayland Baptist University. It is the student’s responsibility to use/check/maintain that email account. All emails from the instructor will only go to that email address.
- **Office Hours** will be held using **Skype**. This software allows for IM, audio, or video chat with the instructor. Students are strongly encouraged to download Skype and create an account so they can make use of this opportunity to meet virtually with the instructor. When searching for the instructor use the instructor’s name or email address.
 - **To download Skype see:** [Skype](#)
 - **Professor Username:** DrAutumnLass

Assignment Submission Guidelines:

- All writing submissions must be submitted as Word Documents and all submissions must also meet the following requirements (Also available on Blackboard):
 - 1-inch margins
 - Times New Romans or Calibri 12-point font.
 - All paragraphs must be indented
 - Double-Spaced except citations and bibliographic citations are single spaced within/double-spaced between.
 - No extra space between paragraphs
 - No Title page (unless specifically required by the instructor)
 - Use the Header Function to provide the date and name
 - Example: Date Assignment Name
 - All formal writing submissions must have a title
 - For book reviews, the full book citation is to be used as the title.
 - Final projects may have creative titles
 - Must have page numbers – centered and at the bottom. No page numbers on the first page.
 - Page number requirements in assignments DO NOT count bibliography pages.
- All writing submissions must be submitted in Turabian citations, have footnotes, and a bibliography.
 - See [Turabian Citation Guide](#) or use the recommended Turabian manual listed in the recommended reading sections.
 - **ONLY FOOTNOTES ARE ALLOWED – DO NOT USE IN-TEXT CITATIONS OR ENDNOTES (UNLESS EXPLICITLY ALLOWED BY INSTRUCTOR)**
- Students only get **ONE** redo on free formatting. After that students will receive a letter grade equivalent point deduction for not following citation and formatting guidelines. For each time

formatting guidelines are not met the point deduction grows a letter grade. For example, the second (after the one free) infraction will result in points equivalent to two letter grades.

Deadlines, Missed and Late Work:

- Unless otherwise noted, all assignments must be completed by the end of the due date at 11:59pm CST. Any work that is not received by that time will be considered late. There is no exception to this policy.
- Any work submitted late will only be accepted under strict professor approval and will only be eligible for half credit on the assignment.
- Absence Excuses – It is up to the discretion of the instructor to decide if an absence/assignment excuse is acceptable.

Detailed Class Schedule:

Week 1 –What is History? Why Study Historical Methods? (August 18 – 24)

- READING: Presnell Introduction & Chapter 1 & Rampolla Chapter 1 & 6
- ASSIGNMENT:
 - What is Plagiarism? – Due Saturday @11: 59pm CST
 - Bonus Syllabus Quiz – Due Saturday @11: 59 pm CST
 - Bonus Self Introduction Discussion – Due Saturday @11: 59 pm CST

Week 2 – Understanding Sources (August 25 – 31)

- READING: Presnell Chapters 2 – 4 and Chapter 6 & Rampolla Chapter 2A
- ASSIGNMENT:
 - Discussion #1 – Initial Post Due Wednesday @11:59pm CST; Reaction Responses Due Saturday by 11: 59pm CST

Week 3 – Understanding Sources (September 1 – 7)

- READING: NONE: Review Week 2's readings
- ASSIGNMENT:
 - Finding Sources – Due Saturday @11: 59 pm CST
 - Reflection Paper – Due Saturday @11: 59 pm CST

Week 4 – Archives & The Internet (September 8 – 14)

- READING: Presnell Chapter 7 – 8
- ASSIGNMENT:
 - Archives & Using the Internet in Research – Due Saturday @11: 59 pm CST
 - Discussion #2 – Initial Post Due Wednesday @11 :59pm CST; Reaction Responses Due Saturday by 11: 59pm CST

Week 5 – Getting Started (September 15 – 21)

- READING: Rampolla Chapters 4 & 7 & Presnell Appendix A
- ASSIGNMENT:
 - Dissecting a Research Paper – Due Saturday @11: 59 pm CST
 - Learning Citations - Due Saturday @11: 59 pm CST
 - Discussion #3 – Initial Post Due Wednesday @11: 59pm CST; Reaction Responses Due Saturday by 11: 59pm CST

Week 6- Source Analysis (September 22 – 28)

- READING: Presnell Chapter 5 & Rampolla 3
- ASSIGNMENT:
 - Article Review #1 – Due Saturday @11: 59 pm CST
 - Discussion #4 – Initial Post Due Wednesday @11: 59pm CST; Reaction Responses Due Saturday by 11: 59pm CST

Week 7 – Source Analysis (September 29 – October 5)

- READING: Review Week 6's readings
- ASSIGNMENT:
 - Primary Source Analysis – Due Saturday @11: 59 pm CST
 - Secondary Source Analysis – Due Saturday @11: 59 pm CST
 - Combined Analysis – Due Saturday @11: 59 pm CST

Week 8 – Class Project (October 6 – October 12)

- READING: Rampolla Chapter 5 & Presnell Chapter 13 and Appendix C
- ASSIGNMENT:
 - Research Question – Due Saturday @ 11: 59 pm CST
 - Discussion #5 – Initial Post Due Wednesday @11: 59pm CST; Reaction Responses Due Friday by 11: 59pm CST

Week 9 – Creating a Research Project (October 13 – 19)

- READING: Presnell 13 & Appendix C (continued)
- ASSIGNMENT:
 - Article #2 Review – Due Saturday @ 11:59pm CST
 - Work on class project

Week 10 – Creating a Research Project (October 20 – 26)

- READING: Presnell 13 & Appendix C (continued)
- ASSIGNMENT:
 - Beginning Research – Due Saturday @ 11: 59 pm CST
 - Presentation Discussion – Initial Post (Presentation) due Wednesday; Reaction Responses Due Saturday @ 11: 59pm CST

Week 11 – Careers with a History Degree (October 27 – November 2)

- READING: AHA Careers in History Pamphlet
- ASSIGNMENT:
 - Career Goals Presentation Discussion – Initial Post
 - Finding Career Options & Career Planning – Due Friday by 11:59pm CST