



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 5301.VC01 - Historical Methods

Term: Spring 2019

Instructor: Dr. Autumn Lass

Office Phone Number and WBU Email Address: 806-294-1186; lassa@wbu.edu

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

Class Meeting Time and Location: Blackboard

Catalog Description: Investigation and development of professional historical methodology and research skills.

There is no prerequisite for this course.

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

- Jenny Presnell, *The Information-Literate Historian: A Guide to Research for History Students*. New York, NY: Oxford University Press, 2019.
- Mary Lynn Rampolla, *A Pocket Guide to Writing History* (Ninth Edition). New York, NY: St. Martin's MacMillian Learning, 2018.
- William Storey, *Writing History: A Guide for Students*. New York, NY: Oxford University Press, 2015.
- Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, Eighth Edition. Chicago, IL: University of Chicago Press, 2013.

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

- Assess, think critically about, and interpret historical issues
- Analyze historical data, make reasoned inferences, and reach informed conclusions
- Acquire and practice research, writing, and documentation skills
- Increase understanding of the historical discipline and profession

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 an 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.

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:

➤ Overall Requirements and Grade Allocation (1000-point scale):

- Professor Chats – 20 points (2 @ 10 points each)
- Learning to be a Historian Class Blog – 50 points total (5 @ 10 points each)
- Feedback Reflection Journal – 50 points total (5 @ 10 points each)
- Reading Discussions – 180 points total (6 @ 30 points each)
- Book Reviews – 100 points total (2 @ 50 points each)
- Practical Skills – 215 points total
 - Plagiarism Exercise – 25 points
 - Finding Sources Exercise – 50 points
 - Source Analysis – 40 points
 - Citations & Bibliography Building – 50 points
 - Dissecting a Thesis Proposal – 50 points
- Final Project: Thesis Proposal – 355 total points
 - Annotated Bibliography – 50 points
 - Project Proposal – 25 points
 - Thesis and Draft Outline – 15 point
 - Rough Draft – 75 points
 - Writing Center Appointment – 10 points
 - Proposal Presentation & Discussion – 30 points
 - Final Draft – 150 points
- Course Portfolio – 30 points
- Bonus – 50 points
 - Syllabus/Course Policy Quiz – 10 points
 - Introduction Discussion – 10 points
 - Library Tutorials – 10 points
 - Blackboard Scavenger Hunt – 10 points
 - Progress Report – 10 points

➤ Grade Scale:

- 1000 – 900 = A
- 899 – 800 = B
- 799 – 700 = C
- 699 – 600 = D
- 599 – 0 = F

➤ Assignment Descriptions:

- Professor Chats: Twice during the semester you will need to schedule a video chat with the instructor on Skype. The meetings are meant to help students get to know their instructor, talk about their concerns/issues with the class, and discuss ways to improve their overall performance in class. While these to chats are required, students are encouraged to chat with their instructor as often as they need to feel comfortable in the course or any time they have questions.
- Book Reviews: Students will pick 2 books from the approved monograph list and write a book review for each book. Book reviews are **NOT SUMMARIES** but instead should discuss the thesis, arguments, strengths, weaknesses, and historiographical contribution. All book reviews must be submitted according to the formatting and citations guidelines explained below. All book reviews must be submitted as Word documents. **See detailed schedule for due dates.**

- Online Discussions: Students will be expected to discuss the assigned readings in an online discussion. There will be a total of **6 ONLINE DISCUSSIONS**. Students will be assigned a thread to post their original response then must respond to at least one other student in the other two discussion threads. Original posts to the reading forums are due on Wednesday while reaction responses are due Saturday evening. Students are also expected to respond to the faculty comment in the discussion by Saturday evening when appropriate.
- Learning How to Be a Historian Blog: Each student will be required to submit a reflective blog entry 5 weeks of the semester. Each blog entry will have an assigned theme or topic. Blog entries will be submitted in the course blog. Each entry must be at minimum of 2 full paragraphs (5-6 sentences each), use correct spelling and grammar, and thoughtfully answer the assigned topic. Students should make use of previous readings and assignments to help them thoughtful answer each question.
- Feedback Journal: Each student will be required to submit a reflective journal entry 5 weeks of the semester. Each journal entry will evaluate the most current feedback from the professor on assignments in class and consider how the student will address areas of concern and continue to grow. Each entry must be at minimum of 2 full paragraphs (5-6 sentences each), use correct spelling and grammar, and thoughtfully answer the assigned topic.
- Practical Skills: Students will complete a variety of assignments aimed at developing their skills as a historian, researcher, and writer.
- Course Portfolio – Using the template provided by the instructor, students must create the portfolio for the course. Students must complete the portfolio and uploaded revised versions of your written assignments.
- Final Project: Thesis Proposal The goal of a thesis proposal is to make sure the project is a viable research assignment. It needs to give a brief overview of the field and identify the historiographical hole the project intends to fill. The proposal will also briefly describe how the student intends of accomplish their research goals (research, sources, travel, etc.). Instructor will provide more detailed instructions for this assignment and all of its components.

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.
- 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
 - JAVA
 - 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 and exams.

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 week to respond to your email.
- 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:
 - 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 Schedule:

Week One: Course Introduction & Plagiarism (February 24 – March 2, 2019):

- READINGS:
 - Presnell, Introduction & Chapter 1: Historians & the Research Process: Getting Started
 - Rampolla, Chapter 1: Introduction, Why Study History? & Chapter 6: Plagiarism: What it is & How to Avoid It
 - Storey, Chapter 1: Getting Started
- ASSIGNMENTS:
 - Bonus Syllabus Quiz – Due Saturday @ 11:59pm CST

- Bonus Blackboard Scavenger Hunt – Due Saturday @ 11:59 pm CST
- Bonus Introduction Discussion – Due Saturday @ 11:59 pm CST
- Bonus Library Tutorials - Due Saturday @ 11:59 pm CST
- Practical Skill: Plagiarism Exercise - Due Saturday @ 11:59 pm CST
- Learning to Be A Historian Class Blog Entry #1 – Due Saturday @11:59pm CST

Week Two: Sources & Introduction to Turabian (March 3 – March 9, 2019):

- READINGS:
 - Presnell, Chapter 2 – 4 (pages 28 – 97)
 - Rampolla, Chapter 2: Working with Sources & Chapter 7: Quoting & Documenting Sources
 - Storey, Chapter 2A: Distinguish Primary Sources from Secondary Works & 3: Writing History Faithfully
- ASSIGNMENTS:
 - Discussion #1 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST
 - Practical Skill: Finding Sources – Due Saturday @11:59pm CST

SPRING BREAK – MARCH 10 – 16

Week Three: Sources, Citations, and Bibliographies (March 17 – March 23, 2019):

- READINGS:
 - Presnell, Chapter 5 – 7 (pages 98 -188)
 - Rampolla, Chapter 2B: Evaluating Sources & Chapter 7: Quoting & Documenting Sources
 - Storey, Chapter 2B-2E & Chapter 4: Using Sources to Make Inferences
- ASSIGNMENTS:
 - Practical Skills: Turabian Citations & Building a Bibliography – Due Saturday @11:59pm CST
 - Practical Skills: Source Analysis – Due Saturday @11:59pm CST
 - Discussion #2 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST
 - Feedback Reflection Journal Entry #1 – Due Saturday @11:59pm CST

Week Four: (March 24 – March 30, 2019):

- READINGS:
 - Presnell: Chapter 8 AND either 9, 10, or 11 (personal preference)
- ASSIGNMENTS:
 - Book Review #1 - Due Saturday @11:59pm CST
 - Professor Chat #1 – Throughout the Week
 - Learning to Be A Historian Blog Entry #2 – Due Saturday @11:59pm CST

Week Five: Beginning a Project (March 31 – April 6, 2019):

- READINGS:
 - Storey, Chapter 5: Get Writing! Get Organized!
 - Rampolla: Chapter 5A-5F: Writing a Research Paper
- ASSIGNMENTS:
 - Annotated Bibliography – Due Saturday @11:59pm CST
 - Final Project Proposal – Due Saturday @11:59pm CST
 - Feedback Reflection Journal Entry #2 – Due Saturday @11:59pm CST

Week Six: Writing History (April 7 – April 13, 2019):

- READINGS:
 - Rampolla, 4A-4E: Following Conventions of Writing History
 - Storey, Chapters 6-8
- ASSIGNMENTS:
 - Thesis Writing and Draft Outline – Due Saturday @11:59pm CST
 - Discussion #3 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST
 - Feedback Reflection Journal Entry #3 – Due Saturday @11:59pm CST

Week Seven: Writing History (April 14 – April 20, 2019):

- READINGS: Presnell: Chapter 12
- ASSIGNMENTS:
 - Discussion #4 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST
 - Dissecting a Thesis Proposal – Due Saturday @11:59pm CST
 - Learning to Be A Historian Blog Entry #3 – Due Saturday @11:59pm CST
 - Feedback Reflection Journal Entry #4 – Due Saturday @11:59pm CST

Week Eight: Writing History (April 21 – April 27, 2019):

- READINGS: NONE
- ASSIGNMENTS:
 - Learning to Be A Historian Blog Entry #4 – Due Saturday @11:59pm CST
 - Rough Draft – Due Saturday @11:59pm CST
 - Schedule Writing Center Appointment

Week Nine: Revisions (April 28 – May 4, 2019):

- READINGS:
 - Storey, Chapter 9: Revising & Editing
 - Rampolla, Chapter 4F & 4G & Chapter 5G: Revising & Editing Your Paper
- ASSIGNMENTS:
 - Writing Center Appointment – Due Saturday @11:59pm CST
 - Feedback Reflection Journal Entry #5 – Due Saturday @11:59pm CST
 - Discussion #5 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST

Week Ten: Revisions & Taking History to the World (May 5 – May 11, 2019):

- READINGS:
 - Loughran: Taking History into the World
- ASSIGNMENTS:
 - Book Review #2 - Due Saturday @11:59pm CST
 - Discussion #6 - Initial Post Due Thursday @11:59pm CST; Response posts due Saturday @ 11:59pm CST
 - Professor Chat #2 Week – Due Saturday

Week Eleven: Proposal Week (May 12 – May 17, 2018):

- READINGS: NONE
- ASSIGNMENTS:
 - Final Draft – Due Wednesday @11:59pm CST
 - Proposal Presentation & Discussion – Initial Post Due Thursday @11:59pm CST; Response posts due Friday @ 11:59pm CST
 - Learning to Be A Historian Blog Entry #5 – Due Friday @11:59pm CST
 - Course Portfolio – Due Friday @11:59pm CST