



## HIST 597.01E HISTORY GRADUATE PRACTICUM COURSE SYLLABUS: SPRING 2018

Professor: Dr. Cynthia Ross  
Class Time: Wednesday 4:30pm – 7:10pm  
Class Location: SS 150  
Office Location: Ferguson Social Sciences 104  
Office Hours: Wednesday 10:30am – 4:00pm  
Instructor Email: [cynthia.ross@tamuc.edu](mailto:cynthia.ross@tamuc.edu)

### COURSE INFORMATION

#### Course Description:

New trends in the historical profession increasingly require that graduate students have experience producing research prepared for conference paper delivery or publication. This course will provide students guidance in using their thesis research in the preparation of a conference paper and/or for proposed publication in an academic journal or anthology. Students in the course will be required to propose the paper to an academic conference or submit the article to an academic journal or anthology call for papers for consideration. This course will meet regularly and is intended for students who are on the MA/MS thesis track a master's in history. Prerequisites: HIST 590, HIST 591 and students must pass the History Department Qualifying Examination prior to enrollment.

#### Course Materials:

- Helen Sword, *Stylish Academic Writing* (Harvard University Press, 2012) ISBN 978-0674064485. \$23.00
- Strunk and White, *The Elements of Style* (Pearson, 1999) ISBN 978-0205309023. \$9.95
- Turabian, *A Manual for Writers*, 8th ed. (University of Chicago Press, 2013) ISBN 978-0226816388. \$18.00

#### Student Learning Outcome:

This course will teach students to evaluate and analyze materials, and to express that understanding in writing. By the end of the semester, students should be able to produce high-quality writing that conforms to the norms and conventions of the historical profession. Students' ability to meet the objectives and learning outcomes of this course will be evaluated through regular course assignments.

## COURSE REQUIREMENTS

### **Instructional / Methods / Activities / Assessments**

#### *Attendance and Participation*

For all class meetings, students are expected to come prepared with their writing sample and their assessment of their colleagues' samples, or other material as assigned. This means preparing the assignment before class and bringing the material to class. I expect all students to participate actively in our class and to contribute their thoughts, ideas, and questions to our collective exploration. I especially encourage you to bring your questions to class. I will create, and expect you to uphold, an intellectual environment in the classroom where we can listen to and consider others' arguments and opinions with an open mind and where we respect viewpoints other than our own.

Your participation grade will be based on your engagement in our class discussions and be guided by the following rubric:

- A = Always prepared, frequently participates, rarely absent
- B = Always prepared, participates only when called on, rarely absent
- C = Usually prepared, rarely speaks, rarely absent
- D = Often unprepared, several absences
- F = Usually unprepared, frequent absences

#### *How the Class Will Work:*

This course is designed to encourage progress toward the completion of a student's thesis. At most class meetings we will hold writing workshops, discussing the works in progress as submitted for that week's consideration. For each writing workshop meeting, students will submit a writing sample from their thesis or thesis proposal of at least 4 pages, including footnotes. At least once, students must submit a revision of a previous submission. However, resubmissions of any material without revision will not be accepted (in other words, we should see progress toward completion with each submission). Each student will prepare detailed comments for each of their peers' submissions, including sentence-level comments (draw on Stylish Academic Writing) and conceptual-level thoughts. All writing workshop submissions are due on Mondays of a writing workshop week, by 5pm.

In addition to the writing workshops, at the end of the semester, students should produce an abstract for use in a grant proposal, conference paper proposal, or paper proposal, as well as a cover letter and CV.

At the end of the semester, students will produce a self-assessment of 2-5 pages that intimately details their contributions to the class and the benefit they received from it. The self-assessment will be submitted to the professor as part of the written work for the course. The self-assessment should be reflective and specific.

We will also consider the ethics of the history profession and students will be responsible for writing a short 2-3-page assessment, with details of the assignment to be provided in class.

## **Grading**

Grades for the semester will be determined according to the following breakdown:

Written Work 50%

Participation 50%

Your grades for written work will be determined based on the following rubric:

A = Mastery of reading and class material; factual accuracy; thoughtful, historical argumentation demonstrating ability to synthesize and/or some originality of thought; technically clean; proper citation format

B = Good to excellent command of most reading and class material; accuracy; good level of historical argumentation; reasonable thesis statement; proper citation format

C = Good command of class material; accuracy; ability to articulate a historical point of view, even if it is not compelling or is poorly reasoned; some errors in citation format

D = Poor command of required assignments; errors; ahistorical or narrow reasoning; poor citation format

The grading scale used for this course is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 or less = F

<b>TECHNOLOGY REQUIREMENTS</b>
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The following information has been provided to assist you in preparing to use technology successfully in this course:

### *Word Processing:*

You will need access to a word processor and printer to prepare written exams and research projects. You should be able to insert footnotes in your papers.

### *eCollege:*

This course is web-enhanced through eCollege, the Learning Management System used by Texas A&M University-Commerce. To access eCollege you will need an internet connection, preferably high speed, and your CWID and password. If you do not know

your CWID or have forgotten your password, please contact Technology Services at 903-468-6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu). To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>. eCollege will be used to send you announcements and reminders, to post grades, and to provide access to course materials (except required readings) such as handouts and assignments. In addition, eCollege will be the primary means for me to communicate with you outside the classroom. Be sure that you can access the email account the university has on record for you. You should get into the habit of checking the eCollege site for this course on a daily basis.

## COMMUNICATION AND SUPPORT

### **Interaction with Instructor:**

Students are encouraged to contact the professor for any reason whatsoever. The more you let me know what is going on with you, the better I can help you out when necessary. Beyond the classroom, the best way to get in touch with the professor is through email. I am also available during my office hours. Please come to talk to me about any concerns you might have and about any problems or issues that arise during the semester.

### **Librarian:**

Our librarian for Humanities and Social Sciences is Sarah Northam. She is available to assist you in your research, whether it is using the library or identifying and locating sources. Please take advantage of this assistance as you need it. Her contact information is as follows:

Sarah Northam, Head of Research and Instruction Services

Gee Library

903-886-5714

[Sarah.Northam@tamuc.edu](mailto:Sarah.Northam@tamuc.edu)

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Classroom Behavior**

All students are expected to observe basic tenets of common decency and acceptable behavior conducive to a positive learning environment (See Student's Guide Handbook, Policies and Procedures, Conduct). During class time, I expect your undivided attention. This means turning off cell phones, pagers, iPods, and other devices, and putting away newspapers and other forms of distraction, for the duration of the class period (exceptions will be allowed for emergencies with advance permission of the professor). Please come to class on time and plan to stay for the entire period. Coming late and/or disrupting the learning environment shows disrespect for me, your colleagues, and the educational endeavor in which you are engaged. If you must leave early, please let me know at the beginning of class. I encourage you to come to my office hours, to get to know me, and to

keep me informed of any issues you might have that would affect your performance in this class.

### **Late Papers**

All written assignments are due as indicated in this Syllabus. Late assignments may be accepted only with the advance approval of the professor and may be assessed a penalty of one letter grade per week. If you have a problem with a due date because of a specific emergency, please notify the professor in advance or plan to turn the assignment in early. I can be very understanding and flexible with you, but only if you come to talk to me in advance. To pass this class, all assignments must be completed. Any missing assignments at the end of the course will result in an overall course grade of F.

### **Academic Honesty**

In all courses, we expect that all work that you do and turn in is your own. It is the policy of the University, the History Department, and myself that no form of plagiarism, cheating, collusion, or any other form of academic dishonesty will be tolerated. Plagiarism is defined as deliberately taking the words or ideas of someone else and passing them off as your own. Cheating is obtaining unauthorized assistance on any assignment. Collusion is the selling of academic products with the intention that they be submitted to satisfy an academic requirement. Students are expected to uphold and support the highest academic standards at all times. Any student found guilty of academic dishonesty will automatically fail the assignment in question, will likely fail the entire course, and will be subject to disciplinary action by the University (See Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3]). Further information on the History Department plagiarism policy can be found on the History Department web page. If you are even unclear about what constitutes plagiarism or academic dishonesty, please ask.

### **Writing Center**

Students are encouraged to take advantage of the resources of the Writing Center for assistance with drafting their papers. The Writing Center is a resource for you. They will not write your paper; they will help you improve your writing skills. If you use the Writing Center, please plan ahead. They can only help you if you see them in advance and have time to incorporate their suggestions into the final paper. More information can be found at <http://www.tamu-commerce.edu/litlang/CSC/>.

### **Nondiscrimination Notice**

A&M–Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry**

Texas Senate Bill-11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce  
Gee Library 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

<b>COURSE OUTLINE / CALENDAR</b>
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This schedule will guide you through the semester and indicates when your assignments are due. It should be referred to often. I will do my best to adhere to this schedule, but I reserve the right to make adjustments to it during the course of the semester as such circumstances arise.

Week 1:  
Introduction and Explanation of Class  
New Graduate Student Meeting

Week 2:  
Writing Workshop  
Read: Sword

Week 3:  
Writing Workshop

Week 4:  
Writing Workshop

Week 5:  
Writing Workshop

Week 6:  
Writing Workshop

Week 7:  
Writing Workshop

Week 8:  
Writing Workshop

Week 9: Spring Break

March 16: Thesis Defense Notification Deadline (TBA, confirming date)

Week 10:  
Writing Workshop

March 23: Final Thesis Defense Deadline

Week 11:  
TBA

Week 12:  
Ethics in History  
Readings: AHA's Statement on Standards of Professional Conduct  
(<https://www.historians.org/jobs-and-professional-development/statements-standards-and-guidelinesof-the-discipline/statement-on-standards-of-professional-conduct> )

April 6: Final Thesis Submission Deadline

Week 13:  
TBA

Week 14:  
Ethics in History  
Film in class: *Denial*

Week 15:

Abstract/CV/Cover Letter Workshop

**April 27: Thesis Proposal Submission Deadline**

Week 16:

Due: Ethics Assignment

Week 17 (Finals Week):

Due: Self-Evaluation; CV/Abstract/Cover Letter