

**Spring 2008 Syllabus for HIS 694 – Online Instruction
CID 3966**

Course Description:

HIS 694 Seminar in History. This course is a research seminar in which students will develop skills in locating, extracting, evaluating, and synthesizing historical information and writing an article-length paper based on primary sources. Students may also be expected to supplement their research with other readings under the direction of the professor. Credit 3 hours.

Instructor of Record: Terry Bilhartz

Office Hours: 10-12 MWF and by appointment

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Course Objectives: This course is designed for graduate students not writing a thesis. The objective of the course is to provide students with an opportunity to research and write a article length article based on primary source research. In completing this course, students will demonstrate their abilities to design, research, write and critique historical works grounded in primary source materials.

Reading List: Each student will include in the research propose a listing of the pertinent secondary and primary sources that will be examined in this course. It is the student's responsibility to secure these resources.

Attendance Policy: Online attendance is measured by prompt responses to all required posts and is expected of all students.

Grading Plan: 75% of the semester grade will be based upon the final draft of the research paper, which must be submitted during the last week of the semester. The remaining 25% of the semester grade will be based upon participation in the Blackboard Discussion Board assignments throughout the semester.

Online participation includes posting in a timely manner the following items:
a self biography introducing yourself to your classmates
your project proposal,
a revised proposal (if requested) that addresses the defects in the original submission,
comments on the posted works of your classmates,
completion of specified reading and/or writing assignments as posted on Blackboard,
(if requested) early drafts of your project that demonstrates satisfactory progress toward the completion of the research paper, and

a final draft of your paper.

Course Outline and Assignments for Students with a research project in mind

- (1) Week 1: Introduce yourself with a post to your classmates on the Discussion Board in Blackboard.**
- (2) Week 3: Submit proposal for the research project. The proposal should:**
 - a. Define your project**
 - b. Provide a list of pertinent secondary and primary sources that will be consulted and a methodological explanation on how you plan to use the sources in your research**
 - c. Provide a rationale for the project – in what ways will it contribute to our understanding of the era or subject?**
- (3) Week 4: Comment on the proposals of your classmates. If necessary, submit a revised proposal that addresses the defects in your original proposal.**
- (4) Week 5 – 12. Respond as requested to threads submitted by your instructor.**
- (5) Week 14. Submit final paper and post comments on the papers of your classmates.**

Additional instruction and assignments will be given to assist students who enroll for this class without a research focus.

The following items describe standard SHSU, CHSS, and History Department policies:

Academic Dishonesty

Include an academic dishonesty statement policy that is, at minimum, compatible with Academic Policy Statement 810213 and the Faculty Handbook. Suggested wording for such a policy is provided in italics below:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and

its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

It is suggested that the actions that constitute cheating or academic dishonesty for the course be specifically defined so that there are no real or alleged misunderstandings. Describe penalties that will apply.

Courses requiring the submission of written materials or oral presentations should have a clear statement of the nature of plagiarism and the penalties it incurs.

Americans with Disabilities Act

Inform students that requests for accommodations must be initiated by the student. A student seeking accommodations should go to the Counseling Center for certification of the disability in a timely manner. A sample paragraph to include in the syllabus is given below:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Religious Holidays

The statement below would be appropriate to include in the instructor's syllabus:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other

required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Visitors in the Classroom (does not apply to online classes)

According to the Faculty Handbook a statement regarding the instructor's policy on classroom visitors should be included on the syllabus. The following statement (in italics below) is recommended.

Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process.