

UNIVERSITY OF CALGARY — DEPARTMENT OF HISTORY
HTST 300 (FALL 2018) — THE PRACTICE OF HISTORY

Instructor: Dr Ken MacMillan
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 Office: SS 628

Lecture Location: EDC 280
 Lecture Hours: Tue/Thurs 9:30–10:45 pm
 Office Hours: Tue/Thurs 11:00-12:00 pm

Introduction and Learning Outcomes

This course is designed to facilitate the ongoing development of skills essential to the practice of history as an academic discipline. These skills include critical and abstract thinking; methods of historical research and argumentation; performing close readings of historical sources; and communicating conclusions effectively. By the end of the course, you should be confident in your ability to produce original, objective, ethical, evidence-based, well-written, and correctly-cited historical scholarship that is grounded in modern methods, practices, and philosophies of the discipline of history. By working in small-groups, you will gain experience in teamwork and presentation that will remain valuable beyond the completion of your post-secondary degree.

Reading List

Nigel Raab, *Who is the Historian?* Toronto: University of Toronto Press, 2016.
The History Student's Handbook: A Short guide to Writing History Essays (D2L).
 Additional readings linked through D2L.

Grade Distribution

Participation	Throughout term	10%
Clio's Notebook	Throughout term; December 11	25%
Historical Timeline	October 11	15%
Primary Source Analysis	November 8	25%
Secondary Source Analysis	November 29	25%

Please note that there is no final examination for this course. All assignments will be given letter or percentage grades, according to the table approved by the Department of History. All assignments must be uploaded to the course D2L site by midnight on the day they are due. Extensions must be requested in advance of due dates and will normally require additional documentation. Late assignments will be penalized 3% per day, including weekends.

Participation

This course, *The Practice of History*, places high emphasis on the word “practice.” We will work in small groups on average once per week, examining sources, questions, and methods. The participation grade will be assigned at the end of term based on this work. Please ensure that

your name is recorded on all worksheets and work product. You are expected to participate in these sessions in an informed, active, and respectful manner. There will be no opportunity to make up participation grades lost due to absence, unless this is the result of documented illness or disability.

Clio's Notebook

“Clio's Notebook” is a practice portfolio that will include approximately ten projects, each of which will take between 30–90 minutes to complete. The purpose of the practice portfolio is to assist you in developing mastery of the historical discipline and its methods in a manner that recognizes the importance of “scaffolded learning”. These projects will increase in complexity and expectations, and will build upon one another in a manner that reflects growing understanding of the course material. All portfolio assignments will appear on D2L on the day they are assigned and we will normally begin them in class. You are strongly encouraged to complete these projects on the day they are assigned, add them to your portfolio as you progress through the course, and review and finalize the portfolio at the end of the course. The complete portfolio is to be uploaded to D2L no later than midnight on December 11, 2018. It will be graded based on completeness, style and format (especially correct bibliographical references for citations), and demonstration that core concepts have been understood and utilized, although there may be errors of fact or interpretation that will not necessarily impact the overall grade.

Historical Timeline

This assignment involves producing a timeline of a major historical event, from any historical subject, time period, or geographical location. In general, the event should be known to those with a general interest in history. Examples include the European Black Death, the Spanish conquest of the New World, the European Reformation, the French Revolution, World War I, the Cold War, the American civil rights movement, and any number of other events that had significant global impact. The timeline should take the form of a table containing the following three headings:

Year(s)	Event(s)	Significance
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The timeline should contain approximately 30 entries (with 10–15 events per page, for a total of 2–3 pages), although this will vary depending on the historical event you have chosen. The “Significance” column should highlight cause-and-effect relationships between events. Remember to provide a list of sources (minimum 3) that were used to compile your timeline. Because you are not engaging with arguments or interpretations, these sources can include encyclopedia (including Wikipedia) and online websites, although, as in all historical research, you should be careful not to use sources with clear biases or lack of evidentiary foundation, such as sites from political parties, promoters of counter-historical narratives (eg. holocaust denial websites), or amateur online sources (from students, the general public, or non-experts). In order to avoid the bias or error that can occur in a single source, it is also important that you verify dates and events by reviewing multiple sources to confirm the accuracy of the information provided.

Primary Source Analysis

This assignment involves selecting a primary source and writing an analysis of the source, using the methods discussed in class and the procedures described in part III of *The History Student's Handbook*. The analysis should be about 1000 words, or 3–4 double-spaced pages. It should present arguments and criticism as well as reflect on the value of the source, both at the time it was written and to modern historians. The source should be approximately 20 pages in length, written by a single individual, between 1200 and 1990. (If a larger source is chosen, it is acceptable to select a single chapter or section of about 20 pages.) This can be a source that was printed at the time it was written, or that remained in manuscript but has since been published for research use. Examples of sources include, but are not limited to: autobiographies, diaries, legal cases, legislative acts, letters, novels, pamphlets, public records, and treatises. It is acceptable to use English translations of foreign sources or modern editions of earlier sources. Feel free to consult the instructor regarding primary sources that attune to your historical interests.

Secondary Source Analysis

This assignment involves selecting an academic article and writing a review of the source, using the methods discussed in class and the procedures described in part III of *The History Student's Handbook*. The review should be approximately 1000 words, or 3–4 double-spaced pages. It should identify the author's topic, chronological time period, research question(s), thesis, how the thesis is developed, the type of evidence used (eg. manuscript, printed, secondary), other historians with whom the historian has engaged, how effectively the argument is developed, and why it is important. The source should be a peer-reviewed academic article of at least 12 printed pages, written by a single individual or co-written by two or more individuals, and published between 2010 and the present. The article must have been written by a professional historian (this will normally be determined by looking at the author's academic affiliation), have appeared in a prominent historical journal, and have either footnotes or endnotes. There are many examples of such journals, but as a general guideline look for a journal produced by a university press. Please feel free to consult the instructor regarding appropriate journals or articles that attune to your historical interests. It is acceptable to undertake additional research by examining, for example, the author's professional website. If additional research is undertaken, you are expected to provide a list of works consulted in a properly-formatted bibliography.

General Assignment Instructions

All assignments will be evaluated, in part, on their quality of writing, organization, and presentation, according to the strict application of *The History Student's Handbook*. This includes properly formatted footnotes and bibliographies, as discussed in part IV of the handbook. You will be required at all times to conform to the methodologies and citation styles of the historical discipline and you should expect to lose grades for failure to abide by these disciplinary standards. Each assignment will be accompanied by a grading rubric, available in advance on D2L, which should be consulted before submission.

Copyright, Classroom Conduct, and Use of Electronic Devices

All material in this course is subject to copyright, and may not be distributed in any manner beyond students registered in this class. Students may not record in any format any activity that occurs within the classroom without the express written permission of the instructor. Please respect your classmates by refraining from disruptive activities during class. These activities include opening food packages, chatting with friends, checking email, and using the internet, a cell phone, or other electronic devices, unless these are for legitimate purposes within the context of the day's projects. Because a lot of our exercises will require access to the internet, it is highly recommended that you bring a laptop computer or tablet each day.

Course Outline

Due to the nature of this course, the structure is somewhat fluid. The course will be divided into two major sections, as follows:

Date	Topic	Details
Sep. 6	Introduction	
Part I: The Historian's Work		
Sep. 11–Oct. 25	This component of the course will focus on the history of history; the uses and abuses of history; types of history; method, theory, and ideology; and the types of sources used by historians. It will include three classes at the Taylor Family Digital Library (Oct. 18-25).	Reading: Rabb, <i>Who is the Historian?</i>
		Key Dates: Historical Timeline due October 11; meet in TFDL 440B/C October 18; meet in TFDL 440D October 23–25
Part II: Anatomy of an Essay		
Oct. 30–Dec. 4	This component of the course will examine in detail the process of developing and writing a historical research essay, including the importance of professional ethics regarding research, citation, and the use of oral testimony.	Reading: <i>The History Student's Handbook</i>
		Key Dates: Primary Source Analysis due November 8; no classes during reading week November 13–15; Secondary Source Analysis due November 29
Dec. 6	Conclusion: History Beyond the Academy	Key Date: Clio's Notebook due December 11

Important Departmental, Faculty, and University Information

Attention history majors: History 300 is a required course for all history majors. You should normally take it in your second year.

Department Twitter @ucalgaryhist

Faculty of Arts Program Advising and Student Information Resources:

- Have a question, but not sure where to start? The Arts Students Centre (ASC) is your information resource for everything in Arts! Drop in at Social Sciences 102, call 403-220-3580, or email artsads@ucalgary.ca. For detailed information on common academic concerns, you can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate>.
- For program planning and advice, contact the Arts Students Centre (ASC) in SS 102, call 403-220-3580, email artsads@ucalgary.ca, or visit <http://arts.ucalgary.ca/advising>.
- For registration issues, paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK (7625), visit the office in the MacKimmie Library Block (MLB) or their website at <http://www.ucalgary.ca/registrar/>.

Writing:

This course will include written assignments. Faculty policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc.) but also general clarity and organization. Research papers must be properly documented.

Writing Support:

Students are also encouraged to use Writing Support Services and other Student Success Centre Services, located on the 3rd floor of the Taylor Family Digital Library (TFDL). Writing Support Services assist with a variety of assignments, from essays to lab reports. Students can book 30-minute one-on-one appointments online, sign up for 15-minute drop-in appointments, and register for a variety of writing workshops. For more information on this and other Student Success Centre services, please visit www.ucalgary.ca/ssc.

Copyright:

The University of Calgary has opted out of the Access Copyright Interim Tariff proposed by the Copyright Board. This means that instructors in all University of Calgary courses will strictly adhere to Copyright Act regulations and the educational exceptions permitted by the Act for both print and digital course material. What this simply means is that no copyrighted material may be placed on course D2L or web sites without the prior permission of the copyright holders. In some cases, this may mean that instructors will require you to purchase a print course pack from the University of Calgary bookstore or that you will have to consult books on reserve at the library. For more information on the University of Calgary's copyright policy, see

<http://library.ucalgary.ca/copyright>.

Red Box Policy:

Essays and other assignments may be handed in to the red box located outside of the History Department office (Social Sciences, Room 656). Please include the following information on your assignment: 1) **course name and number**, 2) **instructor**, 3) **your name** and 4) **your student number**. Assignments received after 4:00 p.m. will be date stamped with the date of the next business day. We do not time stamp any papers. Please do not bring your paper into the office to be stamped. The box is emptied promptly at 8:30 a.m. and at 4:00 p.m. Monday to Friday.

Departmental Grading System:

The following percentage-to-letter grade conversion scheme has been adopted for use in all Canadian Studies, History, and Latin American Studies courses.

Percentage	Letter Grade	Grade Point Value	Description
90-100	A+	4.00	Outstanding
85-89	A	4.00	Excellent—superior performance showing comprehensive understanding of subject matter.
80-84	A-	3.70	
77-79	B+	3.30	
73-76	B	3.00	Good—clearly above average performance with knowledge of subject matter generally complete.
70-72	B-	2.70	
67-69	C+	2.30	
63-66	C	2.00	Satisfactory—basic understanding of the subject matter.
60-62	C-	1.70	Receipt of a grade point average of 1.70 may not be sufficient for promotion or graduation.
56-59	D+	1.30	Minimal pass—marginal performance; generally insufficient preparation for subsequent courses in the same subject.
50-55	D	1.00	

Percentage	Letter Grade	Grade Point Value	Description
0-49	F	0	Fail—unsatisfactory performance or failure to meet course requirements.

Plagiarism:

Plagiarism occurs when one submits or presents one's work in a course, or ideas and/or passages in a written piece of work, as if it were one's own work done expressly for that particular course, when, in fact, it is not. As noted in *The History Student's Handbook* (http://hist.ucalgary.ca/sites/hist.ucalgary.ca/files/history_students_handbook_2015.pdf), plagiarism may take several forms:

- Failure to cite sources properly may be considered plagiarism. This could include quotations, and wording used from another source but not acknowledged.
- Borrowed, purchased, and/or ghostwritten papers are considered plagiarism, as is submitting one's own work for more than one course without the permission of the instructor(s) involved.
- Extensive paraphrasing of one or a few sources is also considered plagiarism, even when notes are used, unless the essay is a critical analysis of those works.
- The use of notes does not justify the sustained presentation of another author's language and ideas as one's own.

Plagiarism is a serious academic offence and written work that appears to contain plagiarized passages will not be graded. All such work will be reported to the Faculty of Arts' associate deans of students who will apply the penalties specified in the *University of Calgary Calendar*.

Universal Student Ratings of Instruction (USRI):

At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference. Please participate in USRI surveys.

Academic Accommodations (implemented July 1, 2015):

The student accommodation policy can be found at: ucalgary.ca/access/accommodations/policy.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities ucalgary.ca/policies/files/policies/student-accommodation-policy.

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

Campus Resources for Mental Health:

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services>) and the Campus Mental Health Strategy website (<http://www.ucalgary.ca/mentalhealth/>).

Other Useful Information:

- Faculty of Arts Representatives: 403-220-6551, arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca.
- Campus Security & Safewalk: 403-220-5333, <http://www.ucalgary.ca/security/safewalk>.
- Freedom of Information: <http://www.ucalgary.ca/legalservices/foip/foip-hia>.
- Emergency Evacuation Assembly Points: <http://www.ucalgary.ca/emergencyplan/assemblypoints>.
- Student Union Information: <http://www.su.ucalgary.ca/>.
- Graduate Student Association: <http://www.ucalgary.ca/gsa/>.
- Student Ombudsman Office: <http://www.ucalgary.ca/provost/students/ombuds>

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