

**HTST 300 L01**  
***The Practice of History***  
**Tues & Thurs 9:30 – 10:45 a.m.**  
**SA 015**  
**Winter 2017**  
**University of Calgary**

**Instructor:** Heather Devine  
**Office:** Rm. 626, Social Sciences Bldg.  
**Office Hours:** Tues & Thurs 11:00 – 12:00 noon or by appointment  
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**E - Mail:** hdevine@ucalgary.ca

**Research Ethics**

HTST 300 has obtained course-based ethics approval from the Faculty of Arts research ethics committee. Whenever you perform research with human participants (e.g. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.

**Overview**

***“Understanding Your Roots:  
Research into Communities and Families”***

Are you a member of a distinctive ethnic or indigenous group? Where does your family come from? Do you know who *your* ancestors are, and how they lived? Canada is a country made up of a rich and diverse mix of people. In order to understand and explain the changing values, attitudes, and behaviors of different cultural groups over time, scholars who specialize in social history conduct research into families and communities. This course will introduce students to archival research through the study of their own family (or ethnic community's) history. Students will collect and analyze data using a variety of primary and secondary sources, and use this information to shed light on broader themes in the fields of ethnic, religious and urban history. They will share this information with members of the class through written, oral, and/or multimedia presentations.

## **COURSE OBJECTIVES**

- To learn about planning and conducting oral and archival research;
- To develop and knowledge and understanding of research ethics;
- To learn about disseminating research findings to other researchers, communities, and the public at large;
- To acquire the social and intellectual skills necessary for carrying out research with human subjects;

## **Internet and Electronic Communication Devices**

Students are permitted to use laptop devices to take study notes , to carry out internet-based research, and to prepare and present research to classmates. Students are NOT permitted to use the Internet or electronic communication devices for recreational (i.e. non- teaching and instruction) purposes in class, and should remain OFF.

## **COURSE WEIGHTING**

**Project Proposal – Due January 19, 2017 – 5%**

**Preliminary Bibliography – Due January 26, 2017 – 5%**

**Oral History Interview – Due March 16, 2017 - 30%**

**Oral Presentation to Small Group – 20%**

**Final Project Paper – due April 06, 2017 – 30%**

**Class Participation – Peer Evaluation of Oral Presentations – 10%**

## **REQUIRED TEXTS – available at Bookstore**

**Donald A. Ritchie. *Doing Oral History* (3<sup>rd</sup> edition). Oxford and New York: Oxford University Press, 2015.**

**Martha C. Howell and Walter Prevenier. *From Reliable Sources: An Introduction to Historical Methods*. Ithaca: Cornell University Press 2001.**

## **COURSE ASSIGNMENTS AND EVALUATION**

**ALL assignments must be completed and submitted for a student to be given a passing grade in HTST 300..**

**It is the student's responsibility to KEEP AN ELECTRONIC AND PAPER COPY OF EACH SUBMITTED ASSIGNMENT.**

Note: Please hand in your assignments DIRECTLY to your instructor if possible. Assignments can also be submitted to the History Department office prior to 4:00 p.m. on weekdays, or placed in the Red Box for Assignments outside of the History Department General Office after office hours. Assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox.

### **Assignments and Evaluation**

#### **Project Proposal – Due January 19, 2017 – 5%**

The written proposal (500 words maximum) must include the following:

- A short description of the community, family, and/or persons you are researching;
  - The main questions you want to pursue;
  - the sources of information you have identified thus far;
  - anticipated research “roadblocks” and how you intend to overcome them.

#### **Bibliography – Due January 26, 2017 – 5%**

Students are required to identify a minimum of fifteen (15) appropriate bibliographic references germane to their research project. These sources should consist of a variety of written, oral and media sources.

#### **Oral History Interview – Due March 16, 2017 - 30%**

Students must interview a family member or local expert for information concerning their project topic. Students must complete an oral interview (minimum 45 minutes), recorded digitally OR have the interview subject fill in a questionnaire by hand or by e-mail. The student must prepare and hand in the following items:

- a detailed 500 word summary of the topics covered in the oral interview (NOT a transcript, but a summary of topics discussed, with interview times recorded for topics;
- a digital copy of the oral interview OR as an completed questionnaire on paper or as an e-mail response;
- a list of interview questions;
- a biographical information form for each subject interviewed (see Larmour, *How to Do Oral History*, p. 10);
- an interview summary sheet (see Larmour, *How to Do Oral History*, p. 11)
- a consent form, signed by the person interviewed.

### **ORAL PRESENTATION TO SMALL GROUP– 20%**

Each student will give a 20-30 minute oral presentation to a group of their peers describing their research activities, what they have discovered, and the roadblocks they have encountered. Students will have the opportunity to share photographs, objects, or other interesting items with the group. Use of media is *strongly encouraged*. A maximum of two students will present each day (individual presentation dates to be identified). Completion of overall research is not required prior to April 6, 2017 – it is a PROGRESS REPORT. PLEASE NOTE; Although fellow students will be asked for their evaluation of student presentations as part of the peer review process, ALL final grades awarded to students' Oral Presentations are the sole responsibility of the Instructor!

### **Final Project Paper – due April 6, 2017 – 30%**

Students must submit a typed, double-spaced report (minimum 10 pages, title page and bibliography extra) on their family or community, which integrates the oral and bibliographic research conducted, and which places this family/community history into a larger social, political, and/or economic context. Students are expected to use proper footnotes and citation, as discussed in class.

### **Class Participation – Peer Evaluation of Oral Presentations – 10%**

Students are expected to attend the oral presentations of fellow students in order to complete evaluation forms as audience members. For this reason, regular attendance is mandatory. The final class participation grade of 10% will be calculated on the basis of regular attendance at oral presentations and the submission of signed evaluation forms at the end of student presentations. PLEASE NOTE; Peer Evaluation is designed to improve students' critical skills, but is NOT intended to take the place of the instructor's evaluation of oral presentations.

It is the student's responsibility to keep a copy of each submitted assignment. Note: Please hand in your essays directly to your tutor or instructor if possible. If it is not possible to do so, a daytime drop box is available in SS320; a date stamp is provided for your use. A night drop box is also available for after-hours submission. Assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox.

### **Registrar-scheduled Final Examination: NO**

Please note: If your class is held in the evening, the Registrar's Office will make every attempt to schedule the final exam during the evening; however, there is NO guarantee that the exam will NOT be scheduled during the day.

### **Evaluation of Assignments**

Evaluation of student work will reflect the guidelines provided in the *University of Calgary Calendar – 2016-2017*. In this class, all tests and term papers will be marked and ranked according to merit, and raw percentage scores will be assigned to each piece of work. A term results summary grade will then be computed from each student's compiled grades at the end of the course. All students' summary grades will then be ranked and an overall course grade will be assigned to the student.

### **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. |

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

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**Course Schedule**

***Research Ethics***

***This course has obtained course-based ethics approval from the Faculty of Arts research ethics committee. Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see the U of C Research Ethics page at:***

**Week 1 (January 10-12)**

Introduction to Class  
Empiricism

**Week 2 (January 17-19)**

Big Theory  
  
The Annales School

**Week 3 (January 24 - 26)**

Archival Research: Introduction to Research: Written, Electronic and  
Artifactual Sources of Information  
  
Field Trip to Archives TBA

Week 4 (January 31 - Feb. 2)

What is Oral History?

The Ethics of Oral History

Week 5 (Feb 2 - 9)

Oral History Methodology: How to Plan and Conduct Oral Interviews

Week 6 (Feb 14-16)

Oral History Methodology: How to Plan and Conduct Oral Interviews

Week 7 (Feb 21-23) – **No class – READING WEEK**

Week 8 (Feb 28-Mar 2)

From Research to Writing

Week 9 (March 7-9)

Developing an Essay Outline

Organizing the Body of the Essay

**[NOTE: ALL students are expected to attend class presentations, whether they are presenting or not. Fellow students are expected to participate in the peer review of each student's presentation, and will be required to submit completed evaluation forms (supplied by instructor). Regular attendance and completion of evaluation forms will constitute 10% of your final grade, and represent your class participation.]**

Week 10 (March 14-16)

Group Presentations - Round One – Progress Reports

Week 11 (March 21-23)

Group Presentations – Round One – Progress Reports

Week 12 (March 28-30)

Group Presentations – Round Two – Final Report

Week 13 (April 4-6)

Group Presentations – Round Two – Final Report

Week 14 (April 11) – Summary of Course

[NOTE: ALL students are expected to attend class presentations, whether they are presenting or not. Fellow students are expected to participate in the peer review of each student's presentation, and will be required to submit completed evaluation forms ( form supplied by instructor and posted to Blackboard).

**Regular attendance and completion of evaluation forms will constitute 10% of your final grade, and represent your class participation.**

### **Important Departmental, Faculty, and University Information**

#### **Faculty of Arts Program Advising and Student Information Resources:**

- Have a question, but not sure where to start? The Arts Students Centre is your information resource for everything in Arts! Drop in at SS110, call 403-220-3580, or email [artsads@ucalgary.ca](mailto: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, Social Sciences 102, 403-220-3580, or visit <http://arts.ucalgary.ca/advising>.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit the office in the MacKimmie Library Block.

**Departmental Twitter Handle @ucalgaryhist** - For departmental updates and notifications

#### **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 3<sup>rd</sup> floor of the Taylor Family Digital Library. 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](http://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 (SS 656). Please include the following information on your assignment: course name and number, instructor, your name and 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.

### **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](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:**

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

**Student Accommodations:**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected grounds other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

**Other Useful Information:**

- Faculty of Arts Representatives: 403-220-6551, [arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca), [arts2@su.ucalgary.ca](mailto:arts2@su.ucalgary.ca), [arts3@su.ucalgary.ca](mailto:arts3@su.ucalgary.ca), [arts4@su.ucalgary.ca](mailto:arts4@su.ucalgary.ca).
- Safewalk and Campus Security: 403-220-5333.

Please also familiarize yourself about the following topics by consulting the information at these links:

- Freedom of Information: <http://www.ucalgary.ca/legalservices/foip/foip-hia>
- Emergency Evacuation Assembly Points: <http://www.ucalgary.ca/emergencyplan/assemblypoints>
- Safewalk: <http://www.ucalgary.ca/security/safewalk>
- 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>

Winter 2017