

# Cover Sheet: Request 10068

## History Honors Workshop

### Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Nina Caputo ncaputo@ufl.edu
Created	2/24/2015 2:18:44 PM
Updated	3/16/2015 5:10:20 PM
Description	The History Honors Workshop assists students with all phases of the senior thesis, including project design, research, writing, and oral presentation. Students complete assignments that build toward a draft of a preliminary chapter or the introduction. The workshop provides a collaborative environment in which students pursue their individual thesis projects.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CLAS - History 011612000	Nina Caputo		2/24/2015
College	Approved	CLAS - College of Liberal Arts and Sciences	Pharies, David A		3/16/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/16/2015
Statewide Course Numbering System					
Office of the Registrar					
Student Academic Support System					
Catalog					
College Notified					

## Recommended SCNS Course Identification

1. Prefix HIS      2. Level 4      3. Number 052      4. Lab Code Select

5. Course Title History Honors Workshop

6. Transcript Title (21 character maximum) HIST HONORS WORKSHOP

7. Effective Term  
Earliest Available

8. Effective Year  
Earliest Available

9. Rotating Topic? No

10. Amount of Credit 3

11. If variable, # minimum and # maximum credits per semester.

12. Repeatable credit? No

13. If yes, total repeatable credit allowed #

14. S/U Only? No

15. Contact Type Regularly Scheduled [base hr]

16. Degree Type Baccalaureate

17. If other, please specify: [Click here to enter text.](#)

18. Category of Instruction Advanced

## 19. Course Description (50 words maximum)

Assists students with all phases of the senior thesis, including project design, research, writing, and oral presentation. Students complete assignments that build toward a draft of a preliminary chapter or the introduction. The workshop provides a collaborative environment in which students pursue their individual thesis projects.

## 20. Prerequisites

Acceptance into the History Honors Program.

## 21. Co-requisites

[Click here to enter text.](#)

## 22. Rationale and Placement in Curriculum

Provides students who are engaged in individual original research a structure and collaborative environment in which to begin their honors theses. This class helps assure that students in the program complete their work and do so in a timely and efficient manner.

23. Complete the syllabus checklist on the next page of this form.

### Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:

[http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi\\_policy.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf)

The syllabus of the proposed course **must** include the following:

- ☒ Course title
- ☒ Instructor contact information (if applicable, TA information may be listed as TBA)
- ☒ Office hours during which students may meet with the instructor and TA (if applicable)
- ☒ Course objectives and/or goals
- ☒ A weekly course schedule of topics and assignments.
- ☒ Methods by which students will be evaluated and their grades determined
- ☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.
- ☒ List of all required and recommended textbooks
- ☒ Materials and Supplies Fees, if any
- ☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>."*
- ☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*
- ☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>."*

It is **recommended** that the syllabus contain the following:

- ☒ Critical dates for exams or other work
- ☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)
- ☒ The university's honesty policy regarding cheating, plagiarism, etc.

*Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.*

- ☐ Contact information for the Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

## HIS 3931 History Honors Workshop (Fall 2014)

Tuesdays, Periods 7-9, Keene Flint 115

Wednesdays, Periods 6-8, Keene Flint 109

Dr. Harland-Jacobs

Keene-Flint 226

273-3382

[harlandj@ufl.edu](mailto:harlandj@ufl.edu)

Grader: Ralph Patrello

Office hours: Weds 9:00 – 11:00 and by appt

### Course Description

The History Honors Workshop is designed to assist students with all phases of the senior thesis, including project design, research, writing, and oral presentation. Students complete a series of assignments that build toward a draft of a preliminary chapter or the introduction. The workshop provides a collaborative environment in which students pursue their individual thesis projects.

### Course Objectives

Students participating in the History Honors Workshop will:

- make steady progress on their individual thesis projects
- hone their research skills
- improve their critical thinking and writing skills
- have the opportunity to present their work, both informally and formally
- benefit from a community of scholars who will offer both feedback and support

### Course materials

- Mary Rampolla, *A Pocket Guide to Writing in History* (any edition)
- chapter and article PDFs available through Canvas and ARES

### Assignments and Grading

Assignments will be assessed based on the following criteria:

-on-time submission  
-thoroughness and attention to detail  
-level of analysis with thesis material  
-writing (clarity of expression, organization, grammar, etc.)

- *Research Proposal (5%)* – a 1 to 2-paragraph description of the topic and proposed bibliography (including no fewer than 15 primary and secondary sources to be consulted).
- *Primary Source Analysis (10%)* – a 2 to 3-page paper on a major primary source.
- *Secondary Source Critique (10%)* – a 2 to 3-page paper on a major secondary source.

- *Annotated Bibliography (15%)* – a bibliography (of no fewer than 25 sources) with a brief critical entry regarding the content and utility of each item.
- *Prospectus (15%)* – a 4 to 5-page introduction to your topic, including major research questions, preliminary discussion of the relevant historiography and primary sources, and proposed theory and method.
- *Introduction/Sample Chapter (20%)* – a 5 to 7-page sample of your thesis project. This can be either an introduction or portion of a chapter to be included in the final draft.
- *Participation (25%)* – regular participation in class, timely completion of assigned meetings (with instructor/TA, advisor, and assigned librarian), and active engagement with classmates during writing workshops and in-class presentations.

#### Grading Scale

93.3-100% = A	73.3-76.6% = C
90-93.2% = A-	*70-73.2% = C-
86.7-89.9% = B+	66.7-69.9% = D+
83.3-86.6% = B	63.3-66.6% = D
80-83.2% = B-	60-63.2% = D-
76.7-79.9% = C+	Below 60 = E

\*Please note that a grade of C- does not count as a passing grade for major, minor, Gen Ed, Gordon Rule, or basic distribution requirements.

For information on UF's grading systems and policies, please see the Undergraduate Catalogue [<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>]

#### Policies and Expectations

History classes are most rewarding when students interact with the texts, each other, and the instructor on a sustained basis. Readings provide the raw material for class discussion, where much of the learning takes place. Effective class participation is therefore essential. Students can expect a respectful atmosphere in which to express their opinions.

Please keep electronic distractions to a minimum. While you may feel perfectly comfortable multi-tasking in class, it is disturbing to the instructor and to those around you.

**Attendance & makeup policy:** Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

**Academic Honesty:** UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**Accommodations for Students with Disabilities:** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Contact the Disability Resources Center (<http://www.dso.ufl.edu/drc/>) for information about available resources for students with disabilities.

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open.

### Weekly schedule

Week 1	<p>Course Introduction – General introduction to honors program, seminar, instructor, and each other.</p> <p>Assignments:</p> <ol style="list-style-type: none"> <li>1. Sign up for entry interviews with instructor or TA</li> <li>2. Set up librarian meeting</li> <li>3. Consult with advisor</li> </ol>	
Week 2	<p>Individual entry interviews.</p> <p>Assignments:</p> <ol style="list-style-type: none"> <li>1. Meet with assigned librarian and prepare brief (1 paragraph) report</li> <li>2. Begin annotated bibliography</li> </ol>	<b>Revised Research Proposal Due (at entry interview)</b>
Week 3	<p>Primary sources: the basic building blocks – discussion of finding, analyzing, and writing about primary sources</p> <p>Assignment: Write a description and analysis of one of your most important primary sources.</p>	
Week 4	<p>Joining the conversation – discussion of evaluating, engaging, and integrating secondary sources.</p> <p>Assignment: Write a critique of a significant secondary source.</p>	<b>Primary Source Analysis Due</b>

Week 5	<p>Managing bibliographies – discussion and demonstration of RefWorks</p> <p>Assignment: Finish compiling annotated bibliography</p>	<b>Secondary Source Critique Due</b>
Week 6	<p>The art of the prospectus – discussion of prospectus, its purpose and design.</p> <p>Assignments:</p> <ol style="list-style-type: none"> <li>1. Begin drafting prospectus</li> <li>2. Check out sample thesis</li> </ol>	<b>Annotated Bibliography Due</b>
Week 7	<p>Discussion of sample theses</p> <p>Assignment: Complete prospectus</p>	
Week 8	<p>Crafting effective oral presentations – how to effectively present your work to an audience.</p> <p>Assignment: Prepare in-class presentation</p>	<b>Prospectus Due</b>
Week 9	<p>In-Class Presentations – presentations will be ungraded, but audience member participation in Q&amp;A will be part of participation grade.</p>	<b>Presentations for Group A</b>
Week 10	<p>In-Class Presentations, con't.</p> <p>Assignment: Begin composing chapter outline</p>	<b>Presentations for Group B</b>
Week 11	<p>Writing Workshop: Outlines – discussion of purpose of outlines and strategies for maximizing effectiveness of outlining</p>	<b>Outlines for Group A</b>
Week 12	<p>Writing Workshop: Outlines, con't.</p> <p>Assignment: Begin drafting a chapter or the introduction</p>	<b>Outlines for Group B</b>
Week 13	<p>Writing Workshop: Drafting – discussion of how to turn an outline into a draft.</p> <p>Assignment: Begin drafting a chapter or the introduction</p>	

Week 14	<p>Writing Workshop: Drafting, con't.</p> <p>Assignment: continue drafting</p>	
Week 15	<p>Independent study</p> <p>Assignments:</p> <ol style="list-style-type: none"> <li>1. Sign up for exit interview</li> <li>2. Complete writing sample</li> </ol>	
Week 16	Exit interviews.	<b>PRELIMINARY CHAPTER DUE</b>