Department of History/College of Arts and Letters

HIST 100. Introduction to Historical Skills.

Section 4, Fall 2023 ver. 9-18-23 updated

Part 1: Course information

Time and place: Thursdays 3-4:15 p.m. in AMD 263.

Instructor information

Instructor: Aaron J. Cohen, PhD.
Office hours: TuWeTh 1:30-2:30 p.m. or by appointment in Tahoe Hall 3092 OR via Zoom @ https://csus.zoom.us/my/cohenofficehours.
E-mail: cohenaj@csus.edu.

Catalog description

Introduction to the skills of secondary and primary source research, critical analysis of documentary sources, historical reasoning and the preparation of written reports. Attention to research procedures, record-keeping, citation, and bibliography.

Registration details

Graded: Graded Student.
Units: 3.0.
Prerequisite: At least 6 units of required lower-division history coursework.
GE area: None.

Textbooks and course materials

Required texts.

1. *The Methods and Skills of History: A Practical Guide* (Michael J. Salevouris with Conal Furay). **Fourth Edition hard copy only (no e-books and no rentals).** ISBN 9781118745441. We will use this book in class as a workbook, so **you must have a hard copy on the first day and bring it to every class throughout the semester**. Please make sure to obtain the correct edition!

2. The online writing exercises require purchase of *A Writer's Reference, Tenth Edition* (Diana Hacker and Nancy Sommers) **with Macmillan Achieve, our online platform**. To enroll, go to https://achieve.macmillanlearning.com/courses/j7z6nm. **Please create your account with your CSUS official first and last name.**

Course technology requirements

This course is delivered 50% online with in-class meetings once a week. Handouts and assignments are distributed only via Canvas. **Students have a responsibility to access course materials and assignments in a timely manner**; the

instructor will not be held responsible for any circumstances, technical or personal, that prevent access to course material.

The use of artificial intelligence to complete assignments without instructor permission is considered by the university to be academic dishonesty. Any work determined to be AI generated in this class will be treated as the equivalent of plagiarism according to the policies in this syllabus.

All required technology is available at low or no cost through student support services at Sac State. The CSUS library and Instructional Resource Technology office provide **free laptops** and Microsoft Word for students to use on a short- or long-term [basis](#). Students may use personal computers, but they must meet the following requirements:

- High-speed internet connection.
- Access to Canvas throughout the semester.
- Ability to use Zoom, Microsoft Word, and Adobe software.

Do NOT use Google Docs OR portable devices as word processors in this course. Use a computer and the desktop version of MS Word. To obtain your free desktop version of MS Word (and Microsoft 365), go to [office365.csus.edu](#) and login with your Sac State login and password. Click on "Install Apps."

Videos are hosted within the university's Panopto system. Panopto sometime has difficulty interacting with various devices and technologies. **To ensure that you receive proper credit for viewing videos and films:**

- **Make sure to use a laptop computer** and web browser. **Do not use** an iPhone or iPad or the Canvas app (on Apple or Android) as privacy settings can interfere with Panopto.
- **Only view through the link provided in the course Canvas site** (i.e., do not use streaming video services or the library website). To watch on a large screen tv, connect and stream via your computer.
- **Disable ad blockers (e.g., Adblock) and browser extensions/plugins that block analytics or anonymize.** These can interfere with Panopto.
- **Avoid having open multiple windows while viewing.** If you would like to have a different page open while viewing, use a separate device.

If Panopto is still not correctly registering your participation, contact the Information Resources and Technology (IRT) department and [open a service ticket](#).

For technical questions, please:

- See [Canvas for Students](#) for common Canvas questions and solutions.
- Email the [Academic Technology Center](#) in AIRC 2005.
- Call (916) 278-7337.

Crisis Assistance & Resource Education Support (CARES)

If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away. The CARES office provides case management support for any enrolled student.

Services to Students with Disability (SSWD)

Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class, please immediately contact Services for Students with Disabilities (SSWD) to discuss eligibility. A current accommodation letter from SSWD is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided.

Title IX information

Sac State is committed to supporting students and fostering a campus environment free of sexual misconduct and gender-based discrimination. If a student chooses to disclose to a faculty or staff member an experience related to sexual misconduct which includes, but is not limited to rape, relationship violence, or stalking, all faculty and staff members are obligated to report this disclosure to the university's Title IX Coordinator. Contact Sac State's Title IX Coordinator, Skip Bishop, at (916) 278-5770 or email at william.bishop@csus.edu. Upon receipt of the report, the Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources, including resolution options for holding accountable the person who harmed you.

Students who elect not to discuss their experience with the Title IX Coordinator can speak confidentially to the following confidential resources: Student Health & Counseling Services at The WELL On Campus Phone Number: 916-278-6461 Website: www.csus.edu/shcs. Campus Confidential Advocate – Laura Swartzen Email: weave@csus.edu. On Campus Phone Number: 916-278-5850 (during business hours) WEAVE 24/7 Hotline: 916-920-2952.

Student Health and Counseling Services

Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State. SHCS offers: Primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer-led health education and wellness workshops, and free

safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.

> **Important notes:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs. **This syllabus and course policies are subject to change in the event of extenuating circumstances or typographical errors. In case of a conflict between the syllabus and Canvas instructions, the syllabus will take precedence unless the syllabus shows a clear error.** Any changes will be announced in class and posted on Canvas. It is the student's responsibility to check Canvas for corrections or updates to the syllabus.

All students are expected to behave according to the [Hornet honor code](#).

Part 2: Course objectives

In this course, students will be able to:

- Identify, analyze, and think about problems and ethics of **historical interpretation** and **historical inquiry** on an introductory level.
- **Judge** the **value** and **credibility** of various sources of historical information.
- Complete exercises and assignments that involve **research techniques** in history, including the **location** and **analysis** of printed and electronic **primary** and **secondary historical sources.**
- Employ written narratives with effective **topic sentences**, **evidence integration**, **citation format**, and other characteristics of writing style appropriate for the discipline of history (i.e., Chicago Manual of Style). Writing assignments will be spread over the entire semester.
- Complete one or more **short expository written essays** with a coherent argument supported by primary and secondary source evidence. The assignment will include multiple drafts.

Part 3: Course assignments

Students will meet the objectives listed above through a combination of the following activities. Details on rubrics, grading criteria, and assignment information are posted on the Canvas site. All deadlines are Pacific Time.

I. The Scaffold. The Scaffold consists of online assignments that help students think about, organize, and write the secondary and primary source papers. These assignments will vary in length and format. Satisfactory completion will usually result in 1 point (although some may be worth more). At the end of the semester all points will be added together to provide a percentage-based total Scaffold letter grade, e.g., two missed Scaffold points = 12/14 or 86%, B. **Scaffold assignments are due before 11:59 p.m. Sunday in each module until module 13, when they are due BEFORE 11:59 p.m. the day before each class meeting.**

II. Historical thinking exercises. These exercises are one or two short online assignments taken from the Salevouris/Furay workbook. Their format will vary, but each exercise will be worth around (but not always) 5-10 points per week; students will receive all points for satisfactory completion of the entire assignment. At the end of the semester all points will be added together to provide a percentage-based total historical thinking letter grade, e.g., four missed historical thinking points = 13/17 or 77%, C+. **Historical thinking exercises are due before 11:59 p.m. the day BEFORE each class meeting.** We will cover the exercises in class, so please also write the answers in the book.

III. Historical writing exercises. In all modules there will be online assignments taken from the Hacker/Sommer Macmillan Achieve website. The format will vary, but each exercise will be worth around (but not always) 10-30 points per week; students will normally receive all points for satisfactory completion of the entire assignment. At the end of the semester all points will be added together to provide a percentage-based total historical writing letter grade. **Historical writing exercises are due before 11:59 p.m. the day BEFORE each class meeting.**

IV. Attendance. Attendance is mandatory. Attendance will be graded using the standard percentage scale, e.g., two missed sessions = 13/15 or 87%, B+.

V. Secondary source essay. This assignment is a formal paper of at least 1,000 words (ca. 4 double-spaced pages) that includes **an argument supported by secondary source evidence**. It is centered EITHER around the topic (but NOT the documents) included in Appendix A of Salevouris/Furay ("Fur Trade on the Upper Missouri River") OR a topic of your choice made in consultation with the instructor.

VI. Primary source essay. This assignment is a formal paper of at least 1,000 words (ca. 4 double-spaced pages) that includes **an argument supported by the primary sources included in appendix A of Salevouris/Furay ("Fur Trade on the Upper Missouri River").** The specifics of this assignment are available on Canvas. The completion of this essay will involve several drafts with in-class review.

Part 4: Course schedule

Note: This schedule is a general outline. **All assignments and due dates are listed on the Canvas and Macmillan Achieve sites, not here.** Assignments must be completed **before** the class meeting. The instructor may add assignments or alter the schedule for special events. Changes will be communicated via Canvas.

Module 0 (read this material first). **Course information**.

Module 1 (August 31): **Introduction**. Read Salevouris/Furay, chapter 1; AHA 2016 Tuning Project; Hacker/Sommer, Orientation.

Module 2 (September 7): **History as reconstruction.** Read Salevouris/Furay, chapter 2; Hacker/Sommer, Writing in History (D7). Watch the video.

Module 3 (September 14): **Continuity, change, causality.** Read Salevouris/Furay, chapters 3, 4; Hacker/Sommer, Apostrophe (P4), Capitalization (P8), Comma Splice (G6).

Module 4 (September 21): **Context.** Read Salevouris/Furay, chapter 5, appendix A; Hacker/Sommer, Word Choice (W).

Module 5 (September 28): **Historiography.** Read Salevouris/Furay, chapters 8, 14; Hacker/Sommer, Thinking Like A Researcher (R1). Watch the video.

Module 6 (October 5): **Sources and evidence. Class meeting on October 5 cancelled. Watch the instructor video before Wednesday, October 4, 11:59 p.m. for attendance credit. Online work is due as usual.** Read Salevouris/Furay, chapters 10, 11; Hacker/Sommer, Thesis and Sources (CMS 1).

Module 7 (October 12): **Libraries.** Read Salevouris/Furay, chapter 7; Hacker/Sommer, Managing Information, Evaluating Sources (R2, R3).

Module 8 (October 19): **Interpretation.** Read Salevouris/Furay, chapter 12; Hacker/Sommer, Topic Sentences (C17).

Module 9 (October 26): **Writing about secondary sources.** Read Salevouris/Furay, chapter 6; Hacker/Sommer, Active, Interpretive, and Critical Reading.

Module 10 (November 2): **Citation and attribution.** Read Salevouris/Furay, 246-248, appendix B; Rael, "Presenting and Citing Quotations"; Hacker/Sommer, Citing Sources, Integrating Sources, Documenting Sources (CMS 2, 3, 4).

Module 11 (November 9): **Constructive feedback. Secondary source essay due before class** in the online drop box. Late papers will receive a full grade penalty. Read Rael, "Scholarly Voice"; Hacker/Sommer, Argument: Reasoning and Logical Fallacies.

Module 12 (November 16): **Writing for your reader.** Read Salevouris/Furay, chapter 13; Hacker/Sommer, Planning (C1).

Module 13: **Essay introduction. No class meeting on Thursday, November 22 due to the Thanksgiving holiday. Watch the instructor video before Wednesday, November 21, 11:59 p.m. for attendance credit. Online work is due as usual.** Read Hacker/Sommer, Drafting (C2, C3).

Module 14 (November 30): **Essay drafting.** Read Hacker/Sommer, Reviewing and Revising (C3).

Module 15 (December 7): **Essay drafting.** Read Hacker/Sommer, Manuscript Format (CMS 5).

Primary source essay due before 11:59 p.m. Thursday, December 14, in the online drop box. Final deadline for all essays (no late papers).

Important policies: Course deadlines are enforced by Canvas and cannot be extended for any reason. Keep copies of all your work on a hard drive, flash drive, or paper in the event of a computer malfunction or other technical problem.

Part 5: Grading policy

Graded course activities

The course grade will be based on the average grade for each activity category. Each category will be combined using this weighting:

Category	Assignment	% of course grade
I	The Scaffold	15
II	Historical thinking exercises	15
III	Historical writing exercises	15
IV	Attendance	15
V	Secondary source essay	20
VI	Primary source essay	20

Note: To pass the class, students must demonstrate passing competence (60% or above) attempted in 60% or more of assignments within categories AND in 60% or more of all categories. In this class, then, students who fail more than two categories will fail the course.

Late work

Be sure to pay close attention to deadlines as **there will be no makeups for online work after each module closes for any reason.** To be fair to students who work hard to make deadlines, late essays will receive a full letter grade penalty. **No other assignments will be accepted late.** Late essays will normally

be graded at the end of the semester, not when submitted, except upon request by the student directly to the instructor.

These late policies will be in force also for foreseeable scheduled power outages, COVID-19 physical distancing regulations, travel, and work schedule changes. Students are expected to be aware of technical and social limits that may impact their area of residence and to plan around them by completing work in advance and notifying the instructor.

Viewing grades in Canvas

Marks received for graded activities will be posted in the Canvas grade book. The instructor will update the online grades each time a grading session has been complete (typically 7 days after the completion of an activity).

Letter grade assignment

Grades for essays are given as letter grades, averaged together in a 12-point system. Grades for other assignments are given as letter grades based on a standard percentage scale. All are computed and rounded by Canvas or Excel. Missing work will be scored as 0.

Letter grade earned	Points used in calculation	Percentage equivalent	GPA equivalent	Standard
A	12	93-100	4.0	Excellent work
A-	11	90-92	3.7	Nearly excellent work
B+	10	87-89	3.3	Very good work
B	9	83-86	3.0	Good work
B-	8	80-82	2.7	Mostly good work
C+	7	77-79	2.3	Above average work
C	6	73-76	2.0	Average work
C-	5	70-72	1.7	Mostly average work
D+	4	67-69	1.3	Below average work
D	3	63-67	1.0	Poor work
D-	2	60-62	0.7	Very poor work
F	1	Below 60	0.0	Failing work

| F | 0 | 0 | 0.0 | Not attempted |

Part 6: Course policies

Build rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Complete assignments

All assignments for this course will be submitted electronically through Canvas. Assignments must be submitted by the given deadline. Late or missing assignments will impact the student's grade.

Understand when you may drop this course

It is the student's responsibility to understand when they need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include documented and significant change in work hours, leaving student unable to attend class, or documented and severe physical or mental illness or injury to the student or student's family.

Incomplete policy

Under emergency or special circumstances students may petition for an incomplete grade. Incompletes will not be given except for a documented emergency that prevents completion of the final assignments (missing online work is not eligible).

Communication policy

The instructor monitors email daily and will respond when contacted with questions. Normally a response should come immediately, but students should wait at least 24 hours before sending follow-up communications. The instructor will normally give feedback on assignments only through Canvas course rubrics but is happy to provide more personalized feedback by email, Zoom, or in person.

Part 7: Commit to integrity

By taking this class you agree to abide by the guidelines described in this syllabus and on the academic honesty page available on the Canvas site.

Students must respect the intellectual property of others in this class. Make sure to cite sources of other people's ideas; do not pass them off as your own. Copying

from other students, assigned course work, or outside web sites without quotation and attribution will be treated as plagiarism and dealt with according to university policy. Students who plagiarize will be warned and receive an F for that assignment. On the second infraction, the student will receive an F for the course.

Turnitin tool

Consistent with Sacramento State's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a "similarity score." The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work.

Sac State's academic honesty policy & procedures

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades."

Definitions (from the Sacramento State University Library)

At Sac State, "**cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means." For clarity, "**plagiarism is a form of cheating,**" defined by the university as "the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution."

The use of artificial intelligence to complete assignments without instructor permission is considered by the university to be academic dishonesty. Any work determined to be AI generated in this class will be treated as the equivalent of plagiarism according to the policies in this syllabus.

Read more about Sac State's [Academic Honesty Policy & Procedures.](#)