

Preparing Historians Seminar

Syllabus

Meeting Time: **Thursdays 5:30pm – 8:20pm**

Meeting Room: PY 202

Office: OD 234

Spring 2023

Midwestern State University

Instructor: Dr. “R” or Dr. Rattanasengchanh

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Office Hours:

Subject to change

Introduction:

When I was in graduate school, no one taught me how to be a historian, I had to learn on my own. I learned through a lot of trial and error and some of the mistakes were very painful. This course is to prepare you for the things that historians do. You will be given examples of some ways to do the things that historians do – the ideas and examples provided are not “gospel” or the only one. As you open your mind to other ways of being a historian or doing what professionals in some vocations do, you will be more prepared for the world after your Master’s program.

Some of the things historians do include teaching, research, grant proposals, and job searches. Even if you are not planning on going into academia, many of the assignments and principles discussed will apply. As a Masters student, you also have the opportunity to teach a class at MSU and thus other aspects of this course will prepare you for that as well.

Objectives:

The objectives are listed in the Assignments section.

Readings:

1. All readings will be in D2L
2. Instructions/Templates will be found in D2L

Assignments:

1. Resume/CV: (15%)
 - a. This will be specific to outside academia or graduate school program
2. Statement of Purpose/Cover Letter: (15%)
 - a. This will be specific to a job or graduate school program
3. Syllabus: (10%)
 - a. This will be specific to US History – teaching at MSU
4. Lecture for US History Topic (15%)
 - a. Pick a topic from either first or second half US History
 - b. Deliver to the class ~ 50 minutes
5. Sample Writing Assignment for class (10%)
 - a. Instructions
 - b. Rubric/Template

6. Sample Exam (10%)
 - a. Midterm or Final exam for US History course
7. Sample Grant/Fellowship Proposal (10%)
 - a. Find an archive that you would to go to for your research (a possible one/hypothetical)

Other Policies

- Work outside of school, extracurricular activities, and having a number of assignments due in the same week or on the same day are not acceptable reasons for handing work in late.
- DEATH OF IMMEDIATE FAMILY MEMBERS, WITH DOCUMENTATION, WILL BE APPROVED. ILLNESS MUST HAVE DOCTOR'S NOTE in order to make-up assignments but this is still up to the discretion of the professor.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

MSU Attendance Policy

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Academic Dishonesty

The following constitutes plagiarism: "the use, deliberate or not, of any outside source without proper acknowledgment. While the work of others often constitutes a necessary resource for academic research, such work must be properly used and credited to the original author. This principle applies to professional scholars as

well as to students. All work that students submit or present as part of course assignments or requirements must be their own original work. When students use the specific thoughts, ideas, writings, or expressions of others, they must accompany each instance of use with some form of attribution to the source. Direct quotes from any source (including the Internet) must be placed in quotation marks...and be accompanied by an appropriate citation.” Plagiarism will result in the offender receiving zero in the course.

FIRST TIME WILL BE A WARNING WITH A 0/ZERO on the assignment.
SECOND TIME WILL BE A 0/ZERO on the assignment, FAIL CLASS, AND REPORT TO STUDENT LIFE. **LAST SEMESTER SEVERAL ONLINE STUDENTS WERE CAUGHT FOR PLAGIARISM AND CHEATING ON THE EXAM – zero tolerance.**

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Accommodation

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to <http://www.mwsu.edu/student-life/disability>.

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Student Handbook

Refer to: [Student Handbook 2017-18](#)

Grading Scale: below is the scale I will use:

92-100%=A

90-91%=A-

A=excellent

B=good

87-89%=B+
 82-86%=B
 79-81%=B-
 77-78%=C+
 72-76%=C
 69-71%=C-
 67-68%=D+
 62-66%=D
 59-61%=D-
 0-58%=F

C=average
 D=below average
 F=poor

Date	Topics	Assignment
January 19, Thursday	1. Introduction 2. Resume/CV	
January 26, Thursday	No Class	1. Resume/CV due Thursday by 11:59pm
February 2, Thursday	1. Statement of Purpose/Cover Letter	
February 9, Thursday		1. Statement of Purpose/Cover Letter due Thursday by 11:59pm
February 16, Thursday	No Class	
February 23, Thursday	1. Syllabus	
March 2, Thursday	No Class	1. Syllabus due Thursday by 11:59pm
March 9, Thursday	1. Sample Writing Assignment 2. Sample Exam	
March 13-18 Spring Break	No Class	1. Sample Writing Assignment and Sample Exam due Thursday by 11:59pm
March 23, Thursday	1. Grant/Fellowship Proposal	
March 30, Thursday	1. Lecture for US History Topic	1. Grant/Fellowship Proposal due Thursday by 11:59pm

Holiday Break April 5-9	No Class	1. Prepare to Present Lecture on April 13, 20, & 27
April 13, Thursday	1. Students Present Lecture	Nothing due
April 20, Thursday	1. Students Present Lecture	Nothing due
April 27, Thursday	1. Students Present Lecture	Nothing due
May 4, Thursday	No Class	Nothing due