

HIST 209C. Research and Writing in World History.

Fall 2024 ver. 8-22-24

Part 1: Course information

Time and place: In person Thursdays 6-8:50 p.m. in ARC 1008.

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

Research seminar in fields of special interest in the history of regions outside the U.S. Topics will be announced each semester.

Registration details

Graded: Graded Student.

Units: 3.0.

Prerequisite: Classified status in History or instructor permission.

GE area: None.

Textbooks and course materials

All materials are provided free via Canvas. The main text is Patrick Rael, "Reading, Writing, and Researching for History: A Guide for College Students" (2004).

Course technology requirements

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.

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.

Please do NOT use Google Docs OR portable devices as word processors in this course. The history profession uses Microsoft Word for its robust tools, especially footnotes. Google Docs often does not format footnotes correctly, and it is good to practice using the industry standard. **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 and more."

For technical questions about Canvas, please:

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

The use of artificial intelligence to complete assignments without instructor permission is considered by the university to be academic dishonesty. The goal of an education is not to complete assignments but to learn. Learning involves direct engagement with material and practice. Anything that prevents students from engagement and practice (such as plagiarism, buying a paper from someone else, or using AI to write papers) does not contribute to learning but in fact undermines it. Any work determined to be AI generated in this class will therefore be treated as the equivalent of plagiarism according to the policies in this syllabus. However, spelling and grammar checkers that do not write or rewrite papers are allowed.

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.

Disability Access Center (DAC)

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 the [Disability Access Center \(DAC\)](#) to discuss eligibility. A current accommodation letter from DAC 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 follow the [Hornet honor code](#). Students will:

- Promote an inclusive campus and community.
- Listen and respect each other's thoughts, interests, and views.
- Value diversity and learn from one another.
- Engage daily with mutual trust, care, and integrity.
- Support a culture of honor and adhere to campus policies for honesty, ethics, and conduct.
- Be proud to be Sac State Hornets.

Part 2: Course objectives

In this course, students will be able to:

- Develop skills necessary for professional development and advanced study in history, especially skills that involve book analysis, historical writing, and primary source research.
- Complete a major research paper that is a substantive analysis of primary sources.
- Practice appropriate standards for discussion and participation in a formal history seminar.

Part 3: Course assignments

Students will meet these objectives through a combination of these course activities. Detailed information about these assignments is posted on the course Canvas site.

I. Classroom attendance. For each class meeting, students will receive 1 point for attendance and 0 points for non-attendance. Points will be summed and scored using the standard percentage scale, e.g., two missed sessions = 13/15 or 87%, B+. **No late work accepted.**

II. Research development tasks. The research development tasks develop skills needed to complete the research paper. Each task is worth around (but not always) 5-10 points per week; students will receive all points for satisfactory completion of the entire assignment. Tasks include primary source abstracts, rough drafts, short responses, individual responses to drafts and presentations, and so on. **Note that multiples tasks are assigned each week.** All points will be summed to provide a percentage-based research development task category grade. **Post this assignment in MS Word format to the Canvas assignment tool before 11:59 p.m. SUNDAY before each class (unless otherwise indicated). In some cases, the deadline may be on Wednesday (as indicated), or you may be required to bring a laptop to class to complete the task. As this assignment is scaffolded, no late work is accepted.**

III. Annotated bibliography for secondary sources. Secondary source and bibliography development tasks worth around (but not always) 5-10 points per week; students will receive all points for satisfactory completion of the entire assignment. All points will be summed to provide a percentage-based bibliography category grade. **Post this assignment in MS Word format to the Canvas assignment tool before 11:59 p.m. SUNDAY before each class. As this assignment is scaffolded, no late work is accepted.**

IV. Research journal. The journal is a portfolio of the ideas and the problems encountered while conducting the research project. Research journal entries are expected to be serious attempts to summarize and interrogate the research process. If kept conscientiously, the journal can be the easiest and most rewarding assignment in this class. Its purpose is to maximize communication between student and teacher as well as between student and study material. To receive full credit each entry must address both of the following areas weekly:

1. A narrative summary or commentary about your research progress for the preceding week (**at least 150 words** required per week for credit).
2. A list of problems encountered, questions, or hypotheses about the research topic OR the research process (**at least three substantial** problems, questions, or hypothetical arguments per week for credit).

Post this assignment in MS Word format to the Canvas assignment tool before 11:59 p.m. WEDNESDAY before each class. All points will be summed to provide a percentage-based research journal category grade. **As this assignment is scaffolded, no late work is accepted.**

V. Presentation. An individual oral presentation (ca. 30 minutes) about your research project that includes a formal, structured presentation and informal class discussion. The purpose of the presentation is to use the collective resources of your seminar colleagues to focus and polish your ideas for the final paper. Although not heavily weighted in the course grade, **the presentation is an integral part of the course.** **Failure to complete it will result in failure of the course.**

VI. Research proposal. A 1000-1250 word (ca. 4-5 double-spaced pages) formal research proposal. The purpose of this assignment is to describe the topic of your research paper and discuss its background, historiography, and primary sources. **Late papers will receive a full grade penalty.**

VII. Research paper. A (roughly) 6250 word (ca. 25 double-spaced pages) formal academic research paper with an original thesis based on a substantive analysis of primary sources. The purpose of this assignment is to prepare a paper suitable for submission to a professional journal, e.g., *Clio*, the Sac State student history journal. Late papers not accepted. The research paper is an integral part of the course. **Failure to complete it will result in failure of the course.**

Part 4: Course schedule

Note: This schedule is a general outline. **All assignments and due dates are listed on the Canvas site, 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 and use as a reference). **Course information.**

Week 1 (August 29): **Introduction.** Read Rael, parts 1 and 9. Assignments: **bring a printed research paper to class.**

Week 2 (September 5): **Developing a topic.** Read Rael, part 4. Assignments: research journal, primary source abstracts, annotated bibliography, **primary source exercise (China), statement of topic.**

Week 3 (September 12): **Finding sources.** Read Rael, part 2. Assignments: research journal, primary source abstracts, annotated bibliography, **secondary source exercise (China).**

Week 4 (September 19): **Developing ideas and arguments.** Read Rael, part 3. Assignments: research journal, primary source abstracts, annotated bibliography, **statement of primary sources.**

Week 5 (September 26): **Preparing formal proposals. Historical writing.** Read Rael, part 8. Assignments: research journal, primary source abstracts, annotated bibliography.

Week 6 (October 3): **No class meeting. Individual conferences with instructor in Tahoe 3092.** Read Rael, part 6. Assignments: research journal, primary source abstracts, annotated bibliography.

Week 7 (October 10): **No class meeting. Research proposal due.** Assignments: research journal, primary source abstracts, annotated bibliography.

Week 8 (October 17): **Organization: paper, paragraph, sentence.** Read Rael, part 5. Assignments: research journal, primary source abstracts, annotated bibliography.

Week 9 (October 24): **Drafting. Presentation schedule/prep.** Read Rael, parts 7 and 8. Assignments: research journal, primary source abstracts, annotated bibliography.

Week 10 (October 31): **No class meeting. Individual conferences with instructor in Tahoe 3092.** Assignments: research journal, primary source abstracts, annotated bibliography.

Week 11 (November 7): **Citation.** Assignments: research journal, primary source abstracts, annotated bibliography.

Weeks 12-15: **Research paper rough draft and presentation due TBD.** Assignments: research journal (every week), primary source abstracts (every week), annotated bibliography (weeks 12-13), **research paper draft** (rolling deadline with individual presentation), **final secondary source bibliography** (week 15).

Research paper due before 11:59 p.m. Thursday, December 12, in the online drop box. Final deadline for all late work.

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 computer malfunction or other technical problem.

Part 5: Grading policy

Graded course activities

The final course grade will be based on the average grade for each activity category. Missing work will be scored as 0. Each category will be combined using this weighting:

Category	Assignment	% of course grade
I	Classroom attendance	10
II	Research development tasks	10
III	Annotated bibliography	10
IV	Research journal	10
V	Presentation	10
VI	Research proposal	10
VII	Research paper	40

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 three categories will fail the course. Students must complete the presentation and pass the research paper to pass the class.

Late work

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

This class does not use the Canvas gradebook for calculations. Grades and student progress indicators are calculated in an Excel spreadsheet and uploaded by the instructor. They can be viewed in the Canvas gradebook or Canvas assignments section (**click "View By Type"**). **For information see the week 0 module.** The instructor will update the online grades each time a grading session has been complete (typically 7 days after the completion of an activity but often quicker).

Letter grade assignment

Grades for most work are given as letter grades, calculated and averaged using a 12-point system. Some assignments may be graded on a percentage basis. 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

Formal written essays are reviewed using the Canvas Turnitin tool for writing feedback and originality check purposes.

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.

Students should submit essays to Turnitin assignments without identifying information included in the paper (e.g., name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin.

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](#).