

ANNOUNCEMENTS FOR
Historical Methods
History 3000-01
T: 2:00 – 4:30
CRN 80027

Prerequisites: at least a “C” in both History 2111 & 2112
Students may not take this course more than 3 times without the permission of the department chairman.

Dr. Carol W. Melton
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Office: 316 Jones Building
Tel: (478) 471-5749
Classroom: Jones 123
Office Hours: Office Hours : M: 12:15 – 1:30
T: 4:00- 5:30
W: 12:15- 2:00 and 4:30- 5:30
TR: 2:00 - 5:30
AND BY APPOINTMENT

Required Readings:

Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*. 7th edition.

William Strunk, Jr. and E.B. White, *The Elements of Style*

Course Description and Objectives: This course explores the different types of evidence historians use to reconstruct the past, and the methods of analysis for each type. Coverage will include the uses and limitations of each type of evidence, the contests within which different methods are appropriate, the borrowing of methods of analysis from other disciplines, and the development of historical synthesis. Particular emphasis will be placed on the professional integrity and ethical use of evidence.

This course is also designed to teach the skills necessary for researching and writing history. These include: finding, evaluating and using sources; analyzing and organizing information; creating a clear thesis and argument; using standard grammar and punctuation and proper citation methods to document your work.

By the end of this course the successful student should:

- 1) Possess substantial knowledge of the facts presented in this course.
- 2) Understand the principles of historical research
- 3) Be able to convey information clearly in writing.

Papers:

Each student will submit a paper based on his own research on an approved topic of his choice. The paper must be typed and turned in on the assigned date. N.B. For each day or portion thereof, that the paper is late – regardless of the reason - the instructor will reduce

the grade by 10 points. Papers should be properly documented using the Turabian/Chicago Manual of Style citation method. Failure to do so will result in an automatic deduction of 20 points from the paper grade.

Class Attendance and Performance:

Students' regular attendance is required. Any student who misses more than 2 classes will suffer the reduction of a letter grade on the final grade. The instructor will accept no excuse for a 3rd or higher absence, therefore, she urges students to hold some of their allotted absences in reserve for unforeseen circumstances. The instructor endeavors to begin class punctually. If a student is not in his seat at the beginning of class, the student will be considered tardy. Two tardies equal one absence. If you anticipate that you may be late due to scheduling or some other reason, please notify the instructor beforehand.

Examinations:

There will be two examinations in this class, both are mandatory. There will be no makeup examinations given. In the event of a documented emergency one missed examination grade may be dropped.

As a Middle Georgia State College student and as a student in this class, you are responsible for reading, understanding, and abiding by the MGSC Student Code of Conduct. The Student Code of Conduct is included in the MGSC Student Handbook and is available online at

http://www.mga.edu/student-affairs/docs/MGSC_Student_Handbook.pdf

Examinations and other assignments should always be your own work. Plagiarism or cheating will be punished by an F in the course and other sanctions may be imposed by the college. Please read your handbook carefully to make sure that you understand these concepts, or ask the instructor if you have any questions.

Class Participation:

The instructor expects and encourages student participation and comment in class. Good class participation requires that students keep current in their reading assignments. A student's lack of participation will not reduce his final grade, but informed participation will result in an upward adjustment.

Grading system:

- 100-90 – A
- 89.9-80 - B
- 79.9-70 – C
- 69.9-60 – D
- 59.9 or below – F

History Research Paper and related assignments 50%

Exam 1- 25%

Exam 2 – 25%

Disability Accommodations: Disability Accommodation: Students seeking academic accommodations for a special need must contact Middle Georgia State College Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023.

Students may also visit the Disability Services Office in room 266 of the Student Life Center on the Macon Campus or in Sanford Hall on the Cochran Campus.

Electronic Policy:

Computers are permitted for note taking purposes only. Any other use: surfing, emailing, texting, social networking etc. will result in all computers being banned from the classroom. Phones, iPods and other devices should be turned off and stored. In case of a family emergency please see the instructor for permission to leave your phone on during class. No devices may be on or visible during examinations. Failure to abide by these policies may result in dismissal from the class.

Please seek me out if you have any problems or concerns about the class.