

HIS 4971 History Honors Workshop

Fall 2022

Wednesdays / Thursdays, Periods 7-9 (1:55-4:55 PM)

Instructor: Dr. Sandy F. Chang

Graduate Assistant: Jeffrey Jones

Contact information

Dr. Sandy F. Chang Keene-Flint 234 sandychang@ufl.edu Office hours: Wednesdays, 11:30AM - 1:30PM & by appointment	Jeffrey Jones Keene-Flint 223 Jeffrey.jones@ufl.edu Office hours: Thursdays, 10:00AM-12:00PM & by appointment
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Course Description

The History Honor Workshop is designed to assist honors students with all phases of the senior thesis, including project design, research, writing, oral presentation, and professional development. Students complete a series of assignments that build towards a preliminary draft of a thesis chapter. The workshop seeks to provide an environment that balances independent, student-driven work with collaboration and support.

Course Objectives

Students participating in the History Honors Workshop will:

- i) make steady progress on their individual thesis projects
- ii) hone their research skills
- iii) improve their critical thinking and writing skills
- iv) have the opportunity to present their work, both informally and formally
- v) benefit from belonging to a community of scholars

Course Materials

All reading materials are on PDFs and available through Canvas.

This class uses Canvas, a Web-based course management with password-protected access at <http://elearning.ufl.edu/>. Readings will be posted under the Modules section. Class announcements will also be posted online. It will be your responsibility to check the website frequently to make sure you are updated on the course work.

Assignments (Detailed Guidelines Available on Canvas)

	Due Date
Proposal Re-write (5%)	8/30 OR 8/31
Primary Source Analysis (10%)	9/16
Secondary Source Critique (10%)	9/21
Annotated Bibliography (10%)	10/14
Prospectus (15%)	10/21
Draft Introduction / Chapter (20%)	12/5

Participation / In-class Activities (20%)	
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*All assignments are due on Canvas by 5 PM unless otherwise specified

Grading

All assignments will be graded according to the following criteria:

- On-time submission
- Thoroughness and attention to detail
- Level of analysis and engagement with thesis material
- Writing (clarity of expression, organization, grammar, etc.)

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](#).

Course Schedule

Date	Topics / Activity	Assignments / Deadlines
Week 1 Aug 24/25	Course Overview -introductions -honing your research elevator pitch	Sign up for individual meetings with instructor for Week 2.
Week 2 Aug 31 / Sep 1	Individual Meetings (by appointment) *No class this week -Meet with instructor during office hours to discuss revised proposals	DUE: Revised Proposals *Submit revised proposals on Canvas by 5PM the day before your meeting
Week 3 Sep 7/8	Finding and Organizing Sources -Class meeting with Librarian from Special Collections -Identifying primary and secondary sources -How to organize and manage sources	
Week 4 Sep 14/15	Primary Sources -Analyzing and writing about primary sources: possibilities, challenges, and obstacles	Bring a draft analysis (1-2 page) of a primary source to class DUE: Primary Source Analysis *Submit via Canvas by 5 PM on 9/16

Week 5 Sep 21/22	Secondary Sources -Understanding historiography and the purpose of literature reviews -Engaging in active reading -Evaluating scholarly sources	Bring a draft analysis (1-2 page) of the historiography relevant to your thesis topic DUE: Secondary Source Critique *Submit via Canvas by 5 PM on 9/23
Week 6 Sep 28/29	Model Theses -Examination and discussion of model theses -How to write an abstract -Work on annotated bibliography	
Week 7 Oct 5/6	Research/Writing Week *No Class	Work on annotated bibliography
Week 8 Oct 12/13	Writing a Prospectus -Purpose and design of prospectus	DUE: Annotated Bibliography *Submit via Canvas by 5 PM on 10/14
Week 9 Oct 19/20	Individual Meetings (by appointment) *No Class this week -Meet with Instructor / Graduate Assistant to discuss progress -Bring a draft of prospectus for discussion	DUE: Prospectus *Submit via Canvas by 5 PM on 10/21
Week 10 Oct 26/27	Writing Workshop TBA	
Week 11 Nov 2/3	Writing Workshop -Peer Review -Revisions	Bring a draft of introduction / chapter (3-5 pages) to workshop for peer review
Week 12 Nov 9/10	Research/Writing Week *No Class	
Week 13 Nov 16/17	Oral Presentations -how to give effective oral presentations -structuring conference presentations -handling Q&A	Come prepared to give a 5-minute oral presentation of your thesis.
Week 14	Thanksgiving *No Class	

Nov 23/24	-Eat, Rest, Recharge!	
Week 15 Nov 30 / Dec 1	Final Discussion / Writing Workshop -Establishing a timetable for spring -Monitoring thesis progress -Maintaining momentum until the end	DUE: Draft Thesis Introduction or Chapter *Submit via Canvas by 5 PM on 12/5

Course Policies & Resources

Attendance and Participation

A thesis workshop is most rewarding when students interact with the readings, each other, and the instructor in a sustained and engaged manner. The success of our class and fulfillment of your learning objectives depends on your regular attendance, participation, and contribution. You are permitted one “personal day” or discretionary, unexcused absence. Additional absences will impact your final grade.

Deadlines

Late assignments will be marked down by a grade fraction for each 24-hour period beyond the due date and time. Assignments that are more than 72 hours late will not be accepted. Exemptions will be allowed for serious illnesses, family emergencies, and university-approved functions, but students must notify me *before* the deadline. In cases of unforeseen emergencies, please get in touch with me as soon as possible after your absence. For more on policies related to make-up exams and assignments, please visit:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Communication

I will send important reminders and announcements via email to your UF account. It is your responsibility to check your account regularly to stay up to date. Students are also very welcome to email me at sandychang@ufl.edu. Please note that I will respond to every student’s email within 24 hours during weekdays. I do not check emails regularly on weekends (from Friday, 6 PM to Monday, 8 AM), so please plan accordingly.

I highly encourage students to come to my office hours. I am available for discussions about assignments, readings, course content, graduate school applications, or any other relevant topics.

Academic Integrity

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-honorcode/>) 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.

Accommodations for Students with Disabilities

Please do not hesitate to contact the instructor during the semester if you have any individual concerns or issues that need to be discussed. 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 for information about available resources for students with disabilities.

<https://disability.ufl.edu>

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available from the [Gatorevals website](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via the [evaluation system](#). Summaries of course evaluation results are available to students at the [public results website](#).

U Matter, We Care

Your well-being during these uncertain times is of utmost importance to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. In case of emergency, call 9-1-1.

Covid-19 Guidelines

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones. If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit one.uf for screening / testing and vaccination opportunities. If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated. As with any excused absences, you will be given a reasonable amount of time to make up work.