

HIS 4971 History Honors Workshop

Fall 2025

Tuesdays / Wednesdays, Period 8-10 (3:00-6:00 PM)

Instructor: Dr. Sandy F. Chang

Graduate Assistant: Danielle Barrientos (PhD candidate)

Contact information

Dr. Sandy F. Chang Keene-Flint 234 Sandychang@ufl.edu Office hours: Wednesdays, 12:30-2:30PM & by appointment (Zoom)	Danielle Barrientos Keene-Flint 223 Dbarrientos13@ufl.edu Office hours: Tuesdays, 12:30-2:30 PM & by appointment (Zoom)
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Course Description

The History Honors 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 provides 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) present their work, both informally and formally
- v) benefit from belonging to a community of engaged 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 (10%)	9/1 OR 9/2
Primary Source Analysis (10%)	9/19
Secondary Source Critique (10%)	9/26
Annotated Bibliography (10%)	10/17
Prospectus (15%)	10/24
Draft Introduction / Chapter (25%)	12/2 OR 12/3*

Participation / In-class Activities (20%)	
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*All assignments are due on Canvas by 5 PM unless otherwise specified. The final draft chapter will be due in-class. Please submit a hardcopy.

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
- ☐ Thoughtful incorporation of feedback from peers / instructors
- ☐ 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 & Activities	Assignments & Deadlines
Week 1 Aug 26/27	Course Overview -Introductions -Honing your research elevator pitch	Sign up for individual meetings with instructor/TA for Week 2.
Week 2 Sep 2 / Sep 3	Individual Meetings (by appointment) *No class this week -Meet with instructor / graduate assistant 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 9/10	Finding and Organizing Sources -Class meeting with Librarian from Special Collections (location TBD) -Identifying primary and secondary sources -How to organize and manage sources (Zotereo workshop with Danielle)	

Week 4 Sep 16/17	Primary Sources -Identifying, analyzing and writing about primary sources: possibilities, challenges, and obstacles -Mini-lecture on thinking with primary sources -Peer-review workshop	Bring a draft analysis (1-2 page) of a primary source to class DUE: Primary Source Analysis *Submit via Canvas by <u>5 PM on 9/19</u>
Week 5 Sep 23/24	Secondary Sources -Understanding historiography and the purpose of literature reviews -Engaging in active reading -Evaluating scholarly sources -Techniques on how to join a scholarly conversation -Peer-review workshop	Bring a draft analysis (1-2 page) of the historiography relevant to your thesis topic DUE: Secondary Source Critique *Submit via Canvas by <u>5 PM on 9/26</u>
Week 6 Sep 30/Oct 1	Model Theses -Examination and discussion of two model theses -How to write an abstract -Preparing an annotated bibliography	Read the two model theses (posted on Canvas) <i>before</i> class
Week 7 Oct 7/8	Writing a Prospectus -Purpose and design of prospectus -Writing workshop	Continue working on annotated bibliography & prospectus
Week 8 Oct 14/15	Individual Meetings (by appointment) *No Class this week -Meet with Instructor / Graduate Assistant to discuss progress -Bring a current draft of prospectus for discussion	DUE: Annotated Bibliography *Submit via Canvas by <u>5 PM on 10/17</u>
Week 9 Oct 21/22	Research & Writing Week *No Class this week	DUE: Prospectus *Submit via Canvas by <u>5 PM on 10/24</u>
Week 10 Oct 28/29	Writing Workshop Topic: TBA	
Week 11 Nov 4/5	Writing Workshop -Peer-review workshop -How to tackle revisions	Bring a draft of introduction / chapter (3-5 pages) to workshop for peer review
Week 12 Nov 11/12	Research/Writing Week *No Class	

Week 13 Nov 18/19	Oral Presentations -How to give effective oral presentations -Structuring conference presentations -Handling audience Q&A	Come prepared to give a 5-minute oral presentation of your thesis.
Week 14 Nov 25/26	Thanksgiving *No Class -Eat, Rest, Recharge!	
Week 15 Dec 2/3	Final Discussion -Establishing a timetable for spring -Monitoring thesis progress -Maintaining momentum until the end	DUE: Draft Thesis Introduction or Chapter *Submit hardcopy <u>in-class</u>

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 unauthorized 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 or the graduate assistant at dbarrientos13@ufl.edu. Please note that we will respond to every student’s email within 24 hours during weekdays. We 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 our office hours. We are 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.

Artificial Intelligence

During the semester, we will discuss the ethics and implications of the use of AI such as ChatGPT in the humanities. You are required to discuss any plans to use AI with the instructor in advance of assignment submissions. This includes, but is not limited to using AI for translation, writing, analysis, generating citations, and producing outlines. It is up to the discretion of the instructor whether to grant permission for the use of AI for the stated purposes. Failure to abide by this policy will result in academic honor code violations, failing the assignment, or failing the class.

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.