Email is ALWAYS the best way to reach me. I usually stop checking my email around 6pm on weekdays; I check it rarely on weekends. During the week, I respond to all emails within 24 hours (usually much sooner). On the weekends or during holiday breaks, it may take 48 hours or longer. If I have not responded to an email (during the week) within 24 hours, please email me again. It’s not nagging. Also, if you discuss something with me right after class, please always send a follow up email!

A FEW NOTES ON EMAIL ETIQUETTE

1) Please include something in your subject line to give me an idea of what the email is going to be about. Something like “Question about Document 3.1” or “Question about My Grade on Exam 2” is very helpful.

2) Please include a proper introduction in the initial email of a correspondence: “Dear Dr. Gram,” “Hi Dr. Gram,” etc. Remember, emails between professors and students are almost always professional communications. “Hey!” or “Hello!” by themselves are not sufficient greetings in a professional setting. This is good practice for the kinds of emails you will send out in the professional world after graduation—whether to bosses, co-workers, or clients.

3) In the first sentence of your email, please include your name, your class, AND your section. This will help me to look up any information I might need to answer your question more quickly. Something like “This is Bob McBobberstein in your HIST 122-004 class” saves me quite a bit of hassle in answering your question.

4) Please make sure that your question has not already been answered elsewhere. “What did I miss in class today?” “When is such-and-such due?” “What is the reading for class on Monday?” All of these common questions are clearly answered in the syllabus.
5) Please do not email to ask if something has been graded yet. My goal is always to get assignments graded and returned to you within two weeks or less. If I am not going to make that deadline, I will let you know. Otherwise, if the grade is not on Blackboard yet, it’s not graded.

WHAT WILL THIS CLASS LOOK LIKE IF WE HAVE TO GO ONLINE?

We will NOT have live classes. If we have to go virtual, it will mean that there may suddenly be many more changes to your life: work schedule, child care, times of the day that you have computer and internet access, etc. Therefore, I do not believe it is reasonable to assume that you will always be free at the time our class meets now. Since we meet less frequently as the semester goes on, this interruption will not have a significant effect on our class time. I will simply provide instruction through files uploaded to Blackboard. This will consist mainly of power point slides with audio recordings, but it may include other supplemental materials to make up for the lost class time together, as well.

You WILL need to have consistent internet access. We will continue to submit assignments through blackboard, and blackboard is also how I will deliver course material to you. That said, I will try to make any internet requirement for the course as low-tech as possible.

Assignment due dates and details MAY change. Any changes would be designed to make the course easier to complete in the online format. I would not make the course harder, nor would I add additional work to just keep you “busy.” Due dates would not be moved up; if they changed, it would only be to give you more time to complete assignments, if I think that is necessary.

Office hours MAY change, but I will DEFINITELY still have them. I will continue to make myself accessible to you through the week, most likely through Zoom appointments. My “virtual office hours” may not be the same as those at the beginning of the semester, but I will make sure that I am available to you the same number of hours throughout the week.

STATEMENT ON REQUIRED FACE COVERING

In accord with the MSU Mask and Face Covering policy (https://www.missouristate.edu/Coronavirus/masking-policy.htm), Greene County Health Department (https://www.springfieldmo.gov/5140/Masks-and-Face-Coverings), and the Springfield City Ordinance (https://www.springfieldmo.gov/AgendaCenter/ViewFile/Item/14780?fileID=203417), masks or face coverings must be worn at all times during a traditional (seated) class. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in
accordance with the Centers for Disease Control and Prevention (CDC) guidelines
(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-
coverings.html). Face shields are not considered masks or face coverings for purposes of this
requirement. **Students who cannot wear a mask or face covering due to a disability must
contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/) to
initiate the interactive accommodation process.**

In the absence of an approved accommodation, a student’s refusal to wear a mask or face
covering will be considered a classroom disruption, consistent with Op3.04-11 Class
Disruption, and may result in the student being administratively dropped from the class
section.

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**A NOTE ON ACADEMIC DISHONESTY:**
I do not tolerate cheating in my course. The most common forms of cheating I see are: using
prohibited sources on assignments, copying other students’ assignments, and plagiarism –
usually, but not always, in the form of representing someone else’s work or ideas as your own.
This list is not exhaustive, and you are responsible for being familiar with MSU’s Academic
Dishonesty Policy (see information below in syllabus).

You are all adults now, and I will hold you to adult standards. If I suspect academic dishonesty
has occurred, I will certainly give you a chance to explain your side. However, if I still believe
cheating has occurred, I will report it to the university -- as I am required to do. **You will most
likely automatically receive a zero on any assignment where I believe cheating took place.**
You will have no opportunity to make up the work or improve that grade. If it is a particularly
egregious example of cheating, the first time you are caught may have additional
consequences. If you are caught cheating a second time, you will most likely automatically
fail the course – probably with an XF (yes, this has happened multiple times before). The
University provides you an opportunity to protest an accusation of academic dishonesty.
Hopefully, I will never have a need to discuss this process with any of you, but we will certainly
go over this as part of discussing any alleged incident of cheating.

**MANDATORY ATTENDANCE POLICY:**
*Please Note: If you have to be quarantined because of Covid, or if we have to go online for a
portion of the semester, I will adjust this policy accordingly.*

**We do not meet every class period this semester!** That means that when we do meet, it is
essential that you be there. Usually, I will be explaining how to do the next assignment.
Because of this, attendance in this course is **mandatory.**

Each day we meet I will circulate a sign-in sheet, starting at the beginning of class. **It is your
responsibility to make sure you sign the sheet to demonstrate your attendance.** If there is no
signature, I will count you as absent. Please note that signing for someone else will be viewed as an act of academic dishonesty and disciplined as such.

For each class period you miss for reasons other than a documented excused absence, I will subtract 20 points from your final grade. Excused absences are usually limited to school sanctioned activities, personal illness, family emergencies, and/or military service-related activities. If you feel that you must miss class, and it is not covered by one of these four categories, speak to me. Regardless of why the excused absence took place, students must provide appropriate documentation in order to avoid the penalty.

If you miss class, I would recommend getting notes from a classmate. I do not give out my notes to students under any circumstances, though I do post some power point slides on Blackboard in some courses. My notes and my slides represent my intellectual property. In recent years, various websites have started encouraging (even paying) students to post these things online without the professor’s permission. Unfortunately, this has been a problem at Missouri State, as well. Thus, I have made it my policy not to provide students with copies of my notes, nor to make my slides available outside the classroom in most circumstances.

One exception to this policy is the Peer Review class periods (10/26, 10/28, 11/16, 11/18). Failure to attend these class periods without a documented excused absence will result in a 50 point loss from your Final Grade. It is extraordinarily important that you be in class for these four days, in particular.

Classroom Etiquette:
1) You cannot eat or drink anything in class. This is a university policy designed to keep masks from going up and down all class.

2) Do NOT text during class. If your significant other can’t wait 50 minutes to hear back from you … you’re in a Lifetime move, not a relationship. That said, some of you have children or family with medical conditions. If you need to step out during class to take a phone call, that is fine.

3) Recent studies have shown that we retain information FAR better if we write it down, than if we type it. Thus, I would encourage you to take handwritten notes. That said, you MAY use computers to take notes or for other class-related business. I am not going to police computer activity in my classroom, but if I become aware that you are distracting others with your computer usage (e.g. watching a movie in class), you will lose computer privileges.

4) If you feel the need to record or tape lectures, you need to speak to me first.
5) Please do NOT talk in class, unless it is to ask a question or to participate in class discussion. There are a bunch of us in the room, and it will be difficult for other students to hear the lecture if there is unnecessary noise.

Course Description and Objectives:
The purpose of History 210 is to introduce you to historical research and writing. This sophomore-level course meets the general education goals in written communication and integrative and applied learning articulated within the Missouri State General Education Goals. This course will help you to write clearly and appropriately for a range of social, academic, and professional contexts. It will also help you to synthesize information from different sources and to apply your knowledge and skills to specific situations.

Throughout the duration of the course students will learn to:
--cultivate research and analysis skills
--develop inquiry skills
--foster broader views of historical subject matter
--write with clarity and precision

The course culminates with the students submitting a final research paper that allows them to utilize all of the research and writing skills discussed and practiced throughout the term. The skills acquired in this class enable students to apply research, writing and critical thinking skills not only towards any future coursework, but also in their professional careers.

Required Texts:
2) Turabian, A Manual for Writers, 9th edition

Class Assignments:
Topic Proposal 25
Annotated Bibliography 75
Primary Source Assignment 100
Secondary Source Assignment 100
Historiography Assignment 150
Research Paper Outline 200
First Draft 150
Final Draft 200
Peer Reviews (see attendance policy for possible penalties)
Blackboard Check Ins (see below for possible penalties) 1000
Calculating Final Grades:

940+ = A
900-939 = A-
870-899 = B+
840-469 = B
800-839 = B-
770-799 = C+
740-769 = C
700-739 = C-
670-699= D+
600-669 = D
< 600 = F

(MSU does not assign D-)

Explanation of Assignments:

***Unless otherwise noted, every assignment is due BEFORE the beginning of class on which it is due. All assignments must be submitted via the appropriate link on Blackboard. For a few assignments, I will also ask for a hard copy. I will not accept any submissions over email. Until I have both your blackboard submission and your hard copy (if applicable), your assignment is not considered to be turned in.***

QUICK DUE DATE REFERENCE:

Monday, August 31: Topic Proposal Due
Wednesday, September 9: Annotated Bibliography Due
Wednesday, September 16: Primary Source Assignment Due
Wednesday, September 23: Secondary Source Assignment Due
Friday, October 2: Historiography Assignment Due
Monday, October 26: Research Paper Outline Due (hard copy and blackboard)
Monday, November 16: First Draft Due (hard copy and blackboard)
Thursday, December 10: Final Draft Due (before 5pm!)

Topic Proposal: This will represent the historical question you are trying to answer through primary and secondary sources for your paper this semester. We will talk about how to pick an appropriate topic in class.

Annotated Bibliography: You will be required to submit a list of primary and scholarly sources upon which your research this semester will depend. Because it is an annotated bibliography you will also write a brief description of each source, explaining what it is and why you think it will be helpful for your topic. We will discuss sources and annotated bibliographies in class.
Primary Source Assignment: You will analyze a brief primary source. We will discuss how to analyze primary sources in class.

Secondary Source Assignment: You will analyze a brief secondary source. We will discuss how to analyze secondary sources in class.

Historiography Assignment: In short, historiography is the “history of the history” of a historical topic – the study of how scholars have understood a particular historical topic over time. You will produce a historiographical review of your topic using several of the scholarly sources from your bibliography. We will discuss this in more detail in class.

Research Paper Outline: Before you produce a written first draft, you will produce a detailed outline of your research paper. We’ll discuss what I want in this outline closer to time.

Two Drafts of Your Research Paper (First, Final): You will turn in two drafts during the course of the semester. After the first draft, you will receive feedback from me, as well as from some of your fellow classmates. The final draft will take the place of a final exam for this course. We will discuss expectations for each draft closer to time.

Peer Reviews: On 10/26, 10/28, 11/16, 11/18 we will meet to do peer reviews of your research progress up to that point. Attendance at EACH class period is MANDATORY. See the Attendance section of the syllabus for more details.

Blackboard Check Ins: On 10/12, 10/19, 11/2, 11/9, 11/23, and 11/30, you will submit a “check in” via blackboard. These check ins are brief and informal reports on your progress. They should address four things: 1) Your progress on your current assignment (i.e., whatever is due next); 2) your work plan for the coming week (i.e., what do you hope to have accomplished by the end of the week); 3) questions or concerns you have (if any); 4) something interesting or cool that you learned recently in your research. Failure to submit a check in will result in 25 points off of your final grade.

LATE POLICY
You can turn in assignments for this course up to 48 hours after the original deadline, with increasing penalties. You can turn in an assignment within 24 hours of the original deadline for a 15% penalty. Assignments turned in between 24-48 hours after the original deadline will receive a 30% penalty. I will not accept any assignments after this 48 hour period.

One exception to this rule is the FINAL DRAFT! Because I must grade a large number of papers and exams in a short period of time during Finals Week, I cannot sit around waiting for late submissions. No late submissions of the Final Draft will be accepted!

A second exception is the Blackboard Check Ins, which may only be submitted by the stated deadline, not after.
RELIGIOUS ACCOMMODATION
The University may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

STATEMENT OF GRADING POLICY
Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option but are required to indicate their grading scale on their syllabus. The University’s plus/minus grading system can be found at http://www.missouristate.edu/registrar/grades.html

STATEMENT ON ACADEMIC DISHONESTY
Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. Students are responsible for knowing and following the university’s student honor code, Student Academic Integrity Policies and Procedures and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

STATEMENT OF NONDISCRIMINATION
Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head. Please visit the OED website at www.missouristate.edu/equity/.
STATEMENT ON DISABILITY ACCOMMODATION
If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (https://www.missouristate.edu/disability/), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until you provide that plan, and are not required to apply accommodations retroactively.

DROPPING A CLASS
It is your responsibility to understand the University’s procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

COURSE SCHEDULE
Any reading listed for a class section is to be completed BEFORE class that day.

WEEK 1
M, Aug 17: Course Introduction

Reading: Writing History (Chapter 1); Manual for Writers (Chapters 1-2)

F, Aug 21: Meet in University Archives (Details TBA)
WEEK 2
M, Aug 24: Meet at Meyers Library (Details TBA)

W, Aug 26: Finalize Topic and Start Looking for Sources (No Class)

F, Aug 28: Finalize Topic and Start Looking for Sources (No Class)

WEEK 3
M, Aug 31: What is an Annotated Bibliography?  
**Topic Assignment Due**
Reading: A Manual for Writers (Ch 3)

W, Sept 2: Work on Annotated Bibliography (No Class)

F, Sept 4: Work on Annotated Bibliography (No Class)

WEEK 4
M, Sept 7: LABOR DAY

W, Sept 9: How Do I Evaluate a Primary Source?  
**Annotated Bibliography Due**
Reading: Writing History (Ch 2); A Manual for Writers (Ch 4)

F, Sept 11: Work on Primary Source Assignment (No Class)

WEEK 5
M, Sept 14: Work on Primary Source Assignment (No Class)

W, Sept 16: How Do I Evaluate a Primary Source?  
**Primary Source Assignment Due**

F, Sept 18: Work on Secondary Source Assignment (No Class)

WEEK 6
M, Sept 21: Work on Secondary Source Assignment (No Class)

W, Sept 23: What is Historiography?  
**Secondary Source Assignment Due**
Reading: Writing History (Ch 3)
F, Sept 25: Work on Historiography Assignment (No Class)

WEEK 7
M, Sept 28: Work on Historiography Assignment (No Class)
W, Sept 30: Work on Historiography Assignment (No Class)
F, Oct 2: How Do I Develop a Research Plan? How Do I Create a Research Paper Outline? (Historiography Assignment Due)
Reading: Writing History (Chapter 4); A Manual for Writers (Chapter 5)

WEEK 8
M, Oct 5: Work on Outline (No Class)
W, Oct 7: Work on Outline (No Class)
F, Oct 9: FALL BREAK

WEEK 9
M, Oct 12: Work on Outline (No Class)
(Blackboard Check-In by 8pm)
W, Oct 14: Dr. Gram at Conference (Work on Outline)
F, Oct 16: Dr. Gram at Conference (Work on Outline)

WEEK 10
M, Oct 19: Work on Outline (No Class)
(Blackboard Check-In by 8pm)
W, Oct 21: Work on Outline (No Class)
F, Oct 23: Work on Outline (No Class)
**WEEK 11**
M, Oct 26: Peer Review Outlines  
(Research Outline due)

W, Oct 28: Peer Review Outlines

F, Oct 30: How Do I Go From an Outline to a First Draft?  
Reading: Writing History (Ch 5-7); A Manual for Writers (Chapters 6-8)

**WEEK 12**
M, Nov 2: Work on First Draft (No Class)  
(Blackboard Check-In by 8pm)

W, Nov 4: Work on First Draft (No Class)

F, Nov 6: Work on First Draft (No Class)

**WEEK 13**
M, Nov 9: Work on First Draft (No Class)  
(Blackboard Check-In by 8pm)

W, Nov 11: Work on First Draft (No Class)

F, Nov 13: Work on First Draft (No Class)

**WEEK 14**
M, Nov 16: Peer Review First Drafts  
(First Draft Due)

W, Nov 18: Peer Review First Drafts

F, Nov 20: How Do I Go From a First Draft to a Final Draft?  
Reading: Writing History (Ch 8-9); A Manual for Writers (Chapters 9-11)

**WEEK 15**
M, Nov 23: Work on Final Draft (No Class)  
(Blackboard Check-In by 8pm)
W, Nov 25: Thanksgiving Break

F, Nov 27: Thanksgiving Break

**WEEK 16**
M, Nov 30: Work on Final Draft (No Class)
(Blackboard Check-In by 8pm)

W, Dec 2: Work on Final Draft (No Class)

**FINAL DRAFT DUE: THURS, DEC 10 BY 5PM VIA BLACKBOARD**