

HIST 2300: Intro to Historical Methods – (Fall 2023)

Department of: Division of Social Work, Behavioral and Political Sciences
College of: Brailsford College of Arts and Sciences

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Office Hours: In Person (Tue./Thur.) 11:00 am – 12:20 pm

Term: Fall 2023

Course Title: Introduction to Historical Methods

Course Prefix: HIST

Course No: 10773

Section No: P01

Course Location: W. R. Banks Bldg., Rm 309

Class Meeting Days & Times: Tuesday, Thursday 12:30 pm—1:50 pm

Required Texts:

Brundage, Anthony. *Going to the Sources: A guide to Historical Research and Writing*. 6th ed.
Hoboken, NJ: Wiley-Blackwell, 2018. EBSCOhost eBook Collection.

http://pvamu.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1516204&ebv=EB&ppid=pp_C1

Hall, Rebecca. *Wake: The Hidden History of Women-Led Slave Revolts*. Illustrated by Hugo Martinez.
New York: Simon & Schuster, 2021.

McAdoo, Harriette. “Oral History as a Primary Resource in Educational Research.” In *Qualitative Methods in Africana Studies*, edited by James L. Conyers, Jr., 47-56. Lanham: University Press of America, 2016.

Instruction Method: Face-to-Face (F2F)

Face-to-face courses are traditional courses where students and instructors are required to meet in a designated classroom at the same time according to the meeting date and time published in PantherTracks. At PVAMU, F2F courses are identified by a three-character section number that starts with the letter P (for example: P01), M, or N depending on which campus the course resides.

Access to Learning Resources: PVAMU Library, (936) 261-1500
<http://www.pvamu.edu/library>

The Chicago Manual of Style Online: Quick Citation Guide
https://www-chicagomanualofstyle-org.pvamu.idm.oclc.org/tools_citationguide/citation-guide-1.html

Course Description:

This course is designed to introduce students to the historical profession, with emphasis on research methods, historical analysis and writing, and career paths for historians.

Course Outcomes/Objectives:

By the end of this course, the student will...

- 1.) Define key historical terms such as historiography, primary source, and secondary source;
- 2.) Present historical research in written form, in forums and to a variety of audiences;
- 3.) Correctly cite various types of historical sources in a research paper using the appropriate style format;
- 4.) Develop a connection to social responsibility by recognizing and remarking upon relationships between understanding history and its impact on society.
- 5.) Engage in using a wide variety of methods in conducting historical research, in particular archival research and conducting oral histories.

Course Requirements & Evaluation Methods:

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for this course.

- **Terminology & Citation Style Exam [Worth 50 pts.]**
This test will examine students over their knowledge of Chicago Manual of Style (17th ed.) citation formatting for notes and bibliography entries and key historical terms. The exam will consist of multiple choice and short answer questions.
- **Historiographic Essay/Literature Review [Worth 100 pts.]**
Each student will demonstrate competency in persuasive writing, critical thinking, and historical analysis by completing one, 10-page historiographic essay, not including citations and bibliography, that will evaluate not less than fifteen secondary sources over the course of the semester. The essay should be an original work, typed, double spaced, in 12 pt., Times New Roman font, and following the Chicago Manual of Style (17th ed.) footnote-bibliography citation system. The introductory paragraph to the essay should identify the topic under consideration, noting major themes in the larger period (e.g., Civil Rights Movement, Reconstruction, Progressive Era, Gilded Age, WWI, etc.) within which the topic falls and other information, such as geographic location, relevant to adequately frame said topic. The paper should summarize the extant secondary literature on the topic under consideration, showing how the arguments of each author relate one to another. A rubric and guides will be uploaded to CANVAS for your assistance.
- **Archives Assignment (50 pts)**
For this assignment, students will visit the University Archives and Special Collections Department, adhering to the department's rules and regulations, locate, copy or scan, seven distinct primary sources. Students will submit a short bibliography properly citing each artifact using Chicago Manual of Style (17th ed.) citation format, and append a notecard to each primary source using the note-taking procedure outlined in class.

- **Research Proposal (50 pts)**

Each student will write a two-page research proposal or outline of their research project. The proposal must include an abstract containing the tentative title of your paper and a summary of your project. Additionally, your proposal will introduce your approach to the study, a statement of the study's significance, a draft of the historiographical section of the paper wherein students provide a general review of the secondary literature (e.g., five secondary sources), and a description of an outstanding question(s) the research will consider. Students will append a bibliography of no less than forty primary and secondary sources related to the topic under consideration.

- **Oral Presentation (100 pts)**

This assignment requires students to complete a five-minute oral presentation effectively communicating the specific attributes of their proposed research to a broader audience. As such, students will present their research topic, summarize relevant scholarly literature, identify their approach to their study (including relevant primary source collections), discuss their research question, and provide a clear and concise thesis statement.

- **Research Paper [Worth 150 pts. total]**

Instructions: Each student will write an original twenty to twenty-five (20 – 25) page (approx. 5,000 -6,500 word) research paper over the course of the semester. The paper should be double-spaced and written in 12 pt., Times New Roman font, on 8 1/2" x 11" paper with numbered pages. Your paper should make a fresh contribution to historical knowledge in a specific field or subject in Texas history. Please do not restate what everyone already knows. This is your opportunity to introduce yourself and your ideas to the field of history. What will you say? What will you write about? Why is your interpretation significant? What are the implications of your research and how are they important to scholars working in other fields? Students will produce a clearly stated thesis to guide and direct their interpretation of the primary and secondary sources under examination.

- **Classroom attendance, decorum, and participation**

Prairie View A&M University requires regular class attendance. Attendance will be recorded for each class session. Each student is allowed only three (3) total absences (unexcused). Students who miss more than three classes will see a **fifty (50) point deduction** in their attendance and participation grade. Students who are quarantining due to COVID-19 related illnesses or exposure must not attend in-person class sessions. Students who are feeling sick should follow the guidelines of PVAMU's COVID guidelines posted at www.pvamu.edu/coronavirus.

In addition, students who routinely disrupt class through talking, texting, or sleeping during class will receive a warning. If such behavior continues, the student will be asked to leave class and referred to the Dean's Office. Each student is expected to respect themselves, the instructor, and the other students in the class. **NO FOOD OR DRINKS ALLOWED IN CLASS.** Student initiated video and audio recording of class lectures (either on Zoom or in person) is strictly prohibited without the written consent of the instructor. Students who use laptops during face-to-face instruction must sit in the first two rows of class.

How to succeed in this course:

Regular class attendance, good note-taking during lectures and discussions, and completing the course reading prior to coming to class are your best tools for success in this course. Course lectures will cover a significant amount of information not in your texts and other reading assignments, so you need to pay close attention during lecture beyond simply copying the slides. If you should miss class, it will be your responsibility to obtain notes from a fellow student. I do not email or share lecture notes. You can always come to office hours to go over missed material.

Ways students can compromise their success in this course:

- Not recognizing that their grade in this course is determined by their performance
- Failing to attend class
- Having others sign them in when they are not present in class
- Surfing the internet or texting in class
- Not turning in assignments/missing exams
- Plagiarizing assignments
- Failing to discuss course/assignment issues with the instructor in a prompt manner
- Only taking this course seriously after midterms

Grading Matrix

Assessment	Value
Citation Exam	50 pts
Lit. Review	100 pts
Research Proposal	50 pts
Archival Assignment	50 pts
Oral Presentation	100 pts.
Research Paper	150
Total	500 pts

Grade Determination (%/point value)

- A = 100 - 90 / 500-450 pts
- B = 89 - 80 / 449-400 pts
- C = 79 - 70 / 399-350 pts
- D = 69 - 60 / 349-300 pts
- F = 59 - 0 / 299-0 pts

Formatting Documents: Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the “save as” option and save the document in either Microsoft Word, Rich-Text, or plain text format.

Exam Policy: Exams must be taken as scheduled and students must arrive on-time to take exams. No makeup examinations will be allowed except under documented medical emergencies or university related business (see **Absence Verification Process** below). It is a student’s responsibility to schedule any makeup examinations with the instructor. If a student misses the scheduled make-up exam date, they will receive a “0” for that exam. All make-ups must be completed within two weeks of the original exam.

Exam Etiquette: All students are expected to be on time during the date of any assigned quiz or examination. Students arriving more than ten (10) minutes late for exams delivered face-to-face will not be permitted to take or “make-up” missed examinations. Similarly, any student who leaves their seat during an examination, for any reason, will be deemed to have completed the exam.

Paper Policy: Papers not received by the appropriate due date and time will be downgraded by five points for every day late. No paper will be accepted more than 48 hours past the due date. No exceptions.

FALL 2023 CLASS SCHEDULE

(Please note that this schedule may change at the instructor’s discretion)

Week 1 (Aug. 22-24) – Course Introduction, Picking a Topic, Historiographic Essay, Bias
Reading Assignment: Brundage, Ch. 7; Hall, Introduction

Week 2 (Aug. 29- Aug. 31) – Research Question, Logic in History, Citation Formatting
Reading Assignment: *The Chicago Manual of Style* Online, 17th ed., 23-35
Library Instruction: Class Meets at John B. Coleman Library, Rm 127C (Thur., Aug. 31)

Week 3 (Sep. 5-7) – Archival Research: Bias, Preparation, Sources
Reading Assignment: Brundage, Ch. 2
Exam: Terminology & Citation Formatting, (Tue., Sep. 5)

Week 4 (Sep. 12-14) – Archival Research: Notetaking, Evaluating Sources
Reading Assignment: Brundage, Ch. 8; Henige, 89-109
Literature Review: Due Thur., Sept. 14

Week 5 (Sep. 19-21) – Archival Research Visits
Reading Assignment: Heck, Barbara, et. al., “A Survival Guide to Archival Research.”

Week 6 (Sep. 26-28) –Thesis Work: Elements of an Argument
Reading Assignment: Rampolla, “Developing a Thesis,” 43-46.
Event: History Program’s Townhall Meeting (Tue., Sep. 26)
Archival Assignment: Due Thur., Sept. 28

Week 7 (Oct. 3-5)– Conducting Community Histories/Creating Community Archives
Reading Assignment: TBA
Research Proposal: Due Thur., Oct. 5
Guest Speaker: Weems– “The Wichita African American Business History Project.”
Class Meets at John B. Coleman Library, Rm 108 (Thur., Oct. 5)

Week 8 (Oct.10-12) – Oral Presentations
Midterm Exam Week

Week 9 (Oct. 17-19) – Oral History Research: The Basics
Reading Assignment: Charlton, “Oral History in Texas: How to Interview,” 21-38.

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Week 10 (Oct. 24-26) –Oral History Research: An Interdisciplinary Approach

Reading Assignment: McAdoo, “Oral History in Edu. Research,” 47-56; Baylor University Institute for Oral History, “A Quick Reference for Editing Oral History Transcripts,” 3-21.

Week 11 (Oct. 31- Nov. 2) – Beyond Textual Sources

Reading Assignment: Brundage, Ch. 5

Week 12 (Nov. 7-9) Challenges of Archival Research

Reading Assignment: Hall, Wake: The Hidden History of Women-Led Slave Revolts,

Week 13 (Nov. 14-16) –Challenges of Archival Research (Cont.)

Reading Assignment: Hall, Wake: The Hidden History of Women-Led Slave Revolts,

First Draft Due, (Thu., Nov. 16)

Week 14 (Nov. 21) – Careers in History/ Professional Development

Guest Speaker: TBA

Week 15 (Nov. 28) – Careers in History/Professional Development

Reading Assignment: N/A

Week 16 (Dec 1-7) – Final Exam Period

*******RESEARCH PAPERS DUE: TBA*******

Recommended Readings:

Fuentes, Marisa J. *Dispossessed Lives: Enslaved Women Violence and the Archive*. Philadelphia: University of Pennsylvania Press, 2018.

Henige, David. *Historical Evidence and Argument*. Madison, Wis.: University of Wisconsin Press, 2005.

Trouillot Michel-Rolph and Hazel V Carby. *Silencing the Past: Power and the Production of History*. Boston Massachusetts: Beacon Press, 2015.

University Policies and Procedures

Student Support and Success

John B. Coleman Library

The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. [Library Website](#) Phone: 936-261-1500.

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Academic Advising Services

Academic Advising Services offers students various services that contribute to student success and lead toward graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students connect to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [advising website](#). Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; [University Tutoring Website](#)

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; [Writing Center Website](#), [Grammarly Registration](#)

Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments, view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

Student Counseling Services

The Student Counseling Services offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

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Office of Testing Services

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; [Testing Website](#)

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; [Disability Services Website](#)

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: ciits@pvamu.edu.

Veteran Affairs

Veteran Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; [Veteran Affairs Website](#)

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; [Student Engagement Website](#)

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Center for Careers & Professional Development

This center supports students through professional development, career readiness, and placement and employment assistance. The center provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the center website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the ability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator, Dr. Zakiya Brown, at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at [Title XI Website](#), including confidential resources available on campus.

Protections and Accommodations for Pregnant and Parenting Students

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at titleixteam@pvamu.edu. Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

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Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109, or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the Internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Makeup Work for Legitimate Absences

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

Absence Verification Process

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the *Request for a University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: deanofstudents@pvamu.edu or phone: (936) 261-3550 or Office for Student Conduct via email: studentconduct@pvamu.edu or phone: (936) 261-3524.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or laptop with Windows 10 or later version; Mac with OS Catalina
- Smartphone or iPad/tablet with wi-fi*
- High-speed internet access
- 8 GB memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024 x 768, color
- Speakers (internal or external)
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the web browser preferences

* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software (Zoom)

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to [Password Reset Tool](#) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-

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261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at timelycare.com/pvamu.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.