HST100 - Introduction to Historical Skills

**Purpose:** To acquaint students with the fundamental skills needed to complete a research paper. Students will be guided through the process of developing paper topics, conducting historical research, structuring a well-organized paper, and citing sources correctly using the *Chicago Manual of Style*.

**Requirements:** Students will be expected to participate in discussion sessions, complete on-line grammar exercises, an essay based on the Greek history lectures, an outline of paper and list of sources, a bibliographical essay, a rough draft of the final research paper, and final draft of the 8 - 10 page research paper.

**Grading:** The graded components of this class will be ‘weighted’ as follows:

1. Participation*: 10% (100 points)
2. Short Written assignments (15): 15% (150 points)
3. Essay on Greek history: 10% (100 points)
4. On-line citation exercises: 10% (100 points)
5. Bibliographical essay: 15% (150 points)
6. Rough draft of research paper: 10% (100 points)
7. Final draft of research paper: 30% (300 points)

Total: 1,000 points = 100%

*Students must complete all of the graded components to receive a passing grade for the course. Failure to complete any of the above graded components will automatically result in a failing grade ‘F’ for the semester.*

(*) Participation is an integral part of this course, and if a student misses three consecutive discussion sessions in a row - *without a written medical excuse or prior consultation with me* - then the final grade will automatically become an ‘F’.
The grading scale which will be used to determine letter grades is:

A = 93 – 100
A- = 90 – 92
B+ = 87 – 89
B = 83 – 86
B - = 80 – 82
C+ = 78 – 79
C = 73 – 77
C - = 70 – 72
D+ = 67 – 69
D = 63 – 66
D - = 60 – 62
F = 00 – 59

**Plagiarism:** Any attempt to plagiarize in the assigned papers will automatically result in a failing grade for the course. For information concerning plagiarism, please go to the university’s definition and regulations at: [http://www.csus.edu/admbus/umanual/UMA00150.htm](http://www.csus.edu/admbus/umanual/UMA00150.htm) (Links to an external site.)

**Required Texts:**

Strunk and White, *The Elements of Style*
Richard Clogg, *The Concise History of Greece, 3rd Edition*

**Course Outline**

**Modules and Assignments**

1. **January 22 - 26: Module I, “Introduction”**
   a. Watch podcast of: “Introduction to the Course”
   b. Review Syllabus *(Short Writing Assignment #1 - hereafter SWA)*
   c. Submit short introduction of yourself

2. **January 29 - February 2: Module II, “Greek History at a Glance”**
   a. Print attached lecture notes for "Greek history lectures"
   b. Watch 4 podcasts of: “Greek history lectures”
   c. Answer questions regarding the lectures *(SWA #2)*
   d. Write short summary essay of Greek history

   a. Watch podcast of: “What is a paper topic?”
   b. Review examples of paper topics
   c. Participate in discussion session regarding paper topics
   d. Develop a paper topic for your research paper *(SWA #3)*
   e. Participate in group discussion/workshop regarding proposed paper topic
   f. Submit paper topic *(SWA #4)*
   a. Review research guides, “Researching in the University Library”
   b. Complete assignment, “Locating materials from the library” (SWA #5)
   c. Prepare a list of sources (both primary and secondary) (SWA #6)
   d. Exchange list of sources with 2 classmates and offer feedback
   e. Revise list of sources and submit final draft (SWA #7)

5. February 28 - March 1: Module V, “How to Read and Analyze Primary and Secondary Sources”
   a. Watch podcast of: “Primary and Secondary Sources”
   b. Read Primary Source Research Guide and the primary source on the Metaxas dictatorship
   d. Participate in group workshop/discussion for the Metaxas dictatorship primary source
   e. Read primary source on EAM and participate in class discussion
   f. Complete questions on EAM (SWA #8)

6. March 5 - April 1: Module VI, “Reading and Reviewing Sources”
   a. Watch podcast of: “How to Read and Review Sources”
   b. Complete first set of source reviews (3 sources) (SWA #9)
   c. Complete second set of source reviews (3 sources) (SWA #10)
   d. Complete third set of source reviews (3 sources) (SWA #11)
   e. Complete fourth set of source reviews (3 sources) (SWA #12)
   f. Write a bibliographical essay (4 – 5 pages)

   a. Watch podcast of: “How to Structure a Paper”
   b. Complete thesis statement worksheet (SWA #13)
   c. Participate in group discussion regarding thesis statement worksheet
   d. Prepare and submit a thesis statement for your research paper (SWA #14)
   e. Watch podcast of: “Citing Sources in a Paper”
   f. Read chapter excerpts on citing sources in a paper
   g. Complete exercises on paraphrasing, direct quotation, block quotation
   h. Reach chapter on footnoting and bibliographical entries
   i. Complete exercises on footnoting and bibliographical entries

   a. Watch podcast of: “Writing the Research Paper”
   b. Prepare and submit an outline and list of sources for your research paper (SWA #15)
   c. Write a rough draft of the paper
   d. Submit 1 copy and exchange 2 copies of paper with classmates
   e. Review and offer constructive feedback for the 2 essays
   f. Participate in class discussion regarding 1 rough draft using grading rubric
   g. Revise your rough draft
   h. Submit final draft – due on finals week (Tuesday, May 15th)