Course Description
An opportunity to enhance professional growth through integration of theory with planned, supervised and practical work experience. (May be repeated once with change of topic.)

Additional Course Information
HIST 5183 provides an opportunity for a graduate student to complete a practicum in public history (archives, museums, oral history, historic preservation, etc.) for course credit. At the same time, the student also will be conducting service learning.

Prerequisites
Graduate student standing and instructor permission.

Student Learning Outcomes
1. The student will learn the basics of archival assessment, processing, arrangement, and description in theory and practice.

2. The student will learn the basics of digitization and conservation of primary sources in theory and practice.

3. The student will demonstrate the ability to conduct critical analysis of historic resources and create an interpretive product based on those primary sources and original research.

Program Learning Outcomes
The SFA History Department has identified the following Program Learning Outcomes (PLOs) for all SFA students earning an M.A. degree in History:

1. The student will be able to explain the key issues and developments in at least two historical periods (one per course).

2. The student will be able to identify the main historical works and interpretive debates associated with an event or period.

3. The student will be able to locate, identify, and critically analyze primary sources.

4. The student will be able to research and analyze effectively an issue or topic in writing.

5. The student will be able to present written work in an appropriate academic style, including the proper citation of sources using Chicago Manual of Style (15th or most recent edition).

This section of this course will focus on PLOs 3, 4, and 5.
Required Texts and Materials

Recommended Texts, Resources, and Articles
TBD

Course Requirements
1. Depending upon the location and duties of the practicum this course may take form of historical research, public programming, exhibit design, preservation, or interpretation. Each student will be required to document and submit all work produced for the practicum – this may include both hard copy and digital files.

2. Each student will spend at least ten to fifteen hours per week (fifteen to twenty in summer sessions or 8-week semesters) working under the direction of the local public historian. A timesheet will be required as well as a written evaluation by the site supervisor.

3. Each student will be required to have, at a minimum, weekly meeting (either in person or on the phone) with the instructor of record. Each student will submit a resume, a mid-term and final written report explaining the activities/projects accomplished during the practicum as well as samples of completed work.

4. Each student, regardless of practicum location and duties, will be required to read selections from *Introduction to Public History* by Lyon et al, *Nearby History* by Kyvig and Marty, and *Public History* by Cauvin and write one reflective, critical essay comparing his/her experiences with those of experienced professionals as detailed in these texts.

5. Each student, depending upon practicum location and duties, may be assigned additional readings and assignments by the professor of record and/or his/her site supervisor. This course the additional assignments are as follows: tbd based upon partner site and duties.
<table>
<thead>
<tr>
<th>Requirement / Element</th>
<th>% of Grade</th>
<th>Points</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of all hours and submission of timesheet(s) – due 12-10-21 (resume due 10-27-21)</td>
<td>5%</td>
<td>20</td>
<td></td>
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<tr>
<td>Attendance at weekly meetings/calls with Beisel</td>
<td>5%</td>
<td>20</td>
<td></td>
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<tr>
<td>Mid-term report of progress 11-10-21</td>
<td>10%</td>
<td>40</td>
<td></td>
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<tr>
<td>Final report of progress – due 12-10-21</td>
<td>10%</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Public history texts reflective essay due 10-27-21</td>
<td>10%</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>TBD assignment(s)</td>
<td>30%</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>TBD assignment(s)</td>
<td>30%</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>100%</strong></td>
<td><strong>400</strong></td>
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**Grading Policy**

The final grade in the course is determined by the total number of points earned weighted according to the percentages listed above. Students are responsible for reading all instructions, study guides, and relevant information posted on D2L provided by the instructor of record and the practicum supervisor. Successful participation includes professionalism in the workplace including on time arrival, proper attire, and fulfillment of required hours, advance reading, timely submission of assignments, and completion of practicum duties.

- A = 100%-90% 400-360 points
- B = 89.9%-80% 359-320 points
- C = 79.9%-70% 319-280 points
- D = 69.9%-60% 279-240 points
- F = 59.9%-0% 239-0 points

**Attendance Policy**

Students are expected to attend all scheduled meetings and complete the required hours.

**Explanation of credit hours awarded for course:**

This is a graduate-level history course. SFA Graduate courses in history generally meet 2,250 minutes (37.5 hours), including examination times and seminar presentations, during the course of a semester. Students are expected to complete weekly reading assignments of primary and secondary sources (books, scholarly articles, book reviews, etc.). Completion and comprehension of the readings is assessed through seminar style discussions, in-class presentations, and out-of-class writing assignments, including response papers, historiographical essays, annotated bibliographies, and research papers. Students are typically required to conduct a significant research project, including a research plan, an assessment of sources relevant to the project, class presentations in which they report on the progress of their project, and a final research paper. Formal written work over the course of the semester ranges from 30-35 pages. Course instructors are required to hold regular scheduled office hours to make themselves available to consult with students as needed. Doing the required reading, completing out-of-class writing assignments, and consulting with course instructors generally averages at least 10-12 hours of work each week. Online sections of graduate courses contain extensive written content within modules, and instructors hold "electronic office hours" to consult with students as needed, generally responding to student inquiries within twenty-four hours. Online course content includes the same information students in a face-to-face lecture course receive, requiring students to engage the online modules for at least 2,250 minutes per term. Besides engaging the material in the modules, online students have outside reading assignments similar to those mentioned above for face-to-face students.
**Withheld Grades (Course Grades, 5.5-April 20, 2021):**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Academic Dishonesty (4.1-January 28, 2020):**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**Definition of Academic Dishonesty** - Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help other student(s) in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from an Internet source or another source;
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Please read the complete policy at [http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf](http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf). Appeals are acceptable when done according to policy.

**Academic Accommodation for Students with Disabilities (6.1-April 30, 2019):**
It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 for the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA, as amended by the Americans with Disabilities Act Amendments of Act of 2008 (ADAAA). To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/). Please read the complete policy at [http://www.sfasu.edu/policies/academic-accommodation-for-students-with-disabilities-6.1.pdf](http://www.sfasu.edu/policies/academic-accommodation-for-students-with-disabilities-6.1.pdf).

Instructor’s Note: It is the policy of the Office of Disability Services that students should communicate directly with the instructor about their needs, simply completing the paperwork is not acceptable.
Mental Health Statement [As per Core Curriculum Syllabus Guidelines Committee 8/2021]
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential. [https://www.sfasu.edu/info-for/current-students/mental-health-resources](https://www.sfasu.edu/info-for/current-students/mental-health-resources)

On-campus Resources:
SFASU Counseling Services  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services Room 202  
936-468-1041

Crisis Resources:  
Burke 24-hour Crisis Line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)

Crisis Text Line: Text HELLO to 741-741

Course Calendar (subject to change; site supervisor will institute his/her own deadlines)
Note: Due to the nature of this course, site specific hands-on projects of ten to fifteen hours per week (fifteen to twenty in summer or 8-week sessions), the students will be simultaneously developing the knowledge and skills needed to meet each of the student learning objectives (SLOs), each week, all semester. Successful completion of each SLO is intertwined with the others and will be reinforced throughout the semester by the submission of written work and weekly discussions.

<table>
<thead>
<tr>
<th>Week</th>
<th>Duties</th>
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<tbody>
<tr>
<td>1</td>
<td>Finalization of all practicum details including hours, duties, deadlines, and expected outcomes with practicum supervisor, if applicable, and instructor of record</td>
</tr>
<tr>
<td>2-7</td>
<td>Weekly meetings with instructor of record; see grading matrix for individual assignment due dates.</td>
</tr>
<tr>
<td>8</td>
<td>Weekly meeting with instructor of record; Final report of progress, documentation and samples of all work completed, timesheet(s), and report of practicum supervisor, if applicable, due to instructor of record</td>
</tr>
</tbody>
</table>