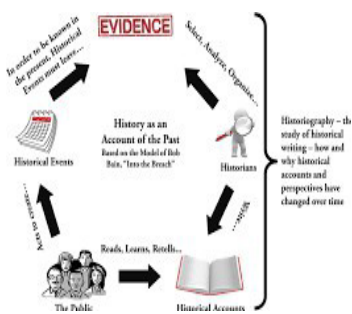




HIST 3301 Reading & Writing Like a Historian
CRN 10194 Sec 002
Madla 205
Fall 2025

Instructor: Dr. Sandra E. Lara

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Contact information: Office: CAB 318C; Telephone: (210) 784-2809

Office hours: CAB 318C Monday/Wednesday 12:30-14:00 PM & Tuesday 11:30 AM-12:30 P.M. Other times are available by appointment.

(Virtual Office) <https://tamusa.zoom.us/j/2079918482?pwd=b1FUclJESkpoRFJaQkE1OUlJUjltZz09> available by appointment

Course description: This course provides students with an overview of the paradigms and approaches that guide research and writing about the historical past. The goal is for students to develop critical thinking skills and understand how historians approach the profession, both intellectually (what is “history” and why do we study it) as well as practically (reading and writing skills, primary and secondary sources, working with historical evidence, etc).

Learning Outcomes: Upon successful completion of this course, students should be able to:

1. Understand the styles of writing within the historical profession;
2. Be able to write Chicago Style bibliographic citations;
3. Identify the types and elements of historical writing;
4. Analyze the way historians write; and
5. Write a book review and historiography paper employing techniques learned in the class.

Required Textbooks:

Benjamin, Jules R. *A Student's Guide to History*. 14th ed. Boston: Bedford/St. Martin's, 2019.

Sellers-Garcia, Sylvia. *The Woman on the Windowsill: A Tale of Mystery in Several Parts*. New Haven: Yale University Press, 2020. (required)

*There will be other reading assignments throughout the semester given to you either through Blackboard or in-class photocopies.

Course requirements:

Attendance & Class Participation 10%

Weekly Assignments/Quizzes 20%

Annotated Bibliography 10%

Book Review 20%

Presentation 10%

Historiographical Essay 30%

Grade Scale: A (90%-up); B (80-89%); C (70-79%); D (60-69%); F (0-59%)

Assignments:

ATTENDANCE / PARTICIPATION POLICY (10%):

I take attendance every class period. The course meets twice per week, so up to four absences are allowed. Being absent more than that will affect your attendance grade and make it difficult for you to do well in the course. The Learning Management System will automatically drop the lowest 4 absences so there is no need to email me if you will be out.

BLACKBOARD: This course has a Blackboard site. The syllabus, additional reading assignments, and study guides will be posted there, as well as announcements and grades throughout the semester. I do not post lecture notes online—you must attend class and take your own notes. If you are absent, you will need to get lecture notes from someone else in the course.

The syllabus is subject to change, and I will let you know in advance of any changes that need to be made during the semester.

Laptop computers may only be used during class time to take lecture notes. Any other purpose is not allowed.

WEEKLY ASSIGNMENTS/QUIZZES (20%):

Students will be asked to submit low-stakes written assignments via Blackboard (Bb) based off the assigned readings, such as discussion boards, films, primary and secondary source analysis, etc. You will be graded on the quality of your contributions and your ability to analyze, think critically, and discuss course concepts. Note: No late work will be accepted.

BOOK REVIEW (20%):

I will provide you with a Guide (& Rubric) to Writing the Book Review. The format for the book review will be three-four pages in length, typed, double-spaced, and 12-point font (Times New Roman). You will write your review on *The Woman on the Windowsill: A Tale of Mystery in Several Parts*. Your book review is to be submitted through Turnitin in Blackboard (Bb), which checks for plagiarism (see Academic Misconduct Policy below). The Due Date for the Book Review is 10/8.

ANNOTATED BIBLIOGRAPHY (10%):

The annotated bibliography will be due on the date listed in the Course Calendar. You will choose one topic on a style or genre of historical writing that we will discuss this semester and include at least five sources (2 books/3 articles), and briefly discuss under each source how the book or article fits into your topic or that particular style of historical writing. The Due Date for your annotated bibliography is 11/5.

PRESENTATION (10%):

A ppt presentation of your topic, sources, findings and significance of project for the field will be presented at end of the semester on November 24, December 1 and 3.

HISTORIOGRAPHICAL ESSAY (30%):

I will provide you with a Guide to Writing the Historiographical Essay. The format will be eight-ten pages in length, typed, double-spaced, and 12-point font (Times New Roman). You must submit a hardcopy of the assignment on December 4 (10 points will be deducted if you do not hand in a physical copy), and you must also upload the paper through Turnitin in Blackboard (Bb), which checks for plagiarism (see Academic Misconduct Policy below). Papers that are flagged for plagiarism will receive a 0.

To keep you on track, I have scaffold the assignment topic, September 20; annotated bibliography, November 5; Draft 1 and meeting with instructor November 19; and final paper to Instructor on December 3. Ten points from historiographical paper will be deducted if you do not receive approval for these steps. You need to obtain approval to continue—this helps ensure that your work is on the right track.

IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor

can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit tamusa.edu/studentcounseling

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any

form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.

2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.

5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education.

Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct

(<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website

(<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

No Use of Generative AI Permitted

HIST 1301 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Course Schedule

Week	Date	Topic	Reading	Assignment Due
1	M 8/25	Class Introduction		
		The Subject of History and How to Use It	Benjamin, "How Historians Think," pp. 4-7 Benjamin, "Approaches to History," pp. 7-14	
	W 8/27	Succeeding in Your History Class	Benjamin, Ch. 2, pp. 17-39.	

2	M 9/1	Holiday		
	W 9/3	Gender History	Sellers-Garcia, Sylvia. <i>The Woman on the Windowsill</i> , Intro-Chs 1	

3	M 9/8	Working With Historical Evidence	Benjamin, Ch. 3; Ch. 4, 67-71	
	W 9/10	Library Class Meeting/Source Search		

4	M 9/15	Evaluating and Interpreting Historical Evidence	Benjamin, Ch. 4	
	W 9/17	Discussion History of Crime	Sellers-Garcia, Sylvia. <i>The Woman on the Windowsill</i> , Chs 2-3	Post a Discussion Board question or comment based on the reading, 9/15, 11:59 pm

Week	Date	Topic	Reading	Assignment Due
5	M 9/22	“Finding your own Interests and Approach to History” Presentation WLDCC	1. READ Storey, <i>Writing History A guide for students</i>, pp. 8-10 see sections “Explore your interests,” “Find a Motive and Question”, “Focus your Interests Early” 2. SKIM “Historiography” and “Fields of Historical Research” in Benjamin, pp. 10-14; Optional Benjamin, Ch 5 “Book Reviews,” pp. 96-101	1. Post Discussion Board Forum by Monday, 11:59 p.m. a comment or question regarding the readings. I want for you to contribute towards the general reading. BUT specifically, consider how chs. 4 & 5 are examples of the field of the history of science and medicine; and quantitative history, see bar graphs on pp. 144 & 145. Notice types of sources used in these chapters. What new clues does Sellers-Garcia offer in Ch 5 about the woman on the windowsill?
	W 9/24	Discussion	Sellers-Garcia, Sylvia. The Woman on the Windowsill, Chs 4-5, pp. 92-153	1. Submit your Topic (and backup topic) for your Historiography Essay, 9/24 (during class) In your write-up, include a brief summary of research done so far 1) overview of topic 2) list any secondary sources found (did you confirm if historical?)

6	M 9/29	Writing Assignments: Writing about Secondary Sources, Book Reviews	1. READ Benjamin, Ch. 5, pp. 95-101 2. Come prepared to discuss student sample book review, pp. 96-100 in class	1. Post Discussion Board Forum by Monday, 11:59 p.m. a comment or question regarding the readings. Ch 6 is a quick read that’s based
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			3. READ through Book review rubric for upcoming assignment	on the urban city. What is the main source the author uses here? Ch 7 is a longer read. There is some disturbing content in the case. What's the connection between death and sex in the city? How is this chapter an example of religious history?
	W 10/1	Discussion	1. READ Sellers-Garcia, Sylvia. The Woman on the Windowsill, Chs 6-7, pp. 154-200	
	Upcoming Work/Deadlines			1. In-class Quiz based on Benjamin readings, 10/14 2. Week 7, (next week) we wrap up Sellers-Garcia on Monday, 10/7; you will post a DB based on the readings by Sunday, 11:59 PM 3. Book review for Sellers-Garcia due Wednesday, 10/8. We will not meet that day. Submit book review electronically via Turnitin and drop off a hardcopy CAB 318C by 1515 pm—I will be there. After hours drop off in my mailbox in faculty breakroom.

7	M 10/6	Discussion	Sellers-Garcia, Sylvia. The Woman on the Windowsill, Chs 8-epilogue	
	W 10/8			Book Review Due

8	M 10/13	Conducting Research in History	Benjamin, Ch. 7;	
	W 10/15	Library Search		

9	M 10/20	Writing a Research Paper	Benjamin, Ch. 8	
	W 10/22	Discussion	Read annotated bibliography and sample historiographical papers	

10	M 10/27	Documenting Sources	Benjamin, Ch. 10;	
	W 10/29	Library Search		

11	M 11/3	Library	Benjamin, Ch. 7;	
	W 11/5			Annotated Bibliography Due

12	M 11/10	Individual Meetings with Instructor	Work on historiography paper	
	W 11/12	Individual Meetings with Instructor	Work on historiography paper	

Week	Date	Topic	Reading	Assignment Due
13	M 11/17	No class meeting	Work on Historiography Paper	
	W 11/19	No class meeting		Historiography Draft

14	M 11/24	Student Presentation		
	W 11/26	Study Day, No classes		

15	M 12/1	Student Presentations		Submit PPT via Google Slide Link (BB)
	W 12/3	Student Presentations		- Submit PPT via Google Slide Link (BB) - Historiography Paper Due in Class (Turn in a hardcopy & via Turnitin in BB)