

TEXAS A&M UNIVERSITY – SAN ANTONIO

COURSE SYLLABUS COLLEGE OF ARTS AND SCIENCES

HIST 3301: Reading & Writing Like a Historian Fall 2026

CRN 10196 - Sec 001 (Face-to-Face)

Instructor: Francis X. Galan, Ph.D.

Office: Central Academic Building (CAB), Room 313-I

Office Hours: Tues & Thurs, 11:00am-12:00pm or by Appt (in-person or virtual via Zoom)

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Phone: (210) 784-2235

Class Meetings: Tues & Thurs, 2:00pm-3:15pm, Madla 207

COURSE DESCRIPTION:

Survey of historiographical literature in selected subject areas; overview of the paradigms and approaches that guide research into and writing about the past.

TSI Restriction(s): Reading, Writing, and Math

Prerequisites: HIST 1301, HIST 1302

Restrictions: Students with a semester level of Freshman or Sophomore may not enroll.

LEARNING OUTCOMES:

At the end of this course, the student will be able to:

1. assess the historiography of a subject
2. analyze and interpret secondary sources
3. understand various approaches to the study of history

MEANS OF ASSESSMENT:

Assignments	Outcomes to be Assessed	% of Final Grade
Attendance	All	10%
Readings, Discussion, Quizzes	All	20%
Annotated Bibliography (Oct 13)	All	10%
Historiographical Essay Draft (Nov 17)	All	20%
Topic Presentations (Dec 1 & Dec 3)	All	20%
Historiographical Essay Final (Dec 10)	All	20%

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

REQUIRED MATERIALS: None

Supplemental reading and multimedia materials: via Blackboard Ultra (BU)

ASSIGNMENTS:

ATTENDANCE (10%): Students are expected to attend classes in person each week. See Course Calendar, pages 3-4, for class meeting dates. If you know in advance that you will miss a scheduled class meeting, please notify your instructor immediately so that you will not be marked absent. You will be **allowed three unexcused absences**, but you are still responsible for any missed assignment. Note that **four unexcused absences** from class meetings will result in a **drop of one letter grade** from your overall final grade for the course or an **“F” for five or more unexcused absences**. Communication with your instructor is key.

READINGS, DISCUSSION, QUIZZES (20%): Students will submit *low-stakes* assignments via Blackboard (Bb), or a hard copy during class, and take quizzes in-person based off the assigned readings, discussion, film, primary and secondary source analysis. You will be graded on the quality of your contributions and your ability to analyze, think critically, and discuss course concepts. *Note:* Points will be subtracted from your final score on an assignment that is turned in past the due date. The same applies to all *high-stakes* assignments during the semester described below.

ANNOTATED BIBLIOGRAPHY (10%): The annotated bibliography is a high-stakes assignment that will help you with writing your historiographical essay. It examines what historians have argued about a particular topic that you will have chosen based upon your own interests and the availability of secondary sources. Be sure to list at least five secondary sources, such as scholarly books and articles, and *annotate* (explain) each source in a brief paragraph: 1) describe the source; 2) thesis (main argument) or major point(s); and 3) how it helps your historiographical essay. The **Due Date** for your annotated bibliography is **Tuesday, October 13** (by Midnight) via Blackboard Ultra (BU).

HISTORIOGRAPHICAL ESSAY DRAFT (20%): I will provide you with a **Guide (& Rubric) to Writing the Historiographical Essay**. The format will be five to eight pages in length (or 1,250 to 2,000 words), typed, double-spaced, and 12-point font (Times New Roman). Be sure to include your Notes and Bibliography. The **Due Date** for this draft is **Tuesday, November 17** (by Midnight) via Turnitin in BU, which checks for plagiarism. See Academic Misconduct Policy, page 10.

TOPIC PRESENTATIONS (20%): Each student will give a brief (5-minute) presentation during class about their own topic. These presentations will take place during the last week of classes for the semester on **December 1** and **December 3**. I will provide you with more detailed information and a rubric.

HISTORIOGRAPHICAL ESSAY FINAL (20%): Same format as the draft. Be sure to make corrections based on the edits and comments that I make on your draft. The **Due Date** for this final version is **Thursday, December 10** (by Midnight) via Turnitin in BU.

COURSE CALENDAR

WEEK ONE: Introduction to the Course and The Five C's

Read (8/25): Syllabus, via Blackboard Ultra (BU)

Read (8/27): "How Historians Think," in Benjamin, *A Student's Guide to History*, pp. 4-7 (BU)

WEEK TWO: Finding your own Interests and Approach to History

Read (9/1): "Explore your Interests," "Find a Motive and a Question," and "Focus your Interests Early," in Storey, *Writing History: A Guide for Students*, pp. 8-10 (BU); and

Read (9/3): "Approaches to History," Benjamin, *A Student's Guide to History*, pp. 7-14 (BU)

WEEK THREE: Library Resources and "AI"

Read (9/8): Leslie Stapleton & Cat Garza, Librarians, Texas A&M University-San Antonio

Read (9/10): Boyd Taylor Coolman, "The medieval understanding of intelligence is exactly what we need in the age of A.I." *America: The Jesuit Review*, August 17, 2026 (BU)

Topic for your Historiographical Essay is due Tuesday, Sept 15

WEEK FOUR: Writing the Annotated Bibliography

Read (9/15): "Work with Bibliographies," Storey, *Writing History*, pp. 10-17 (BU)

Read (9/17): "Write an Annotated Bibliography," Storey, *Writing History*, pp. 30-32 (BU)

WEEK FIVE: Social History Approach

Read (9/22): Jim Sharpe, "History from Below," in Peter Burke, ed., *New Perspectives on Historical Writing*, pp. 25-42 (BU) **for Written Assignment #1 due by Thursday, Sept 24 (BU)**

Note (9/24): Library visit. Class will meet directly in the Library Computer Room 202

WEEK SIX: Women's History Approach

Read (9/29): Gerda Learner, "Placing Women in History: Definitions and Challenges," pp. 5-14 (BU) **for Written Assignment #2 due by Thursday, October 1 (BU)**

Note (10/1): No class meeting (work on Annotated Bibliography)

WEEK SEVEN: Citing Sources (Notes and Bibliography)

Read (10/6): "Documenting Your Paper: How to Cite in Chicago Style," Benjamin, *A Student's Guide to History*, pp. 183-193 (BU)

Note (10/8): No class meeting (work on Annotated Bibliography)

Annotated Bibliography is due Tuesday, October 13

WEEK EIGHT: Source Analysis

Read (10/13): “Use Sources to Make Inferences,” Storey, *Writing History*, pp. 43-57 (BU)

Read (10/15): “Evaluating and Interpreting Historical Evidence,” Benjamin, *A Student’s Guide to History*, pp. 65-84 (BU)

WEEK NINE: The American West and Borderlands History Approach

Read (10/20): William S. Kiser, “Greater Reconstruction in Historiographical Perspective,” *Southwestern Historical Quarterly* (July 2023), pp. 109-113 (BU), **for Written Assignment #3 due by Thursday, October 22 (BU)**

Note (10/22): Library visit. Class will meet directly in the Library Computer Room 202

WEEK TEN: Local to Global History Approach

Book Talk (10/27): Joel Kitchens, *San Antonio and Its Missions*, Patriots’ Casa @2pm

Note (10/29): Maxine Berg, Chapter 1, “Global history: approaches and new directions,” in *Writing the History of the Global: Challenges for the 21st Century*, edited by Berg, pp. 1-18 (BU)

WEEK ELEVEN: Writing Tips

Read (11/3): “Writing Sentences in History,” Storey, *Writing History*, pp. 110-117 (BU)

Read (11/5): “Choosing Precise Words,” Storey, *Writing History*, pp. 118-129 (BU)

WEEK TWELVE: Historiographical Essay Draft

(11/10): No class meeting (individual meetings with Instructor)

(11/12): No class meeting (work on Historiographical Essay draft)

Historiographical Essay draft is due Tuesday, November 17

WEEK THIRTEEN: Topic Presentations and Historiographical Essay Final

Read (11/17): No class meeting (work on Topic Presentation)

Read (11/19): No class meeting (work on Historiographical Essay Final)

WEEK FOURTEEN: Topic Presentations and Historiographical Essay Final

Note (11/24): No class meeting (work on Topic Presentation and Historiographical Essay Final)

Note (11/26): Thanksgiving Holiday – No class meeting

WEEK FIFTEEN: Topic Presentations

Student presentations (12/1)

Student presentations (12/3)

WEEK SIXTEEN: Historiographical Essay Final is due Thursday, December 10

Note: Dec 16 (Wednesday) – All grades due by noon

Note: Dec 17 (Thursday) – Grades available in JagWire

IMPORTANT POLICIES AND RESOURCES

University Email Policy and Course Communications: All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

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 at the [website](#) or email us at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. 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. Online tutoring is also available for after hours and weekend assistance.

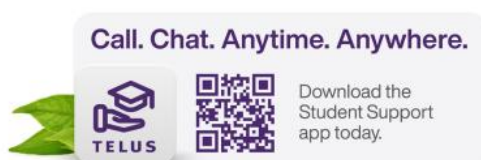
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

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, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

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. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, 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 system. 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://tamsa.bbcportal.com/>. More information on emergency response may be found at: [Emergency Operations Plan](#) and the [Emergency Action Plan](#). 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 by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (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.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The WLDCC provides support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing 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. The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the WLDCC in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services

we offer, how to make an appointment, and how to access your appointment can be found on our [website](#) . The WLDCC can also be reached by emailing wldcc@tamusa.edu.

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 report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

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 wide variety 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 on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to 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, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

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 discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, 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 sex-based 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.

Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. Hours of operation is Monday-Thursday 3:30pm-9:00pm. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

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, 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, 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](#) or visit the resources available in the [OSRR website](#)

Important Fall 2026 Dates:

Dates	Event
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August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [academic calendar](#) is available online

Academic Misconduct Policy: Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic Dishonesty for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submission, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. All students are responsible for being familiar with the Academic Dishonesty Policy, which may be found in the Texas A&M University-San Antonio Student Handbook (<http://www.tamusa.tamus.edu/studenthandbook.html>).

University policy prescribes serious consequences for acts of academic misconduct including, but not limited to, a grade of ‘F’ on the particular paper or assignment or a failing grade in the course. Also, a referral may be issued to the Office of Student Rights and Responsibilities where the sanctions can vary up to possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students’ best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation.

NOTE ABOUT AI: No Use of Generative AI Permitted

This HIST 1301 course 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. All student papers and other written assignments are subject to analysis by anti-plagiarism software. 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.

Instructor: *Francís X. Galan*

Date: August 20, 2026