



TEXAS A&M UNIVERSITY
SAN ANTONIO

SYLLABUS HIST 3301.002.10194

READING AND WRITING LIKE A HISTORIAN

Fall 2026

MW 11:00-12:15

Science & Technology 269

Instructor: Dr. Sandra Elizabeth Lara

Office Location: CAB 318C

Office Hours: Monday 12:30-1:30 PM; Tuesday 10:00 am-noon

Other times are available by appointment.

Email: slara@tamusa.edu

Telephone: 210-784-2809

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. Prerequisites: HIST 1301 and HIST 1302

LEARNING GOALS

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.

COURSE MATERIALS

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

Living For the City: Migration, Education, and the Rise of the Black Panther Party in Oakland, California. By Donna Jean Murch (Chapel Hill: The University of North Carolina Press, 2010). ISBN 9780807871133. Paperback. (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 5%

San Antonio Museum of Art Field Study 5%

Weekly Assignments/Quizzes 20%

Book Review 20%

Annotated Bibliography 10%

Historiographical Essay 30%

Presentation 10%

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

ATTENDANCE / PARTICIPATION POLICY (5 %):

I take attendance at the beginning of class, so if you enter the class significantly late, you will be counted absent. If you leave class early, you will be counted absent as well. All students (whether present or absent) are responsible for all announcements made in class and all assignments given in class because it is sometimes necessary to make changes to the syllabus.

San Antonio Museum of Art Field Study 5%:

As part of this course students will participate in a field study at SAMA. During the field study, students will observe and analyze historical resources, engage with interpretive materials, and complete assignments that emphasize historical inquiry, critical thinking, and the evaluation of primary and secondary sources. This field study is a required component of the course, supporting learning outcomes in applying historical analysis and historical inquiry in a real-world setting.

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. There will be quizzes to assess your knowledge of the content lectures.

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 *Living For the City: Migration, Education, and the Rise of the Black Panther Party in Oakland, California*. By Donna Jean Murch (Chapel Hill: The University of North Carolina Press, 2010). ISBN 9780807871133. Paperback.

Your book review is to be submitted through Turnitin in Blackboard (BB), which checks for plagiarism (see Academic Misconduct Policy below).

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.

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 last day of class (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: annotated bibliography, draft, and revision time. 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.

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.

OTHER

Extensions, and Late Assignments Policy:

Make-up work and exams are only allowed for emergencies such as debilitating illness, a death in the immediate family, and religious or school functions. In any case, documentation must be provided in order for the student to be allowed a make-up exam.

University Email Policy and Course Communications: All correspondence between the instructor and students must occur via University email accounts. You must have Jaguar email account ready and

working. The instructor will distribute course materials, including announcements and updates, via Blackboard, so students should log in to the course site in Blackboard regularly.

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 misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Misconduct Policy, which may be found in the Texas A&M University-San Antonio Student Handbook.⁰¹ 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. All student term papers and other written assignments are subject to analysis by antiplagiarism software. In my class, plagiarism or cheating on a test will result in a 0 for that assignment and reporting of the violation.

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.

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.

READING AND ASSIGNMENT SCHEDULE¹

Week	Date	Topic	Reading	Due Date
1	8/24	Class Introduction		
2	8/26	“The Subject of History and How to Use It”	Benjamin 4-7; 7-39	
3	8/31	Working with Historical Evidence; Writing Center Argument	Benjamin Ch3; Ch 4	
	9/2	Quiz 1		
4	9/7	Labor Day		
	9/9	Historiography Part 1: Early History to Evolution of Modern 1400-Nineteenth Century		
5	9/14	New Social History		
	9/16	Quiz 2		

¹ The Instructor reserves the right to modify the readings and assignments of the course as needed.

6	9/21	Living in the City Part 1		
	9/23	Living in the City Part 2		
7	9/28	Living in the City Part 3		
	9/30	Work on Book Review		Book Review Due
8	10/5	Library Day		Topic Due
	10/7	Writing Center		
9	10/12	Read and Annotate		
	10/14	Read and Annotate		Annotated Bibliography Due
10	10/19	Writing Center		
	10/21	In-class writing		Revisions
11	10/26	In-class writing		
	10/28	Peer Drafts		
12	11/2	Meet with Instructor to discuss draft		
	11/4	Meet with Instructor to discuss draft		
13	11/9	Revisions		
	11/11	Revisions		
14	11/16	Presentation		
	11/18	Presentation		
15	11/23	Work on Final Submission		
	11/25	Study Day		
16	11/30	Class Presentations		Submit PPT via Google Slide Link BB
	12/2	Class Presentations		Submit PPT via Google Slide Link BB; Historiography Paper Due,

				Turnitin & Hardcopy
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Texas A&M University San Antonio Important Policies and Resources



**TEXAS A&M UNIVERSITY
SAN ANTONIO**

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 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. 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 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:

Day of the Week	Appointments Available	Walk-in Tutoring (no appointment needed)
Monday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Tuesday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Wednesday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Thursday	8:00 AM – 6:00 PM	9:00 AM – 5:00 PM
Friday	8:00 AM – 5:00 PM	11:00 AM – 4:00 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 include 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 the [Jag E Alert System website](#). You can access more information about [Emergency Operations Plan and the Emergency Action Plan on our website](#). Download the [SafeZone App](#) 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 Jaguar Writing Center provides writing 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, 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 e-portfolios, class presentations, or other digital multimedia projects.

The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the **Student Services tab**. Click on **Writing, Language, and Digital Composing Center** to make your appointment. Students wanting to work in real time with a tutor can schedule an **Online Appointment**. Students wishing to receive asynchronous, written feedback from a tutor can schedule an **e-Tutoring appointment**. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on the [Writing Center's website](#). The Writing Center can also be reached by emailing: writingcenter@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. The [General's Store is a food pantry](#) that is available on campus as well.

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 with 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, based on 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. 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 reasonable accommodation for pregnant students as it would be provided to a student with a temporary medical condition that is 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. 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 students' 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.

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 Spring 2026 Dates

Important Dates:

August 24	First day of class
September 7	Labor Day Holiday
November 13	Last day to drop with an automatic "W"
November 25	Study Day – No classes
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5-11	Final exams

The complete academic calendar is available online: <https://www.tamusa.edu/academics/academic-calendar/index.html>.