San Jose State University College of Social Sciences

Department of History
Hist 298  Special Study: Professional Development

Fall 2015

This class provides 2 units of University credit.

Instructor: Dr. Libra Hilde, course coordinator for the history faculty and librarians
Office Location: DMH 215
Telephone: (408) 924-5512
Email: Libra.Hilde@sjsu.edu
Office Hours: Wednesdays 2:00-4:00 p.m., or by appointment
Class Days/Time: Thursdays at 6:00 pm
Classroom: DMH 226A
Prerequisite: Instructor consent and approval by the graduate advisor

Course Description
This professional development seminar is designed to institutionalize the transfer of information and advice that often takes place informally as graduate students find faculty mentors. This process is delayed for many due to work schedules that leave little time for office visits during the day and rushed commutes before evening classes. Dr. Hilde will organize the seminar, but a number of faculty members, librarians, and archivists will make weekly presentations on critical reading/note taking strategies, historiography, work with archival sources and electronic data bases, preparation for community college/university teaching, public history careers, conference presentations, etc.

Credit/No Credit grading based on participation in seminar activities.
Course Goals and Learning Objectives
Upon successful completion of this course, students will be able to:

CLO 1 discuss fluently professional issues related to historiography, community college teaching, historians’ use of documents, historical writing, locating primary and secondary sources, presenting history to broader audiences, and public history.

Required Readings
Scholarly articles and documents will be distributed as handouts or posted to the coordinator’s faculty web page to be read as preparation for some sessions.

Library Liaison
Nyle Monday is the library liaison for History students. Contact him at 408-808-2041 or Nyle.Monday@sjsu.edu.

Course Requirements and Assignments
SJU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.

Students in this class are expected to attend presentations, participate in question/answer sessions and/or discussions afterwards, and complete reading and writing assignments.

Grading Policy
Grading will be CR/NC. Students will receive credit if they participate in good faith in at least eight sessions.

Classroom Protocol
When classes include discussions for credit, it is especially important that students attend. Be polite. Turn off cell phones. If you arrive late or need to leave early, please sit near the back of the classroom.

University Policies
Dropping and Adding
Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at
http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain an instructor’s permission to record the course.

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Integrity Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.
In 2013, the Disability Resource Center changed its name to be known as the Accessible Education Center, to incorporate a philosophy of accessible education for students with disabilities. The new name change reflects the broad scope of attention and support to SJSU students with disabilities and the University's continued advocacy and commitment to increasing accessibility and inclusivity on campus.

**Student Technology Resources**

Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

**SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

**SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.
Hist 298/Special Study: Professional Development

Fall 2015 Course Schedule

*This schedule is subject to change with fair notice via in-class announcements, email, or posts on the coordinator’s web site.*

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics/Presenters</th>
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<tbody>
<tr>
<td>1</td>
<td>August 27</td>
<td>Introduction to the MA program, Introductions, and Cohort Building</td>
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<tr>
<td></td>
<td></td>
<td>Dr. Libra Hilde, Graduate Advisor</td>
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<td>2</td>
<td>Sept. 3</td>
<td>Getting a Book, Taking Notes, Writing an Annotated Bibliography</td>
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<td>Hilde</td>
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<td>3</td>
<td>Sept. 10</td>
<td>Locating Primary and Other Resources in the King Library</td>
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<td>Nyle Monday, Librarian and Liaison for History Students</td>
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<td><strong>Meet in Library Classroom 217</strong></td>
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<td>4</td>
<td>Sept. 17</td>
<td>Working with Documents: How to Approach Primary Sources</td>
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<td>Dr. Patricia Hill</td>
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<td>5</td>
<td>Sept. 24</td>
<td>Teaching at Community Colleges</td>
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<td>Professors Eric Narveson and Robert Cirivilleri, Evergreen Valley College and SJSU</td>
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<td>6</td>
<td>Oct. 1</td>
<td>Historiography</td>
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<td>Dr. Glen Gendzel</td>
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<td>7</td>
<td>Oct. 8</td>
<td>Writing History</td>
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<td>Dr. Ruma Chopra</td>
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<td>8</td>
<td>Oct. 15</td>
<td>Public History</td>
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<td>Dr. Margo McBane</td>
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<td>9</td>
<td>Oct. 22</td>
<td>Designing a Research Paper</td>
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<td>Dr. Allison Katsev</td>
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<td>10</td>
<td>Oct. 29</td>
<td>Final Discussion of Professional Issues</td>
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<td>Hilde</td>
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