SOURCE ANALYSIS PAPER INSTRUCTIONS
HIST 177 / PROF. GENDZEL / SPRING 2015 ONLY
DUE IN CLASS AT 10:30 AM ON MAR. 12 OR APR. 30

WHAT IS THE ASSIGNMENT?
This writing assignment (5-7 pages plus bibliography) consists of four parts:

1. Find the list of approved databases posted on the course website. Explore the databases and look for primary sources written between 1877 and 1920 that deal with some U.S. history topic in 1877-1920 that interests you.

2. Choose FOUR primary sources (minimum 1500 words each) relevant to your topic from the approved databases posted on the course website. Do NOT use sources from anywhere else. Do NOT use sources written before 1877 or after 1920. Do NOT use any source containing fewer than 1500 words.

3. Describe, analyze, compare, and quote from all of your sources. Cite them fully, including the original publication information (author, title, date) and the names and web addresses (URLs) of the database(s) where you found them.

4. Formulate a conclusion about your topic based on what you found in your primary sources.

This handout explains the assignment in more detail. Ask Prof. Gendzel if you are unfamiliar with primary sources or how to find them in the approved databases.

HOW WILL IT BE GRADED?
Your Source Analysis Paper will be graded on the following basis:

1. The variety of your primary sources and their relevance to your topic (20%)
2. How well you describe, analyze, and quote from your primary sources (40%)
3. Your conclusion and how well you support it with primary sources (30%)
4. Style and references (10%)

Download the Source Analysis Paper Grading Rubric from the course website for more information on how your paper will be graded. Print out the rubric and staple it to the back of your paper when you turn it in. Using any source written before 1877, or after 1920, or with fewer than 1500 words, or not from an approved database, will result in a mandatory 20 point grade reduction.

WHEN IS IT DUE?
The Source Analysis Paper is due at 10:30 AM on Thurs., Mar. 12, or at 10:30 AM on Thurs., Apr. 20, if you turned in your Book Review on Oct. 14. Submit your printed and stapled paper in class to Prof. Gendzel on time, and submit the exact same paper electronically to TURNITIN through CANVAS before that time (see p. 6 for instructions). Late papers will suffer a mandatory 15 point grade reduction for missing the due date/time by up to 24 hours. An additional 15 points will be deducted for missing the due date/time by another 24 hours or any portion thereof (including weekends, holidays, spring break, “dead” days, etc.) until the late paper is submitted to TURNITIN through CANVAS. No late papers will be accepted more than 48 hours past the due date/time. Attach the Source Analysis Paper Grading Rubric to the back of your paper when you turn it in. Any paper not submitted to TURNITIN through CANVAS will receive a grade of “F” (0 points).
PROCEDURE FOR WRITING YOUR SOURCE ANALYSIS PAPER

STEP 1: EXPLORE THE DATABASES AND THINK ABOUT TOPICS
Find the approved databases posted on the course website. Search the databases for primary source documents written between 1877 and 1920. Start thinking about a U.S. history topic between 1877 and 1920 that interests you. Look for documents relevant to your topic. Each document must be at least 1500 words in length and must have been written between 1877 and 1920. If you can't find four such documents, try another topic. The approved databases contain thousands of acceptable documents.

STEP 2: CHOOSE A TOPIC AND FOUR PRIMARY SOURCES
Narrow down your topic based on the primary source documents that you have found. Choose FOUR documents written between 1877 and 1920, with at least 1500 words each. Do NOT choose photographs, cartoons, poems, posters, songs, paintings, drawings, maps, or buttons. Choose a VARIETY of different types of primary source documents relevant to your topic, NOT all the same kind of source (e.g., not all newspaper articles, not all speeches). Your sources must come from the assigned databases—NOT from any books, magazines, journals, encyclopedias, or any other database or website. Remember: Using any unapproved source, any source with less than 1500 words, any source written before 1877, or any source written after 1920 will result in a mandatory 20 point grade reduction.

STEP 3: DESCRIBE AND ANALYZE YOUR SOURCES
Describe and analyze your sources in sufficient detail to prove that you read them carefully and completely while considering their historical significance. For each source, give the basic information necessary to understand any historical document: who wrote it, when was it written, why was it written, where did it originally appear, and what does it say? Quote from your sources, but not excessively or at great length. Paraphrase sources in your own words, adding brief quotations that capture each source’s perspective and meaning. Analyze your sources by placing them in historical context. What points of view do these sources express? What do they reveal about your topic? What questions do they raise? Compare your sources: how do they agree and/or disagree with each other? What accounts for these similarities and differences? Cite all of your sources properly in CHICAGO STYLE (see pp. 3-4 below). Your references must indicate the name of the database, the web address (URL), and the original publication data (including author, title, and date) for every one of your sources so that Prof. Gendzel can check on them.

STEP 4: REACH A CONCLUSION
In writing history, it is never enough to simply list facts, narrate events, or summarize primary sources. Historians must INTERPRET the past, so you must draw an overall conclusion about your topic based on what you found in your primary sources. After considering the evidence that you have presented from your primary sources, what is your conclusion? What is the significance of these documents for understanding your topic? What did you learn from them? How do they help to explain what happened and why it happened? A conclusion is NOT just that something was “important” or “interesting” or “changed.” You have to EXPLAIN what happened in history by interpreting the evidence you found in your primary source documents.
FORMAT & STYLE
Source Analysis Papers must be typed or word-processed, double-spaced, on 8.5” x 11” paper, with standard-size font (ca. 12 characters per inch) and one-inch margins all around. Double-sided pages are acceptable to save paper. At the top of the first page, put your name and the date you are submitting your paper. Title your paper simply to indicate your topic. Number your pages sequentially (1, 2, 3, etc.) and staple them together. Your paper should be 5-7 pages long, plus a 1-page bibliography. Slightly longer papers are acceptable; shorter papers are not. Do not insert extra space between paragraphs. Do not include a title page, cover page, or folder. Download the Source Analysis Paper Grading Rubric from the course website, print it out, and attach it to the back of your paper when you turn it in.

Use plenty of brief quotations from your sources, but don’t overdo it. Don’t let quotations do your writing for you. Try to paraphrase and summarize in your own words, too. Don’t quote at random or at great length. Instead, use carefully chosen quotations that perfectly capture the meaning of your sources or your claims about them. Don’t quote from post-1920 introductions, forewords, or prefaces to your sources. You must ALWAYS place quotation marks around other people’s words, which you then must quote EXACTLY as written. (Omit quotation marks only for single-spaced block quotations of more than five lines.)

When comparing and analyzing your sources, be specific. Avoid vague, general, simplistic, imprecise, trite, or meaningless observations (e.g., “the sources were interesting,” “all of the sources said pretty much the same thing”). Spellcheck and proofread your paper very carefully. Beware: automated spellcheckers miss many errors of spelling, grammar, syntax, punctuation, sentence structure, word choice, and word usage.

REFERENCES IN CHICAGO STYLE ONLY!
Your paper must include references (footnotes or endnotes) and a bibliography in CHICAGO STYLE. You MUST provide properly formatted references for EVERY quotation, paraphrase, or statement that is not 100% your own words or ideas. Your references and bibliography must indicate the original publication data (author, title, place, publisher, date) for your sources, as well as the name(s) of the database(s) in which you found them, including web addresses (URLs), and the appropriate page numbers (if any).

Format your references and bibliography in CHICAGO STYLE. Do NOT use APA style, MLA style, or any form of parenthetical references. Chicago-style references appear as superscript numerals ONLY at the ENDS of sentences (NOT in the middle), referring to footnotes at the bottom of the page, or to endnotes at the end of your paper. Number your references consecutively (1, 2, 3), NOT with Roman numerals (i, ii, iii). After your first reference, subsequent references to the same source, even on different pages of your paper, can be cited by author and title alone. Use Ibid. when citing the same source in successive footnotes or endnotes. Do NOT copy and paste titles or references. For more guidance in using Chicago style, click on the “Links to Chicago Style Guides” posted on the course website (URL on p. 1 above) and see the examples on p. 4 below.
SAMPLE FOOTNOTES OR ENDNOTES IN CHICAGO STYLE:


2 Ibid., 25.


SAMPLE BIBLIOGRAPHY ENTRIES IN CHICAGO STYLE:


DON’T PLAGIARIZE!

This assignment does NOT require any additional reading or research other than four primary sources of at least 1500 words each, written between 1877 and 1920. You are expressly FORBIDDEN to use ANY sources outside the assigned databases. Do this assignment on your own and write in your own words. Do NOT use the textbooks or any unapproved database, website, encyclopedia, magazine, newspaper, book, other people’s papers, or ANY other source for this assignment. To receive a passing grade on this assignment, you must place QUOTATION MARKS around words that you didn’t write and provide a properly formatted FOOTNOTE or ENDNOTE in Chicago style for every source of words or ideas not your own. Every source used in your paper must be properly cited in your references and bibliography. Failure to fulfill this simple requirement may result in a grade of “F” in the course on the grounds of cheating or plagiarism (see below under “Academic Integrity”).

From SJSU Academic Senate Policy S07-2: “San José State University defines plagiarism as the act of representing the work of another as one’s own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism includes: knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, or parts of, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work.”

YOUR NAME ON YOUR SUBMITTED PAPER CONSTITUTES YOUR PROMISE THAT IT REPRESENTS 100% YOUR OWN INTELLECTUAL EFFORT UNLESS YOU EXPLICITLY AND PROPERLY ACKNOWLEDGE EVERY SOURCE.
ACADEMIC INTEGRITY

See the policies on Academic Integrity, Cheating, and Plagiarism in the course syllabus and in SJSU Policy S07-2. Note that plagiarism will result in an automatic grade of "F" for this course—not just for this assignment, but for the entire course (SJSU Policy S07-2). You must consult with Prof. Gendzel in advance if you are somehow “unclear” about what might constitute plagiarism. Even if you plagiarize from multiple sources, change some words, move sentences around, or add some words, it’s still plagiarism. Likewise, even if you claim that you did not “mean to” plagiarize when you plagiarized, or that you “forgot” to include quotation marks and references, or that your computer must have “accidentally” omitted references, or that your “friend” typed your paper and omitted quotation marks or references without your knowledge, or that you “didn’t know” you were not supposed to use any outside sources, etc., it’s still plagiarism and a violation of academic integrity. Claims of innocence, good intentions, forgetfulness, ignorance of rules, reliance on others, or technological failures do NOT excuse plagiarism. The way to avoid trouble is to follow instructions, set aside enough time to write, avoid the Internet, and restrict yourself to four approved sources—nothing else.

A SIMPLE RULE: IF YOU COPY AND PASTE ANY WORDS FROM ANY WEBSITE INTO YOUR PAPER, YOU WILL GET AN “F” IN THIS COURSE.

WHERE CAN I GET HELP?

Prof. Gendzel will gladly help you with your Source Analysis Paper. Bring your rough draft to office hours well in advance of the due date. Prof. Gendzel can provide individual rough draft consultations during office hours or by appointment. Do NOT email your rough draft or portions of your rough draft. Prof. Gendzel will ONLY look at rough drafts and suggest improvements in person in his office, not by email. You may also seek help from the SJSU Writing Center in CL 126 and from the History Department’s designated writing tutors. DO NOT work in groups or with anyone else on this assignment.

GRADING

See the Course Syllabus for information about how much the Source Analysis Paper Assignment “counts” in your final course grade. See pp. 1-2 above and the Source Analysis Paper Grading Rubric for information about how your grade on this assignment will be determined. Your Source Analysis Paper will receive a standard letter grade worth the number of points indicated here:

A+ = 75  B+ = 66  C+ = 59  D+ = 51  F = 37 (submitted on time)
A  = 72  B  = 64  C  = 57  D  = 49  F = 0  (no submission)
A- = 69  B- = 62  C- = 54  D- = 45  Plagiarism = F in course

REMEMBER: DOWNLOAD THE SOURCE ANALYSIS PAPER GRADING RUBRIC FROM THE COURSE WEBSITE, PRINT IT OUT, AND STAPLE IT TO THE BACK OF YOUR PAPER WHEN YOU TURN IT IN.
INSTRUCTIONS FOR USING TURNITIN THROUGH CANVAS

Log into CANVAS at https://sjsu.instructure.com by entering your 9-digit SJSU ID and SJSUOne password. (If you don’t have an SJSUOne account, go to http://its.sjsu.edu/services/sjsuone/ and follow the instructions for “First-Time Users.”) Once you are in CANVAS, select HIST 177 from the “Courses” dropdown menu on the upper left side of the screen. On the course page in CANVAS, click on “Source Analysis Paper.” Then click on the upload button on the bottom right side of the screen (the arrow points upward). You will see a screen that says “Submit File.” Click on “Select a file to upload,” select the file of your paper, and click “Open.” (You can also drag and drop a file into this window to upload it.) Once a file is uploaded, you should see “Submission complete.” Then click on “Accept submission-save.” After a successful submission, you should see the date and time that it was submitted. Click on the small page icon in the lower right edge of the screen for a digital receipt if you want proof that your paper was submitted on time. If you have any problems with CANVAS or TURNITIN, contact the eCampus Help Desk at ecampus@sjsu.edu or call 408-924-2337. You can submit an iSupport ticket online at https://isupport.sjsu.edu/ecampus.

You are required to submit your paper electronically to TURNITIN through CANVAS by the due date and time listed in the Course Syllabus and on p. 1 of these instructions. The sole purpose of this requirement to check for plagiarism; your paper will remain confidential. You are also required to submit a printed, stapled copy of your paper in person to Prof. Gendzel by the due date and time listed in the Course Syllabus and on p. 1 of these instructions. Submitting different versions of your paper to Prof. Gendzel and to TURNITIN through CANVAS qualifies as cheating and will result in a grade of “F” in the course (SJSU Policy S07-2). Both versions of your paper, electronic and printed, must be identical and must be submitted on time in order to receive full credit. Any Source Analysis Paper not submitted to TURNITIN through CANVAS will receive a grade of “F” (0 points).

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