

Eastern Illinois University

NEW/REVISED COURSE PROPOSAL FORMAT

(Approved by CAA on 9/29/11 and CGS on 10/18/11, Effective Fall 2011)

This format is to be used for all courses submitted to the Council on Academic Affairs and/or the Council on Graduate Studies.

Please check one: ☒ New course ☐ Revised course

PART I: CATALOG DESCRIPTION

1. **Course prefix and number, such as ART 1000:** HIS 5040
2. **Title (may not exceed 30 characters, including spaces):** Research in American Local History
3. **Long title, if any (may not exceed 100 characters, including spaces):** Research Methods in American Local History
4. **Class hours per week, lab hours per week, and credit [e.g., (3-0-3)]:** 3-0-3
5. **Term(s) to be offered:** ☒ Fall ☐ Spring ☐ Summer ☐ On demand
6. **Initial term of offering:** ☒ Fall ☐ Spring ☐ Summer **Year:** 2013
7. **Course description:** Research Methods in American Local History explores approaches, models, methodologies involved in interpreting the histories and cultures of American communities in their national, regional, state, and local contexts. The course fosters original research and writing into the history of a local community and examines the issue and problems associated with doing American local history. Students will explore the nature of localized records in the United States and systematically interrogate the sources of American local history according to critical historical method.
8. **Registration restrictions:**
 - a. **Equivalent Courses**
 - **Identify any equivalent courses** (e.g., cross-listed course, non-honors version of an honors course).
No equivalent courses exist
 - Indicate whether coding should be added to Banner to restrict students from registering for the equivalent course(s) of this course. ☐ Yes ☐ No
 - b. **Prerequisite(s)**
 - **Identify the prerequisite(s)**, including required test scores, courses, grades in courses, and technical skills. Indicate whether any prerequisite course(s) MAY be taken concurrently with the proposed/revised course.
Admission to the Historical Administration Program
 - Indicate whether coding should be added to Banner to prevent students from registering for this course if they haven't successfully completed the prerequisite course(s). ☐ Yes ☒ No

If yes, identify the minimum grade requirement and any equivalent courses for each prerequisite course:
 - c. **Who can waive the prerequisite(s)?**
HIS 5040 is a core course requirement open only to students enrolled in the graduate program in History with Historical Administration Option. The instructor, in consultation with the HA coordinator, may, on rare

occasion, make exceptions, but restricting registration to enrolled members of the program is a means of maintaining the integrity of the curriculum.

☐ No one ☐ Chair ☒ Instructor ☐ Advisor ☐ Other (Please specify)

d. Co-requisites (course(s) which MUST be taken concurrently with this one): N/A

e. Repeat status: ☒ Course may not be repeated.

☐ Course may be repeated once with credit.

Please also specify the limit (if any) on hours which may be applied to a major or minor.

f. Degree, college, major(s), level, or class to which registration in the course is restricted, if any:

MA History with Historical Administration option.

g. Degree, college, major(s), level, or class to be excluded from the course, if any:

9. Special course attributes [cultural diversity, general education (indicate component), honors, remedial, writing centered or writing intensive]

10. Grading methods (check all that apply): ☒ Standard letter ☐ CR/NC ☐ Audit ☐ ABC/NC
("Standard letter"—i.e., ABCDF—is assumed to be the default grading method unless the course description indicates otherwise.)

Please check any special grading provision that applies to this course:

☐ The grade for this course will not count in a student's grade point average.

☐ The credit for this course will not count in hours towards graduation.

If the student already has credit for or is registered in an equivalent or mutually exclusive course, check any that apply:

☐ The grade for this course will be removed from the student's grade point average if he/she already has credit for or is registered in _____ (insert course prefix and number).

☐ Credit hours for this course will be removed from a student's hours towards graduation if he/she already has credit for or is registered in _____ (insert course prefix and number).

11. Instructional delivery method: (Check all that apply.)

☒ lecture ☐ lab ☐ lecture/lab combined ☐ independent study/research
☐ internship ☐ performance ☐ practicum or clinical ☐ study abroad
☐ Internet ☐ hybrid ☐ other (Please specify)

PART II: ASSURANCE OF STUDENT LEARNING

1. List the student learning objectives of this course:

1. Students will identify, assess, and think critically about the source materials used in researching and interpreting American local history.
2. Students will explore the historiography of American local history and the current work by historians publishing in the field.
3. Students will demonstrate proficiency in the methodologies employed by historians in researching the local past.
4. Students will apply these concepts in producing an original research paper, an applied history project, and formal class presentations.
5. Students will articulate the relationship between local and national history, particularly as a localized province of American social and cultural history.

a. If this is a general education course, indicate which objectives are designed to help students achieve one or more of the following goals of general education and university-wide assessment:

- EIU graduates will write and speak effectively.
- EIU graduates will think critically.
- EIU graduates will function as responsible citizens.

b. If this is a graduate-level course, indicate which objectives are designed to help students achieve established goals for learning at the graduate level:

- Depth of content knowledge:
- Effective critical thinking and problem solving:
- Effective oral and written communication:
- Advanced scholarship through research or creative activity

Depth of Content Knowledge: 1 and 5

Effective Critical thinking: 1

Effective oral and written communication: 4

Advanced scholarship: 2, 3, and 5

2. Identify the assignments/activities the instructor will use to determine how well students attained the learning objectives:

A seminar paper and applied history project will demonstrate mastery of course objectives

Reading assignments and discussions that apply fundamental nomenclature to the various sources of American local history

Mandatory class participation, as a part of the course grade, to demonstrate the ability to articulate the methodological, theoretical, and epistemological basis of knowledge

3. Explain how the instructor will determine students' grades for the course:

Research Paper: 35%

Applied Project: 35%

Class Participation: 30%

4. For technology-delivered and other nontraditional-delivered courses/sections, address the following:

1. **Describe how the format/technology will be used to support and assess students' achievement of the specified learning objectives:**
 2. **Describe how the integrity of student work will be assured:**
 3. **Describe provisions for and requirements of instructor-student and student-student interaction, including the kinds of technologies that will be used to support the interaction (e.g., e-mail, web-based discussions, computer conferences, etc.):**
5. **For courses numbered 4750-4999, specify additional or more stringent requirements for students enrolling for graduate credit. These include:**
1. **course objectives;**
 2. **projects that require application and analysis of the course content; and**
 3. **separate methods of evaluation for undergraduate and graduate students.**
6. **If applicable, indicate whether this course is writing-active, writing-intensive, or writing-centered, and describe how the course satisfies the criteria for the type of writing course identified. (See Appendix *.)**

PART III: OUTLINE OF THE COURSE

Provide a week-by-week outline of the course's content. Specify units of time (e.g., for a 3-0-3 course, 45 fifty-minute class periods over 15 weeks) for each major topic in the outline. Provide clear and sufficient details about content and procedures so that possible questions of overlap with other courses can be addressed. For technology-delivered or other nontraditional-delivered courses/sections, explain how the course content "units" are sufficiently equivalent to the traditional on-campus semester hour units of time described above.

Week 1: Of Wholes and Parts: Local History and the American Experience

Week 2: Community Studies

Week 3: Regionalism and Local History

Week 4: Bibliographic Research Aids and Online Resources

Week 5: The Nature of Local Records

Week 6: The Nature of Local Records II

Week 7: Oral History and Local History

Week 8: Local History and Public History

Week 9: Models, Strategies, and Approaches for Doing Local History

Week 10: Putting It All Together: Research Design and Public Programming in Local History

Week 11: Case Studies from After the Fact: The Art of Historical Detection

Week 12: State and Local History: A Field Defines Itself

Week 13: Local History and American Social and Cultural History

Week 14: Digital Applications in State and Local History

Week 15: Practicum Week: Work on Papers and Projects

Week 16: Papers and Projects Due

PART IV: PURPOSE AND NEED

1. **Explain the department's rationale for developing and proposing the course.**

The majority of students who graduate from the Historical Administration Program work in state and local historical societies or urban museums. Whether they are researching an exhibit, an historic site, or developing educational programs for public schools everything begins and ends with researching the local past. The research methods taught in this course are a core competency of the HA program, the graduate school, and the field of state and local history. The course, offered in the fall, will be foundational to the entire H.A. curriculum.

- a. **If this is a general education course, you also must indicate the segment of the general education program into which it will be placed, and describe how the course meets the requirements of that segment.**
- b. **If the course or some sections of the course may be technology delivered, explain why.**

2. Justify the level of the course and any course prerequisites, co-requisites, or registration restrictions.

Students enrolled in HIS 5040 are expected to complete advanced level graduate coursework. HIS 5040 is a core course requirement open only to students enrolled in the graduate program in History with Historical Administration option.

3. If the course is similar to an existing course or courses, justify its development and offering.

- a. **If the contents substantially duplicate those of an existing course, the new proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees and their responses noted in the proposal.**
- b. **Cite course(s) to be deleted if the new course is approved. If no deletions are planned, note the exceptional need to be met or the curricular gap to be filled.**

4. Impact on Program(s):

- a. **For undergraduate programs, specify whether this course will be required for a major or minor or used as an approved elective.**
- b. **For graduate programs, specify whether this course will be a core requirement for all candidates in a degree or certificate program or an approved elective.**

Research Methods in American Local History is a core requirement of the graduate program in History with Historical Administration option.

If the proposed course changes a major, minor, or certificate program in or outside of the department, you must submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted.

PART V: IMPLEMENTATION

- 1. Faculty member(s) to whom the course may be assigned:** Terry A. Barnhart or other qualified graduate faculty in Historical Administration, Department of History

If this is a graduate course and the department does not currently offer a graduate program, it must document that it employs faculty qualified to teach graduate courses.

2. Additional costs to students: None

Include those for supplemental packets, hardware/software, or any other additional instructional, technical, or technological requirements. (Course fees must be approved by the President's Council.)

3. Text and supplementary materials to be used (Include publication dates):

Texts:

Davidson, James West and Mark Hamilton Lytle, After the Fact: The Art of Historical Detection 5th ed.

Frish, Michael, A Shared Authority: Essays on the Craft of Oral History (1990)

Kammen, Carol, On Doing Local History, sec. ed. (2005)

Kammen, Carol, The Pursuit of Local History: Reading on Theory and Practice (1996)

Key, Newton E., Terry A. Barnhart, et al. "Localities/Localities" in Research and Review Series Number 7 (March 2000)

PART VI: COMMUNITY COLLEGE TRANSFER

If the proposed course is a 1000- or 2000-level course, state either, "A community college course may be judged equivalent to this course" OR "A community college course will not be judged equivalent to this course." A community college course will not be judged equivalent to a 3000- or 4000-level course but may be accepted as a substitute; however, upper-division credit will not be awarded.

PART VII: APPROVALS

Date approved by the department or school: 10/12/2012

Date approved by the college curriculum committee: 10/31/2012

Date approved by the Honors Council (*if this is an honors course*):

Date approved by CAA: N/A CGS:

***In writing-active courses**, frequent, brief writing activities and assignments are required. Such activities -- some of which are to be graded -- might include five-minute in-class writing assignments, journal keeping, lab reports, essay examinations, short papers, longer papers, or a variety of other writing-to-learn activities of the instructor's invention. Writing assignments and activities in writing-active courses are designed primarily to assist students in mastering course content, secondarily to strengthen students' writing skills. In **writing-intensive courses**, several writing assignments and writing activities are required. These assignments and activities, which are to be spread over the course of the semester, serve the dual purpose of strengthening writing skills and deepening understanding of course content. At least one writing assignment is to be revised by the student after it has been read and commented on by the instructor. In writing-intensive courses, students' writing should constitute no less than 35% of the final course grade. In **writing-centered courses** (English 1001G, English 1002G, and their honors equivalents), students learn the principles and the process of writing in all of its stages, from inception to completion. The quality of students' writing is the principal determinant of the course grade. The minimum writing requirement is 20 pages (5,000 words).