

The History Major's and Minor's Handbook

Kent State University
2020-2021

**The History Major's and Minor's Handbook
Kent State University**

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I. Welcome to the Department of History

Congratulations on selecting History as your undergraduate major or minor at Kent State University! History is one of the oldest intellectual disciplines and the most exciting of subjects taught today in universities. The Department of History's offerings appeal to all students seeking both a well-rounded educational experience and intellectual independence. Courses in traditional and new fields of interest are taught by faculty scholars offering a variety of innovative teaching methods. Various programs of workshops, lectures, and exhibitions complement the University's mission and extend learning beyond the classroom.

Why should you study history? Whether you choose a degree program in history or register for courses of specific interest to you, you are undertaking a course of improvement in a variety of skills. History is not only informative. The study of history, through the emphasis on research, examination, interpretation, and reflection, offers thorough training in a range of skills well suited to a changing employment market and an increasingly complex world. These include:

- the ability to read extensively and critically;
- the capability to apprehend, evaluate, and analyze complex evidence, arguments and opinions;
- the know-how to develop and present a carefully, informed, reasoned, and crafted argument;
- the command of confident and clear oral communication skills;
- the capacity to undertake independent work and manage time effectively; and
- the development of interpersonal skills such as teamwork, negotiation, and networking.

The study of history is solid preparation for a variety of rewarding careers and for a satisfying life of learning. This handbook is designed to help you make the most of your undergraduate studies in history. Please know, though, that this handbook does not cover all of what you need to know about Kent State University. Our purpose here is to introduce to you the history major and minor. When in doubt consult the University Catalog, of course, or call us! We are always revising, so please tell us what we may have overlooked.

Our thanks to Mrs. Carolyn Brothers, Mrs. Nancy Myers, Ms. Denise Rinn, Carla Weber, Dr. Shirley Wajda and Dr. Matthew Crawford for their assistance in this project in its earlier versions. The 2020-2021 version has been updated by Dr. Elizabeth Smith-Pryor. Any errors are superseded by University policy. Additions, corrections, and comments are welcome: send these to esmith1@kent.edu. The history faculty and staff welcome you and look forward to meeting and working with you.

Good luck!
Kevin Adams
Chair
Department of History

The Department

The Department of History is a unit within the College of Arts and Sciences. Students from every college and school of the University take courses in the Department of History. Currently, the Department has over 300 majors. The Department also serves numerous Integrated Social Studies majors in the College and Graduate School of Education, Health, and Human Services. **The Undergraduate Program Coordinator in History for 2020-2021 is Dr. Elizabeth Smith-Pryor.** Please contact her with any questions about the undergraduate programs in history at: 330 672 8920 or esmith1@kent.edu.

The Department Offices

The Department of History is located in 305 Bowman Hall. The Department's office suite contains faculty offices, staff workstations, a meeting room, and work rooms. The Teaching Assistants' office is located in 205 Bowman Hall. The Department's website is <https://www.kent.edu/history>

Business Hours

The Department of History is open from 8:00 A.M. to 5 P.M. Monday through Friday. **Because of the COVID-19 pandemic, the Department's office hours this academic year may not be the same as usual. Please call the History Department's main telephone number (330-672-2882) ahead of time to ensure someone is in the office.**

The Staff

The Department of History could not be run without the support of Ms. Kay Dennis, Administrative Secretary. She can answer nearly every question you may have about the Department and may be contacted through the Department's main telephone number (330-672-2882) during normal business hours (see comments above about impact of COVID-19 on normal business hours). Her office is found in 305 Bowman Hall, office J.

Getting in Touch: Telephone, Email, and Mail

The Department of History's main telephone number is (330) 672-2882. Faculty members may be reached directly at their individual telephone numbers in the campus directory. If you have a specific question about course registration, course meeting times, or general questions about procedure, please contact Ms. Kay Dennis, the Administrative Secretary, or the Undergraduate Program Coordinator in History for 2020-2021, Dr. Elizabeth Smith-Pryor. Questions that pertain to a specific course should be directed to the instructor.

The Faculty

Kent State University's historians have established national and international reputations as authors of numerous books and articles and as recipients of prestigious grants, fellowships, and other scholarly honors. Departmental members have served the profession and the public through active participation in professional societies and programs at the local, regional, state, national, and international levels. As well, members of the Department's faculty have won major awards for excellence in teaching, advising, and pedagogical innovation. Each year, the Department of History offers courses taught by adjunct professors and instructors who bring their own research specialties to the classroom.

Kent Campus Faculty

<i>Name</i>	<i>Office/Phone</i>	<i>Fields of Expertise</i>
Kevin J. Adams Associate Professor kadams9@kent.edu	Bowman 305 L 330.672.8902	United States: War and Society

Kenneth J. Bindas Professor kbindas@kent.edu	Bowman 305 G 330.672.2882	United States: Cultural and Social History
Matthew Crawford Associate Professor mcrawfl1@kent.edu	Bowman 305 M 330.672.8913	History of Science and Medicine: Early Modern Iberian Atlantic World
Elaine Frantz Professor eparso12@kent.edu	Bowman 305 I 330.672.2882	United States: Sexuality, Gender, Incarceration
Kim M. Gruenwald Associate Professor kgruenwa@kent.edu	Bowman 305 K 330.672.8903	United States: Colonial and Revolutionary
Brian Hayashi Professor bhayashi@kent.edu	Bowman 305 B 330.672.2882	United States: Ethnicity and Immigration
Mary Ann Heiss Associate Professor mheiss@kent.edu	Bowman 305 D 330.672.8905	United States: Foreign Relations
Tim Scarnecchia Associate Professor tscarnec@kent.edu	Bowman 321 A 330.672.8904	Africa
Elizabeth M. Smith-Pryor Associate Professor esmith1@kent.edu	Bowman 305 O 330.672.8920	United States: Twentieth Century African American and Women
Richard Steigmann-Gall Associate Professor rsteigma@kent.edu	Bowman 321 B 330.672.8924	Europe: Modern Germany Fascism, Religion and Society
Shane Strate Associate Professor sstrate@kent.edu	Bowman 305 Q 330.672.8900	Southeast Asia: Thailand, India, Nationalism
Isolde R. Thyret Associate Professor ithyret@kent.edu	Bowman 305 N 330.672.8912	Medieval Europe and Russia

Regional Campus Faculty

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Faculty Office Hours

Faculty members' office hours usually change every semester and are posted on the Department's bulletin boards and doors. This information is also available on individual faculty members' syllabi. Appointments for meeting times beyond a faculty member's office hours are made with the faculty member, and not through the Department's administrative staff. If you cannot reach a faculty member, leave a message on his/her voicemail. If you do have an urgent need to contact that faculty member, call the Department and speak with Ms. Dennis. **Given the impact of the COVID-19 pandemic during this academic year, faculty members may be holding virtual office hours. Check your instructor's syllabus to see how and when your instructor is holding office hours.**

II. The History Major

Declaring or Changing Your Major

Declaring or changing a major requires a visit to the College of Arts and Sciences (CAS) Advising Office, 105 Bowman Hall. There an advisor will review your record and inform you of University and College requirements. This is especially important for students who may be changing colleges or schools as well as majors, and for students transferring from another university. The CAS advisor will work with you to complete the necessary "Change of Program" form. There may be additional forms (for example, to transfer credits from another institution or to confirm course substitutions) dependent on your student status. At this point, you are officially a history major! But don't stop there! If you are changing your major to history from another program in CAS, you can complete the Undergraduate Change of Program form which you can find in Flashline in the GPS channel. You should still schedule an advising appointment in the College Advising Office.

Your next step should be to meet with the Undergraduate Program Coordinator in the Department of History for 2020-2021, Dr Elizabeth Smith-Pryor. Make an appointment by email (esmith1@kent.edu) to consult virtually this academic year with Dr. Smith-Pryor. She'll review the major's requirements with you and answer any questions you may have.

History Major Requirements

The Department of History offers a full and varied range of required and elective courses with which to complete the major or the minor. (Students may find descriptions of all history courses on the

University's website.) Not every upper-division elective course is offered every year, due to faculty research leaves, departmental staffing, and departmental priorities.

Students must earn a 2.0 grade point average in the major to graduate with a Bachelor of Arts in History. No pass/fail courses or workshops are accepted toward completion of the major.

Please Note: The Department has revised the requirements for the history major several times in the last decade, so students must check their catalog year (generally determined by the first semester in which they were enrolled at Kent State) to determine which set of requirements they are to complete. Outlines of the basic requirements are set forth below. Students should consult the appropriate University catalog for complete information and a list of courses that apply to specific categories or concentrations within the major.

General Requirements for Majors in Catalog Years 2019-2020 to Present

The Bachelor of Arts (B.A.) in History requires 36 hours of coursework. These hours must be distributed in the following way:

1) **Lower-Division Electives:** Choose any three (9 credit hours) of the four history courses in the Kent Core, all of which meet the University Diversity Requirement:

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstructions

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Requirements** (6 credit hours): All majors are required to take the following two courses (6 credit hours) in addition to the required seven courses (21 credit hours) of upper-division electives:

HIST 32050: Historical Research Methods in their second or third year as majors. *Historical Research Methods* is designed to serve as an introduction to the methods and theories of History in order to prepare majors for more advanced study in the discipline. HIST 32050 is a prerequisite for HIST 49091, Senior Seminar in History and must be completed with a grade of C or better.

HIST 49091: Senior Seminar in History during their final undergraduate year. *Senior Seminar in History* is the capstone in history where majors will research and write a piece of original historical research. This course allows students to integrate and apply the knowledge and skills developed in their earlier coursework. It fulfills the University's Writing-Intensive (WIC) Requirement.

3) **Upper-Division Electives:** At least seven upper division history courses (21 credit hours) in which students take at least two courses (6 credit hours) from the Area Studies Electives, at least two courses (6 credit hours) from the Thematic Studies Electives, and at least three (9 credit hours) additional upper division courses (30,000 or 40,000 level) of their choosing. HIST 32050 and HIST 49091 do not count toward upper-division electives. *HIST 49002: Internship in History* (3 credit hours) only counts once towards the upper-division electives. Because course offerings change from year to year, students should check the University catalog for the most up-to-date list of which courses may be applied to the Area Studies or Thematic Studies Electives.

General Requirements for Majors in Catalog Years 2016-2017 to 2018-2019

The Bachelor of Arts (B.A.) in History requires 36 hours of coursework. In this version of the major, students must also choose a major concentration from among the following four concentrations: United

States History, European History, Global History, or Pre-1800 History. The required hours of coursework must be distributed in the following way:

1) **Lower-Division Electives:** Choose any three (9 credit hours) of the four history courses in the Kent Core, all of which meet the University Diversity Requirement:

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstruction

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Requirements** (6 credit hours): All majors are required to take the following two courses (6 credit hours) in addition to the required seven courses (21 credit hours) of upper-division electives:

HIST 32050: Historical Research Methods in their second or third year as majors. *Historical Research Methods* is designed to serve as an introduction to the methods and theories of History in order to prepare majors for more advanced study in the discipline. HIST 32050 is a prerequisite for HIST 49091, Senior Seminar in History and must be completed with a grade of C or better.

HIST 49091: Senior Seminar in History during their final undergraduate year. *Senior Seminar in History* is the capstone in history where majors will research and write a piece of original historical research. This course allows students to integrate and apply the knowledge and skills developed in their earlier coursework. It fulfills the University's Writing-Intensive (WIC) Requirement.

3) **Upper-Division Electives:** At least seven upper-division history courses (21 hours), distributed to include at least 3 hours in each of the following concentrations: United States History, European History (including British History and Russian History), Pre-1800 History, and Global History (12 hours total) and at least an additional 9 hours in one of those concentrations. Because course offerings change from year to year, students should check the University catalog from the appropriate catalog year for the most up-to-date list of which courses may be applied to which concentration

General Requirements for Majors in Catalog Years 2010-2011 to 2015-2016

The Bachelor of Arts (B.A.) in History requires 36 hours of coursework. These hours must be distributed in the following way:

1) **Lower-Division Requirements:** All four Kent Core history courses (12 hours), all of which meet the University Diversity Requirement:

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstruction

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Requirements** (6 credit hours): All majors are required to take the following two courses (6 credit hours) in addition to the required seven courses (21 credit hours) of upper-division electives:

HIST 32050: Historical Research Methods in their second or third year as majors. *Historical Research Methods* is designed to serve as an introduction to the methods and theories of History in order to prepare

majors for more advanced study in the discipline. HIST 32050 is a prerequisite for HIST 49091, Senior Seminar in History and must be completed with a grade of C or better.

HIST 49091: Senior Seminar in History during their final undergraduate year. *Senior Seminar in History* is the capstone in history where majors will research and write a piece of original historical research. This course allows students to integrate and apply the knowledge and skills developed in their earlier coursework. It fulfills the University's Writing-Intensive (WIC) Requirement.

3) **Upper-Division Electives:** At least six upper-division history courses (18 hours), distributed to include at least 6 hours of United States History, 6 hours of European History since 1500 (including British History and Russian History), and 6 hours of African, Ancient, Medieval, Latin American, or Asian History. Because course offerings change from year to year, students should check the University catalog from the appropriate catalog year for the most up-to-date list of which courses may be applied to which area.

Shaping Your Major

Students are advised to map out their undergraduate course schedule. Changes in personnel, schedules, and the like are inevitable. Having a general outline of requirements prepares students to alter their course plan when necessary and still maintain good progress toward timely graduation. It is a good idea to schedule a meeting with your assigned history faculty advisor at least once each semester to discuss possible courses.

Every discipline and professional field at Kent State University arranges its coursework from introductory to advanced study, and students should follow, as much as possible, that order. Although some upper-division history courses require no prerequisites for enrollment beyond junior standing, it is expected that students who wish to enroll in those courses will have the requisite knowledge gained in introductory history survey courses. **In addition, HIST 32050, *Historical Research Methods*, should be taken after the completion of introductory courses and before or with your first upper-division history courses.**

Choosing courses because they fit one's schedule is a poor method of shaping one's major and undergraduate career. Factors that may help you to shape your major for maximum benefit are:

- taking sequences of history courses that build upon each other;
- matching foreign-language courses with area-specific history courses (German with courses such as German History, U.S. Diplomatic History, or World War II, for example);
- matching courses in other disciplines to history courses (African American History with African American Literature, for example);
- matching courses with a Study Abroad program.

III. The History Minor

Declaring or Changing Your Minor

Declaring or changing a minor requires a visit to the College of Arts and Sciences (CAS) Advising Office, 105 Bowman Hall. There an advisor will review your record and inform you of University and College requirements. The CAS advisor will help you complete a "Change of Program" form. There may be additional forms (for example, to transfer credits from another institution or to confirm course substitutions) dependent on your student status. You can also complete the Undergraduate Change of Program form online.

Your next step should be to meet with the Undergraduate Program Coordinator in the Department of History for 2020-2021, Dr Elizabeth Smith-Pryor. Make an appointment by email (esmith1@kent.edu) to consult virtually this academic year with Dr. Smith-Pryor. She'll review the minor's requirements with you and answer any questions you may have.

General Requirements for Minors in Catalog Years 2019-2020 to Present

A Minor in History requires 21 hours of coursework. These hours must be distributed in the following way.

1) **Lower-Division Electives:** Choose any three (9 credit hours) of the four history courses in the Kent Core, all of which meet the University Diversity Requirement:

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstructions

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Electives:** At least four upper division history courses (12 credit hours) in which students take at least two courses (6 credit hours) from the Area Studies Electives and at least two courses (6 credit hours) from the Thematic Studies Electives. Because course offerings change from year to year, students should check the University catalog for the most up-to-date list of which courses may be applied to the Area Studies or Thematic Studies Electives.

A minimum cumulative grade point average of 2.0 is required to satisfy the history minor. All courses in the history minor must be graded. No pass/fail courses or workshops will be accepted as credit in fulfilling the minor.

General Requirements for Minors in Catalog Years 2017-2018 to 2018-2019

A Minor in History requires 21 hours of coursework. These hours must be distributed in the following way.

1) **Lower-Division Electives:** Choose any three (9 credit hours) of the four history courses in the Kent Core, all of which meet the University Diversity Requirement:

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstruction

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Electives:** At least four upper-division history courses (12 hours), distributed to include at least 3 hours in each of the following concentrations: United States History, European History (including British History and Russian History), Pre-1800 History, and Global History (12 hours total). Because course offerings change from year to year, students should check the University catalog from the appropriate catalog year for the most up-to-date list of which courses may be applied to which concentration

A minimum cumulative grade point average of 2.0 is required to satisfy the history minor. All courses in the history minor must be graded. No pass/fail courses or workshops will be accepted as credit in fulfilling the minor.

General Requirements for History Minors in Catalog Year 2016-2017 and earlier

A Minor in History requires 24 hours of coursework. These hours must be distributed in the following way.

1) **Lower-Division Requirements:** All four Kent Core history courses (12 hours), all of which meet the University Diversity Requirement.

HIST 11050: World History: Ancient/Medieval

HIST 11051: World History: Modern

HIST 12070: Early America: From Pre-Colonization to Civil War and Reconstruction

HIST 12071: Modern America: From Industrialization to Globalization

2) **Upper-Division Electives:** The remaining 12 hours must be taken in upper-division courses, and must include at least 3 hours of United States History, 3 hours of European History since 1500 (including British History and Russian History), and 3 hours of African, Asian, Latin American, Ancient, or Medieval History. Because course offerings change from year to year, students should check the University catalog from the appropriate catalog year for the most up-to-date list of which courses may be applied to which area.

A minimum cumulative grade point average of 2.0 is required to satisfy the history minor. All courses in the history minor must be graded. No pass/fail courses or workshops will be accepted as credit in fulfilling the minor.

Shaping Your Minor

Students are advised to map their undergraduate course schedule. Changes in personnel, schedules, and the like are inevitable. Having a general outline of required and elective courses prepares students to alter their course plan when necessary and still maintain good progress toward timely graduation.

Every discipline and professional field at Kent State University arranges its coursework from introductory to advanced study, and students should follow, as much as possible, that order. Although some upper-division history courses have no prerequisites for enrollment, it is expected that students who wish to enroll in those courses will have the requisite knowledge gained in introductory history survey courses.

Choosing courses because they fit one's schedule is a poor method of shaping one's minor and undergraduate career. *The primary factor in shaping your history minor should be your major.* That is, whatever your major is, the courses you take in history should complement and enhance the courses in your major. Other factors that may help you to shape your minor for maximum benefit are:

- taking sequences of history courses that build upon each other;
- matching foreign-language courses with area-specific history courses (German with courses such as German History, U.S. Diplomatic History, or World War II, for example);
- matching courses in other disciplines to history courses (African American History with African American Literature, for example);
- matching courses with a Study Abroad program.

IV. Advising Department of History Advising

Advising is recommended every semester of your undergraduate career! An advising session is the best means to confirm your progress through the University, learn of any possible changes to the

major or the minor that may affect you, discuss study and writing strategies, and confer about your future plans. Please consult often with a faculty advisor.

If you are a history major, the faculty advisor stands ready to help you succeed in your undergraduate studies and help you plan for your career goals after graduation. We

- advise course selection and map your major;
- provide information on special topics courses;
- arrange individual investigations;
- troubleshoot any problems you may have with history, College of Arts and Sciences, and University requirements;
- refer you to and/or facilitate contact with other departments and offices;
- write letters of recommendation;
- provide counseling for graduate school applications; and
- offer counseling for careers in history.

College of Arts and Sciences Advising

The advisors in the College of Arts and Sciences stand at the ready to help you navigate the often-confusing College and University requirements. The CAS Advising Office is your first stop to perform the following actions:

- declare or change your major (Change of Program Form) you may also complete the form online but you should still meet with an advisor;
- substitute one course for another with Departmental approval (Course Substitution Form);
- apply to transfer credits from a previous institution with Departmental approval (Transfer Evaluation Form);
- apply to transfer summer credits taken at another institution (Transient Approval Form, to be filed before those credits are taken);
- apply for Academic Forgiveness; and
- apply for graduation.

Of course, you may consult a CAS advisor if you have questions about any University or College of Arts and Sciences requirements.

The CAS Advising Office telephone number is (330) 672-2062 and the office is located in 105 Bowman Hall. Their website is <http://www.kent.edu/cas/advising>.

V. Taking History Courses

History at the college level is a *discipline*, not a *subject*, and as such students are required to learn more than dates and names and events and places. Courses offered in the Department of history range widely across the chronological and geographic sweep of humankind's existence. Introductory lecture courses prepare undergraduate students for the challenges of living and working in the global community of the twenty-first century. Small upper-division courses provide challenging perspectives on a variety of topics.

Introductory courses (10000 and 20000 levels) in history offer students the means to learn *what happened and why*. Upper-division courses (30000 and 40000 levels), focusing on narrower periods or questions or geographical areas, offer students the means to learn not only *what happened and why*. These courses also train students in the *research and analytical skills specific to the discipline*. "Special Topics" courses offer unique opportunities to study a subject linked with a faculty

member's research expertise or interests. All courses afford students the means to sharpen their reading, research and writing skills. It's one thing to know, but that's only the first step to understanding. The history major and minor are designed to train students in that process.

Unless otherwise noted, each history course earns 3 credit hours. For course descriptions and prerequisites please consult the University Catalog or the Department of History website <http://www.kent.edu/history>.

Introductory Surveys

Depending on their catalog year, all majors in history are required to take either three of four introductory courses; minors are required to take four:

HIST 11050	<i>World History: Ancient/Medieval</i>
HIST 11051	<i>World History: Modern</i>
HIST 12070	<i>Early America: From Pre-Colonization to Civil War and Reconstruction</i>
HIST 12071	<i>Modern America: From Industrialization to Globalization</i>

These courses form the foundation upon which the rest of the history major and minor builds.

In these lower-division courses, in which large numbers of students are enrolled, you may find that your professor is assisted by graduate students, either as teaching assistants or graders. As much as you should get to know your professor, you should also meet with these assistants. They can explain the course requirements, answer your questions, help you study, and offer advice to help you succeed in the course.

Students often, and erroneously, assume that introductory or survey courses are “easy” courses. A glance at the University catalog, however, would reveal that **10000- and 20000-level courses are defined as broad surveys to a given discipline, not as easy**. These courses require much study, writing, and examination.

Historical Research Methods

All majors in history are **required** to take HIST 32050: *Historical Research Methods*. This course prepares students for the advanced study required in the Department's upper-division courses. **Ideally, this course should be taken after the completion of the introductory courses and as you begin advanced study by enrolling in upper-division courses.** HIST 32050 **MUST** be completed with a grade of C or better before enrolling in HIST 49091.

The Senior Seminar

All majors in history who entered the University as of the fall of 2010 are required to take HIST 49091: Senior Seminar in History. The Senior Seminar in History is the capstone experience in history where majors will research and write a piece of original historical research. This course allows students to integrate and apply the knowledge and skills developed in their earlier coursework. It satisfies the University's Writing Intensive Requirement.

Upper-Division History Courses

Upper-division history courses are limited in enrollment and are dedicated to hands-on historical inquiry, from researching and interpreting primary evidence to discussing (and often debating) various scholars' interpretations. Historians agree to disagree about the significance of an event or a person. This is not because history may be reduced to someone's opinion. A good historian keeps an open mind and evaluates carefully different viewpoints. In these courses students learn those modes of evaluation as they deepen their knowledge of the past. To achieve these goals, students will write reviews, essays, and research papers in these courses.

Special Topics Courses

“Special Topics” courses offer unique opportunities to study a subject linked with a faculty member’s research expertise or interests. These upper-division courses vary from semester to semester and count toward the major and minor.

Individual Investigations

HIST 49196: *Individual Investigation* is a variable-credit (2-3 credits) course dedicated to the study of a topic linked to a faculty member’s expertise but not explored through an existing course. The student and faculty member will agree on the goals, readings, and activities in the course and file the appropriate form with the Department of History. *Individual Investigations* must be approved by the faculty member and department chair before the student registers for the course.

Senior Honors Thesis

Majors in history may choose to write a Senior Honors Thesis through the auspices of the Honors College. The Department of History encourages such scholarly excellence. If not already enrolled in the Honors College, history majors wishing to write a Senior Honors Thesis must have a 3.2 GPA and must apply to the Honors College by the end of their junior years to be able to write the senior-year thesis. Recent Senior Honors Theses in history include:

- Max Monegan, “John J. Pershing’s Tactical Doctrine” (2008)
- Brad Baranowski, “Blinded by the Light of Reason: Eugenics, Efficiency, and the Ethical Trial of the ‘People’s Attorney’” (2010)
- Zachery A. Fry, “Rally on the Colors: The 59th New York Volunteer Infantry from Antietam to Gettysburg” (2010)
- Philip Shackelford, “On the Wings of the Wind: the U.S. Air Force Security Service and its Impact on Signals Intelligence in the Cold War” (2014)
- Randall S. Slonaker, “The Failed Crusade: The Ku Klux Klan and Public Education Reform in the 1920s” (2016)

Internships

Internships in history provide a select number of students with the opportunity to combine academic training and practical work experience in museums, libraries, historical societies, and related institutions. Internships for course credit require a minimum commitment of 10 hours per week during the academic year. Students are required to arrange, with the help of the Department of History’s Public History Coordinator, their placements and supervisors. Assessment will be based on both academic and professional criteria.

Besides placement at Archives and Special Collections at the Kent State University Library and at the Kent State University Museum, the Department of History has sponsored interns at a variety of institutions within and beyond Northeast Ohio:

American Museum of Fly Fishing (VT)	Peninsula Historical Society (OH)
Berea Area Historical Society (OH)	Portage County Historical Society (OH)
Biltmore (NC)	Rock and Roll Hall of Fame and Museum (OH)
Cleveland Museum of Natural History (OH)	Smithsonian Institution (DC)
Cuyahoga Valley National Recreation Area, National Park Service (OH)	Smucker’s (OH) Southwestern Pennsylvania Heritage Preservation
Dover Historical Society (OH)	Commission

Hale Farm and Village (OH)	Stan Hywet Hall and Gardens (OH)
Historical Society of Western Pennsylvania	Stark County Historical Society (OH)
Hudson Library and Historical Society (OH)	Summit County Historical Society (OH)
Kent Historical Society (OH)	Tallmadge Historical Society (OH)
Mahoning Valley Historical Society (OH)	Western Reserve Historical Society (OH)
Mercer County Historical Society (PA) Old Economy Village (PA)	Youngstown Historical Center of Industry and Labor (OH)
Milan Historical Museum (OH)	Zoar Historical Village (OH)

For more information, please contact Dr. Matthew Crawford, Internship Coordinator, Department of History (Kent Campus) at mcrawfl1@kent.edu or Dr. Leslie Heaphy, Internship Coordinator, Department of History (Regional Campuses) at lheaphy@kent.edu. Internships apply as upper-division course hours in the history major and minor.

Study Abroad

Students of history benefit greatly from an academic semester or year spent abroad. KSU's Office of Global Education offers undergraduates a variety of study-abroad programs. Short-term programs, especially for language study, are also offered. Dependent on the program, history course credits are accepted in fulfillment of the major and minor requirements.

To learn more, visit the Office of Global Education, Terrace Hall; telephone: (330) 672-7980. The OGE website is <http://www.kent.edu/globaleducation>.

The College of Arts and Sciences also sponsors a variety of study abroad opportunities. For more information, consult <http://www.kent.edu/cas/studyabroad> or visit the A&S Study Abroad office in 126 Bowman Hall.

Workshops

If you are enrolled in 11 or more credit hours in a semester, you may enroll in a workshop without paying more tuition. You will have to pay any special fees, however. You may apply workshop credit hours toward your degree in certain circumstances.

Although for-credit workshops in history are offered from time to time, these credits *do not apply to the major requirements*.

VI. Progress Toward Graduation

More than a ceremonial occasion, graduation is the culmination of years of hard work and the commencement of the next stage of your life. Getting there, though, sometimes seems more difficult than coursework, due to the many requirements and deadlines and forms a student must negotiate during his/her undergraduate career. Taking the time to explore and plan your course schedule, learning what office does what service, and spending some time in your advisor's office fall under the heading of "Time Well Spent."

When in doubt, ask an advisor or consult the University Catalog.

The Requirements Have Changed: What Do I Do?

"Catalog year" refers to the University Catalog in use in the year in which you entered (matriculated) the University. Requirements do change from time to time, but the requirements you must fulfill for graduation are based on the catalog valid at the time you matriculated. If you are unsure of your

status, consult your Graduation Planning System (GPS) Audit or Kent Academic Progress System (KAPS) report available to you through Flashline for Students.

As noted earlier, the requirements for a major can change from year to year. As a result, the major requirement sheet is not guaranteed to be the same each and every year. You need to fulfill the major requirements for your particular catalog year (the catalog in use when you first began your studies at Kent State University) to ensure you are taking the right courses.

Applying for Graduation

You do not apply for graduation through the Department of History. The requirements and deadlines for graduation are available in the University Catalog as well as through the College of Arts and Sciences Advising Office (105 Bowman Hall) and its website <http://www.kent.edu/cas/graduation>.

VII. Studying History Beyond the Classroom

Kent State University offers students services and resources for study and research beyond courses. Taking full advantage of all these services and resources enriches your education.

University Libraries

Kent State University's libraries constitute the history major's and minor's most important resource. Of course, the Main Library's shelves contain numerous books about history. You will also find over 100 scholarly journals that offer the latest scholarship in history and other materials central to historical inquiry. Many of the resources are available in electronic form through KentLink, the University Library's Information Network and OhioLink, a network that links many of Ohio's university catalogues and resources.

You'll find that the Main Library holds primary resources such as published diaries, memoirs, collections of papers, military and public records, newspapers and journals (some of these are found on microfilm on the second floor), and other forms of evidence central to historical inquiry. The Department of Special Collections and Archives (12th floor) holds some of these collections. Government Records are located on the 10th floor. The University's specialized libraries, such as the Map Library (410 McGilvrey Hall), the Joseph F. Morbito Architecture Library (309 Taylor Hall), and the June F. Mohler Fashion Library (131 Rockwell Hall), also offer history majors and minors excellent resources for research and study. If the KSU Libraries don't have the specific resource you need, you may be able to borrow it through OhioLink.

The University Libraries offer many services that go beyond access to the books, journals, and other resources housed on its miles of shelves. When in doubt about a research project or course assignment, the first-floor reference section of the Main Library is the best place to begin. The Library's professionals are ready to help you in your research.

The Internet

The Internet is the wondrous tool of our Information Age, but it must be used with great caution. The World Wide Web may serve as a powerful and convenient research tool, but it may also fool the innocent or lazy student. In the millions of web pages may be found grade school history projects and history buffs' indiscriminate obsessions as well as essays published in scholarly journals by eminent professional historians. Don't make the mistake of assuming that a website contains correct sources or arguments!

Scholarly journals, museums, and libraries (such as the Library of Congress) have made available their contents on their websites. These resources are authoritative and trustworthy. In some case you may directly access these resources. In other cases resources are made available through

subscription. The KSU Libraries subscribe to a good number of these historical databases and make them available to students.

Historical research requires careful consideration of primary sources and secondary interpretations. Picking and choosing information without careful consideration is not historical research; it's random sampling. When in doubt, consult your professor or a librarian.

Kent State University Museum

The Kent State University Museum, located in Rockwell Hall, houses one of the finest costume collections in the world. In addition, the museum offers nine galleries of decorative arts, photography, and changing exhibitions of interest to the University community and the public. KSU students enjoy free admission and often undertake internships in the Museum. For more information, call (330) 672-3010 or visit the Museum's website at <http://www.kent.edu/museum>.

The Academic Success Center

The Academic Success Center (ASC) provides opportunities for academic development, assists students with required courses, and motivates students toward successful completion of their postsecondary education. All services provided by the ASC are free to enrolled undergraduate students. These services include:

- drop-in tutoring;
- writing tutoring;
- study groups; and
- supplemental instruction.

For more information, visit the ASC in the Center for Undergraduate Excellence, call (330) 672-3190, or consult the Center's website at <http://www.kent.edu/asc>.

The Writing Commons

The Writing Commons is open to all undergraduates enrolled at Kent State University. If you are experiencing problems in conceptualizing and writing papers, the Writing Commons can help you understand your assignment, help you overcome writer's block, define your essay's purpose, develop a focus, refine your thesis, add supporting information, delete distracting material, learn to proofread, and reinforce your knowledge of the rules of grammar, spelling, or formatting.

To make an appointment, please call (330) 672-1787 or drop by the Writing Commons on the 4th floor of the Library. You may also email the Writing Commons at writing@kent.edu. Their website is located at: <http://www.kent.edu/writingcommons>.

Student Multimedia Studio

Some of your professors may invite you to create research projects in forms other than the traditional essay. The Student Multimedia Studio (SMS) can help you create a documentary film, a multimedia CD, or a website. Located in the Information Commons on the 1st floor of the Kent State University Main Library, the Student Multimedia Studio provides currently enrolled KSU students with a wide range of multimedia equipment, software, and support to create presentations for course projects. At the SMS students may:

- scan photographs, slides or film, then use them in PowerPoint, Web, and video presentations, or start an archive of work for an e-Portfolio that may help in securing employment after graduation;
- edit images or create animations using Photoshop, Image Ready, or 3DS Max;
- create a PowerPoint or Web presentation, then burn it to a CD-R or upload it to the Web;
- record a CD, VCD, or DVD of data, video, audio, or an entire presentation;

- borrow a camcorder to shoot video;
- capture and edit digital video, record your voice, or create original music in a private edition room. Add titles, effects, music and sound effects to the video, then transfer the finished production to videotape, stream it over the Web, insert it into a PowerPoint presentation, or create a DVD; and
- get one-on-one help from one of our Multimedia Consultants. Consultants are available to show students how to use the SMS equipment or provide basic software instruction. More extensive help is also available by appointment.

For more information, call (330) 672-0221, or go online at <http://www.library.kent.edu/about/departments/student-multimedia-studio>.

VIII. Scholarships, Honors, and Awards

Kent State University offers a variety of scholarship opportunities for students enrolled at every campus. Scholarship awards are based on a variety of criteria. Selection of winners will be made based on academic merit, demonstrated financial need, field of study, participation in a specific program, organization or activity, and/or any combination of the above. For more information, consult the following KSU website: <http://www.kent.edu/financialaid>.

The Department of History is proud to be offer to its students the following scholarships and awards. Recipients are acknowledged at the Department of History's Annual Spring Banquet during the Spring semester.

History Faculty Endowed Scholarship

The History Faculty Endowed Scholarship is awarded annually to a history major or minor with a minimum 3.0 GPA in their history courses who has the academic standing of a junior or senior.

Richard G. Hollow Scholarship

The Richard G. Hollow Scholarship is awarded annually to a history major in good standing whose historical interests lie at the intersection of American history and business or economic history. Richard G. Hollow graduated from the College of Arts and Sciences at Kent State University in 1964 with a major in Political Science and taught for 36 years in the Bristol School District of Trumbull County.

Andrew and Francisca Paz De Carlo Scholarship

The Andrew and Francisca Paz De Carlo Scholarship is awarded annually to a history major who is a resident of Ohio and has the highest GPA among the eligible applicants for the scholarship. Applicants for the Paz De Carlo Scholarship must also demonstrate financial need.

Thomas H. Smith Scholarship

The Thomas H. Smith Scholarship is awarded in recognition of the dedication and academic achievement of an undergraduate majoring in history. Applicants must be a history major in good standing; preference will be given to qualified applicants that also demonstrate financial need. Dr. Thomas H. Smith was the History Department's first PhD recipient.

Henry N. Whitney Scholarship

The Henry N. Whitney Scholarship, established in 1994, honors a former, long-serving chair of the Department of History. The Scholarship recognizes an outstanding Junior history major. Applicants must possess a minimum grade point average of 3.3 overall and 3.5 in all history courses and submit a

sample of their writing in history, at least one letter of recommendation from a member of the Department's faculty, and a brief letter describing their interest in history and career plans.

Gold Pen Award for Excellence in Writing In History

The Gold Pen Award for Excellence in Writing in History, awarded annually, honors the author of the most distinguished paper written for a history course (any campus) during the preceding calendar year. The winner receives a gold pen, suitably engraved.

Phi Alpha Theta Award

The Phi Alpha Theta Award honors annually the senior history major with the highest grade point average in the major. No application is necessary.

IX. Department-Sponsored Student Activities

Committee Membership

Students represent their interests on several committees in the Department of History and in the College of Arts and Sciences. Students interested in serving on committees should contact Chair Kevin Adams during the 2020-2021 year.

Association for World History

The purpose of the Association for World History is to involve Kent State University students who are interested in all kinds of history. Trips to historical sites or museums shall be organized. Regular meetings shall be held, which shall occasionally include presentations by guest speakers and other activities, both fun and serious.

History Club

Whether history majors or minors or just plain curious, students may also participate in the undergraduate History Club, whose members organize excursions to sites of historical interest, invite speakers to campus, volunteer at local historical societies, and promote collegial relations between students and faculty.

Phi Alpha Theta

Outstanding students may become members of the Department's chapter of Phi Alpha Theta, the world's largest national history honor society.

Phi Alpha Theta, with over 725 chapters and 700,000 members in the United States, Puerto Rico, Canada, and the Philippines, was organized on March 17, 1921 at the University of Arkansas by Nels Clevon. This professional society's mission is "to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. We seek to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist in historical research and publication by our members in a variety of ways."

Kent State University's Psi Chapter received its charter in 1938, making it one of the nation's oldest chapters of Phi Alpha Theta. Since its inception, more than 900 undergraduate and graduate students have been recognized for outstanding historical scholarship and academic performance by being inducted into the Psi Chapter. The Psi Chapter is sponsored by the KSU Department of History.

To learn more about Phi Alpha Theta, or to join, contact the Department of History.

History Majors Listserv

The email address of each history major is automatically entered in the History Majors Listserv, which acts as a form of electronic communication between the Department and its majors to let students know about upcoming events in the Department. If you are a history major and believe you are not on the listserv, please contact Dr. Elizabeth Smith-Pryor (esmith1@kent.edu).

Lectures and Colloquia

Throughout the course of each academic year, the Department of History sponsors lectures and colloquia on a wide variety of historical topics. These will be advertised in the *Daily Kent Stater*, by flyers posted throughout the campus (and especially in Bowman Hall), and by notification via the History Majors Listserv.

X. Surviving and Excelling in Your History Courses

Kent State University provides much advice through its various programs about how to study, how to write, how to listen—in short, how to be a great student. What follows here is some specific advice for history courses.

Engage Your Brain!

Kent State University policy requires regular class attendance. The Department of History takes that policy seriously. The work that professors and students perform in classes, lectures, and discussions helps you become a historian as you become a better student.

Learning is not a passive activity. It requires engagement at all levels, from reading course materials with purpose, taking notes that ask questions rather than just record what you hear, asking questions in class, and debating points of view. It is one thing to show up in class, quite another to become an active participant in your own education. Some suggestions:

- prepare for each class: read the assignments, jot questions you may have;
- turn off the cell phone and pager when class begins;
- don't text message during class;
- take an active role in class: take notes, ask questions, follow and participate in the discussion;
- commit yourself to learning as a member of a class, you have agreed to help create an environment in which learning is paramount. Respect your classmates and your professor by showing up on time, staying until the class ends, and refraining from activities (talking to fellow students, eating, sleeping and drooling, doodling) that distract your classmates; and
- ask for help when you need it!

How to Write Successful Essay Examinations

Test-taking is a learned skill, one that improves with practice—and study! One tried and true method of writing the successful examination is to write the exam beforehand—that is, develop questions from lecture notes and readings and answer them. Review your lecture notes for the questions the professor asked in class and for lecture themes, and make good use of any auxiliary materials available to you. (Textbooks, for example, now include websites that contain practice questions.)

Whatever the course level or topic, these guidelines pertain.

1. *Study.* Cramming the night before doesn't prepare students well for an examination. Set aside time each day or each week to review what you've read and heard in your history course(s). Develop your skills by revising notes, making timelines, creating questions, and writing answers.

2. *Read the examination questions.* Yes, this seems self-evident. Yet students often fail to answer entirely the question(s) put before them on an examination. Essay questions tend to have several parts, so taking the time to read carefully each question and "map" or outline the answer does pay.

Certain verbs in an essay question tell you how to map your answer. You will see the following verbs in many history examinations.

- *Compare:* draw and emphasize *similarities* between two or more phenomena
- *Contrast:* draw and emphasize *differences* between two or more phenomena
- *Criticize:* offer an informed opinion as the result of analysis
- *Define:* identify and characterize a phenomenon, such an idea or ideas, an event or events, a group of people, or an era
- *Describe:* recount or characterize a phenomenon
- *Discuss:* examine or analyze, offering if necessary several viewpoints
- *Evaluate:* interpret by considering pros and cons, or importance, or in relation to phenomena
- *Explain:* account for what happened; sometimes used to ask for a defense of a statement, thesis, or proposition
- *Interpret:* figure out; make a judgment
- *Prove:* offer evidence in a logical argument to defend, justify, or reject
- *Relate:* describe how phenomena are connected or interact with each other or are like each other
- *Summarize:* offer main argument, facts, and evidence in a condensed form
- *Trace:* describe in narrative form a phenomenon, such as an idea or a set of events, that changes over time

3. *Don't regurgitate facts.* Instead, establish a thesis or argument and use the facts you know to illustrate the correctness of your thesis or argument. For example, if you are asked to discuss the causes of the American Revolution, do not merely list these in the order in which you remember them. Rather, take the time to order them in importance and describe and discuss each one.

Essays require organization, of course. Essays also require that you synthesize, analyze, and evaluate. You may be able to remember all the "facts" or "details" but that is not enough when a question asks you to argue or conclude.

4. *Make an outline.* It need not be formal or complete or lengthy, but rather take the form of a checklist of items you will discuss in your essay. Let's take again the example of the causes of the American Revolution. After making your list of causes, note next to each cause an example to argue the cause's importance. Then order your list to organize your essay.

5. *Make your first paragraph count.* That is, don't generalize. Answer the question by stating your purpose and providing a "roadmap" to the rest of the essay. Often you may begin your essay by restating the question and supplying a quick but thorough review of the points you will argue.

6. *Make your argument.* After your introductory paragraph, follow your outline. Each outline point/topic should correspond to a paragraph in your essay. In each paragraph, state the topic and offer description, discussion/argument, and example(s) to make your case. To take the example of the American Revolution once again, you may decide to argue that one of the causes of the Revolution was

that the American colonists believed that Great Britain was unfairly taxing the colonists. You would then support that statement with historical examples (evidence) of that statement.

7. *Restate your argument or thesis.* The final paragraph of your essay is its conclusion, and should review the statement and the argument.

How to Write Successful Research Papers and Historical Essays

Students enrolled in upper-division history courses research and write papers. These essays may be in the forms of a research paper; a review of a book, an article, or a film; a comparative essay weighing points of view or events or evidence; or a historiographical essay (a paper that considers how different historians have studied the same topic over time). The creation of an essay is a process and should not be delayed until the week before the deadline. The research process takes time (and should take you to the library), as does the drafting and, yes, revising of the essay.

The topics may vary from course to course and student to student, and the types of papers your professors require may vary, but in the main the research paper or historical essay possesses a basic structure and purpose. Very much like the examination essay, the research paper or historical essay presents historical evidence and interpretation to defend a clearly stated thesis. Some general guidelines:

1. *Organize your research.* Research requires locating, reading, and evaluating evidence. Often, that accumulated research is in various forms: handwritten or typed notes, photocopies, books, and other materials you may have gathered. It's useful and time-saving to review your research as you gather, and to organize your materials in a manner that relates to the topic or question you are considering. Is your study a chronological examination? Then ordering your notes chronologically makes the best sense. Is your study a comparison of two or more phenomena? As you read through the evidence, jot down possible points of comparison and organize the evidence under these points. Your question will help in organization your research agenda and the evidence you analyze. That organization will help greatly when it's time to write your paper. Even if your assignment is a book review (that you research when you read it), organizing your notes is a means of organizing your thoughts.

2. *Organize your essay:* Any research paper is composed of three parts: the introduction, the body, and the conclusion.

The *introduction* (typically one to three or four paragraphs) sets up the rest of the essay by establishing the topic and stating the thesis or purpose of the essay. The introduction serves as a sort of "roadmap" for the rest of the essay. Yet the introduction does something more. It tells the reader *why* s/he should consider your thesis and argument.

The essay's *body* offers logically the argument and evidence to support your thesis. In this section you will include examples (evidence) from your sources. You may consider quoting some of your sources as evidence for your argument.

The *conclusion* is the place where you unite and summarize your arguments, showing how your evidence and examples prove your thesis. In short, you restate your essay's purpose and the main points that support your argument.

3. *Use historical evidence correctly and fairly:* Evidence forms the basis of the historian's work. A work of history, from a book to an essay to a book review, is evaluated mainly on the writer's correct use of evidence to support his/her thesis and argument. The goal of the historian is to provide an impartial analysis of the past.

Historical evidence varies: texts (written or printed—letters, diaries, newspapers, books), images (paintings, photographs, advertisements, cartoons, film), spoken and heard (interviews, oral histories, music), and things (artifacts, the built environment, material culture). Whatever its form, historical evidence and its uses may be categorized in three ways:

a. *primary source* or *secondary source*: A *primary source* is firsthand evidence—that is, it is the product of a participant in or eyewitness of a historical event, life, or other phenomena. A *secondary source* is the product of someone removed in time and space from an event, life, or other phenomena. Historians' analyses are secondary sources.

An example of the relationship between a primary source and secondary sources may be found in the crossing of the Delaware River by George Washington and his Continental Army troops in December 1776, to surprise and engage the Hessians and British in battle. One primary source recounting these events was supplied by a Continental Army soldier, Elisha Bostwick. A secondary source is historian David Hackett Fischer's recent book, *Washington's Crossing* (2004), in which he analyzes all aspects of the event in the context of the American Revolution and military history. Secondary sources are extremely useful because they provide a larger perspective of historical events than eyewitnesses can.

A primary source must be considered with great caution. Eyewitness accounts may disagree with each other; a person's autobiography may be slanted in one way or another; and newspapers may also be biased in their selection of articles and viewpoints. This does not mean that primary evidence is rejected! *Primary evidence is the foundation of all history*. Historians must engage evidence critically, asking questions about author, intent, and veracity.

b. *direct evidence* or *circumstantial evidence*: Direct evidence is primary evidence. Sometimes, however, there is no direct, primary evidence of a certain event or person or phenomenon. Archaeologists know this well: many ancient societies did not leave full accounts or texts, and archaeologists "piece together" (in more ways than one) different types of evidence to re-create conditions that help lead to conclusions. By studying the *conditions* in which a certain event took place (or may have taken place) we may get closer to proving that that event happened or we may get closer to understanding the event—even if we do not have direct evidence.

So *circumstantial evidence* is *indirect evidence*. The *Merriam-Webster Online Dictionary* defines circumstantial evidence as "evidence that tends to prove a fact by proving other events or circumstances which afford a basis for a reasonable inference of the occurrence of the fact at issue." Like a lawyer, historians may build circumstantial arguments to prove a thesis. An argument based on circumstantial evidence *points toward* a thesis or conclusion that may be reasonably made and accepted.

c. *fact* or *opinion*: A *historical fact* is a statement about the past that is true. A fact is proved with solid evidence. For example, George Washington's crossing of the Delaware River on Christmas in 1776 and surprising the Hessians is a fact: witnesses were present to experience it and report it. A fact is derived from *evidence*, and *not evidence in and of itself*.

A *historical (or scholarly) opinion* is a judgment arrived at through the application of accepted historical methods of analysis. The statement "George Washington's crossing of the Delaware River was a major turning point in the American Revolution" is an opinion, and its power is based on the argument made to form the opinion (making an argument based on evidence and facts) and the historian making it. Note that there's quite a difference between a personal opinion (a view based on an impression and belief but usually not based upon full knowledge of the matter being considered) and a professional, scholarly, or informed opinion. Good historians do not inject personal opinions into their research; rather they employ the skills they have learned (and that you are learning) to create arguments that may be tested and accepted by others.

4. *Write with integrity*: Honesty is the best policy in writing history papers. At times students get lost in the rules of quoting, paraphrasing, and citing materials. Understanding these rules is important to the acceptance of your writing as accurate and convincing.

a. *Use quotations with care:* Make sure to quote your sources accurately. Students often let the quotations make the argument for them, and that is not the purpose of quotation. Rather, quoting should be used only when the argument calls for evidence of a point. Quotations should be correctly marked, be copied exactly from the source, and be properly cited. Many style guides (including those listed below in “Resources for Writing History”) provide examples of how to do this.

b. *Credit (cite) your sources.* Historians earn their professional credibility by making their research available in all aspects, from argument to sources, so that other historians may evaluate their work. Students in history courses are evaluated in the same way. Document your quotations, paraphrases, and research sources in both your footnotes and bibliography. The purpose of footnotes and bibliography is to let the reader (for students, the professor) know all the sources you used so that s/he may evaluate your thesis and argument. Failure to cite all your sources is plagiarism—the representation of other’s ideas and words as your own—and that is a scholarly offense and grounds for sanction at Kent State University (see below, “Cheating and Plagiarism”).

As always, when in doubt about research and writing in history, talk to your professor!

Resources for Studying and Writing History

Rael, Patrick. *Reading, Writing, and Researching for History: A Guide for College Students*, available at <https://www.bowdoin.edu/writing-guides/>

Presnell, Jenny L. *The Information-Literate Historian: A Guide to Research for History Students*, 3rd ed. (New York: Oxford University Press, 2019)

Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*, 6th ed. (New York: Bedford/St. Martin’s, 2009)

Storey, William. *Writing History: A Guide for Students*, 6th ed. (New York: Oxford University Press, 2021)

A list of valuable online resources for students of history compiled by StudentGuide.org may be found at <http://www.studentguide.org/valuable-online-resources-for-students-of-history/>

The Kent State University Library website provides online tutorials on a variety of subjects of interest to students of history; see <http://libguides.library.kent.edu/tutorials>

The History Librarian (Kara Robinson) has prepared a guide to accompany HIST 32050, Historical Research Methods, but much of the information is relevant to students in all history courses; the guide may be found at <http://libguides.library.kent.edu/hist32050>

Students looking for guidance on citation formats for research papers (footnotes and bibliographies) can find helpful tutorial guides to proper Chicago/Turabian style as used in the discipline of history at <http://libguides.library.kent.edu/c.php?g=278149&p=1853946>

How Do Professors and Instructors Evaluate Students’ Work?

Professors and instructors in the Department of History are not only teachers; they are professionally trained and practicing historians. As such, they adhere to the standards and practices of the discipline. Students often ask a professor, “What do *you* want?” or “What are *you* looking for in this assignment?” Such a question assumes that each professor or instructor has different standards of historical analysis. Yet professors and instructors, as historians, don’t think that way. In every history

course you will be asked to engage a certain method of inquiry (a discipline), apply that to evidence (texts, images, artifacts, music) and adopt or test theses and employ argument.

Professors use several means through which to evaluate students' work and progress. Most of the examinations you will take in a history course will involve answering one or more essay questions. Some professors will give you a choice of questions; others will not. Some will have students write take-home examinations; others will administer in-class examinations. How your essay will be graded, though, is always based on accepted standards of historical inquiry.

Cheating and Plagiarism

Don't! The penalties for plagiarism and cheating are severe. The University Policy Register (<https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>) defines cheating as "intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation." Cheating includes (but is not limited to):

- obtaining or retaining partial or whole copies of examinations, tests or quizzes before these are distributed for student use;
- using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
- obtaining confidential information about examinations, tests and quizzes other than that released by the instructor;
- securing, giving or exchanging information during examinations;
- presenting data or other material gathered by another person or group as one's own;
- falsifying experimental data or information;
- having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
- cooperating with another to do one or more of the above;
- using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented; and
- presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

Plagiarism is just as serious. The University Policy Register defines *plagiarism* as taking and presenting "as one's own a material portion of the ideas or words of another or to present as one's own an idea or work from an existing source without full and proper credit to the source of the ideas, words, or works." Plagiarism includes (but is not limited to):

- the copying of words, sentences and paragraphs directly from the work of another without proper crediting;
- the copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
- the presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

Academic sanctions for cheating and plagiarism include failing the student for the work, for the course in which s/he cheated or plagiarized, dismissal from a program, and suspension, probation or dismissal from the University.

If you are in doubt about what plagiarism is, consult your professor or ask your advisor.

Course Evaluations

Every course at Kent State University is evaluated by the students enrolled in it. Please take these evaluations seriously. Write comments! Professors, instructors, and teaching assistants do want to hear your reactions to the courses.

Grievances

If you believe a professor, instructor, or teaching assistant is treating you unfairly, or is in any way discriminatory, please discuss this with your professor or instructor without delay. If the problem cannot be resolved in this matter, then consult with the Department Chair.

XI. I'm Graduating! What's Next?

Keep Your Work!

Grades and university transcripts are often requested by graduate and professional schools and by employers. In and of themselves these records provide solid evidence of your achievement. Nevertheless, these records are impersonal and do not necessarily reveal what specific skills and knowledge you will have acquired through your education.

Keep a portfolio of your undergraduate career. A notebook or binder with writing samples, papers written for classes, research projects, and if applicable, your senior Honors thesis provides a handy filing method—perhaps one binder for every semester or year. In addition, you may wish to keep in that binder course syllabi and other pertinent information. At the end of each course, jot down a list of what you have learned in the course and what skills you have acquired. That will help you as you begin applying to graduate school or to your first job. Instead of writing something like “I really enjoyed my history courses and learned a lot,” you will be able to discuss specific examples from your educational experience, such as “I excelled in an upper-division course in African History, in which I wrote a research paper using missionary society paper and government records to explore the impact of colonialism.”

Letters of Recommendation

The portfolio helps you in another way: you will likely ask professors for letters of recommendation during your senior year. Professors do not usually keep copies of students' work. If you haven't kept in touch with a professor, the course syllabus and your written work for that course may serve as useful reminders for the professor when s/he writes a letter on your behalf.

You should give professors as much lead time (at least two weeks) as possible when requesting letters of recommendation. Ask first! Do not present professors with paperwork or leave a note in their mailboxes. Professors are more than happy, even eager, to recommend good students, but the quality of the letter may decline because a professor may not have had enough time to write it. Be sure to include your resume, information about the course(s) you took with the professor (and what grades you earned), and the necessary information (and forms) about the job or graduate school to which you are applying.

And please inform your professors if you were accepted into graduate school or if you got that job!

Careers in History and Beyond

What *does* one do with a history degree? The career search doesn't begin after you receive your degree. Act early! Factors that help liberal arts majors get jobs include (courtesy of Rice University's Career Services Office):

- know what you want to do;
- get involved in the career development process early;
- gain pertinent work experience (including internships);

- identify your transferable skills and relate them to the world of work;
- set career and personal goals;
- be able to explain to employers the value of a liberal arts degree;
- develop job-search and self-marketing skills;
- take initiative to drive your own job search; and
- have realistic expectations.

Career Resources

- History faculty members!
- Kent State University Career Service Center (<https://www.kent.edu/career>), 261 Michael Schwartz Center, telephone (330) 672-2360
- American Historical Association, *What Can You Do with an Undergraduate Degree in History?:* <https://www.historians.org/jobs-and-professional-development/career-resources/careers-for-history-majors>
- Constance Schultz, et al., *Careers for Students of History* (American Historical Association, 2002): <https://www.historians.org/jobs-and-professional-development/career-resources/careers-for-students-of-history>

Graduate and Professional Study

A major in history prepares you to enter a wide variety of graduate and professional study programs. Graduate work in history, of course, prepares you to become a history professor or professional. Yet graduate work in history is also useful in the fields of publishing, journalism, law, public policy and administration, museums and public history, and many others. The analytical skills and writing skills that you acquired as a history major prepare you to consider many career options.

If graduate or professional school is in your future, prepare early! Just as you dedicate time to researching your history papers, you need to research the many graduate programs available to you in your chosen field. You will need to take a graduate-level entrance examination for many programs, secure your undergraduate transcripts and letters of recommendation, complete applications and write essays (once again!), and apply for scholarships, fellowships, and other forms of financial aid (if applicable). Many graduate and professional programs require earlier applications if you are applying for any sort of financial support. These deadlines can occur as early as November of the year before you wish to attend graduate or professional school. Plan early and keep to a schedule. And discuss your plans and schedule with an advisor!

Graduate and Professional Study Resources

- History faculty members!
- For graduate programs in history: American Historical Association, History Doctoral Programs in the United States, <https://secure.historians.org/projects/cge/phd/intro.cfm>
- Thomas Bender, et al., *The Education of Historians for the Twenty-first Century*, <https://www.historians.org/about-aha-and-membership/aha-history-and-archives/archives/the-education-of-historians-for-the-twenty-first-century>

Staying in Touch

Please don't forget us when you leave Kent State University. Let us know how your experience in the Department of History affects your life and career. Let us know what you are doing! We would also like to keep in touch with you and let you know what we are doing.

Advisor Contact Information:

Professional Advisor _____

Faculty Advisor _____

Honors Advisor _____

Athletics Advisor _____