NEW COURSE FORM

1. General Information.
   a. Submitted by the College of:  Arts and Sciences  Today’s Date:  10/27/09
   b. Department/Division:  History
   c. Contact person name:  David Hamilton  Email:  dehami01@uky.edu  Phone:  7-3104
   d. Requested Effective Date:  □ Semester following approval  OR  □ Specific Term/Year¹:  

2. Designation and Description of Proposed Course.
   a. Prefix and Number:  HIS 750
   b. Full Title:  Introduction to the Historical Profession
   c. Transcript Title (if full title is more than 40 characters):  Intro Historical Profession
   d. To be Cross-Listed² with (Prefix and Number):  NA
   e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.
      _____ Lecture  _____ Laboratory¹  _____ Recitation  _____ Discussion  _____ Indep. Study
      _____ Clinical  _____ Colloquium  _____ Practicum  _____ Research  _____ Residency
      X Seminar  _____ Studio  _____ Other – Please explain:  2 Hours Per Month
   f. Identify a grading system:  □ Letter (A, B, C, etc.)  □ Pass/Fail
   g. Number of credits:  1
   h. Is this course repeatable for additional credit?  YES □  NO  X
      If YES:  Maximum number of credit hours:  
      If YES:  Will this course allow multiple registrations during the same semester?  YES □  NO  
   i. Course Description for Bulletin:  Intend to acquaint students with dissertation research expectations, the responsibilities of a new faculty member, and professional career options.
   j. Prerequisites, if any:  NA
   k. Will this course also be offered through Distance Learning?  YES⁴ □  NO  X
   l. Supplementary teaching component, if any:  □ Community-Based Experience  □ Service Learning  □ Both

3. Will this course be taught off campus?  YES □  NO  X

4. Frequency of Course Offering.
   a. Course will be offered (check all that apply):  □ Fall  □ Spring  □ Summer
   b. Will the course be offered every year?  YES □  NO  X

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
² The chair of the cross-listing department must sign off on the Signature Routing Log.
³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)
⁴ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
REQUEST FOR NEW COURSE

If NO, explain:  

5. Are facilities and personnel necessary for the proposed new course available?  
   YES ☒  NO ☐
   If NO, explain:  

6. What enrollment (per section per semester) may reasonably be expected?  10-15

7. Anticipated Student Demand.
   a. Will this course serve students primarily within the degree program?  
      YES ☒  NO ☐
   b. Will it be of interest to a significant number of students outside the degree pgm?  
      YES ☐  NO ☒
   If YES, explain:  

8. Check the category most applicable to this course:
   ☐ Traditional – Offered in Corresponding Departments at Universities Elsewhere
   ☒ Relatively New – Now Being Widely Established
   ☐ Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).
   a. Is this course part of a proposed new program?  
      YES ☐  NO ☒
      If YES, name the proposed new program:  
   b. Will this course be a new requirement\(^5\) for ANY program?  
      YES ☒  NO ☐
      If YES\(^5\), list affected programs:  

10. Information to be Placed on Syllabus.
    a. Is the course 400G or 500?  
       YES ☐  NO ☒
       If YES, the differentiation for undergraduate and graduate students must be included in the information required in 10.b. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)
    b. ☒ The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.

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\(^5\) In order to change a program, a program change form must also be submitted.
REQUEST FOR NEW COURSE

Signature Routing Log

General Information:

Course Prefix and Number: HIS 750 new course
Proposal Contact Person Name: David Hamilton      Phone: 7-3104      Email: dehami01@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date Approved</th>
<th>Contact Person (name/phone/email)</th>
<th>Signature</th>
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<tbody>
<tr>
<td>History Department</td>
<td>9/15/2009</td>
<td>Francie Chassen-Lopez / 7-4344 /</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:frclopz@uky.edu">frclopz@uky.edu</a></td>
<td>(Signed)</td>
</tr>
<tr>
<td>A&amp;S Educational Policy Cmte</td>
<td>2/9/10</td>
<td>David Hunter / 7-7016 / <a href="mailto:david.hunter@uky.edu">david.hunter@uky.edu</a></td>
<td></td>
</tr>
<tr>
<td>A&amp;S Assoc. Dean for Undergraduate Programs</td>
<td>2/9/10</td>
<td>Anna Bosch / 7-6689 / <a href="mailto:bosch@uky.edu">bosch@uky.edu</a></td>
<td></td>
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External-to-College Approvals:

<table>
<thead>
<tr>
<th>Council</th>
<th>Date Approved</th>
<th>Signature</th>
<th>Approval of Revision</th>
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<tbody>
<tr>
<td>Undergraduate Council</td>
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<td>Graduate Council</td>
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<td>Health Care Colleges Council</td>
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<td>Senate Council Approval</td>
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Comments:  

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6 Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.
History 750 (proposed)
College of Arts and Sciences
Introduction to the Historical Profession

Meeting Schedule: twice a month, September-December, 7:00-9:00 pm

Contact information:
Instructor: David Hamilton
257-3104
Dehamil01@uky.edu
1755 Patterson
W 2-4 or by appointment

History 750 is a one-credit course for History Department doctoral students. It is intended to introduce students to the norms and expectations of this historical profession and to acquaint students with departmental expectations about writing the dissertation, seeking external grants, methods of teaching, producing scholarly research such as conference papers and scholarly articles, searching for academic and non-academic jobs, and the ethical issues and professional standards regarding research and teaching. The seminar will meet once a month and will be team-taught by the department's faculty. The seminar will be graded on a pass-fail basis, but attendance is required and there will be reading assignments.

Learning Outcomes:

Students will

- Understand the basic expectations for writing and finishing a doctoral dissertation in History;
- Review different teaching strategies;
- Investigate basic skills for winning grants and fellowships;
- Grasp basic expectations about professional standards

Course goals and objectives:

- Explain how to identify a dissertation topic, how to go about researching and writing the dissertation within the allotted five-year window;
- Acquaint students with how to organize history courses at different levels – surveys, advanced undergraduate lecture-discussion courses, and graduate seminars
- Review basic standards of professional behavior
- Discuss how to apply for a job and how to prepare for job interviews

Assigned Readings:
Terry Lee Seip, "We Shall Gladly Teach": Preparing History Graduate Students for the Classroom
C. Peter Hoffer, Past Imperfect: Facts, Fictions, Fraud American History from Bancroft and Parkman to Ambrose, Bellesiles, Ellis, and Goodwin
Grading:

Grades will be determined in the following way:

1) Attendance and participation – 65 percent (Attendance is required. Please notify Professor Hamilton by email if you must miss a session.)

2) Major project and presentation – 25 percent. Each student is required to produce one major project for the course and to present it to the seminar. This might be a draft of a dissertation prospectus, a draft of a research grant application, or mock job interview presentation.

3) C.V. – 10 percent. Each seminar participant must prepare an up-to-date c.v.

4) Numerical grading scale. A 90-100 B 80-89 C 70-79 E 60

Meetings:

1)
Writing a Dissertation
   Selecting a topic, choosing a dissertation director and committee
   Working with the director
Writing a Prospectus
Planning Research

2)
From Seminar Paper to Conference Paper to Published Article
   Applying to participate in a professional conference
   Writing and delivering a conference paper
   Revising a paper for publication

3)
Grant Writing
   Locating funding sources – where to look
   Determining eligibility
   Writing the grant application

4)
Teaching
   Preparation
   Writing the syllabus
   Organizing a lecture
   Blackboard
   Breaking the ice
   Classroom etiquette
   Writing assignments
   Assessing student work
   Survey classes
   Classroom management

5)
Teaching with Media
   Using interactive teaching
   Classroom discussions with new media
   Group Exercises
   Digital Stories
6) Professional Ethics
   Ethics and Professional Etiquette
   Tolerance, Diversity, and Difference
   Harassment
   Dealing with Plagiarism – in the classroom, in the profession

7) Finding a Job
   Where to find job announcements
   When to apply
   Where to apply
   Organizing the CV
   Writing a letter of application
   The Interview
   Interview Homework
   The Job Talk

8) Non-Academic Jobs
   Careers in public service, publishing, archives
   Where to look
   Advantages
   Who to talk to

Accommodations due to disability:
If you have a documented disability that requires academic accommodations, please see the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policy on Academic Integrity:
All assignments, projects, and exercises completed by students for this class should be the product of the personal efforts of the individual(s) whose name(s) appear on the corresponding assignment. Misrepresenting others' work as one's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the University Senate Rules (6.3.1 & 6.3.2) at the following website: http://www.uky.edu/USC/New/rules_regulations/index.htm.

Course Policy on Classroom civility and decorum:
The university, college and department have a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.)