

# NEW COURSE FORM

<b>1. General Information.</b>				
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:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year <sup>1</sup> : _____
<b>2. Designation and Description of Proposed Course.</b>				
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-Listed <sup>2</sup> with (Prefix and Number):	NA		
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours <sup>3</sup> for each meeting pattern type.			
	_____ Lecture	_____ Laboratory <sup>1</sup>	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	_____ Indep. Study	_____ Residency		
	X Seminar	_____ Studio	_____ Other – Please explain:	2 Hourse Per Month
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g.	Number of credits:	1		
h.	Is this course repeatable for additional credit?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES:	Maximum number of credit hours:	_____	
	If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	Intend to acquaint students with dissertaion 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?			YES <sup>4</sup> <input type="checkbox"/> NO <input checked="" type="checkbox"/>
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
<b>3.</b>	<b>Will this course be taught off campus?</b>			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>4. Frequency of Course Offering.</b>				
a.	Course will be offered (check all that apply): <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer			
b.	Will the course be offered every year?			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>3</sup> 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)

<sup>4</sup> 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<sup>5</sup> for ANY program? YES  NO

If YES<sup>5</sup>, 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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<sup>5</sup> In order to change a program, a program change form must also be submitted.

# REQUEST FOR NEW COURSE

## Signature Routing Log

**General Information:**

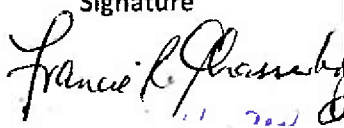


Course Prefix and Number: HIS 750 new course

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:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
History Department	9/15/2009	Francie Chassen-Lopez / 7-4344 / frclopz@uky.edu / / / /	
A&S Educational Policy Cmte	2/9/10	David Hunter / 7-7016 / david.hunter@uky.edu	
A&S Assoc. Dean for Undergraduate Programs	2/9/10	Anna Bosch / 7-6689 / bosch@uky.edu	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>6</sup>
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval			University Senate Approval

Comments:

\_\_\_\_\_

<sup>6</sup> 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  
[Dehami01@uky.edu](mailto:Dehami01@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 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](mailto: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](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.)