

Hood College History Department
Spring 2017

HIST 342 Topics: Reading Historical Handwriting (1 credit)
Course Syllabus

Fridays 9:25-10:25 a.m. Rosenstock 101
Dr. Emilie Amt Office: Rosenstock 107, ext. 3696
Email: eamt@hood.edu. (Email is a good way to contact me and get a quick reply. I always reply to student email, so if you don't hear back from me, it means I haven't received your email.)

Office Hours: Tues & Thur 2:00-3:00 p.m. Other days and times by appointment. You don't need an appointment in office hours—please drop by!

Course Requirements, with percentage of course grade:

Attendance & participation	20%	
Weekly homework	30%	
Midterm Exam	25%	March 10
Final Exam	25%	May 8

Required Book: Kip Sperry, *Reading Early American Handwriting*

Student Learning Outcomes—By the end of this course, each student will:

- recognize cursive letter forms and be able to read them in texts
- increase familiarity with the abbreviations and vocabulary found in historical documents
- increase ease of reading manuscript documents

How this course will work

Our goal is for you to learn to read the cursive writing used in handwritten American historical documents, or to improve your existing skills. We'll focus on handwriting from the 1800s, but we'll also look at earlier and later examples.

There will be weekly online homework that will be due on the Wednesday night before our Friday class meeting.

In our weekly Friday class, we may go over some of the issues from the previous homework, and we'll also move on to new material. The class will be practical and hands-on. We'll move at the speed of the students, so the course outline below is subject to change.

COURSE OUTLINE: Please bring the Sperry book, *Reading Early American Handwriting*, to class every week.

Week 1: Jan. 20 Course Introduction & Baseline Assessment
Cursive Letter Forms
Reading: Sperry, ch. 7

- Homework due Wednesday, Jan. 25, 11:59 p.m.
- Week 2: Jan. 27 Older letter forms
Reading: Sperry, ch. 7
- Homework due Wednesday, Feb. 1, 11:59 p.m.
- Week 3: Feb. 3 Practice with Documents
Reading: Sperry, ch. 2
- Homework due Wednesday, Feb. 8, 11:59 p.m.
- Week 4: Feb. 10 Spelling
Reading: Sperry, pp. 14-16
- Homework due Wednesday, Feb. 15, 11:59 p.m.
- Week 5: Feb. 17 Practice with Documents
- Homework due Wednesday, Feb. 22, 11:59 p.m.
- Week 6: Feb. 24 Abbreviations and Personal Names
Reading: Sperry, ch. 3
- Homework due Wednesday, Mar. 1, 11:59 p.m.
- Week 7: Mar. 3 Practice with Documents
- Homework due Wednesday, Mar. 8, 11:59 p.m.
- Week 8: Mar. 10 MIDTERM EXAM
- Homework due Wednesday, Mar. 15, 11:59 p.m.
- (Mar. 17 No class—Spring Break)
- Week 9: Mar. 24 Historical Language and Vocabulary
Reading: Sperry, ch. 4 part 2 (pp. 30-32)
- Homework due Wednesday, Mar. 29, 11:59 p.m.
- Week 10: Mar. 31 Practice with Documents
- Homework due Wednesday, Apr. 5, 11:59 p.m.
- Week 11: Apr. 7 No class—Advising Day
- Homework due Wednesday, Apr. 12, 11:59 p.m.

Week 12: Apr. 14	Numbers and Roman Numerals Reading: Sperry, ch. 5 Homework due Wednesday, Apr. 19, 11:59 p.m.
Week 13: Apr. 21	Practice with Documents Homework due Wednesday, Apr. 26, 11:59 p.m.
Week 14: Apr. 28	Handwriting and Transcription Vocabulary Doing Research in Archives Sperry, ch. 4 part 1 (pp. 27-29) Homework due Wednesday, May 3, 11:59 p.m.
Week 15: May 5	Practice with Documents—Review for Final Exam
Monday, May 8	FINAL EXAM, 9-11 a.m. *Please note day* <i>If you have another exam at this time, please let me know in advance, and we will reschedule your exam.</i>

COURSE POLICIES

Electronics: Laptops, tablets, phones, and other electronic reading devices are allowed in class only for accessing the assigned class materials. Otherwise, electronics are NOT PERMITTED in class, unless you make a special arrangement with me for a specific reason. Devices for note-taking will require a written accommodation from Disability Services. Accessing anything other than the readings in class will result in the loss of electronic privileges.

Inclusiveness: I am firmly committed to diversity and equality in all areas of campus life, including specifically members of the LGBTQ community. In this class I will work to promote an anti-discriminatory environment where everyone feels safe and welcome. I recognize that discrimination can be direct or indirect and take place at both institutional and personal levels. I believe that such discrimination is unacceptable and I am committed to providing equality of opportunity for all by eliminating any and all discrimination, harassment, bullying, or victimization. The success of this policy relies on the support and understanding of everyone in this class. We all have a responsibility not to be offensive to each other, or to participate in, or condone harassment or discrimination of any kind.

Attendance

- Attendance is your responsibility. You need to be in class every time we meet, if possible.
- If you are absent for illness or another unavoidable reason, please talk to me about it, and I may, at my discretion, excuse your absence. Reasons for excused absences in this class are serious medical emergencies, being too sick to attend class, a funeral in your *immediate* family, or other emergencies, at my discretion. I may require documentation of your emergency or sickness; this is up to me. If you are too sick to attend class, you need to inform me of that if you want an excused absence. “Not feeling well” is not specific enough for an excused absence. A scheduled doctor’s appointment is not an emergency warranting an excused absence.

- Attendance will affect your class participation directly (see below).
- You are responsible for all material covered in class, including lectures, discussions, assignments, and announcements, whether you were in class or not.
- I take attendance daily and will report poor attendance. Poor attendance correlates strongly with poor academic performance.
- Please don't leave the classroom during class unless it's an emergency or unless you've made a prior arrangement with me.

Attendance and Class Participation Grades: In-class participation will be important in this course. You need to be present for every class session unless excused for illness or a serious emergency. After one unexcused absence, each further unexcused absence will lower your attendance/participation grade by a full letter grade.

This grade is earned by being present, prepared (with the book), and willing to participate when called on. Students will be practicing reading historical documents in class as well as discussing the course material.

Punctuality: Please be on time for class. Successful students usually arrive in class a few minutes early. Being late to class can hurt your academic performance, and it is disruptive. Being on time is more organized and it's more polite, too.

Grading

- The exams are course requirements; not taking them means failing the course.
- You can find out your current grade in the course by checking the Grade Center on Blackboard.
- On all assignments, 99-100=A+; 93-98=A; 90-92=A-; 87-89=B+; 83-86=B; 80-82=B-; 77-79=C+; 73-76=C; 70-72=C-; 67-69=D+; 63-66=D; 60-62=D-; 0-59=F.

Paper/Assignment Due Dates

- Late assignments are graded down 10 points if one day late, plus 5 points each calendar day thereafter.
- No late assignments are accepted after the date of the final exam, unless a formal incomplete is obtained.

Extensions: An extension will be granted if in my judgment you really need one. If at all possible, you should see me in my office to arrange an extension; you must *talk to me* or email me. Leaving a voicemail message does *not* guarantee an extension. No extensions will be granted on or after the due date, except in the direst emergency.

Emergencies: In a true emergency, we can work things out. *Please* see me or call me.

Complaints and Disputes: If you feel I have treated you unfairly, *please* come talk to me about it. Being fair is very important to me, and I will listen to your side and do my best to reach a fair resolution of your problem.

Special Needs: If you have a documented learning or other disability, you are entitled by law to appropriate reasonable accommodation (for example, extra time on tests). I am happy to make suitable arrangements, but it is your responsibility to notify me, to provide the necessary written information, and to remind me when it's time for special accommodation. For additional help and information, I encourage you to talk to me or to the Disability Services Coordinator in CAAR.

Hood College Department of History Policy on Academic Honesty

As one of your obligations under the Honor Code, you must include the following pledge on every piece of credit-bearing work, and sign it: *“I pledge that I have neither given nor received any unauthorized aid on this (paper/assignment/test/quiz/etc.).”* This means that all work you produce for this course must be your own, unless the instructor specifically allows you to work with other students.

Tradition: In the words of the Hood College Catalog, “All members of the College assume the obligation to maintain the principles of honesty, responsibility and intellectual integrity in all activities relating to their Hood College experience. It is the responsibility of each student to support these values through maturity of thought, expression and action... All Hood undergraduates affirm on each assignment that they ‘have neither given nor received any unauthorized aid.’ Cheating or plagiarism – any unacknowledged use of another person’s language or ideas – is thus both an affront to the general standards of conduct on which an intellectual community depends and a specific violation of the Hood Honor Code. As such, these offenses are treated seriously and may lead to severe disciplinary action, including dismissal from the College.”

Guidelines: If you use the facts, ideas, and arguments of another author, you must give credit for them with a footnote, end note, or parenthetical citation. The words of another author, if used in your paper, must be in quotation marks and must *also* have a footnote, end note, or parenthetical citation. Material from the internet must be documented this way, just like any other material. Failure to use quotation marks, or failure to cite one’s sources, is plagiarism, and is a violation of the Honor Code. Under the Hood College Honor Code, as in the historical profession, even unintentional plagiarism is a punishable violation.

On homework and other projects, unless otherwise directed, you are expected to do your own work from your own observations. Students may work together on a project only if approved by the instructor, under specified guidelines. In case of any uncertainty, consult with your course instructor.

Consequences: Hood’s Academic Judicial Council recommends a grade of zero on the assignment for a first offense of unintentional plagiarism; failure in the course for a first offense of cheating or intentional plagiarism; and suspension from the College for a second offense of cheating or intentional plagiarism. History Department faculty members support the Honor Code and will report academic dishonesty to the Academic Judicial Council.

Approved May 2011