

WEBER STATE UNIVERSITY DEPARTMENT OF HISTORY POLICIES AND PROCEDURES MANUAL

ACADEMIC DISHONESTY and PLAGIARISM

The Department of History takes seriously any and all acts of plagiarism and academic dishonesty as defined in the Student Code, PPM 6-22 IV. D.

We strongly encourage faculty to report instances of academic dishonesty to the Dean of Students and the Department Chair, regardless of how individual faculty members choose to handle such matters in their own classes.

This is especially important because while FERPA may prevent faculty from sharing such information with one another, the Dean of Students will be aware if a student has committed more than one offense and can take action accordingly. It is in the department's best interest not to reward habitual cheaters by allowing them to continue to take our classes.

ADJUNCT FACULTY

The department has provided an "Adjunct Faculty Handbook" for all adjunct faculty on the department's Google Drive. The handbook contains important information regarding syllabus requirements, textbook options, and hiring procedures.

Unless Adjunct Faculty possess a PhD in History from an accredited university, they are prohibited from teaching upper-division courses (2000-level or higher) for the department, unless the adjunct faculty's terminal degree is in the area of the upper-division course as determined and approved by the history department faculty.

Adjunct Faculty are prohibited from teaching online courses for the department.

At the discretion of the department chair, emeriti faculty may continue to teach one online course per year for a period of no more than 3 years after retirement.

ADVISING

The History Department Advisor will receive a one-course load reduction for their service.

Students should meet with our department advisor throughout their course of study in order to:

- Stay on track for graduation
- Plan your class schedule
- Declare your major or minor
- Seek out career advice
- Find graduate school information

Students need to be aware that the department advisor gives direction in helping students navigate the history/history teaching/social science composite teaching majors and the history/history teaching minors. There are separate advisors for the public history minor and the Asian Studies minor.

The department advisor can advise on general education, but students should also consult with CSBS advisors about general education questions. Only the Chair of the History Department may waive degree requirements and make transfer/articulation decisions. The department advisor makes changes to a student's Cattracks only after receiving authorization from the department chair.

The history administrative assistant may give general guidance, but students should always consult with the department advisor about their major/minor requirements.

The department advisor sits on the College of Social and Behavioral Sciences Advising Committee.

ALUMNI

We encourage recent graduates to submit contact information to the department so that we can keep you informed about department events and encourage your continued association with the Department of History.

AMENDMENTS

Faculty wishing to submit amendments to this PPM should draft their amendment in the PPM language they wish to add or revise. The faculty must discuss the proposed changes in an open forum before a final vote can be called. A majority vote of a quorum of faculty will suffice for amendments to be approved.

ASSESSMENT

The department's Assessment Committee is responsible for two separate areas of Assessment:

- (1) providing assessment data and evidence of continual improvement of our General Education courses for the University's General Education Improvement and Assessment Committee (GEIAC) and the Office of Institutional Effectiveness (OIE); and
- (2) an ongoing review of our programs' Student Learning Outcomes (SLOs).

For the assessment of General Education courses, the Assessment Committee must prepare a regular report following guidelines provided by GEIAC and OIE. The report will contain both quantitative and qualitative data demonstrating our ongoing efforts to meet university standards for the Area Learning Outcomes (ALOs) for our General Education Courses, which currently includes courses covering American Institutions (AI), Social Science (SS), and Diversity (DV).

For the review of our programs' Student Learning Outcomes, the Assessment Committee will prepare an ongoing assessment plan of the SLOs according to our curriculum map in order to regularly review department course offerings at all levels. The Assessment Committee will have responsibility for enacting the assessment plan. At the end of an assessment cycle as defined by the plan, the Assessment Committee will report its conclusions to the department, which will review this information and decide if any of the recommendations are actionable. After the department's review, a final version of the Assessment report will be prepared for the University as the official record of the assessment cycle.

BIS (Bachelor of Integrated Studies)

Students wishing to have History as one of their 3 areas for their BIS degree are required by BIS to contact the History department Advisor and ask them to complete a BIS contract for History.

The History department advisor requires that all students who wish to have History as one of their areas be prepared to demonstrate effectively how History will be integrated into their BIS Capstone Project before an official contract can be signed. The signing of BIS contracts for History is at the discretion of the History department advisor.

Please Note: Any History courses taken by BIS students prior to meeting with the History department advisor and prior to agreeing to a BIS contract may or may not count towards your contractual BIS History hours. History courses required for BIS contracts and courses accepted for the contract are at the discretion of the History department Advisor.

CLASS SCHEDULING

The Department of History is committed to making sure that History courses in the catalog are offered on a regular basis for our Majors and Minors. Faculty agree to teach each upper division course that they are responsible for -- at a minimum -- every two years. Faculty who cannot meet these obligations should ask another member of the faculty if they are willing to take over the rotation or request department approval to remove a course from the catalog.

General Education courses, as required by USHE, must be taught annually.

The Department of History agrees to an auditing schedule to make sure that courses are being taught on a regular basis.

Shared courses (Ex. HIST 2700/ 2710; 1500/1510; 4985/4990) should also be taught on a regular rotation. Faculty are encouraged to sign up for shared course rotations in the department's Google Drive.

Class enrollment caps should be determined by the size of the room.

COMMITTEES (updated 8/29/21)

- Adjuncts
- Assessment
- College Rank and Tenure
- Curriculum and Gen Ed
- History Library
- International
- Library (Stewart)
- Marketing and Student Recruitment
- Online
- Scholarships
- Social Media
- SBS Equity Task Team
- SBS Professional Development Grant
- University Scholarship
- Weber Historical Society

To contact Committee Chairs, please call or e-mail the History Department main office at (801) 626-6706

CONCURRENT ENROLLMENT (updated 8/29/21)

The department coordinates with high schools to offer History 1700 as a Concurrent Enrollment course. In 2020, the Utah legislature effectively eliminated the department's ability to vet qualified high school teachers when it mandated (Utah Code 53E-10-302) that:

- (7) An institution of higher education shall approve an LEA employee as an eligible instructor:
- (a) for a career and technical education concurrent enrollment course, if the LEA employee has:
 - (i) a degree, certificate, or industry certification in the concurrent enrollment course's academic field; or
 - (ii) qualifying experience, as determined by the institution of higher education;
 - or
 - (b) for a concurrent enrollment course other than a career and technical education course, if the LEA employee has:
 - (i) a master's degree or higher in the concurrent enrollment course's academic field;
 - (ii)(A) a master's degree or higher in any academic field; and
 - (B) at least 18 completed credit hours of graduate course work in an academic field that is relevant to the concurrent enrollment course; or
 - (iii) qualifying experience, as determined by the institution of higher education.

The department's Concurrent Enrollment Supervisor, housed within the Social Science Education Center, will oversee concurrent enrollment courses and evaluate and monitor CE teachers. See SSEC for further elaboration.

To ensure the quality and rigor of CE courses, all CE teachers must follow the requirements and guidelines in the CE History 1700 Master Class. The Master Class is designed to maintain high standards of intellectual rigor, to establish a common framework for content and assessment, and to provide resources to CE teachers through a combination of instructor-facing and student-facing materials.

The Master Class will serve as the foundation of CE teacher evaluation beginning in the 2021-22 academic year. Teachers will uphold the standards of the Master Class, maintain professional qualifications as required by state law, and implement recommendations by the CE Supervisor. Teachers who fail to abide by those standards and/or to make recommended improvements may no longer be permitted to teach CE History 1700.

COURSE LOAD (updated 8/24/2023)

Tenured and Tenure-Track Faculty in the Department of History are required to teach a 4/4 load (4 classes per semester). A faculty member's course load may be reduced because of service, e.g., directorship, editorship, etc. Course releases must be documented in a Memorandum of Understanding (MOU). MOUs will be kept on file in the Admin's Office.

Full-time faculty should schedule the majority of their load (3/4, 2/3, etc.) as face to face (F2F) courses in Fall and Spring Semesters. If, however, a F2F load course does not make enrollment, the faculty member has the option to offer the course in an alternative format (online, virtually, or hybrid) to make load. A full-time faculty member should not be forced to make up a F2F load course in another semester if that course can make enrollment in an alternative format in the semester it was originally offered.

Tenured and tenure-track faculty can teach up to 2 overload courses (face to face or online) per semester for compensation during Fall and Spring. Faculty also have the option to teach overload during Fall and Spring Semesters and "bank" those classes for a course release in a future semester. Faculty who opt to bank a course rather than take compensation will notify the department chair in a timely manner so that an official record can be made. Faculty who have a course release based on service may still teach overload courses and "bank" courses.

Summer courses are optional for full-time faculty. Faculty who choose to teach summer courses (face to face or online) can do so in either a 7-week block or a 14-week block.

Faculty can choose to either take compensation for summer courses or "bank" them for a course release in a future semester. Faculty who wish to "bank" Summer session classes will notify the Department Chair in a timely manner so that an official record can be made.

"Banked" classes must be used within one year of the original semester. "Banked" classes can only be used to cover a similar kind of course (so online "bank" for an online load, F2F "bank" for F2F load). "Banked" Directed Readings can substitute for either an online load or F2F load.

DECLARE YOUR MAJOR

Students can declare their major here using the form at the bottom of the page:
[Department of History](#)

Students who declare their Major (History BA) after taking HIST 1700 and passing with at least a C, are exempt from taking HIST 2700.

Students who declare a Teaching Major (either History Teaching BA or Social Science Composite Teaching BA) after taking HIST 1700 and passing with at least a C must still take both HIST 2700 and HIST 2710 and receive at least a C in both courses to complete their degree requirements.

Students who took HIST 1700 prior to 2007: The Department of History will transfer HIST 1700 with a grade of at least a C- (70%) IF the student applying for the transfer credit has also completed all other General Education requirements.

Students who declare a history or history teaching or social science composite teaching major may not declare a history or history teaching minor.

Students who declare a history major may declare a Public History minor, but may not double dip courses with a HIST prefix. They must decide in consultation with the appropriate advisor which courses will count towards the major and the minor.

Students who declare a new Social Science Composite (SSC) major after earning a Bachelor's Degree may petition to have previous coursework applied to the new SSC major. Students must submit a copy of their transcript to the History Department Chair who, in consultation with appropriate department advisors, will determine course articulation. Students must still meet all graduation requirements outlined in the [University PPM 4-1-I-G](#). (Amended 9/22/21)

DEPARTMENTAL HONORS

For information about Departmental Honors and Requirements, please visit our website: [Departmental Honors](#)

DIRECTED READINGS (HIST 4830)

HIST 4830 rotates each semester among full-time History faculty and effectively serves as a course release. Faculty should make sure they are part of the rotation via the department's Google Drive.

The faculty member listed as the instructor of record for 4830 is solely responsible for recording final grades at the end of the semester. The instructor of record is not responsible for conducting Directed Readings with students unless s/he has agreed to do so because a student meets the criteria below.

Majors may take up to 3 credit hours of Directed Readings towards their Major. Students may choose any combination of credit hours as long as the maximum total number of hours is no more than 3.

The required reading for HIST 4830 is as follows:

- 1 credit hour -- at least 1100 pages, no more than 1500 pages
- 2 credit hours -- at least 3000 pages
- 3 credit hours -- at least 4500 pages

It is department policy that students cannot take a Directed Readings on a subject that the department currently offers as a course. Students may use Directed Readings for deeper content knowledge on a more narrow historical subject (Ex. "The Black Panther Party") or for a content area that the department does not offer (Ex. "The History of Belgium").

Students wishing to do a Directed Readings should contact the faculty member in the department that most closely corresponds with the desired subject area. If the faculty member agrees to work with the student, a Direct Readings Contract must be signed by both parties and submitted to the Department of History. Faculty members have sole discretion to approve or reject requests by students for Directed Readings.

Directed Readings Contracts should clearly indicate (1) how many credit hours the student is taking, (2) any assessments that are required, and (3) deadlines for those assessments.

Faculty members who agree to Directed Readings and sign contracts with students will submit their final grades to the instructor of record for HIST 4830 in a timely manner.

GOOGLE DRIVE

The Department maintains a Google Drive that contains important information for Adjuncts like the Adjunct Handbook; important information for full-time faculty like the Course Rotation sign-up sheets, and the Sabbatical Rotation sign-up sheet. Some items are only viewable by faculty members in the Department of History.

GPA REQUIREMENTS

The minimum History GPA for graduation is a 2.5 in all History courses that count towards the Major. Students with a History GPA below 2.5 will not receive a History degree. (3/13/2020)

Students who declared their Major prior to the date the 2.5 GPA requirement entered the university catalog may have the requirement overridden by the department chair or department advisor.

GRADUATION CLEARANCE

Students seeking graduation clearance must receive the approval of the department chair or the department advisor, who will sign off on the student's Cattracks.

HISTORY LIBRARY

The Department of History maintains a lending library in the History Seminar Room (LH 264). Students may sign-out books for their research or enjoyment and will be responsible for returning the books in a timely manner. The sign-out sheets are located in the library.

The department Library Committee will be responsible for maintaining the collection, organizing the stacks, updating and culling as required, and establishing a policy for donations.

INCLUSIVITY STATEMENT (Departmental)

The History Department supports the Weber State University Diversity Initiative, an institution-wide effort to improve educational quality through creation of an inclusive environment where all are welcome and opportunities are available for students to reach their full potential and contribute to the achievement of the university mission.

INTERNSHIPS (updated 8/29/21)

Open to all students. Faculty supervised off-campus internships in public history institutions. Each internship is individually established and provides students with practical experience and the opportunity to apply and learn new professional skills.

Prerequisite: permission of faculty advisor and site supervisor. [Fill out the appropriate form.](#)

Students are responsible for securing their own internship, which may be paid or unpaid. They should discuss specific work responsibilities. The Public History website has a list of all the previous internships and possible opportunities to help guide students, including contact information for the internship supervisors.

Internships that are clerical in nature, for example those requiring interns to do typing, copying, or other routine paperwork, are not acceptable for credit. If students have a

question about the nature of their internship please contact the WSU Public History Director.

Credits for the internship will be determined by the amount of work performed. For an internship of one credit hour, students must complete 35 hours at the internship. The faculty advisor and site supervisor will communicate to assess the student's on-site performance. Students must pass an assessment of their work by the site supervisor of "proficient" before they earn credit for the internship. A rubric is provided on the Public History website.

During the enrolled semester, students must check in with the faculty advisor once a week at the agreed upon designated time —via virtual platform. The required check-ins will also require two ALL INTERN meetings during the semester. The communication should address issues like work being performed, positive and negative aspects of the internship situation, and the status of projects or course work. Students must also arrange for the faculty advisor to have at least one on-site visit or a virtual meeting with the student and site supervisor.

The faculty advisor or site supervisor may assign the student pertinent readings.

In addition to working at the internship, the student will be required to log their work hours on the learning platform (e.g. Canvas). Students must also complete online discussion posts (no more than 4 per semester) and two history blogs that document the internship experience. A rubric for the blog is provided in the learning platform.

The student should 1) keep a record of hours worked and projects accomplished, 2) write about experiences and observations of the organization's activities, and 3) reflect on the purpose, mission, and function of the organization.

Students will develop a portfolio which contains materials documenting their work. Student portfolios will include: copies of their discussion answers, videos of the site, one interview with the site supervisor, pictures of their work on-site, and 2 blogs.

LANGUAGE ARTS AND FOREIGN LANGUAGE

The history major, history teaching major, and social science composite teaching major are all Bachelor of Arts degrees, and students are required to take twelve hours of language arts credit for those majors. Six hours come from taking HIST 4985 and HIST 4990. The other six hours must come from a foreign language (American Sign Language is an acceptable option). Students are encouraged to take those hours in the same language, but may take those hours in different languages. If a student's first university foreign language course is above the 1010 level, and if that student passes that class with a C grade or better, the student may purchase credit for any course below that level for a minimal fee. Students pay for each course for which they want credit plus a one-time

recording fee, so it is best if students purchase all credit at the same time. (For example: If a student took Spanish 2020 and received a C grade or better (or transferred that class from another university with a C grade or better), they may then purchase credit for as many of the following as they wish: Spanish 1010, 1020, 2010.) Students should contact the Foreign Language department to buy that credit.

LEARNING OUTCOMES (Department)

At the end of their study at WSU, history majors will possess the following skills and knowledge.

HISTORICAL KNOWLEDGE

- I. (Range of historical information)
 - A. Identify the key events which express/define change over time in a particular place or region.
 - B. Identify how change occurs over time.
 - C. Explain historical continuity and change.
 - D. Describe the influence of political ideologies, economic structures, social organization, cultural perceptions, and natural environments on historical events.
 - E. Discuss the ways in which factors such as race, gender, class, ethnicity, region, and religion influence historical narratives.

HISTORICAL THINKING

- II. (Recognize the historical perspective)
 - A. Explain how people have existed, acted and thought in the past.
 - B. Explain what influence the past has on the present.
 - C. Interpret the complexity and diversity of situations, events, and past mentalities
 - D. Compare eras and regions in order to define enduring issues.
 - E. Develop an international perspective on the past that addresses the cumulative effects of global exchange, engagement, and interdependence.

HISTORICAL ANALYSIS

- III. (Emphasize the complex and problematic nature of the historical record)
 - A. Recognize a range of viewpoints.
 - B. Compare competing historical narratives.
 - C. Challenge arguments of historical inevitability.
 - D. Analyze cause-and-effect relationships and multiple causation.

HISTORICAL SKILLS

- IV. (Develop skills in critical thinking and reading)
 - A. Evaluate debates among historians.
 - B. Differentiate between historical facts and historical interpretations.

- C. Assess the credibility of primary and secondary sources.

HISTORICAL RESEARCH

- V. (Develop research skills)
 - A. Formulate historical questions.
 - B. Obtain historical data from a variety of sources.
 - C. Identify gaps in available records.
 - D. Recognize the discipline's standards for accurate and ethical research.

HISTORICAL ARGUMENT

- VI. (Develop the ability to construct reasonable historical arguments)
 - A. Construct a well-organized historical argument.
 - B. Support an interpretation with historical evidence from a variety of primary and secondary sources.

MEETINGS

History Department meeting Minutes will be disseminated to Faculty following the meeting. Meeting minutes will be used to update this Policies and Procedures Manual as needed.

ONLINE COURSES (updated 11/18/2022)

The Department of History and its online instructors are bound by the College of Social and Behavioral Sciences Online Teaching and Best Practice Policies (adopted 2013). Those policies can be found here:

[Requirements of CSBS Online Teaching Best Practices Policy July 2014](#)

[ONLINE TEACHING BEST PRACTICES POLICY COLLEGE OF SOCIAL AND BEHAVIOR \[sic\] SCIENCES](#)

Only full-time faculty are allowed to teach online classes in the Department of History. See exception for emeriti faculty under "Adjunct Faculty."

Full-time faculty should schedule the majority of their load (3/4, 2/3, etc.) as face to face (F2F) courses in Fall and Spring Semesters. If, however, a F2F load course does not make enrollment, the faculty member has the option to offer the course in an alternative format (online, virtually, or hybrid) to make load. A full-time faculty member should not be forced to make up a F2F load course in another semester if that course can make enrollment in an alternative format in the semester it was originally offered.

PHI ALPHA THETA (Alpha Gamma Omicron Chapter)

Phi Alpha Theta is the National History Honors Society.

PAT Fact Sheet

- Established March 17, 1921 at the University of Arkansas
- 970 chapters and over 400,000 members
- **Historian** journal published quarterly – circulation: 12,500 members and more than 1,000 libraries
- 2,500 subscribers to **The News Letter** (published four times per year, issued digitally)
- 8,500 initiates (annual average)
- 35 regional meetings nationwide each spring
- Over 25 scholarships and prizes awarded annually (doctoral and graduate student scholarships, undergraduate student scholarship, paper prizes, book awards, manuscript award, best chapter awards, student history journal awards)

Membership qualifications (undergraduate)*

- Undergraduate students must complete a minimum of 12 semester hours (4 courses) in History, earned in the classroom, online or through AP or transfer credits (or a combination thereof). A minimum GPA of 3.1 in History and 3.0 GPA overall are required. A student need not be a history major to apply.

Contact the Department Phi Alpha Theta Advisor for more information.

PLACEMENT TESTING

Students who receive a score of 3-5 on the AP U.S. History Exam, starting in 2021, will receive credit for HIST 1700.

Students who receive a score of 3-5 on the AP Europe Exam, starting in 2021, will receive no more than 3 credits for HIST 1xxx. (2/7/2020)

Students who receive a score of 3-5 on the AP World History Exam will receive credit for HIST 1510 to match the current chronological emphasis of the AP World History Exam. (2/7/2020)

CLEP Exams:

- CLEP History of the United States I web link
 - o Articulate as Hist 2700, 3 credits, with a score of 50 or higher
- CLEP History of the United States II web link

- o Articulate as Hist 2710, 3 credits, with a score of 50 or higher
- CLEP Social Sciences and History [web link](#)
 - o This does not articulate to the History major.
- CLEP Western Civilization I: Ancient Near East to 1648 [web link](#)
 - o Articulate as Hist 1xxx, 3 credits, with a score of 50 or higher
- CLEP Western Civilization II: 1648 to the Present [web link](#)
 - o Articulate as Hist 1xxx, 3 credits, with a score of 50 or higher

DSST Exams: students with passing scores will receive History 1xxx for 3 credits.
(3/13/2020)

SCHOLARSHIPS and AWARDS

The Department of History offers numerous scholarships to History majors and minors. To apply for the scholarships listed on the department [scholarships site](#), a student must complete WSU's specialized scholarship [application](#). The department may also announce additional scholarships for which students may apply directly to the History Department.

The History Department Scholarship Committee evaluates applications in the spring semester and selects recipients of scholarships for the next academic year. The committee also ordinarily administers the selection of the department's distinguished graduates and thesis prizes.

SOCIAL SCIENCE EDUCATION CENTER

The Social Science Education Center was initiated and organized in 1990 to promote, coordinate, and encourage social science education. The faculty of the College of Social and Behavioral Sciences, the College of Education, public and private schools and their respective districts collaborate with the center in programs and activities designed to improve and enhance the teaching of the social sciences. This includes seminars for social science teachers in the area and presentations by Weber State University faculty.

The Social Science Education Center is housed within the History Department, and the director must be a tenure-track/tenured member of the Weber State History

Department faculty and is appointed by the Dean of the College of Social and Behavioral Sciences in consultation with the Chair of the History Department. The director serves a three-year term and is reviewed by the Chair of the History Department and the Dean of the College of Social and Behavioral Sciences. The dean also funds the center separately from the History Department. The director manages the budget, which includes the payment to presenters in center-sponsored seminars, advertising the seminars, and travel expenses. The director receives a one-course reduction in fall semesters and one in spring semesters. The dean compensates the history department administrative assistant to also be the administrative assistant for the center.

The center in cooperation with the Division of Continuing Education runs seminars to expand the content knowledge of public and private school teachers in the social sciences. The director determines the topics of the seminars in consultation with faculty, secondary school teachers, and district curriculum heads. The center presents seminars in fall semester and spring semester running twelve two-and-a-half-hour sessions each semester for a total of two credit hours per semester. It also presents a summer semester with ten three-hour sessions in a two-week condensed seminar for a total of two credit hours. The course number used for these seminars is HIST 2920. These seminars do not count as undergraduate credit towards a history/history teaching/social science composite teaching major nor a history/history teaching/public history/Asian Studies/Latin American Studies minor.

The center oversees Weber State undergraduates working towards a degree in history teaching. The director advises students who have a major in history teaching, social science composite teaching, or who have a minor in history teaching. The center also oversees the development and instruction of history pedagogy courses and presents changes to the history department faculty for their approval. Each semester, Weber State Teacher Education sends the SSEC director a list of all student teachers in the social sciences. If the student teachers request an observation, the director should observe and evaluate the teaching of student teachers in the social sciences and present the evaluation to the student teachers to place in their portfolios. The evaluations should be based on the students' content knowledge and understanding of history learning outcomes and need not be about pedagogical styles learned from the Education Department.

The SSEC Director is a member of the College of Social and Behavioral Sciences Council. The director is a member of the University Council on Teacher Education and of the Policy and Curriculum Subcommittee. The director is a member of the University Teacher Education Admissions Committee.

The center also oversees concurrent enrollment education mainly through a Concurrent Enrollment Supervisor. The supervisor must be a full-time member of the Weber State History Department faculty and is appointed by the Chair of the History Department

and the SSEC Director. The supervisor will work with the SSEC Director. The appointment will be for a three-year term, with a yearly review by the SSEC Director.

The supervisor will receive a one course reduction for fall semesters and one for spring semesters. The supervisor oversees the implementation of all concurrent enrollment courses throughout the secondary schools. The supervisor will also instruct the teachers on best practices and what will be expected of them. The supervisor's role is necessary to ensure the academic rigor and quality of the courses. The supervisor will observe the teaching of all concurrent enrollment instructors according to university concurrent enrollment guidelines and have access to and monitor the instructors' Canvas courses regularly. The supervisor will be compensated for travel. After the observations, the supervisor will provide the concurrent enrollment instructor with feedback, areas of improvement, and upload the evaluation to the university website [MyCE](#). If in follow-up visits it is determined that the teacher has not made satisfactory improvement, then the supervisor will make the CE instructor aware of the continued lack of meeting department standards and make the instructor aware that if the department's expectations and standards are not met, then the instructor will no longer be allowed to teach concurrent enrollment courses. The supervisor will report to the SSEC Director about the visits and will provide reports on the instructors and their classes and any concerns about those instructors to the director, who will consult with and make those reports and concerns available to the Chair of the History Department. The Chair of the History Department makes the decision whether the CE instructor is retained or not. The supervisor will assess the academic rigor, focus, and quality of students' work to ensure they are performing on a university level and that awarded grades conform with university-level grading standards.

The SSEC Director, Concurrent Enrollment Supervisor, and Chair of the History Department will select from current concurrent enrollment instructors to be members with them on a Concurrent Enrollment Advisory Board. That board will discuss ways to improve the concurrent enrollment curricula and be a means of collaboration between the SSEC and concurrent enrollment instructors.

STANDARDS (Department)

Students who have taken **History 4985** should be able to do the following (adopted 2014):

Reading

- Identify an author's thesis
- Evaluate an author's thesis
- Identify and understand theoretical or methodological approaches in historical writing (Marxist theory, Oral History, etc.)

- Understand that historical scholarship is an ongoing process, and that scholars viewing the same evidence may have radically different interpretations

Research

- Distinguish between primary and secondary sources
- Evaluate the validity of primary and secondary sources, using accepted professional methods
- Evaluate the validity of internet sources and websites
- Have a clear understanding of how and where to access sources for historical research (databases, archives, journals, etc.)
- Conduct primary and secondary research in libraries (and archives)
- Understand the importance of being organized, and being careful in documenting sources
- Use Turabian and/or the Chicago Manual of Style to cite sources in the manner of professional historians

Standards and Practices

- Know what the American Historical Association is and what the AHA considers to be standards and practices for the study of History
- Understand the difference between **plagiarism** and **poor research methods**
- Understand that both plagiarism and poorly conducted research are both egregious offenses in the study of History
- Understand the consequences of plagiarism as both a Weber State Student and a History Major

Writing

- Write clearly and professionally
- Write a Topic Proposal for 4990 (Senior Seminar) for either a Research Paper or an Historiographical Essay
- Compose a bibliography in Turabian format to support their Topic Proposal, with *at least* 15 primary and 15 secondary sources (the composition of those sources – online, archival, etc. to be determined by the instructor)*

Students who take HIST 4985 at an institution outside the USHE system will receive a 3xxx transfer credit. They may petition for a HIST 4985 credit if they wish to do so. Exceptions can be made to the policy by the Department Chair at his/her/ their discretion.

History 4990:

Students who plagiarize any portion of their Senior Thesis will receive an “E” for the course and will not be allowed to graduate with a History degree. The grade of “E” in

4990 is reserved only for students who commit plagiarism. Students who do not complete 4990 or fail for reasons other than plagiarism should be given an "I" or "UW."

Students must receive at least a C for the course as well as at least a C on their Thesis to fulfill the major requirements.

Students who take HIST 4990 at another institution will not receive transfer credit. Exceptions to this policy can be made by the Department Chair at his/ her/ their discretion.

Students must have a minimum of 15 primary sources and 15 secondary sources for their Senior Thesis (see 4985 Standards above).

Tertiary sources (encyclopedias, textbooks, etc.) will not count toward secondary source minimums but can be used for background research.

The Thesis may be either a research paper or an historiographical essay. In an historiographical essay, all sources will be secondary, but 15 of those will be considered "primary" as part of the core historiographical question, and an additional 15 secondary sources will be required for background, context, etc.

Original theses/ arguments/ research are not required for a research paper, but students must make an argument based upon research in primary sources.

STANDARDS (Professional)

The Department of History supports the Standards and Practices set forth by the American Historical Association, the professional association for Historians in the United States. The complete AHA "Statement on Standards of Professional Conduct" can be read here: [Statement on Standards of Professional Conduct \(updated 2019\)](#)

STUDY ABROAD

Only full-time contract or emeriti Weber State history faculty are allowed to teach and run study abroad courses/seminars for history credit.

WSU Study Abroad courses will have a HIST 4920 designation (Study Abroad sponsored by WSU or a WSU faculty member) for a maximum of 6 credit hours towards the major or minor.

German Exchange Program

Weber State University has established an exchange program with the [University of Tübingen](#), where you can pay Weber State tuition and attend college in Germany. Students are responsible for their own travel and living expenses. Ideally, you will have some training in speaking German; there is an additional summer institute for those students not yet fluent in the language.

The Tübingen Exchange Program does not require a HIST 4920 designation.

(See our website for more information.)

SYLLABI (updated 8/29/21)

Syllabus elements and language required by the University PPM 4-9a can be found here: https://www.weber.edu/ppm/Policies/4-9a_CourseSyllabus.html

For other suggested but not required Syllabus items, faculty should consider inserting the following link into their Course Syllabus:

<https://www.weber.edu/wsuiimages/academicaffairs/Forms/DigitalAddendumtoCourseSyllabus.pdf>

Also not required, but consider:

Recycling Policy:

Weber State University is dedicated to being a leader in sustainability to ensure present needs are met without compromising the ability for future generations to inherit a healthy planet, society, and economy. Part of this commitment includes sustainable waste management practices with the ultimate goal of becoming a zero-waste campus. Please recycle following items on campus: plastics #1 & #2 (rinsed), cardboard, non-glossy paper, glass, and metal cans. *Please look at the plastic identification symbol on the bottom of plastic bottles & jugs before recycling. For more information on recycling at WSU, please reference [Sustainability](#).

Recording Policy:

Faculty should consider including a statement containing their policies on recording class lectures and other materials, as well as their policies regarding dissemination of any recorded materials. The university recording policy can be found here in the [Student Code](#), in the university PPM.

TEXTBOOKS

Although full-time faculty have the freedom to select required books for their courses, there are rules and regulations that must be followed regarding the selection of those materials. They are here in the university PPM 4-16: [4-16 Course Materials](#). Textbooks approved for adjunct use are listed in the Adjunct Faculty Handbook.

WEBER HISTORICAL SOCIETY

The History Department sponsors the Weber Historical Society, the official county historical society within the state historical society "system." One full-time history faculty member serves as the president and coordinates approximately three lectures on a variety of local, state, regional, and international topics each semester.