



**SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL  
RELATIONS**

**HISTORY PROGRAMME**

**Full Year 2011  
HIST 489 Research Essay  
CRN 1973**

**Full-year Dates**

Trimester dates: 28 February to 12 November 2011  
 Teaching dates: 28 February to 14 October 2011  
 Mid-trimester break 1/3: 18 April to 1 May 2011  
 Mid-trimester break 2/3: 22 August to 4 September 2011  
 Aegrotat period begins: 26 September  
 Study week: 17–21 October  
 Examination/Assessment Period: 21 October to 12 November 2011

**Withdrawal dates**

Information on withdrawals and refunds may be found at  
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

***Names and contact details***

**Course Coordinator:** Dr. Simone Gigliotti (HONS Course Coordinator)  
**Room:** OK 505  
**Phone:** 04 463 6775  
**Email:** [simone.gigliotti@vuw.ac.nz](mailto:simone.gigliotti@vuw.ac.nz)  
**Seminars:** Seminars begin in Week 1, 4 March  
**Times and Locations:** Friday 2.10-4.00pm, OK 406 (Wood Seminar Room)  
**Office Hour:** Wednesday 1.10-2.00pm

**Course delivery**

HIST 489 is a compulsory Research Essay undertaken in consultation with a HIST programme staff member. HIST 489 will have occasional support workshops for students in Trimesters 1 and 2. Although not compulsory, you are expected to attend these workshops and engage with other HIST 489 students about the research experience, organisation, and writing of your thesis. You are also expected to complete non-assessed in-class tasks as set by the coordinator. These workshops are run by the HONS course coordinator.

**Class times and locations of HIST 489 workshops**

OK 406; Fridays, 2.10-4.00pm (meeting calendar is located at the end of this guide). No meetings will be held during non-teaching periods: 18 April - 1 May, 6 June – 10 July, 22 August – 4 September 2011.

**Communication of additional information**

This course does NOT use Blackboard. I will communicate with students via email about announcements, upcoming seminar topics, etc.

### Course content

HIST 489 is a compulsory research essay undertaken in the completion of a BA (HONS) degree. The topic is devised principally by the student under the guidance of a HIST programme staff member. HIST 489 research essays should be around 10,000 words, approximately 40 pages of double-spaced typing, **excluding** footnotes and bibliography. The essays are mostly based upon primary source material, as opposed to the secondary material used in most undergraduate essays. Some HIST 489 essays, though, may be advanced historiographical essays.

### Due dates for 2011:

- 7 March:** HIST 489 Research Essay Proposal due to the History Office (OK 405) by 5pm and by email to the HONS coordinator, Dr. Simone Gigliotti ([simone.gigliotti@vuw.ac.nz](mailto:simone.gigliotti@vuw.ac.nz)). Please use the already-circulated cover sheet for e-mail and hard copy submissions. A full style guide to the HIST 489 Research Essay will be distributed at the first workshop on 4 March.
- 11 March:** Students advised by email of outcome of HIST 489 proposal by HONS coordinator
- 3 June:** HIST 489 Research Essay Progress Report due to the Honours Coordinator and to your supervisor
- 21-23 July:** HIST 489 Seminar Presentations (further information and timetable distributed closer to the time)
- 2 September:** HIST 489 Research Essay Draft due by 5pm (to your supervisor by e-mail and hard copy)
- 7 October:** HIST 489 Research Essay Final Version due by 5pm (submit two hard copies to the History Office and an e-copy to the HONS Coordinator).

### Learning objectives

*Students undertaking a HIST 489 Research Essay should be able to:*

- Undertake a self-directed piece of research of 10,000 words and, ideally, to the standard of a quality, peer-reviewed article;
- Base their research on a wide reading of primary and/or secondary sources;
- Develop a solid and historically informed topic based on their research and advance a historically defensible argument about that research as it relates to existing historiography.

### Graduate attributes

As with all History courses, learning objectives of HIST489 contribute to the attainment of specific graduate attributes. For more details please consult our website:

<http://www.victoria.ac.nz/hppi/subjects/hist.aspx#Grad-attributes>

### Expected workload

In accordance with Faculty of Humanities and Social Sciences guidelines, the overall workload for this course, as a Full Year course, is 300 hours in total.

### Readings

There are no essential texts for HIST 489 research essay or for the workshop series.

### Assessment requirements

The current criteria by which your HIST 489 essay will be assessed include:

- Your ability to develop and sustain an original piece of research over two trimesters;

- Your ability to conduct a literature search and to demonstrate an understanding of relevant secondary works, including books, articles, internet sources, etc;
- Your ability to formulate and address an historical question, to identify and interpret sufficient relevant evidence, and to generate clear conclusions that stress the importance of your findings and/or arguments;
- Your capacity to place any primary sources you use in an historiographical context;
- The extent to which you have presented the results of your research essay in clear prose within around 10,000 words; and
- The accuracy and consistency of your application of the conventions of historical scholarship. These include: the use of quotations; methods of citation, footnotes and bibliography; and may include the use of images, figures and data.

Please note that there is no mathematical correlation between your final grade and the above criteria. Your HIST 489 essay will be assessed as a coherent whole, not by assigning specific marks to these criteria. Rather than a restatement of the secondary material, or a narrative, or a mere 'reporting' of archival material, the essay should have a developed argument which takes account of previous work in the area.

### **Penalties**

History Programme policy stipulates that late submission of essays is penalised. Students lose 5% for the first day late and 2% thereafter for a maximum of 8 days. After 8 days, work can be accepted for mandatory course requirements but will not be marked. Extensions may be granted in exceptional circumstances, but **all extensions require the student to provide documentation**. If granted an extension, students must agree to a new due date, but in the case of HONS, this will not exceed 7 days. Contact the HONS coordinator as soon as a problem emerges. Extension forms are available in the History Programme office. Please note that failure to submit your HIST 489 will result in a failure of the entire Honours year, irrespective if you submit work for all of your other courses.

### **Mandatory course requirements**

*To gain a pass in this course each student must:*

- a) Submit the written work specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work)
- b) Submit a work-in-progress report to the HONS coordinator and their supervisor (due 3 June, 5pm)
- c) Present a 20-minute paper at the HIST 489 seminar presentations on the weekend of 21-23 July.

### **Return of assignments**

Students will be advised by the HONS coordinator in late October or early November regarding collection of their HIST 489 Research Essay.

### **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator, and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

### **Academic Integrity and Plagiarism**

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:  
<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

### **Where to find more detailed information**

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study). Find out how academic progress is monitored and how enrolment can be restricted at [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the *Calendar* webpage at [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at [www.victoria.ac.nz/home/about\\_victoria/avcacademic](http://www.victoria.ac.nz/home/about_victoria/avcacademic).

### **HIST 489: Research Essay Workshops**

Time: Fridays, 2.10-4.00pm  
 Location: Old Kirk 406  
 Coordinator: Dr. Simone Gigliotti  
 Email all queries to  
[simone.gigliotti@vuw.ac.nz](mailto:simone.gigliotti@vuw.ac.nz)

*\*No meetings during non-teaching periods: 18 April - 1 May, 6 June – 10 July, 22 August – 4 September 2011*

### **HIST 489 Workshops Calendar of meetings Trimester 1 (28 February – 3 June)**

- 4 March: Honours Orientation and organisational meeting
- 18 March: What to do next after thesis approval? Supervisor relationship; schedule, time management
- 25 March: Archives NZ visit
- 1 April: TBC: Research Sources at VUW (Justin Cargill, Library); Thesis Structure
- 8 April: TBC: Research clusters meeting with MA/PhD students
- 6 May: Primary Source session; work done to date
- 20 May: Writing the “introduction” and “literature review”
- 27 May: HIST 489 Progress report: what is it? Oral Work-in-Progress reports on work completed.
- 3 June: Seminar Presentation Workshop; HIST 489 progress reports due

### **Calendar of meetings: Trimester 2 (11 July-14 October)**

- 21-23 July Thursday, Friday and Saturday, 12-6pm and Saturday 12-6pm (OK 406)
- 16 September: Options beyond Honours year; former students’ experiences
- 23 September: Writing and rewriting the “introduction” and “conclusion”

### **Important due dates for HIST 489, 2011**

**7 March:**  
 HIST 489 Research Essay Proposal due (hard copy and emailed to Honours Coordinator)

**9 March:**  
 HIST Research Committee meets to discuss proposals

**11 March:**  
 Notification about HIST 489 Proposals

**3 June:**  
 HIST 489 Research Essay Progress Report due to HONS coordinator and to your supervisor

**21-23 July:**  
 HIST 489 Presentations

**2 September:**  
 HIST 489 Research Essay Draft due

**7 October:**  
 HIST 489 Research Essay Final Version due