TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

HISTORY PROGRAMME
HIST 218: Historical Methods

TRIMESTER 2 2012
16 July to 17 November 2012

Trimester dates

Teaching dates: 16 July to 19 October 2012
Mid-trimester break: 27 August to 9 September 2012
Study week: 22–26 October 2012

Withdrawal dates
Information on withdrawals and refunds may be found at
http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

Names and contact details
Course Coordinator: Dr Glyn Parry
Room No.:   Old Kirk (OK) 504
Email: glyn.parry@vuw.ac.nz
Office hours: Tuesday 3.00 – 4.00 pm

Class times and locations
Can be found on the Victoria website at:
http://www.victoria.ac.nz/home/study/subjects/coursecatalogue.aspx
It is advisable to check the above for any changes to the timetable programme.

Lecture Time: Tues, Fri 9.00 – 9.50 am
Lecture Venue: Murphy (MY) LT 220

Tutorial:
Tutorial times and venue: See the website below
http://www.victoria.ac.nz/timetables/2012%20Academic%20Timetable%20at%2020120523.html

Teaching learning summary
HIST 218 is taught in two 50-minute lectures and one 50 minute tutorial per week.

Communication of additional information
This course uses Blackboard and presumes that all enrolled students have valid myvuw.ac.nz
addresses. Please check that this account is active and you have organised email forwarding.
Additional information and any changes to the timetable or lecture and tutorial programme will be
advised by email, announced in lectures, and posted on the HIST 218 Blackboard site.

Course prescription
An introduction to historical methods and practical research skills, emphasising the use of information technology for the study of history.

Course content
Will be listed on the HIST 218 Blackboard site.

Learning objectives
Students who pass this course should be able to:

1. Situate the history of history writing in its cultural context, from ancient Mesopotamia to the present day, and critically analyse historical texts.

2. Undertake basic archival research and reflect upon the problems of the research process.

Graduate attributes
As with all History courses, learning objectives of HIST 218 contribute to the attainment of specific graduate attributes. For more details please consult our website:
http://www.victoria.ac.nz/hppi/about/overview-of-the-school/hist-overview#grad-attributes

Expected workload
In accordance with Faculty Guidelines, this course has been constructed on the assumption that students will devote 200 hours to HIST 218 throughout the trimester. This includes weekly attendance at lectures, and tutorials, completion of all set weekly readings and research and writing for set assessment tasks.

Group work
There is no assessed group work for this course.

Readings
Set texts:
John Tosh, *The Pursuit of History,* 4th ed, London, 2006 (copies in 3DL)
HIST 218 Book of Readings and Research Project Workbook, available from vicbooks, Student Union Building.
Writing History Essays, available online through the Victoria History website, url
    http://www.victoria.ac.nz/hppi/publications/writing_history_essays_july_2011.pdf

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 9–27 July 2012, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two of the trimester all undergraduate textbooks and student notes will be sold from vicbooks on Level 4 of the Student Union Building.

Customers can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

Recommended reading:
Keith Windschuttle, *The Killing of History*, 1994
Donald R Kelley (ed), *Versions of History from Antiquity to the Enlightenment,* New Haven, 1991
Norman F Cantor, *Inventing the Middle Ages. The lives, works and ideas of the great medievalists of the twentieth century*, New York, 1991
Herbert Butterfield, *The Origins of History*, 1981
Bernard Lewis, *History Remembered, Recovered, Invented*, 1975

Assessment requirements
Essay (2,500 words), due 5.00 pm Monday 10 September, worth 50% of your final marks.
Learning objective: to assess your ability to situate a piece of historical writing in its cultural context.

Archival Research project, due Friday 12 October, worth 50% of your final marks
Learning objective: to assess your ability to carry out basic archival research, and to reflect upon the problems of the research process.

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 10 weekdays**. After 10 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. Contact your lecturer as soon as a problem emerges. Extension forms are available in the History Programme office.

Mandatory course requirements
To gain a pass in this course each student must:
- Hand in the written work specified for this course, on or before the specified dates (subject to the provisions above for late work)
- Attend 7 of the tutorials.

The tutorial attendance requirement sets a minimum standard. Students are strongly encouraged to attend all tutorials. Tutorial participation is a central part of the course.

Return of marked course work
Essays and tests will be returned at times to be advised. If students fail to attend these times, they may collect their essay from the History Programme Office in level 4, Old Kirk Building between the hours of 2.00 and 3.00 pm from Monday to Friday and must show their Student ID card before collection.

Class representative
A class representative will be elected in the first week, 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.

Statement on legibility
Students are expected to write clearly. Where work is deemed 'illegible', the options are:
- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) within a specified time frame after which penalties will apply;
- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) and lateness penalties apply;

- if the student does not transcribe it to an acceptable standard, the work will be accepted as 'received' (so any associated mandatory course requirements are met) but not marked.

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

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

Where to find more detailed information

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at http://www.victoria.ac.nz/home/study/academic-progress.aspx. Most statutes and policies are available at 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 (See Section C).

Other useful information for students may be found at the Academic Office website, at www.victoria.ac.nz/home/about_victoria/avcacademic.