

**St. Jerome's University in the University of Waterloo**  
**Department of History**  
**HIST 450: History Capstone Autumn 2020**

**Prof. Ryan Touhey**

**Office: Unfortunately we don't have campus office hours**

**Telephone: I'm happy to give my home # on request**

**Email: [ryan.touhey@uwaterloo.ca](mailto:ryan.touhey@uwaterloo.ca)**

**Office Hours: There will be no set time but please email me whenever you need anything. I sincerely mean that. Also, I am open to setting up social distance meetings in person on the front porch of my home, or chatting over the phone**

**Seminar Meetings: Not applicable**

Students in History 450 will complete a new major research paper (minimum 25 pages to 30 pages including footnotes/bibliography) on a topic of their choosing that they have not previously submitted to another course. The subject of the paper will be based on consultation with the seminar professor. While the seminar professor's interests are on Canadian, and international foreign relations students are encouraged to build upon their knowledge from previous fourth year seminars, or third year courses. The final research paper must demonstrate both the student's familiarity with the relevant secondary literature as well as their ability to locate, analyze, and use primary sources. During the first month of the seminar students will formulate a manageable research project; an identification of their research topic; the central research question(s) they are pursuing; and an annotated bibliography consisting of relevant primary and secondary sources. It is the student's responsibility to develop their own topic, but I am here to provide you with advice and assistance. For the remainder of the term students are expected to begin independently researching their essays and working on the writing and editing process. In early November students will submit a first draft (20-25 pages), by email, of their research essay for the professor to assess and provide advice. Students should make use of the critical feedback they receive during that process when completing and polishing their final draft. Final research essays will be due in December via email to the Professor.

**Evaluation:**

- |  |     |
|--|-----|
| 1. Draft and final Essay Proposal/Annotated bibliography | 20% |
| 2. Draft research paper (20-25 pages):                   | 30% |
| 3. Research Paper (25-30 pages):                         | 50% |

The draft essay proposal and annotated bibliography are **DUE September 25<sup>th</sup> by email no later than 11:59pm. The draft proposal/annotated bibliography will be approximately 4-5 pages. The final essay proposal and annotated bibliography are DUE Friday October 9<sup>th</sup> by 11:59pm via email.** The purpose of the assignment is to encourage you to get started on your research early, and our correspondence and conversations will allow me to recommend other sources, ideas, and questions that may help to strengthen your research essay. Please note that final papers will not be graded without the prior submission of this proposal.

On Friday October 9<sup>th</sup> by 11:59pm, via email, students will submit the final proposal (5-6 pages) including:

- A detailed outline of the historical topic, timeframe, and the main question(s) that they are asking to guide their major research essay (in question form);
- And a preliminary annotated bibliography --including at least 15-16 substantive sources (i.e. monographs and scholarly/periodical articles) of which **at least a third will be primary sources**. Primary sources relate to people and materials directly related to the topic, generally from the same time frame. Included in the list of primary documents are: any and all government publications i.e. Canadian examples would include Royal Commission reports, Departmental reports, on-line archival material from Library and Archives Canada, the Department of Foreign Affairs historical section etc. Transcripts and tabled documents from debates of national and provincial legislatures, known as *Hansards* and *Sessional Papers* make excellent primary sources. As well, newspaper and other media coverage, such as *Maclean's* magazine, from the time provide excellent primary sources. Book and articles written by those involved, including memoirs, are excellent sources.
- Each annotation should include at least two thoughtful sentences for each source explaining the contents of the source and why it will be useful to your essay. Do not use vague/general/colloquial phrasing that tells me little about the source i.e. "This work is great/ this work does a good job.....".
- Encyclopedia, or general websites such as Wikipedia are not to be used. Examples of useful exceptions are the on-line Cabinet Conclusions at <http://www.bac-lac.gc.ca/eng/discover/politics-government/cabinet-conclusions/Pages/cabinet-conclusions.aspx> or the Document Collections on External Relations series posted online at [https://www.international.gc.ca/gac-amc/history-histoire/external-relations\\_relations-exterieures.aspx?lang=eng](https://www.international.gc.ca/gac-amc/history-histoire/external-relations_relations-exterieures.aspx?lang=eng)
- The final proposal should demonstrate an improvement in the topic development and source selection in contrast to your draft proposal.

**Helpful research websites/databases:**

Unfortunately we don't know when the campus libraries will be made fully available for our undergraduate students, but Dana Porter will be allowing curbside pick up for the autumn term. The UW library network has a significant number of sources already online and has recently joined the **Hathi Trust Digital Library**. This website makes a wide number of the UW library print holdings available digitally.

<https://uwaterloo.ca/library/covid-19-updates-library-services-and-operations/temporary-access-online-collections>

The UW Library History Research Guide is a terrific, helpful resource for students.  
<https://subjectguides.uwaterloo.ca/history>

Two of the best databases for history students are America History and Life (which includes Canada) and Historical Abstracts which is more global in its orientation. Both databases can be accessed through <https://lib.uwaterloo.ca/web/research-databases>

There are certainly others but I think you'll find the above both useful starting points for your research beyond the OMNI UW library catalogue

**Essay expectations:**

In evaluating your essays, I will look for the following:

1. The extent of the analysis (rather than description) and the sophistication of the research.
2. The ability to utilize primary research in your analysis.
3. A clear thesis statement or interpretation that you argue throughout the essay.
4. The ability to set your paper within the broader context of historiography. The historiographical section should be approximately two/three pages where you situate what historical writings exist about your topic (the evolution of the history essentially) and where your work relates to those studies. This section should follow after your introduction.

5. A good/clear writing style, with proper sentences, proper grammar, punctuation, and logic consistent with the high quality of work expected at a fourth year level full credit honours seminar. Make sure that you carefully proofread your work. Essays with more than one spelling or typing error per page will be docked 8%.

**To that end**----make sure to purchase Strunk and White *The Elements of Style* from the UW Bookstore or an online bookstore if you are not on campus---***it will be invaluable to you in your writing not only this semester but throughout your life.***

6. Students will properly and consistently source their essay references. Every footnote or endnote must be properly cited using Chicago style. If citations are not done properly there will be an 8% penalty as it raises concerns of academic integrity as well as sloppiness.
7. In terms of the numbers of sources etc. to be included in your draft/final essay, the History Capstone honours seminar is your opportunity to show how far you have come from first year in your development as a student/young scholar. So, take initiative, push yourself, and show what you have learned during these past four years. And enjoy the freedom to research something in depth that truly interests you!
8. Essays will be double spaced, and use 12 pt. Times New Roman font. Be sure to number your pages.
9. Essays that fail to meet the length requirement will face a deduction of 8%.

### Schedule:

Sept 8th: Introduction emailed to the seminar/posted on LEARN

Sept 10-15th: Emails/phone conversation/in person meeting w/Professor to discuss research interests

Note: To begin your research, I strongly recommend databases like America History and Life and/or Historical Abstracts available through the UW Library website. The UW Library History Research Guide is a terrific, helpful resource for students  
<https://subjectguides.uwaterloo.ca/history>

Sept 25th: Submit draft essay proposal

Oct 9th: Submit final essay proposal

Oct. 10-18<sup>th</sup>: \*\*\*\*\*READING WEEK\*\*\*\*\*

Oct. 19-23<sup>rd</sup>: Individual emails/conversations with Professor Touhey to check in & discuss progress

Nov. 15<sup>th</sup>: First draft essay due

Dec. 1-4<sup>th</sup>: Individual emails/conversations with Professor Touhey to check in/discuss progress

Dec. 14<sup>th</sup>: **Final Essay Due**

### **Important Information**

**If you have questions/need help:** Waiting until November or December, or after you've submitted an assignment, to let me know that you have run into a research hurdle/are unsure of expectations is never the best approach. Always feel free to ask questions at any time if you are uncertain about anything, or if you need guidance.

### **Correspondence:**

Please feel free to email me at any time if you ever have any questions at all. And if you prefer to meet in person via social distancing I am happy to arrange this. Alternatively I am also happy to talk with you over the phone. Please note that all emails are routed to my actual inbox, not to LEARN, so please ensure that all emails have a proper greeting/follow proper etiquette.

### **PROFESSOR'S POLICY ON LATE ASSIGNMENTS/ESSAYS**

**NOTE:** A late mark of 5% per day will be deducted for assignments. An assignment that is 1 week late will be docked 30% and so on. The accepted time stamp will be when I receive the assignment in my UW email inbox.

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. [Check [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information.]

**Grievance:** A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read the St. Jerome's University Policy on Student Petitions and Grievances, [www.sju.ca/sites/default/files/upload\\_file/PLCY\\_AOM\\_Student-Petitions-and-Grievances\\_20151211-SJUSCapproved.pdf](http://www.sju.ca/sites/default/files/upload_file/PLCY_AOM_Student-Petitions-and-Grievances_20151211-SJUSCapproved.pdf). When in doubt, please be certain to contact the St. Jerome's Advising Specialist, Student Affairs Office, who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing an academic offence, and to take responsibility for their actions. [Check [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under the St. Jerome's University Policy on Student Discipline, [www.sju.ca/sites/default/files/PLCY\\_AOM\\_Student-Discipline\\_20131122-SJUSCapproved.pdf](http://www.sju.ca/sites/default/files/PLCY_AOM_Student-Discipline_20131122-SJUSCapproved.pdf). For information on categories of offences and types of penalties, students should refer to University of Waterloo Policy 71, Student Discipline, [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties, check the Guidelines for the Assessment of Penalties, [www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm).

**Appeals:** A decision made or penalty imposed under the St. Jerome's University Policy on Student Petitions and Grievances (other than a petition) or the St. Jerome's University Policy on Student Discipline may be appealed if there is a ground. A student who believes they have a ground for an appeal should refer to the St. Jerome's University Policy on Student Appeals, [www.sju.ca/sites/default/files/PLCY\\_AOM\\_Student-Appeals\\_20131122-SJUSCapproved.pdf](http://www.sju.ca/sites/default/files/PLCY_AOM_Student-Appeals_20131122-SJUSCapproved.pdf).

**Note for students with disabilities:** AccessAbility Services, located in Needles Hall (Room 1401) at the University of Waterloo, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term, [www.uwaterloo.ca/accessability-services/](http://www.uwaterloo.ca/accessability-services/).