

WVU History Department, 2017-2018

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**History Major Handbook (Fall 2017)**

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*NB: Many of the forms mentioned in this document are posted at the History department website*

**Welcome and general information**

* Why study history? What career opportunities can follow from a history degree?
  + A history degree trains students to analyze evidence, develop conclusions based on that evidence, and communicate those conclusions clearly in both written and oral form (see the section below on “Learning Outcome Goals”). These basic skills (critical analysis, organizing bodies of information, writing succinctly, and effective oral expression) provide a foundation for a variety of employment opportunities and for responsible participation in a democratic society.
  + A history degree also enables young people to understand where the various communities of which they are a part (family, local, national, global) came from, and in which direction they are moving. History majors learn to take nothing for granted, and the historical perspective that they acquire enables them to position themselves (professionally and in private life) in ways that enable them to use their acquired skills effectively.
  + More concretely, a history degree prepares students for public and private sector jobs that value clear thinking and effective communication. Many history majors go into teaching, law, business, public administration, or graduate study, but a range of opportunities exist:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nonprofit sector** | **Private sector** | **Public sector** | **Graduate study** |
| archivist/records manager | cultural resource management | public archives | history |
| public history | historical research/writing | State Department (Foreign Service) | law |
| library work | legal and policy research | historical offices for Federal agencies | business |
| museum work | historical preservation | historical offices for US military | anthropology |
| research institutions | communications media | intelligence (military, CIA, FBI) | public history |
| religious and philanthropic organizations | publishing | National Park Service | international relations |
| teaching | management | legislative administration/research | economics |
|  | advertising | urban and rural planning | political science |
|  | banking | historic preservation | sociology |
|  | insurance |  | education |
|  | law |  | religion |
|  | market research |  | art history |
|  | journalism |  | geography |
|  | public relations |  |  |
|  | human relations |  |  |
|  | travel/tourism industry |  |  |

* What are the “Learning Outcome Goals” for history majors? That is, what should history majors be able to do upon completion of their degrees? Successful majors should be able to:
  + demonstrate general knowledge of the facts, concepts, and approaches of history;
  + critically analyze and assess primary sources;
  + critically analyze and assess secondary sources;
  + conduct original historical research and report results orally and in writing;
  + produce historical essays that are coherent, grammatically correct, and use proper historical documentation.
* How does one major in history?
  + Obtain your advising file from your current adviser/major and take it to the Eberly College Advising Office (Colson Hall Annex). They will create an Academic Status Update form for you and will send it to the History Department. Your file will be reviewed by the department’s Director of Undergraduate Studies, who will notify you and appoint an adviser for you.
  + If you would like to request a specific adviser, or if you would like to change advisers at any point, simply let the Director of Undergraduate Studies know and he will make the change.
  + The history major requires 33 hours. These include Hist 200, 3 survey courses, 6 advanced-level courses, and 1 capstone course.
* What role does my adviser play?
  + As soon as your adviser is assigned, you should contact them to arrange a meeting and introduce yourself. You should meet regularly with your adviser, at least once per semester, to discuss your academic plans and progress. If you can build a relationship with your adviser, you will have found someone who can write you a letter of recommendation for employers or postgraduate academic programs (though keep in mind that a better letter will likely be written by a professor from whom you have earned high grades in more than one history course).
  + Your adviser will respond to any academic issues that you raise (or will help you find someone who can respond to them), will help you to select courses and meet academic requirements, and will help you to try to resolve difficulties with instructors, administrators, or others.
* Dealing with history instructors
  + Address your instructors with respect. Use an appropriate title (“Professor” or “Doctor” for someone with a PhD, or “Mr. / Mrs. / Ms.” for graduate students). Some instructors will invite you to use their first names, but you should not presume such familiarity on your own.
  + Come to advising meetings prepared. Make sure to check your DegreeWorks page available via your WVU Portal account to see if you have any questions before your advising appointment.
  + If you are unable to attend a scheduled meeting, notify your adviser as soon as you are able.
  + If you have a scheduled meeting and your adviser is not there, be patient for a few minutes and/or ask in Woodburn 220 (your adviser might have stepped out to take care of other business for a moment).
  + When you ask a professor for a letter of recommendation, make the request early (4-6 weeks before the letter is due, if possible), and provide documentation (transcripts, personal statements, papers and exams from past courses, etc.) and any necessary forms.
  + Do not be shy about meeting with professors during office hours. Our faculty members enjoy working with students and discussing their historical interests. They can also be useful allies as you move through your academic career and position yourself for future activities.
* For further information or to address any other concerns regarding the undergraduate program, please see: William Hal Gorby, Director of Undergraduate Studies, Woodburn 220A, 304-293-2421 x 9428, [William.Gorby@mail.wvu.edu](mailto:William.Gorby@mail.wvu.edu)

***INFORMATION FOR MAJORS – COURSES – ENROLLING FOR CLASSES***

**Undergraduate history courses**

* Department faculty offer a range of courses dealing with a variety of places, historical periods, and topics. New or occasionally-offered classes (Special Topics courses, which appear with the prefix SPTP in the course schedule) are also available. These Special Topics courses will count toward your advanced-level course bloc, but will require an exception to be done by the Director of Undergraduate Studies on your DegreeWorks page. These will be done at the conclusion of each semester. For a current list of courses, see: <http://catalog.wvu.edu/undergraduate/eberlycollegeofartsandsciences/history/#majortext>. Brief descriptions of these courses may be found in the WVU Undergraduate Catalog. Students are also encouraged to speak with faculty members about the content of courses that they are considering. Please note that you must earn a C in a history course in order for it to count toward your major requirements.
* Some courses (like HIST 210 – Modern Military History) can count in more than geographic concentration. Check with your adviser if you’re uncertain where a course should count. Courses on the history of Russia and the Soviet Union count as European history.

**Required documentation format for history papers**

* When students submit papers for their history courses, they should use the documentation style sheet (for footnotes/endnotes and bibliographies) that has been approved by the department. A copy of this style sheet is attached to this document.

**History 484 (capstone course)**

* This course is designed to teach students how to carry out a research project and write a significant research paper (20-30 pages). As such, it represents the culmination of the history major’s academic training.
* Students should begin to plan for their capstone during their junior year (or possibly earlier) by taking note of upcoming capstone courses and by taking the appropriate lead-in courses. This information is distributed to majors each semester, both electronically and in the form of hard copies available from advisers and in the advising center during registration.
* It is a good idea to take more than one lead-in course, in case the capstone that they wish to take fills up. To prevent this problem, students should contact as soon as possible the instructor of the capstone that they would like to take. Students will need to get a departmental approval hold lifted by the capstone instructor before they can register for that Hist 484 section.
* A sample copy of the list of upcoming capstones and pre-requisites is attached to this document.

**History honors thesis (HIST 496)**

* + This is not part of the University Honors Program; it is an opportunity for history majors with a 3.3 overall GPA and a 3.5 history GPA to write a major research paper beyond the history capstone course (History 484). HIST 496 is taken in addition to the 33 hours required for the history major. Students work with a faculty member who is willing to mentor them on a mutually agreed-upon topic. For more information, see the Director of Undergraduate Studies.

**Public history**

* If you are doing well in your history courses and might be interested in continued study, consider enrolling in HIST 412 (Introduction to Public History) to see if you might like to pursue graduate work in public history.

**GEC/ GEF courses**

* For students starting at WVU with a calendar year 2015-2016 or earlier, they will need to complete the GEC course curriculum. If you are a student starting with calendar year 2016-2017, you will need to complete the GEF course curriculum.
* For a current list of GEC courses, see <https://registrar.wvu.edu/curriculum-catalog/general-education-curriculum-gec>
* For a current list of GEF courses, see <http://registrar.wvu.edu/gef>
* For a list of approved substitute courses for University 101, see <http://university101.wvu.edu/substitute_courses>
* For the GEC, Students may receive credit for only one course (or course + lab) in each of the following:
  + GEOL 101/102, GEOL 110/111, GEOG 110/111
  + ECON 225, STAT 211
  + similarly, a number of CHEM courses exclude each other (see catalog)
* GEC 2C courses that history majors have found interesting:
  + ARE 187 = Energy Resource Economics
  + FDST 200 = Food Science and Technology
  + FOR 140 = West Virginia’s Natural Resources
  + HN&F 171 = Introduction to Human Nutrition
  + PLSC 105 = Plants and People: Past and Present
  + WDSC 100 = Forest Resources in US History
  + WMAN 150 = Principles of Conservation Ecology
  + ENVP 119 = Soil in the City
* BIOL 101/103: deals with concepts smaller than a cell; BIOL 102/104: deals with concepts larger than a cell; BIOL 105/106 = Environmental Biology (and is designed for non-Biology majors)
* For GEF 2 (Science), students can meet the requirement in one of two ways. Students must complete either two lecture courses for a minimum 6 of credits from F2A or one lecture/laboratory combination for a minimum of 4 credits from F2B.
* Math 126 tests are on Monday evenings
* Math 121 requires a lab
* GEF 8 is met by all our majors with the completion of a minor in another area of study.
* History majors can double count up to three History 100 level surveys toward their GEC requirements. These will apply to three of the following: GEC 3, 7, 8, or 9. History majors can double count up to two History 100 level surveys toward their GEF requirements. They can apply to either GEF 5 or 7.
* Earning a D in a GEC/ GEF course satisfies the requirement

**Foreign language requirement**

* Students must pass the fourth-semester course (204 level) in any foreign language, including Latin
* If, after having taken a placement exam, students are placed into a course at the 102 level or higher, they will receive credit for the lower-level courses if they earn a B in the course into which they are placed. However, they must request this credit from the Department of Foreign Languages. For placement exams, see: <http://forlang.wvu.edu/pExams>
* Intensive courses exist: 100 in fall (combines 101 and 102) and 200 in spring (combines 203 and 204)
* Students with disabilities related to language acquisition may be given substitute courses to take. Disability Services offers tests (for a fee). Consider this possibility if you have a pattern of extremely poor performance in language classes. If you have such a disability you may submit a petition to meet the language requirement by taking four approved substitute courses (approved by the Eberly Undergraduate Office).

**Registration procedures**

* Registration dates for undergraduates are announced around the fifth week of the semester. Seniors are defined as students who have completed 89 hours, juniors have completed 59, sophomores have completed 29, and freshmen have completed fewer than 29. There are exceptional groups whose registration will be earlier than other students’ such as Honors College students and veterans.
* Students should utilize their DegreeWorks page to see what requirements they need to fulfill.
* After registering for classes, double-check your current list of courses on-line to make sure that you are not enrolled in any course that you are not attending.

**History department advising center**

* Department faculty staff an advising center during registration each semester in Woodburn 103. The purpose of the center is to make it easier for students to have an advising session on a drop-in, more convenient basis. Still, students should meet regularly with their assigned advisers, in order to benefit from an established relationship with a faculty adviser, and for the other reasons outlined above.

**Double majors, dual majors, and second degrees**

* Note that if history is not your first major, then you should have a principal adviser in your other major (for example, your transcripts are sent to the department of your first major, not your second major). But you should still also meet with your history adviser.
* A “double degree” or “dual degree” is different from a double major. It refers to degrees in two different colleges, and requires a total of 150 (as opposed to 120) hours.
* Students who complete a bachelor’s degree and then return to earn a second degree as a history major must complete 150 hours (even if their first major was also from the Eberly College).
* Students enrolled in the five-yr Master’s of Education/teacher certification program in the School of Human Resources and Education (the Benedum program) can double-major in History and Interdisciplinary Studies (which is the undergraduate degree that they will receive as part of the five-year program). They will still need only 120 total credits (not including graduate courses) to complete their History BA, and they will have to complete their foreign language requirement.

**Residence requirements for transfer students**

* In order to receive a degree from WVU, transfer students must complete a total of 90 hours of coursework at WVU or the last 30 consecutive hours of work in residence at WVU.
* Transfer credits from two-year community colleges and junior colleges are limited to a maximum of 72 hours of lower division credits.
* WVU courses taken on-line count as courses in residence at WVU.

**Minors for history majors**

* Students may complete formal or informal minors; in each case the student must file paperwork.
* Informal minors may be interdisciplinary
* Interdisciplinary minors, whether formal or informal, may include no more than one history course
* For the current list of minors and requirements, see <http://catalog.wvu.edu/undergraduate/minors/#minorsofferedtext>.
* To declare a formal minor, stop by the Department main office in Woodburn 220. You just need to fill out a declaration of minor form. The department will complete an Academic Status Update, and have it faxed to the Eberly Office of Undergraduate Studies for processing on your DegreeWorks page. If you are adding a minor in History, the same process will apply, but should start with your major.
* Forms for informal minors for history majors are available in 220 Woodburn, from the Director of Undergraduate Studies, or from your adviser.

**Plagiarism**

* In general terms, plagiarism means representing someone else’s work as your own. For the definition used in the WVU Student Conduct Code, see <https://studentconduct.wvu.edu/policies-and-procedures>. Along with cheating, forgery, and fraud, plagiarism is a serious offense and thus carries serious consequences.
* Never copy and paste from websites or books without proper attribution (including quotation marks). Your instructors should help you understand how to provide proper documentation for your work. If there is any uncertainty about what they require, you should consult with them.
* For information on how faculty will deal with cases of academic dishonesty, see: <http://facultysenate.wvu.edu/resources/wvu-code-of-conduct>

***SPECIAL PROCEDURES AND FORMS***

**Important deadlines**

* For a list of these, see <http://registrar.wvu.edu/current_students/important_deadlines>

**Academic forms**

* Transient forms – these are used to count a course taken at another approved institution as a specific WVU class; form available at <https://admissions.wvu.edu/forms-and-procedures>
* Open credit petitions – to fill a requirement, but not as a substitute for a specific WVU class; adviser’s signature not necessary; application sent to Director of Undergraduate Studies Joy Carr in Colson Hall; form available at <https://eberly.wvu.edu/students/academic-affairs>.
* Foreign Language substitution form (for non-English native speakers); form available at <https://eberly.wvu.edu/students/academic-affairs>
* Course overload petition
  + Must be filed if a student wishes to enroll for more than 20 hours during a semester or 14 hours during a summer; form available at <https://eberly.wvu.edu/students/academic-affairs>.
  + Students who drop courses and then enroll in mid-semester courses might need to file this form, since any course in which the student has been enrolled since the first week is counted among the 20 hours.
  + Overload requests of 21 hours during the fall/ or spring terms or more than 15 hours during the summer term will require approval from Joy Carr and from the Associate Provost.

**D/F repeats**

* If a student earns a D or an F in a course attempted during the student’s first 60 hours of completed college credit, the student may repeat the course. The repeated grade applies (even if the grade earned the second time around is lower). A student may D/F repeat a course only once. This process is done automatically now, no form is required to file.

**Mid-semester classes**

* If students need to withdraw from a course in which they are encountering significant difficulties, but need to maintain a certain number of hours in order to retain their standing as full-time students, classes are available in which students can enroll during the middle of the semester. For more information, see the Office of Assessment & Student Success; on the web at: <http://retention.wvu.edu/>

**Dropping and withdrawing from classes**

* Students who have holds on their accounts (for parking, library fines, etc.) may drop courses, but may not add courses.
* Drops: for a regular 16-week semester course, you can drop within the first five days without a “W” appearing on your transcript.
* Retro-active withdrawals are granted for entire semesters when a student can provide a justification based on a significant event or issue that occurred during that semester. Requests for retro-active withdrawals for individual courses must be granted by the course instructor.
* A request may be made to the ECAS for retroactive withdrawals for a course taken up to one calendar year prior to the term in question. For example, in Fall 2017, a request may be made for a retro-active withdrawal from a course taken in Fall 2016 or later. For retro-active withdrawals from earlier semesters, the request must be made to the University Registrar.

**Academic probation and suspension**

* If a student’s GPA drops below 2.0, they will be placed on academic probation by the ECAS Dean of Undergraduate Studies. Probation is essentially a warning, but if the student is placed on probation, they are removed from the major and placed into Major Code 1460 (General arts & Sciences). Students whose GPAs fall below 2.0 will also likely lose their scholarships and/or financial aid. Students on probation must remedy their GPA in the following semester.
* Eberly College students placed on probation will need to sign a contract which outlines schedule, meeting, and GPA requirements. This must be signed in consultation with the Eberly College Office of Undergraduate Studies. Students will meet regular with members of that office, and when they want to sign up for classes for the next semester will need to meet with an adviser in that office to have their hold lifted.
* Students whose cumulative GPA is under 2.0 (depending on the number of hours attempted) will be subject to suspension and will not be permitted to enroll in classes at WVU for the following term. For more information, see <http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#probation_and_suspension>.

***OTHER RESOURCES FOR HISTORY MAJORS***

**Phi Alpha Theta and History Club**

* The History Club is open to all students interested in History, and meets together with Phi Alpha Theta, the international history honorary (it is not necessary to be a member of Phi Alpha Theta to participate in the History Club).
* For more information on the History Club and *Phi Alpha Theta*, and for details about becoming a member of the honorary, contact Prof. Kenny Kolander ([kekolander@mix.wvu.edu](mailto:kekolander@mix.wvu.edu)) the faculty adviser.

**Study abroad**

* Studying in another country can be especially beneficial for history majors. The best way to begin to prepare for an experience like this is to begin studying the language of the area that interests you (if it is not English) as quickly as possible. So get started on your language requirement right away.
* The history department at WVU has a special relationship with the history department at Cardiff University, in Wales (<http://www.cardiff.ac.uk/hisar/>). Quite a few WVU history majors have spent an entire year there, focusing on history courses. Students pay WVU tuition but spend the year in Wales, and their credits are transferred.
* History majors may also study abroad for a semester or a year at any number of universities across the globe, often with no extra tuition fees (costs of room and board and transportation may vary). For further information, visit the Office of International Programs on the third floor of Stansbury Hall and at the website at <http://internationalprograms.wvu.edu/>.

**FERPA**

* The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.
* Information about these records may not be distributed to a third party (including parents, spouses, etc.) unless the student grants permission for information to be released to specific parties by submitting a Student FERPA Release Form.
* Students who are listed as dependents on their parents tax records may submit a Dependent FERPA Release Form in order to gain access to students’ records.
* For more information, see: <http://ferpa.wvu.edu>

**Career planning**

* Career Services Center (CSC). This is located in the Mountainlair, above the bookstore. Through it you can access MountaineerTRAK, a softward program to help you find internships, co-ops, or permanent employment opportunities. The CSC also hosts on-campus job interviews and job fairs, provides career counseling and planning, assists in various steps of the job searching process, offers a credential service (for letters of recommendation), and oversees an alumni mentoring and networking program. For more information, see <https://careerservices.wvu.edu/>
* Internships. Information about possible internships is occasionally made available through the History Department. If you identify an internship from some other source, consult with the Director of Undergraduate Studies (or with another faculty member) about the possibility of receiving academic credit for your internship. In the spring, the department often offers an Undergraduate Internship Fair, hosting historic sites in the region who need interns for the summer months.

**Carruth Center**

* This is the principal mental health agency on campus, and is staffed with licensed psychologists. The Center offers free and confidential counseling services on a walk-in basis, 8:15-4:45 Mon-Fri. Visit their website at <http://well.wvu.edu/ccpps>.
* The Center offers individual counseling (adjusting to WVU, self-esteem issues, anxiety, poor academic performance related to motivation, time management, relationship issues, screening for Attention Deficit Hyperactivity Disorder / Learning Disorder issues, etc.), relationship counseling, career counseling (for students lacking direction and uncertain of their goals), and group counseling.

**Academic assistance**

* Writing Center – this is sponsored by the English Department; see <https://speakwrite.wvu.edu/writing-studio> for more information
* Math Learning Center – this is sponsored by the Math Department; see <http://www.math.wvu.edu/learningcenter> for more information
* Chemistry Learning Center – this is sponsored by the Chemistry Department; see <https://www.chemistry.wvu.edu/students/undergraduate-studies/chemistry-learning-center> for more information
* Mindfit. This program (which charges a fee) is designed for undergraduates wanting assistance with learning disabilities and attention deficit disorder. It offers academic coaching, tutoring, and peer-mentoring. Contact <http://mindfit.well.wvu.edu/> for more information.
* The Office of Assessment & Student Success Programs offers workshop series for students who wish to improve their academic skills. These focus on time management, study skills, career planning, test anxiety, how to take final exams, etc. This office also holds a mid-semester help center for students encountering academic difficulties. See <http://retention.wvu.edu/> for more information.
* Academic Resource Centers are situated in various locations around campus and offer free walk-in tutoring for Math, Biology, Chemistry, Physics, and Statistics. See <http://retention.wvu.edu/> for more information
* Student Support Services offers tutoring, writing workshops, and other services to students with disabilities, those who are income eligible, and first-generation college students. See <http://sss.wvu.edu/> for more information

**Division of Diversity, Equity and Inclusion**

* This office processes requests for accommodations from students with disabilities. Disability Counselors work with students to develop accommodations, and students deliver the documents outlining these accommodations to their instructors. For more information, see <http://diversity.wvu.edu/>.

**ECAS Academic Enrichment Program**

* The Eberly College of Arts and Sciences Undergraduate Academic Enrichment Program can provide undergraduate students majoring in programs in the Eberly College the opportunity extra funding to participate in activities that complement, extend, and enhance their academic experiences at West Virginia University; for information and the application, see <http://eberly.wvu.edu/students/current-students/academic-enrichment-program>.

**Steps for graduation**

* Meet with either the Director of Undergraduate Studies or the ECAS advisers in the Colson Hall Annex during your next-to-last semester, in order to double-check your progress and outstanding requirements
* File an application to graduate via your STAR or DegreeWorks tabs at the beginning of your last semester. Often the application is not made available online until two weeks into the semester.
* Make sure to pay your diploma fee by three weeks before finals during your last semester
* If you do not plan to attend the graduation ceremony, notify the ECAS Office of Undergraduate Studies
* You may participate in the May graduation ceremony as an August graduate; you will not receive your diploma at the event, however.
* For the ceremony, candidates must wear caps and gowns that may be purchased at the WVU Bookstore in March or April.

**Registration Worksheet for History Majors – daily schedule Semester:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:30 |  |  |  |  |  |
| 9:30 |  |  |  |
| 10:00 |  |  |
| 10:30 |  |  |  |
| 11:30 |  |  |  |  |  |
| 12:30 |  |  |  |
| 1:00 |  |  |
| 1:30 |  |  |  |
| 2:30 |  |  |  |  |  |
| 3:30 |  |  |  |
| 4:00 |  |  |
| 4:30 |  |  |  |
| 5:30 or later |  |  |  |  |  |

**Registration Worksheet for History Majors – courses and requirements Semester:**

*FILL OUT IN PENCIL*

Student responsibilities during advising

* Fill out this worksheet and bring it, along with your folder (located in Woodburn 220) to your advising meeting
* Prepare for your meeting; know ahead of time what requirements you have left to fill and what courses you would like to take
* Your adviser may decline to meet with you if you have not completed this worksheet prior to your meeting

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | **Courses for this semester** | **Hours** | **Requirement fulfilled\*** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   \*GEC/ GEF, language, major (surveys, advanced level, 484), minor   |  |  |  | | --- | --- | --- | | **Backup courses** | **Hours** | **Requirement fulfilled** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Juniors and Seniors: requirements left to complete**  (include courses mentioned on this sheet)   |  |  |  | | --- | --- | --- | |  | Course | Hours | | GEC/ GEF |  |  | | Language |  |  | | Major-surveys |  |  | | Major-advanced level (need 3 300-400 classes) |  |  | | Major-484 |  |  | | Minor |  |  | |  | |  | | **Hours of requirements remaining** | |  | | **Elective hours remaining** | |  | | **Total number of hours remaining** (need 120 total) | |  | |

**PLANNING SHEET FOR JUNIOR AND SENIOR YEARS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **First semester junior year**   |  |  |  | | --- | --- | --- | | Course | Hrs | Requirement | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Second semester junior year**   |  |  |  | | --- | --- | --- | | Course | Hrs | Requirement | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **First semester senior year**   |  |  |  | | --- | --- | --- | | Course | Hrs | Requirement | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **Second semester senior year**   |  |  |  | | --- | --- | --- | | Course | Hrs | Requirement | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**The WVU History Chicago Manual of Style Quick Guide for Citation in Research Papers** (adopted from Chicago Manual of Style Online Guide: <http://www.chicagomanualofstyle.org/tools_citationguide.html> and http://www.colorado.edu/history/guidelines/referencing.html)

As you write papers in your history courses, you must acknowledge the sources of all your information and any ideas you have taken from other works. These references are placed into notes, with a bibliography at the end of the paper that lists all works used. The professors of the History Department require students to use the Chicago Manual of Style (notes and bibliography system) for citation in their research papers. Below are some common examples of materials cited in this style. “**N**” shows how the example would appear in a footnote or endnote, and “**B**” shows how the bibliographic entry would appear. **The first line of each citation in an endnote or footnote is indented. For bibliographies, the first line is flush and the subsequent lines should be indented.** For specific examples, see chapters 16 and 17 of *The Chicago Manual of Style,* 15th edition. (Downtown Library, Reference section Z253.U69 2003 or Evansdale, Reference section, Z253. U69 2003)

Online sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL. It is also a good idea to include an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL.

**Book**

*One author*

N: 1 Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

B: Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

*Two authors*

N: 1 Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of

Chicago Press, 2000), 104–7.

B: Cowlishaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of

Chicago Press, 2000.

*Four or more authors*

N: 1 Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the*

*United States* (Chicago: University of Chicago Press, 1994), 262.

B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social*

*Organization of Sexuality: Sexual Practices in the United States.* Chicago: University of

Chicago Press, 1994.

*Editor, translator, or compiler instead of author*

N: 1 Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951),

91-92.

B: Lattimore, Richmond, trans. *The Iliad of Homer.* Chicago: University of Chicago Press, 1951.

*Chapter or other part of a book*

N: 1 Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban

Dreams in the Postwar United States,” in *The New Suburban History,* ed. Kevin M. Kruse

and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

B: Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban

Dreams in the Postwar United States.” In *The New Suburban History,* edited by Kevin M.

Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

*Book published electronically*

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the example below. If an access date is required, include it parenthetically at the end of the citation.

N: 1 Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University

of Chicago Press, 1987), http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).

B: Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution.* Chicago: University

of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/. Also available in

print form and as a CD-ROM.

**Journal article**

*Article in a print journal*

N: 1 John Maynard Smith, “The Origin of Altruism,” *Nature* 393 (1998): 639.

B: Smith, John Maynard. “The Origin of Altruism.” *Nature* 393 (1998): 639–40.

*Article in an online journal*

If an access date is required, include it parenthetically at the end of the citation.

N: 1 Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal

Women after Receiving Hormone Therapy: Results from the Heart and

Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical*

*Association* 287, no. 5 (2002), <http://jama.ama->assn.org/issues/v287n5/rfull/joc10108.html#aainfo.

B: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley.

"Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving

Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study

(HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002),

http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo.

**Newspaper article**

N:  William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York*

*Times,* June 20, 2002, Arts section, Midwest edition.

B: Niederkorn, William S. “A Scholar Recants on His ‘Shakespeare’ Discovery.” *New York*

*Times,* June 20, 2002, Arts section, Midwest edition.

**Upcoming 484 Topics and Lead-in Classes**

**Summer 2017 – Spring 2019**

Students are strongly encouraged to take one lead-in course for each 484. Please note that the enrollment for 484 sections is only 18 students and you may want to be prepared for two different 484 topics. You must ask the faculty member teaching the section of 484 that you wish to enroll in to give you an electronic permit. After the faculty member gives you the permit, you **still need to register for the course.**

**Summer 2017**

**Rice --** West Virginia History (History 250: West Virginia History)

**Fall 2017**

**Gorby** – West Virginia History (History 250: West Virginia History; History 473: Appalachian Regional History)

**Keliher** – Modern China (History 325: Modern China; History 493: Intellectual History of China)

**Spring 2018**

**Frazier** – African American Experience (History 451: African American History – 1900; History 452: African American Since 1900; History 470: U.S. Civil Rights Movement)

**Siekmeier --** U.S. Foreign Relations in the 20th Century (History 276: 20th Century American Foreign Relations; History 393Y: Decolonization and the Cold War; History 457: The U.S. from McKinley to the New Deal, 1896 to 1933, History 464: American Foreign Relations 1941 to Present)

**Staples** – Medieval England (History 424: Britain 1455-1603)

**Summer 2018**

**Rice** – West Virginia History (History 250: West Virginia History)

**Fall 2018**

**Stephens –** Ethnicity, Gender, and the Law in Mexico (History 439: History of Modern Mexico, Spring 2017 and 2018)

**Phillips –** US Civil War (History 293G: SPTP: The American Civil War, Fall 2016, History 453: Civil War and Reconstruction, Spring 2018, History 454: Coming of the US Civil War, Fall 2017)

**Spring 2019**

**Boulware –** Colonial America (History 264: American Indian History, Spring 2017 and 2018, and History 441: 17th Century Colonial America, Fall 2017 and 2018)

**Aaslestad –** Urban Modern Europe (History 207: Revolutionary Europe, Spring 2018; History 421, Hitler and the Third Reich, Fall 2018; History 423: History of Fascism, Fall 2016; History 417: World War II in Europe, Fall 2017 and Spring 2018; History 418: Eastern Europe since 1945, Fall 2017)

**Revised: 02/19/2018 484 List 2017-19 Revised**