

WEBER STATE UNIVERSITY
DEPARTMENT OF HISTORY
POLICIES AND PROCEDURES MANUAL
(Revised 9/6/24)

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 6-22.4.1 and 6-22.4.2.

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 an "Adjunct Faculty Handbook" that will be provided to adjunct faculty. 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. An exception may be made if 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 each semester 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 Religious 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.

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.

The department PPM must be in compliance with current state law as well as the University PPM. The PPM should be reviewed annually to ensure compliance.

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 Cultural Competence (CC).

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 and WSU's GEIAC, 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

<i>Department</i>	<i>College</i>
Adjuncts	College Rank and Tenure
Assessment	Curriculum
Grad School advising	Distinguished Lecture Series
History Library	Professional Development Grants
International	Scholarship Committee
Online teaching	
Phi Alpha Theta advisor	
Scholarships	
Social Media	
Weber Historical Society	

The department may establish additional ad hoc committees as necessary.

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

CONCURRENT ENROLLMENT

The department offers HIST 1700 as a Concurrent Enrollment (CE) course through area high schools. The department's Concurrent Enrollment Supervisor oversees concurrent enrollment courses and evaluates CE teachers. The supervisor is necessary to ensure the academic rigor and quality of CE courses, must be a full-time member of the Weber State History Department faculty, and will receive a one course reduction for fall semesters and one for spring semesters. The supervisor is responsible for CE curriculum, including the CE Master Class which teachers must use for course content and assessment; liaises with teachers, the WSU CE Office, and other CE-offering programs; instructs CE teachers on best practices and expectations; conducts regular classroom observations of CE teachers and provides feedback to them; carries out regular assessments of student performance and teacher effectiveness; submits evaluations of classroom observations and teacher performance per university guidelines; reviews, approves, and onboards CE teacher applicants; and reports to the Chair of the History Department on matters relating to the CE program. The supervisor will be compensated for travel.

The Concurrent Enrollment Supervisor and Chair of the History Department will select from experienced CE teachers to serve with them on a Concurrent Enrollment Advisory Board. The board will work to improve and implement CE curriculum, facilitate collaboration between the History Department and CE teachers, and conduct assessments of student performance.

The History Department's CE program collaborates with the Social Science Education Center (SSEC) to organize training and professional development for CE teachers, and the SSEC Director functions in an advisory capacity for CE, which may include service on the CE Advisory Board.

Teacher Qualifications. Minimum teacher qualifications are determined by current Utah state law (per Utah Code Section 53E-10-302) in conjunction with Weber State's LEA Concurrent Enrollment Teacher Qualifying Experience Rubric adopted in 2024, with additional qualifications specific to CE History as noted below.

As of AY 2024-25, an applicant may be qualified to teach on one of the three following tracks:

1. Master's degree in History
2. Master's degree in any field AND 18 graduate credit hours in U.S. / American History
3. Qualifying experience consistent with the Qualifying Experience Rubric AND ALL OF the following qualifications specific to CE History *prior to* starting to teach CE History:
 - a. a grade of B or better in undergraduate HIST 2700 and HIST 2710 courses
 - b. 9 (nine) graduate credit hours in U.S. / American History with a grade of B or higher
 - c. must shadow a Weber State face-to-face, on-campus HIST 1700

An applicant who qualifies on one of the three tracks is not considered approved to teach until the History Department CE Supervisor has reviewed and approved the applicant's qualifications and syllabus. Applicants who fail to submit appropriate documentation of qualifications or make requested revisions to their syllabus proposal may not be approved to teach.

All CE teachers must:

- Use the current CE HIST 1700 Master Class for course content and assessment
- Attend at least two History department-sponsored professional development seminars each academic year
- Demonstrate satisfactory performance and/or improvement in assessments and regular classroom observations by the History Department CE Supervisor

Teachers who fail to abide by the above standards may no longer be permitted to teach CE HIST 1700. Final decisions about teacher retention are made by the Chair of the History Department.

COURSE LOAD

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 Dean's and Department'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. All banked courses should be recorded on the spreadsheet kept in the Department Google Drive, “Faculty Banked Courses.”

CREATING A SUPPORTIVE CAMPUS

At Weber State University, we celebrate and value all individuals of any race, ethnicity, gender identity, sexual orientation, religion, marital or parental status, age, disability, veteran or military status, or other identifiers. We demonstrate our commitment by nurturing a supportive campus and striving to honor a balance between freedom of expression and respect for others. Together, we will continually challenge ourselves and each other in an atmosphere of mutual concern, goodwill, and respect.

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, history teaching, or social science composite teaching major may not declare a minor in history or history teaching.

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 University PPM 4-1, 3.1.7.

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 important information for full-time faculty like the Course Rotation sign-up sheets and the Sabbatical Rotation sign-up sheet. The Google Drive is 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 History Major. Students with a History GPA below 2.5 will not receive a History degree.

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.

INTERNSHIPS

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, confirmed by the necessary paperwork.

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 30 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 change over time in a particular place or region.
 - B. Explain historical continuity and change.
 - C. Describe the influence of political ideologies, economic structures, social organization, cultural perceptions, and natural environments on historical events.
 - D. 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. Assess the credibility of primary and secondary sources.

HISTORICAL RESEARCH

- V. (Develop research skills)

- A. Formulate a specific historical research question.
- B. Uses 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, as appropriate for the assignment.

MEETINGS

History Department meeting Minutes will be disseminated to Faculty following the meeting, and a copy must be submitted to the Dean's Office. 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 2014). 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.

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,
https://www.weber.edu/History/phi_alpha_theta.html.

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 2025, will receive no more than 3 credits for HIST 1110.

Students who receive a score of 3-5 on the AP World History Exam will receive credit for HIST 1510 to match the chronological emphasis of the AP World History Exam.

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.

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 application through [Scholarship Universe](#). 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/Religious 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 University Council on Teacher Education and of the Policy and Curriculum Subcommittee. The director is a member of the University Teacher Education Admissions Committee.

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

<https://www.historians.org/resource/statement-on-standards-of-professional-conduct/>
(updated 2023)

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

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: [WSU Syllabus Guidelines](#)

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.