

**Reedley College
Syllabus**

INSTRUCTOR:

Randall Miller

COURSE:

History 1

COURSE TITLE:

Western Civilization to 1700

TEXTS:

Western Civilization Vol. I: to 1715 by: Jackson J. Spielvogel

COURSE SCHEDULE:

Tuesday and Thursday 2:00 - 3:15 p.m.

Quizzes: Sept. 10 (Chpts. 1-4), Oct. 8 (Chpts. 5-8), Nov. 5 (Chpts. 9-12), Dec. 3 (Chpts. 13-15)

Final: December 14 (Monday) (Chapters 1-17) 1:00 - 3:00 p.m.

Paper: November 24

ATTENDANCE:

Attendance will be recorded for each class meeting. If a student misses more than three class meetings each subsequent absence will result in the loss of 10 points. Dropping a class is the students responsibility, do not assume that the instructor will do it for you. It is YOUR responsibility. **The last day to drop a class is October 16.**

GRADING CRITERIA:

Questions for quizzes are drawn from both the text and the lecture. The quizzes will consist of multiple choice and essay questions.

BASIS FOR GRADE:

Quizzes: (100 points each)	400 points	A	1000-900 points
Film & Video Notes	50 points	B	899-800 points
Final	250 points	C	799-700 points
Paper	<u>300 points</u>	D	699-600 points
TOTAL:	1000 points	F	599-000 points

MISSED QUIZZES:

A missed quiz (for whatever reason) is marked as 0 points. You may make-up ONE missed quiz during finals.

TERM PAPER

This paper must contain a minimum of 3,000 words. The subject must be approved by the instructor first.

Why write a paper?

Skills in English usage and experience in expressing ideas on paper in a readable and interesting manner can be acquired only by writing such works. Writing a paper will also give you experience in locating information quickly and in choosing among available sources as well as acquaint you with the library resources from which information can be drawn. It will give you a broader and more thorough grasp of the subject area you have researched. It will also develop your writing skills and vocabulary so that you can communicate more effectively.

FORMAT:

Title Page : This contains the title of your work, your name, the name of the class, the days and time the class meets, the year that the class was taken and the instructors name.

Text: This is the body of your work. This must contain no fewer than 3,000 words or you will be deducted 50 points. It must deal with some aspect of Western Civilization within the time frame of this course and must be pre-approved by the instructor. Papers should be free of any typing errors, spelling errors, incorrect grammatical usage's, incorrect sentence structures and punctuation errors. It must be typed and double spaced.

Simply expressed, your term paper should contain the entire story on which you are writing. **Do not** write only a part of the history of the subject. For example: only the early life of Cleopatra, or only the first few hours of the Battle of Marathon. Treat all areas of the paper equally. **Do not** write most of the paper on the first part of the story and then hurriedly tell the rest in a few short paragraphs. **Do** write the paper as if you were trying to explain it to someone who knew nothing about it.

Avoid trying to lengthen your paper by adding extra words just to reach the minimum needed. Select a subject with which you have an interest. Select a subject that has information that is readily available and is plentiful. Do not choose a subject that is so broad that not all the information could be easily explained within the confines of this paper, such as the entire history of ancient Rome.

Make several drafts of the paper. Avoid the usage of slang words or phrases (for example: *the next couple of years* should be *the next few years*). Avoid making personal references to yourself in the paper. **Do** use a **Dictionary** and a **Thesaurus** and consult both of them often.

When using a quotation, work it into the text of your paper smoothly using a transitional sentence.

Acknowledge all paraphrases. All paraphrases should be handled like quotations; list the source material from which it comes. Failure to give credit for paraphrases is a very serious offense and should be handled with great care on your part. If in doubt, always give credit; just in case. Quotations must be carefully selected and used **only** when really necessary to bring out a point you are trying to make. **Do not** write half of you paper as a mass of quotations; this shows poor scholarly abilities. I want to see what you think, not what others think.

Endnotes: These are not required for this class. The information can, instead, be place within the body of the work as in this example:

Stewart's views on this matter are widely known as can be most readily seen in this excerpt from his book "The rain of the seventeenth century was of greater volume than that of today's; therefore, we can conclude from this data that the world is going through a global warming trend" (Stewart 149) Stewart's views have been shown to be seriously flawed through later studies, which I will discuss in more detail later.

This example gives the authors name and the page on which the information was located, within the body of work itself. This makes flipping back and forth through paper unnecessary and it therefore makes the paper easier to read. If you are quoting directly from a source and the quote is longer than four (4) lines you will need to use single spaces between the lines instead of double space. More than three (3) direct quotes for this length of paper would be considered excessive.

Documentation should be given at the end of the paraphrase, quotation, etc. not at the end of the paragraph unless appropriate.

Works Cited: A listing, in alphabetical order (according to the name of the author) of all the authors, title of the books, name of the publishers, the year the book was printed, and the number of its printing. Single space each separate work and then double space between different sources.

There should be a minimum of three books used. Three articles can be used to substitute for one book if you wish but no dictionaries, encyclopedias, or your textbook can be used as your works cited.

The paper is more fully explained in the **MLA STYLESHEET** handout.

The paper will be graded in the following manner:

Format: 75 points

Was the title page accurate?

Was the Works Cited page accurate?

Were there mistakes in spelling, grammar, etc.? (this is the majority of the 75 points)

Were the notes accurately done?

How well does your paper follow a logical progression of ideas?

Completeness of coverage: 225 points

How well did you cover your chosen topic?

How much of what you wrote actually benefited the writing of your topic?

How much documentation was used in the body of the work? Was it enough?

Were the number of works cited enough to cover this topic?

Papers that are late will be marked down 30 points. Papers that are off topic for the class will be marked down 50 points, make sure you clear your topic with the instructor first to avoid this problem. No paper will be accepted more than one week late. Papers that do not meet the minimum length will be marked down 50 points. Failure to hand in a paper will result in zero (0) points for the assignment. If you are unsure, have the instructor look at your paper well in advance of its due date. Valuable insights can be learned from doing this.