

Research Bootcamp: How to Research in the Humanities

HUM101, Summer 2019*

Four (4) semester credits

Course Description

In your advanced university classes, you will be expected to become an active researcher. "Research Bootcamp" will take you, step by step, through a process that will give you the knowledge and skills necessary to take up that role. With Mary Shelley's *Frankenstein* as our shared text, we will explore the research process, learn to move beyond generalities, discover new approaches to reading, and achieve the ability to join a scholarly conversation. We will pay close attention to mastering the tools that will open up a world of scholarship to you, and that will allow you to engage it with confidence. This course will teach you about the purposes, objects, and methods of humanistic research, and will prepare you to undertake original research projects of your own.

Prerequisites

There are no prior course requirements.

Course Objectives

After successfully completing this course, you will be able to:

- Recognize the structure of information within the field of humanities research
- Identify and use key humanities research tools to locate relevant information
- Plan effective search strategies and modify search strategies as needed
- Recognize and make appropriate use of databases in the research process

- Recognize and make appropriate use of archives in the research process
- Employ digital bibliographic programs
- Identify information sources that are more authoritative than others
- Identify and analyze secondary scholarship, and summarize critical arguments
- Interpret humanities research as a conversation among scholars, and learn how to reconstruct and enter that conversation.
- Demonstrate critical thinking in the research process

Instructor Information, Contact, Office Hours, & Communication

Course Instructor

Professor Kathleen Donegan

kdonegan@berkeley.edu

Reader

While the Professor will interact with the whole class and will oversee all activities and grading, as well as being available to resolve any issues that may arise, the Reader will be your main point of contact. Your Reader is responsible for assisting you directly with your questions about assignments and course requirements, as outlined in the Assignments and Calendar. The Reader will also grade your assignments in concert with the Professor, and review and facilitate the ongoing blog discussion.

Office Hours

The Professor and Reader will offer both virtual office hours, when students can communicate real time (synchronously) using the Chat tool. While these chats are optional they can be very valuable for discussion, answering questions, and reviewing assignments. These chats are optional; no points are awarded for participation. However, you are strongly encouraged to bring any questions or requests for assistance to the Professor and Reader. We are here for you!

The session will be for one hour. However, if no one shows up in the first 15 minutes, then that office hour will be cancelled.

Course Mail

Make sure to check the Course Mail for messages from the Professor. You can access course email within the Learning Management System by clicking on the Inbox link or choose to have your course mail forwarded to your personal email account or your cell phone.

Question & Answer Forum

Please use this forum to post questions about the course material, assignments, the learning management system or online homework. **The Professor and Reader will monitor this forum,** but you should also feel free to post answers to help other students. This helps to create a general FAQ so that all students in the course may benefit from the exchange.

Course Materials and Technical Requirements

Required Materials

- Mary Shelley, *Frankenstein* (Norton Critical Edition)
- Cathy Birkenstein and Gerald Graff, *They Say/I Say: Moves That Matter in Academic Writing*
- Wayne Booth et. al., *The Craft of Research*

You are free to purchase your textbooks from any vendor, although you are required to purchase the Norton Critical Edition of *Frankenstein*. Please be sure to thoroughly review the return policies before making a purchasing decision as UC Berkeley does not reimburse students for course materials in the event of a textbook change or an unexpected cancellation or rescheduled course section.

Technical Requirements

This course is built on a Learning Management system (LMS) called Canvas and you will need to meet these [computer specifications to participate within this online platform](#).

Optional

Canvas allows you to record audio or video files of yourself and upload them in the course. Although doing so is not required for any of the activities, using these features will enhance your engagement in the course. If you would like to use these features, you will need to have a webcam and a microphone installed on your computer.

Technical Support

If you are having technical difficulties please alert the Reader immediately. However, understand that neither the Reader nor the Professor can assist you with technical problems. You must call or email tech support and make sure you resolve any issues immediately.

In your course, click on the "Help" button on the bottom left of the global navigation menu. Be sure to document (save emails and transaction numbers) all interactions with tech support. **Extensions and late submissions will not be accepted due to "technical difficulties."**

Learning Activities

VERY IMPORTANT

You won't be able to access your course material until you read and make your pledge to Academic Integrity. Click the button below to navigate to and complete the Academic Integrity pledge.

ACADEMIC INTEGRITY PLEDGE

You are expected to fully participate in all the course activities described here.

1. Read the assigned textbook pages
2. Watch and listen to the lecture presentations
3. Read web-based announcements and postings assign during the course
4. Compose and post assigned responses to lectures and readings
5. Complete the midterm exam and final exam
6. Complete writing assignments

Modules

A module is a grouping of topics related to one area of study, typically with readings, lectures and various kinds of assignments. Each module contains a list of Learning Outcomes for the module. Your assignments reflect the learning activities to perform to reach those outcomes. For an at-a-glance view of due dates and projects, refer to the course calendar.

Reading Assignments

Each module includes assigned readings relevant to each topic covered in that module.

Multimedia Lectures

Recorded lectures support your readings and assignments, but also contain additional material that are relevant to all your assignments, including the final project. You are expected to take notes while viewing the lectures as you would in a regular classroom.

Written Assignments - 40%

There will be five short written homework assignments that put the weekly module's lessons into practice. These will take the form of short response papers.

Quizzes - 20%

Some modules include a quiz that must be completed and submitted within 24 hours of the completion of the module. You may take the quiz only once and have a set period of time to complete each quiz. (See each quiz for details.)

If you have a Letter of Accommodation at UC Berkeley, confirm with your GSI that it has been received and accommodations have been made. When you start a quiz or exam, check the timer when you open it to confirm you have the correct time accommodation. This applies to all quizzes and exams in the course.

Discussion Forums (Class Blogs) - 10%

Weekly Discussion Forums

Each module contains a group discussion in which we ask you to write reflectively and critically about one of the discussion topics. Your posts and responses are considered your class participation and represent a unique opportunity for you to exchange views with your group-mates, share experiences and resources, and ensure your understanding of the course material.

When you navigate to a discussion forum, you will automatically be taken to the class discussion board. When finished with the discussion, you will need to navigate back to the main course space in order to continue participating in other aspects of the course.

While the Discussion Forum assignments are asynchronous (not real time), you will be expected to make an initial posting by 5:00 pm Wednesday (PST) and to respond to at least one other student's position by 5:00 pm Friday; continued participation throughout the remainder of the week is highly encouraged. See the instructions within each discussion forum for further guidelines.

Questions and Answers Forum

Please use this forum to post questions about the course or topics being studied. The questions will be answered in the forum by the course instructor or GSIs. This way, all students benefit from seeing the answers. This is the preferred place to ask and get answers to questions that are likely to be of general interest.

Final Project - 30%

The final project is an annotated bibliography of 5 original sources. Please see the assignment sheet for detailed instructions.

Reminder: Your Course End Date

Your course will end on August 16th. As you work through the course, please keep the end date in mind, and if you want to save any commentary or assignments for future reference, please make sure to print or copy/paste those materials before your access ends.

Grading and Course Policies

Your final course grade will be calculated as follows:

Table 1: Final Grade Percentages

Category	Percentage of Grade
Discussion Assignments (Class Blogs)	10%
Quizzes	20%
Written Assignments	40%
Final Project	30%

You must pass the final project to pass the course.

It is important to note that not all components are graded online and included in the online course grade book. Because of this, the online course grade book will not display your overall course grade at any given time or your final grade. It should simply be used to assess your performance on the components that are included within it: the discussions, quizzes, and written assignments. Your final letter grade will be mailed to you by the registrar's office.

Late Work Policy

Late work will not be accepted, except in extraordinary circumstances and with the permission of the Professor. The maximum extension in those circumstances will be three days, after which the grade will be reduced by $\frac{1}{3}$ letter grade per day.

Course Policies

Promptness

Homework assignments and discussion forum postings all have specific final due dates and times. You will not receive full credit if assignments are submitted after the indicated due date.

Further, each online activity must be submitted through the course website by the due date. Fax or mail submission will not be accepted. Students who wait until the final hours prior to a submission deadline risk having problems with their ISP, hardware, software, or various other site access difficulties. Therefore, it is advisable to submit assignments and tests through the course website early. Students should plan accordingly and get into the habit of checking the course website several times each week, and submitting and posting early.

Honor Code

The student community at UC Berkeley has adopted the following Honor Code: "As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others." The expectation is that you will adhere to this code.

Collaboration and Independence

Reviewing lecture and reading materials and studying for exams can be enjoyable and enriching things to do with fellow students. This is recommended. However, homework assignments and online quizzes

are to be completed independently and materials submitted as homework should be the result of one's own independent work.

Cheating

A good lifetime strategy is always to act in such a way that no one would ever imagine that you would even consider cheating. Anyone caught cheating on a quiz or writing assignment in this course will receive a failing grade in the course and will also be reported to the University Center for Student Conduct.

Plagiarism

To copy text or ideas from another source without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action. For additional information on plagiarism and how to avoid it, explore the resources linked below:

[UC Berkeley Library Citation Page, Plagiarism Section](#)

[GSI Guide for Preventing Plagiarism](#)

Academic Integrity and Ethics

Cheating on exams and plagiarism are two common examples of dishonest, unethical behavior. Honesty and integrity are of great importance in all facets of life. They help to build a sense of self-confidence, and are key to building trust within relationships, whether personal or professional. There is no tolerance for dishonesty in the academic world, for it undermines what we are dedicated to doing - furthering knowledge for the benefit of humanity.

Incomplete Course Grade

Students who have substantially completed the course but for serious extenuating circumstances, are unable to complete the final exam, may request an Incomplete grade. This request must be submitted in writing or by email to the Reader and Professor. You must provide verifiable documentation for the seriousness of the extenuating circumstances. According to the policy of the college, Incomplete grades must be made up within the first three weeks of the next semester.

Students with Disabilities

If you require course accommodations due to a physical, emotional, or learning disability contact [UC Berkeley's Disabled Students' Program \(DSP\)](#).

Notify the instructor and GSI through course email and inform them which accommodations you would like to use.

UC Berkeley is committed to providing robust educational experiences for all learners. With this goal in mind, we have activated the ALLY tool for this course. You will now be able to download content in a format that best fits your learning preference. PDF, HTML, EPUB and MP3 are now available for most content items. For more information visit the alternative formats link or watch the video entitled, "[Ally First Steps Guide](#)."

End of Course Evaluation

Before your course end date, please take a few minutes to participate in our Course Evaluation to share your opinions about this course. You will be receiving the Course Evaluation via email. The evaluation does not request any personal information, and your responses will remain strictly confidential. You may only take the evaluation once.

*Subject to Change