Standards for the evaluation of Teaching Portfolios in the Department of History

**Syllabus** A syllabus listing reading assignments, writing assignments, due dates, and weighted totals for all assignments and examinations is required for all classes offered in the Department of History. This is a University requirement, listed in the faculty Handbook.

**Style Manual** Where appropriate, written out of class assignments above the 100 level must conform to the Chicago Style or its derivatives and include footnotes and bibliographies. Whenever a complete reference system is required for multiple sources in 100 level classes that system should conform to the Chicago Style.

**Undergraduate Standards**

**100 Level Classes: General Education**

Required reading: a text book and a mixture of primary and secondary materials.

**Required writing:** Out-of-class writing assignment(s) totaling at least 1000 words, exclusive of exams.

**Grades:** At least one graded assignment posted on LEO ON-LINE by the 5th week of the semester.

**Exams:** Mid-term and in class Final as required by university policy with final, given during the final exam week.

**201 Level Classes: Introduction to the History Major**

Required reading: Reading and assignments should be given to address the substantive issues related to: 1) citation (format and style); 2) interpretive analysis; 3) types and uses of documents and their interpretation; 4) historiography; 5) professional conduct and ethics; and, 6) other matters that touch on the historical profession that the instructor deems relevant.

**Required writing:** One major writing assignment must be given with a minimum requirement of 1500 words. Other assignments designed to foster research skills, interpretation, and successful writing strategies must also be given.

**300 Level Classes: Intermediate Requirements for the History Major**

**Required reading:** a text book (or the equivalent) and readings of primary and secondary materials appropriate to the subject matter of the class.

**Required writing:** Out of class writing assignments, exclusive of exams and based on primary and secondary sources appropriate to the class, totaling at least 1500 words.

**Exams:** Mid-term and final exams with an essay component.

**402W Senior Seminar: Required of all Majors**

Course should include an historiographic focus to content material and incorporate all guidelines listed below for all 400 level classes, except that no exam is required.
400 Level Classes: Advanced Courses for the History Major

Required reading: a text book (or the equivalent) and readings of primary and secondary materials appropriate to the subject matter of the class.
Required writing: Out of class writing assignments, exclusive of exams and based on primary and secondary sources appropriate to the class, totaling at least 2000 words.
Exams: Minimum of one exam with an essay component required.

Study Abroad and Online Classes
Study Abroad and Online Classes should conform to the departmental standards and norms for reading and writing appropriate to the course level. Online Classes should include methodologies such as discussion boards, blogs or their equivalents that insure student contact and interaction with the instructor.

Graduate Standards
Graduate courses are not considered in Portfolio Review but are included as a guide for faculty

500 Level Classes: Lower Level Graduate Courses

Required reading: primary and secondary readings appropriate to the subject mater of the class
Required writing: at least 3000 words produced in any combination of essays, papers, exams, or other kinds of assignments.

600 Level Classes: Graduate Courses

Required reading: The scope of reading in a graduate seminar should be consistent with scholarly inquiry across the broad perspectives of a field or timeframe. These readings could include: monographs, document collections; archival resources and databases; and other materials specific to the field. Assignments should include significant reading consistent with serious scholarship.
Required writing: Historiographic and/or Research and/or other writing assignments appropriate to the subject matter of the class, with a minimum of 6000 words.