

COLLEGE OF ARTS AND SCIENCES NEW COURSE REVIEW FORM

	Chair's Signature	Recommendation	Review Date
Department _____	_____	_____	_____
Division _____	_____	_____	_____
Dept. of Educ. _____ <small>(If course relates to teacher certification program.)</small>	_____	_____	_____
Dean _____	_____	_____	_____
Curriculum Committee _____	_____	_____	_____
Accepted By CFC _____	_____	_____	_____

Part I General Information

1. Exact proposed catalog description (including course number, title, and credits, prerequisites)
IS 174 – Trace Your Family History (1 unit). No prerequisites.

This is an introductory course in family and personal history research methods, designed to explore the role of the local or family historian. Students will use historical or genealogical research techniques to trace their own roots and study their own family histories as far back as possible. They will learn to see their history as shaped by historical change, including immigration, social and political struggles, and local, national and ethnic histories. This course is offered on-ground, on-line or hybrid in 5-week, 8-week or 16-week sessions. Students are limited to four (4) credits hours from courses IS 170, IS 171, 172, 173 and 174.

2. Rationale for offering this course.

Students come to the university with varying levels of information literacy skills and proficiency, much like mathematical skills. IS 171-174 is a sequence of courses designed to help students further develop research skills and advance to mastery level. IS 174 is an advanced level course which focuses upon primary sources, government documents, archives and special collections introduced through local and family history research.

3. Does this represent an added course to your curriculum?

- a. **No** Which course(s) is it replacing?
b. **Yes** How is the cost to be underwritten?

There are no additional costs since the course is taught by faculty librarians as part of their assigned duties.

4. What will be the extent and nature of the reading required for this course?

There will be extensive reading for the course. This will include a textbook, journal articles, census records and other historical artifacts. The readings will provide substantial guidance for learning the procedures of genealogical research.

Part II Content Considerations

5. Describe the writing component of the proposed course both qualitatively and quantitatively.

Students will keep detailed records of their family history, complete process analyses, create pedigree charts, and complete other specific written assignments. Honors' students will write a publishable 1000-word family history/genealogy article and submit it for publication.

6. Will this course be proposed as a General Education course?

Yes No X

If yes, please indicate the General Education goals to be served by this course?

7. How will student performance be assessed?

Students will complete both objective and subjective assignments, exams, and quizzes. Students will also be assessed for class participation.

8. Does the Department consider the proposed course will primarily attract: Department's majors
 Non-majors Department majors and majors from specific other departments?

Which departments? All majors can take this course.

Part III Financial/Resource Considerations

9. Has the Department proposing the course addition reviewed the University Catalog and determined that the proposed course does not duplicate in title or content existing courses? Yes No

10. How often does the Department anticipate the proposed course will be offered?
 Every semester Every other semester Every three semesters Irregularly

11. Has the proposed course been offered as a special topic?
Yes No

If yes, when was it offered? _____ Enrollment

12. Are current library holdings adequate? Yes No If the answer is "no," what would be necessary to bring the library collection to an acceptable standard for this course offering?

Signature of Librarian

13. Do you currently have the equipment and facilities (including sufficient WWW access, computer software, hardware) to teach this class? Yes.

14. If the answer to #12 is "no," what additional equipment and/or facilities will be needed? (Be specific as regards any technology needs in the way of WWW access, and computer software or hardware.)

15. What status will the proposed course have within the Department's overall curriculum?
 Elective Required

16. Will new faculty, either full or part-time, be needed to teach this class? No.

17. Will the addition of this course in any way alter the program leading to teacher certification?

No.

**IS 174 – Trace Your Family History
Fall 2011 – Section
One Credit**

Instructors: J. Druse, C. Melick, K. Weber
Office:
Meeting Time:
Telephone:
E-mail:
Office Hours:

COURSE DESCRIPTION

This is an introductory course in family and personal history research methods, designed to explore the role of the local or family historian. Students will use historical or genealogical research techniques to trace their own roots and study their own family histories as far back as possible. They will learn to see their history as shaped by historical change, including immigration, social and political struggles, and local, national and ethnic histories. Local and family history is the subject through which students will learn to identify, locate and search government documents, primary sources, archives and special collections.

COURSE OBJECTIVES

Upon completion of the course, the student will:

- Identify how artifacts and records have been preserved by families, libraries, archivists or family and public historians.
- Appraise the cultural traditions and contributions of various societies.
- Choose methods of scientific genealogical research to analyze, interpret and present genealogy-related findings.
- Organize genealogy records using online technology to research or supplement written records.
- Perform oral history as a research method to interview and record relatives or selected persons.
- Resolve identity problems in genealogical research.

COURSE MATERIALS

Textbooks are available in Washburn University Memorial Union Bookstore, Textbook Team, or through various online booksellers and venues.

Required text: Powell, Kimberly. *The Everything Guide to Online Genealogy: A Complete Resource to Using the Web to Trace your Family History*. Adams Media, 2008.
ISBN-10: [1598694979](#) ISBN-13: [978-1598694970](#)

Handouts, worksheets, guided exercises, and supplemental readings are distributed throughout the semester in the face-to-face settings of the Mabee Electronic Classroom, through electronic reserves or via Angel 7.3, Washburn's Course Management System.

COURSE REQUIREMENTS

Assignments:

- Students will prepare an inventory of family resources in class.
- Student will complete the inventory of family resources outside of class and create a list of genealogical and historical centers in their county.
- Students will bring a document to class each week relevant to the topic of discussion.
- Students will submit a preliminary pedigree chart or family tree.
- Students will complete a mid-term exam.
- Students will conduct an oral history interview and submit a recording or selected transcript.
- Students will submit a final pedigree chart or family tree.
- Students will complete a final exam.

Honors' students will write a publishable 1000-word family history/genealogy article and submit it for publication.

Inventory of resources	10
List of genealogical and historical centers	10
Weekly sample documents	30
Preliminary family tree	10
Family tree	20
Mid-term exam	30
Oral history interview	20
Final family tree (Honors family history paper)	30
Final exam	40

200 pts Total

Grading Scale

A = 180 – 200

B = 160 – 179

C = 140 – 159

D = 120 – 139

F = 119 or below

LATE WORK

Assignment deadlines are listed in the course schedule. **Late work is not accepted without prior approval from the instructor.**

UNIVERSITY ADDITIONS – COURSE SYLLABUS

Select Mission of the University:

Washburn University shall prepare qualified individuals for careers, further study and life-long learning through excellence in teaching and scholarly work. Washburn University shall make a special effort to help individuals reach their full academic potential. *Washburn University Board of Regents, 1999*

Academic Misconduct Policy:

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult:
www.washburn.edu/copyright/students.

For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, or go on-line to:
www.washburn.edu/admin/vpaa/fachdbk/FHsec7.html#VIII

Disability Services:

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office **MUST** have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Morgan Hall Room 135 (new location)

Phone: 785-670-1629 or TDD 785-670-1025

E-Mail: student-services@washburn.edu

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

Center for Undergraduate Studies and Programs (CUSP):

As a Washburn student, you may experience difficulty with issues such as studying, personal problems, time management, or choice of major, classes, or employment. The Center for Undergraduate Studies and Programs (Office of Academic Advising, Educational Opportunity Program, and Office of Career Counseling, Testing and Assessment) is available to help students either directly through academic advising, mentoring, career counseling, testing and developing learning strategies or by identifying the appropriate University resource. If you feel you need someone with whom to discuss an issue confidentially and free of charge, contact CUSP in Morgan 122, 785-670-2299, advising@washburn.edu.

Withdrawal Policy:

During fall and spring semesters, students may withdraw from full semester courses through the second week of class with no recorded grade. From the third through the eleventh week a "W" is recorded for any dropped course. Beginning with the start of the twelfth week, there are **NO** withdrawals, and a grade will be assigned for the course. For short-term or summer course deadlines, please check the appropriate Semester/Session Course Bulletin Web Site (www.washburn.edu/schedule)

Attendance:

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date

as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question.

Official E-Mail Address:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices, you can access your MyWashburn e-mail account, choose the "Options" tab, and select "Settings", scroll to the bottom of the screen, click enable forwarding and enter the e-mail address you would like your Washburn emails forwarded to in the "mail forwarding" area. Click add and then click on save changes. This will complete the process of forwarding your Washburn e-mail. It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

Approve by Faculty Senate: April 11, 2011

IS 174: Weekly Schedule

Week 1	<i>Topic</i>	<i>Homework</i>
	Introductions Genealogy basics: terminology, documentation (PAF) and forms	In-class: make an inventory of your resources
Week 2	<i>Topic</i>	<i>Homework</i>
	Copyright, fair use and plagiarism Digitization/Preservation	Powell Chapters 1 & 3 Complete inventory before class Create a list of genealogical and historical centers in your county
Week 3	<i>Topic</i>	<i>Homework</i>
	Vital records: birth, death and marriage records	Powell Chapters 5 & 7 Submit a document
Week 4	<i>Topic</i>	<i>Homework</i>
	Census and non-population census records	Powell Chapter 6 Submit preliminary family tree Submit a document
Week 5	<i>Topic</i>	<i>Homework</i>
	Military, land and tax records	Powell Chapters 8 & 9 Submit a document
Week 6	<i>Topic</i>	<i>Homework</i>
	Wills, probate records, funeral home records, cemetery records, obituary records	Powell Chapter 7 Submit a document
Week 7	<i>Topic</i>	<i>Homework</i>
	Church records Oral history interviews	Powell Chapters 2 & 8 Family tree due Review for mid-term exam
Week 8	<i>Topic</i>	<i>Homework</i>
	Mid-term exam	
Week 9	<i>Topic</i>	<i>Homework</i>
	Immigration records, passenger lists and naturalization records	Powell Chapters 10 & 13 Submit a document
Week 10	<i>Topic</i>	<i>Homework</i>
	National archives	Powell Chapter 4 Oral history interview due
Week 11	<i>Topic</i>	<i>Homework</i>
	Local and state newspapers	Powell Chapter 8 Submit a document
Week 12	<i>Topic</i>	<i>Homework</i>
	Field trip to Kansas State Historical Society	Powell Chapter 12 Submit a document

Week 13	<i>Topic</i>	<i>Homework</i>
	Field trip to LDS Family History Center	Powell Chapter 14 Submit a document
Week 14	<i>Topic</i>	<i>Homework</i>
	Directory websites and writing queries	Powell Chapter 11 Submit a document
Week 15	<i>Topic</i>	<i>Homework</i>
	Genealogical reports: ahnentafel reports, register reports, gedcom, family histories, place histories	Powell Chapter 15 Submit a document
Week 16	<i>Topic</i>	<i>Homework</i>
	Course evaluation	Family tree due Family history paper due (Honors)

FINAL EXAM	
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