HIST 3995 Honors Research Seminar Spring 2022



Clio, Muse of History, by Charles Meynier, 1798

Wed 2:30-5:00pm 177 Schaeffer Hall

Professor Richard (Tyler) Priest, Department of History

Email: tyler-priest@uiowa.edu

Office: 163 Schaeffer Hall (SH), 319-335-2096

Drop-In Hours: Tues 3:30-5:30pm & Wed. 1:30-2:30pm. In person or by Zoom:

https://uiowa.zoom.us/j/9397749856.

Bio: http://clas.uiowa.edu/history/people/r-tyler-priest

http://typriest.com/

Professor Landon Storrs Chair/DEO, Department of History

Contact: landon-storrs@uiowa.edu, 276 SH, 319-335-2303

The History Honors Thesis

This seminar is designed to help you develop and write your <u>History Honors Thesis</u>. The honors thesis is a 30-35 page research paper based on primary sources that offers an original argument about its subject. Think of the thesis as the first step toward becoming a professional historian. Thesis writers set their own research agenda, undertake a more sophisticated project than is possible in a regular course, and complete their undergraduate careers with a substantial accomplishment. Ideally, it should be a near-publishable work. (A possible venue is the <u>Iowa Historical Review</u>. By the end of the semester, you will have defined your project, examined sources, drafted a historiographical essay, prepared an annotated bibliography and outline, and sketched out remaining research. During the summer, you are expected to continue work on the thesis and complete any archival work necessary.

In the fall semester you will enroll in History 3396: Senior Thesis. A committee of three, including the student's thesis advisor and two other faculty members, will evaluate the finished thesis. Honors theses are kept permanently in the libraries of the Honors Center and the History Department. Each year, the department awards a monetary prize for the most distinguished Honors thesis (Stow Persons Award). Apart from the pleasure and challenge of researching and writing a substantial essay that makes a contribution to the historical profession, the Honors thesis can often serve as an impressive writing sample to strengthen applications to professional and graduate school.

List of recent History Honors Theses

Timeline for Writing Thesis

The Thesis Advisor

Each honors student chooses a history faculty member who specializes in the field of the student's research interests (or in a field close to it) to be their honors thesis advisor. The advisor assists the student in the development of the project, suggests sources, reads chapters, and *is responsible for the student's final grade* for HIST 3996 at the end of the Fall 2022 semester. It is critical that students meet regularly with their advisors; both student and advisor will be asked to sign a **contract** specifying the thesis topic, and a commitment to meet at regular intervals during the fall semester. The honors seminar is <u>not</u> a substitute for direct guidance from the thesis advisor. But the director of the honors seminar is available to assist students in finding an advisor and to offer critical assistance on the structure, organization, and process of the thesis project. Your thesis advisor must be confirmed no later than **March 23**.

Honors Credit

In order to graduate with Honors in History, a student must enroll in History 3995 for three hours of credit, and History 3996 for an additional three hours, i.e. a total of six.

You will be graded for your work in this seminar with the understanding that you will finish your honors thesis in Fall 2022.

If you are a University Honors student, completing the Honors Thesis satisfies your <u>Level 2: Experiential Learning requirement</u>.

How to submit your Honors Thesis

Writing an Honors Thesis is the most challenging work you will do as an undergraduate, and the most exhilarating. The conversations we will have with one another over the course of the semester about your respective topics will spark new ideas and insights and improve your writing. Sharing your writing with a community of informed and caring readers, you can – if you make the necessary investment of time and energy – produce your very best work.

Required Texts

The following books are available for purchase at Prairie Lights Bookstore:

Jeremy D. Popkin, From Herodotus to H-Net: The Story of Historiography (Oxford, 2015)

Katherine Pickering Antonova, *The Essential Guide to Writing History Essays* (Oxford, 2020) (also available as an ebook through UI Libraries)

Additional readings are posted in PDF form on the ICON course website.

Format

We will meet once a week, Wednesdays, 2:30-5:00pm. The goal of this course is to launch you into a research topic as soon as possible. Assignments and class meetings are designed to help you define an appropriate and workable topic; develop a research strategy; discover, organize, and analyze primary and secondary sources; write a historiographical essay; construct an annotated bibliography and outline; and prepare to start writing your thesis. The class will be held workshop-style, meaning that it will emphasize collaborative thinking and supportive mutual critiques and feedback. Even though each of you will be developing your own independent thesis, the class meetings will provide platforms for you to test your ideas, refine arguments, and debate the results of your research. To make this work and to reap the benefits, you must come prepared to participate in discussion, whether your work is specifically on the week's agenda or not. By the end of the semester, you should have a well-defined topic, have completed the majority of your research, and be poised to start writing your thesis or even have portions of it already written.

This is a workshop-style class; hence coming to class well prepared and ready to <u>participate</u> actively is essential for your individual success and will make our seminar more productive for everyone. We meet only once a week, so an unexcused absence will adversely affect your grade. Arrive to class on time and be attentive for the entire

period. If you arrive late, come in quietly – but don't make arriving late a habit. During class time, do not chat with neighbors, read materials unrelated to class, eat or drink noisily, or otherwise disturb the meeting. All phones and handheld devices must be stowed away during class time. Silence all cell phones before you enter the room. Do not answer phones or send/check messages during class. At all times, please be respectful of classmates and the professor. The goal is to learn from others' ideas in an open, tolerant atmosphere.

We will be using the <u>UIowa Canvas</u> Course Management Website to manage materials for the class. The syllabus, website links, announcements, and grades can all be accessed through Canvas. <u>Remember to check the Canvas course website regularly.</u> You should also check your <u>UIowa email</u> account daily for messages or updates from me on the course. This will be my principal means of communicating with you outside of class. I also have created a discussion board for each week, mainly as a sounding board so that you can communicate with others in the class about questions you have, practical difficulties you are encountering, and exchange of intellectual ideas.

All work done for this course must abide by the university's **academic honesty** policy, which covers such matters as plagiarism, cheating and unauthorized collaborative work (see below). Make sure you are familiar with the provisions of the academic honesty policy. If you have any questions about how it affects any assignment in this course, consult with me before you turn in the assignment.

Absences

If you are unable to attend class because of illness, authorized University activities, or other circumstances that warrant special attention, you must notify me by email or telephone at the earliest possible opportunity or within 24 hours of missing the class. Only an excused absence entitles students to make up graded work. You are allowed one excused absence for short-term illness without medical documentation, provided that you notify me by email within 24 hours of missing the class. For further absences, you must provide documentation, using this form to share the reasons for an absence with me, or else it will be counted as unexcused. The form also may be found on ICON under the **Student Tools** tab at the top of the page where course evaluations are located.

COVID-19 absences will of course be excused. Students testing positive, who have been informed they were in close contact with an individual testing positive, or who are experiencing symptoms of COVID-19, are instructed to fill out the COVID-19 <u>self-reporting form</u>.

For illness that requires you to miss class more than three consecutive classes, you must provide additional documentation for the absence, which may include a list of appointments from MyChart or a note from a health care provider stating that you have

been under the doctor's care. For your own privacy, you should not share your specific medical record. For long-term absences (generally, more than five days of classes), I will require a notification from the Registrar of the reasons for the absences.

If a personal crisis affects your ability to complete the course or affects an entire semester's registration, you should immediately contact CLAS Academic Programs and Student Development (120 Schaeffer Hall). Students may call or stop by to make an appointment.

The Office of the Registrar's Policy for Class Absences

Attendance

I will take class attendance every period. Grading criteria is as follows:

- 25 No more than 1 unexcused absence during the semester
- 21 No more than 2 unexcused absences during the semester
- 19 No more than 3 unexcused absences
- 17 No more than 4 unexcused absences
- 15 No more than 5 unexcused absences
- 0 More than 5 unexcused absences
- "F" for class More than 10 unexcused absences

Participation

Participation will be evaluated in a number of ways, including timely arrival to class, oral participation, and occasional in-class assignments:

- 24-25 frequent and insightful participation demonstrating a consistently high level of preparation and intellectual effort
- 21-23 frequent and informed participation in class discussion that indicates good preparation
- 18-20 infrequent participation in discussion that reflects merely adequate preparation and effort
- 11-17 infrequent participation and inadequate preparation
- 10 or below little-to-no participation

Evaluation

At A Glance:

| Assignment | Due Date | Points/Percentage |
|--------------------------------------|----------|-------------------|
| Attendance | Ongoing | 25 points (10%) |
| Participation | Ongoing | 25 points (10%) |
| Assignment 1 – Primary Source Disc | 1/26 | 10 points (4%) |
| Assignment 2 - Hist Research/Writing | 2/2 | 10 points (4%) |
| Assignment 3 – Working topic ideas | 2/9 | 10 points (4%) |
| Assignment 4 - Revised ideas | 3/2 | 10 points (4%) |
| Assignment 5 – Revised ideas #2 | 3/9 | 10 points (4%) |

| Assignment 6 – Honors Thesis Contract | 3/23 | 10 points (4%) |
|--|--------------|-------------------|
| Assignment 7 - Annotated Bibliography | 3/30 | 30 points (8%) |
| Assignment 8 - Historiographical Essay | 4/6 | 40 points (16%) |
| Assignment 9 Presentation | 4/13, 20, 27 | 30 points (12%) |
| Final Assignment - Research Proposal | 5/4 | 40 points (16%) |
| Total | | 250 points (100%) |

Course Letter Grade:

There will be 250 points possible in the course, corresponding to the percentages listed above. Your final grade will be calculated according to the following scale:

250-232 - A 231-224 - A-223-217 - B+ 216-207 - B 206-199 - B-198-192 - C+ 191-182 - C 181-174 - C-173-167 - D+ 166-157 - D 156-149 - D-148- - F

Additional Resources

Our University has many resources for assisting students in their work. You can get academic assistance from the <u>Academic Resources Center</u> and the <u>Writing Center</u>. The University also has resources for students experiencing non-academic difficulties, such as personal or emotional strain. The University Counseling Service offers confidential consultation for students. You may phone them at 355-7294, M-F 8-5. After hours, phone the Crisis Center at 351-0140. I encourage you to take advantage of all academic and non-academic services offered by the University. Your tax and tuition dollars pay for them – don't feel shy about using them!

Undergraduate Research Funding, Scholarships, and Awards

History Department

The Department of History has a limited amount of funding to support summer research travel to libraries or archives beyond Iowa City and to award students for progress and achievment. Scholarships and Awards are listed below. Dollar amounts vary from year to year.

Alan B. Spitzer Scholarship

One annual scholarship awarded to an undergraduate in History who demonstrates exceptional promise and dedication to the study of history. Qualifications: junior standing and minimum of 3.25 GPA in History. Application deadline April 1.

William L.M. & William E. Burke Scholarship

To support one or more annual scholarships for students studying European history; preference to undergraduate students. To provide students with travel expenses to and from Europe to expand their study – social history, urban history, architecture, and/or art. Rolling applications.

William Eugene Wolters Scholarship

One or more annual scholarships, based on need and merit, awarded to a junior or senior student majoring in history, with a special interest in American History. Rolling applications.

Stow Persons Award for Outstanding Senior Honors Thesis

An undergraduate award given to the student who writes the Best Honors Thesis for the academic year. In honor of Carver Professor of History, Stow Persons (1913-2006), who was a distinguished member of the department from 1950 until his retirement in 1981. Awarded in May.

Departmental Academic Achievement Award

This award honors the two graduating seniors with the highest cumulative GPA in the History major.

Departmental Service Award

This award recognizes an undergraduate history major who has demonstrated exceptional service and leadership to the study of History at the University of Iowa.

Departmental Internship Stipends

The department offers stipends for two students pursing unpaid summer internships. Application deadline April 1.

University of Iowa

This <u>link</u> provides a list of University of Iowa scholarships to support undergraduate research. I will sponsor and work with anyone in this course interested in applying. Procedures will be discussed in class.

Kay Keeshan Hamod Award for Scholarship in History

Contributed by Honors Alumnus David Hamod in honor of his mother, this scholarship applauds a history major for designing a distinguished Honors Thesis or Project in that discipline. This award is meant to support work on that project, so recipients must be full-time students in History and members of the Honors Program in the semester they apply for

the Hamod Scholarship and in the year when they hold it. They must also be members of the University of Iowa Honors Program. Deadline October.

**NEW - <u>Hawkeye Experience Grant</u>

Through the Pomerantz Center, students can apply for up to \$4,000 each in funds to defray the cost of interning, interning abroad, undergraduate research, or community engagement/service-learning in Summer 2022.

SCHEDULE

Wed 1/19- Introductions

Wed 1/26 - What is History?

<u>Reading:</u> Antonova, *The Essential Guide to Writing History Essays*, Chaps. 1-3 <u>Assignment #1:</u> Historical Research and Writing

**Students contemplating a non-U.S. history topic are strongly encouraged to meet with an <u>area-studies librarian</u> at the UI Libraries to find special resources available in their field. You can schedule a research consultation with one of these librarians online at this <u>link</u>.

Wed 2/2 - Primary Sources and Archives

<u>Reading:</u> Antonova, *The Essential Guide to Writing History Essays*, Chap. 9; "Websites for Local Archives" (Word); "Resource Guide -- Archival Collections" (Word)

<u>Assignment #2</u>: Primary Source Discovery

Wed 2/9 - Historiography: The History of History Before the 20th Century

<u>Reading:</u> Popkin, *From Herodotus to H-Net*, pp. 1-91 <u>Assignment #3</u>: Ideas for a Working Research Topic

Wed 2/16 - Historiography: The History of History in the 20th Century

Reading: Popkin, From Herodotus to H-Net, pp. 97-222

Wed 2/23 – Senior Thesis Examples

<u>Reading:</u> Examples of past Stow Persons Award winners also posted in the 3/2 Module. <u>Assignment #4</u>: Revised Ideas for a Working Research Topic and List of Focused Questions

<u>Wed 3/2</u> - Archives Visit: UI Special Collections and Iowa Women's Archives (Meet in Room 2032 on the Second Floor of the Main Library)

Wed 3/9 - Topic Definition

<u>Assignment #5</u>: Revised ideas for a working research topic, revised list of focused questions, and preliminary list of secondary sources (at least five, three of which must be books).

Wed 3/16 - NO CLASS - SPRING BREAK

Wed 3/23 - NO CLASS - Annotated Bibliography and Historiographical Essay

Reading: Antonova, The Essential Guide to Writing History Essays, Chap. 8

Website: UC-Santa Cruz, "Write an Annotated Bibliography"

Assignment #6: Honors Thesis Contract

Wed 3/30 - Individual Consultations

Assignment #7: Annotated Bibliography

Wed 4/6 - Preparing Research Proposals and Presentations

Reading: Antonova, The Essential Guide to Writing History Essays, Chap. 10

Assignment #8: Historiographical Essay

Wed 4/13 - Primary Source/Outline Presentations

Travel Grant Proposals Due (Optional)

Wed 4/20 - Primary Source/Outline Presentations

Wed 4/27 - Primary Source/Outline Presentations

Mon 5/4 - Research Proposal

<u>Final Assignment</u>: Research Proposal (abstract, focused questions, annotated bibliography, historiographical essay, annotated primary source inventory, proposed additional research, and preliminary outline). Submit first to advisor for comments and then revise based on comments.

**Important Deadlines for HIST 3996, Fall 2022:

Week 10 (Oct 24-28, 2022): Deadline for students to submit penultimate (second to last) thesis draft to faculty advisor.

Week 12: Faculty return comments on drafts to students.

Weeks 12-13: Students revise drafts based on comments.

Week 13: Fall Undergraduate Research Festival (FURF) (poster presentations).

Week 14: (Dec 1, 2022): Students distribute thesis to committee members.

Weeks 14-15: Defenses held.

CLAS College of Liberal Arts and Sciences, Teaching Policies & Resources

ATTENDANCE AND CLASSROOM EXPECTATIONS

Students are responsible for attending class and for knowing an instructor's attendance policies, which vary by course and content area. All students are expected to attend class and to contribute to its learning environment in part by complying with University policies and directives regarding appropriate classroom behavior or other matters.

ABSENCES

Students are responsible for communicating with instructors as soon they know that an absence might occur or as soon as possible in the case of an illness or an unavoidable circumstance. Students can use the CLAS absence form to help communicate with instructors who will decide if the absence is excused or unexcused; the form is located on ICON within the top banner under "Student Tools." Delays by students in communication with an instructor could result in a forfeit of what otherwise might be an excused absence (Student Handbook - Absences).

ABSENCES: ILLNESS, UNAVOIDABLE CIRCUMSTANCES, AND UNIVERSITY SPONSORED ACTIVITIES

Students who are ill, in an unavoidable circumstance affecting academic work, or who miss class because of a University sponsored activity are allowed by UI policy to make up a missed exam. Documentation is required by the instructor except in the case of a brief illness. Students are responsible for communicating with instructors as soon as the absence is known (Ops Manual 8.1 - Class Absences).

ABSENCES: HOLY DAYS

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See Operations Manual 8.2 Absences for Religious Holy Days for additional information.

ABSENCES: MILITARY SERVICE OBLIGATIONS

Students absent from class due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) must be excused without penalty. Instructors

must make reasonable accommodations to allow students to make-up exams or other work. Students must communicate with their instructors about the expected possibility of missing class as soon as possible. (For more information, see Ops Manual - 8.3
Absences for Military).

ACADEMIC MISCONDUCT

All undergraduates enrolled in courses offered by CLAS have in essence agreed to the College's Code of Academic Honesty. Academic misconduct affects a student's grade and is reported to the College which applies an additional sanction, such as suspension. Outcomes about misconduct are communicated through UI email (Student Handbook - Academic Honor Code).

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student's ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through Student Disability Services (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated. The LOA will specify what reasonable courseaccommodations the student is eligible for and those the instructor should provide. Note that accommodations are not granted retroactively but from the time of the student's request to the instructor onward. Additional information can befound on the SDS website.

CLASS RECORDINGS: PRIVACY AND SHARING

Course lectures and discussions are sometimes recorded or live-streamed. These are only available to students registered for the course and the intellectual property of the faculty member. These materials may not be shared or reproduced without the explicit written consent of the instructors. Students may not share these recordings with those who are not enrolled in the course; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and could be a violation of the Federal Education Rights and Privacy Act (FERPA); also see https://dos.uiowa.edu/policies/code-of-student-life/.

COMMUNICATION: UI EMAIL

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community (Operations Manual, III.15.2). Emails should be respectful and brief, with complex matters addressed during the instructor's drop-in hours, for example. Faculty are not expected to answer email after business hours or during the weekends.

COMPLAINTS ABOUT ACADEMIC MATTERS

Students with a complaint about a grade or a related academic issue should first visit

with the instructor and then with the course supervisor (if one is assigned), and next with the Chair of the department or program offering the course. If not resolved, students may bring their concerns to the College of Liberal Arts and Sciences: Student Handbook - Rights & Responsibilities

FINAL EXAMINATION POLICIES

The final exam schedule is published during the fifth week of the fall and spring semesters or on the first day of summer classes; *students are responsible for knowing the date, time, and place of their final exams*. Students should not make travel plans until knowing this information. A student with exams scheduled on the same day and time or who have more than two final exams on the same day should visit this page for how to resolve these problems by the given deadline:

https://registrar.uiowa.edu/makeup-final-examination-policies. No exams may be scheduled the weekbefore finals; some exception, however, have been made for labs, language courses, and off-cycle courses Final Exam Scheduling Processes).

FREE SPEECH AND EXPRESSION

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit Free Speech at Iowa for more information on the University's policies on free speech and academic freedom (Free Speech Policy).

HOME OF THE COURSE

The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the courses add and dropdeadlines, the "second-grade only" option (SG0), and other undergraduate policies and procedures. Different UI colleges may have other policies or deadlines. See Student Handbook. Questions? Contact CLAS at clasps@uiowa.edu or 319-335-2633.

MENTAL HEALTH

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at counseling.uiowa.edu. Find out more about UI mental health services at: mentalhealth.uiowa.edu.

Student Health can also address related concerns (https://studenthealth.uiowa.edu/). These visits are free to students. After hours, students are encouraged to call the Johnson County Community Crisis Line at (319) 351-0140 or dial 911 in an emergency.

NON-DISCRIMINATION STATEMENT

The University of Iowa prohibits discrimination in employment, educational

programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Institutional Equity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oie-ui@uiowa.edu. Students may share their pronouns and chosen/preferred names in MyUI, which is accessible to instructors and advisors.

SEXUAL HARASSMENT

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The <u>Policy on Sexual Harassment and Sexual Misconduct</u> governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the <u>Title IX and Gender Equity Office</u> or to the <u>Department of Public Safety</u>. Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by <u>contacting the Title IX and Gender Equity Office</u>. Information about confidential resources can be found <u>here</u>. Watch the <u>video</u> for an explanation of these resources.

If the University is closed during class time for any reason, you are responsible for checking the class ICON homepage for immediate updates.

The instructor reserves the right to modify this syllabus and/or course policies as the semester progresses. Any changes will be presented in class and in announcements through ICON.

A FEW WORDS

from the Department of History



- Want more information about the history major (36 sh) and minor (15sh)? Visit our website.
- Discover what <u>careers</u> a history degree might lead to. Many employers seek
 the analytical thinking and writing skills that history builds. History majors'
 mid- career salaries are on par with those holding undergraduate business
 degrees, and history majors earn more than other humanities majors.



- Learn what innovative teaching and research projects our terrific faculty members are doing by viewing their individual profiles or by visiting our Public History site.
- Get published! Or gain experience working on Iowa's unclassed history journal. The <u>Iowa Historical Review</u> publishes honors theses and other historical research papers.
- Join <u>Hawkeye History Corps</u>, our history club for social events and info sessions on internships and careers. Majors and non-majors welcome.
- Questions about registration or history major requirements? Schedule time with the <u>History Advisor</u> or check out the <u>Handbook for</u> <u>Majors</u>.
- Interested in doing original historical research and have a decent GPA? Learn how to pursue **Honors in the History Major**.
- Check out available <u>scholarships</u> and <u>internships</u>.

WE WANT TO HEAR FROM YOU!

- Please complete your online course evaluations at the end of the semester.
- Visit the <u>History Advisor</u> or <u>Director of Undergraduate Studies</u> with any questions.
- We love to recognize our students, and we'd love to hear what you're doing! If you have an internship, a project, or news you'd like to share, please email the **History Department**.

STAY CONNECTED:





History at University of Iowa

*The professor reserves the right to modify the syllabus at any point during the semester. It is the student's responsibility to keep informed about announced changes.