Contact Name: Allisyn Miller, Admin Coordinator Email: akmiller1@cofc.edu Phone: 843-937-9596

Department Name: HSPV Graduate Program name: Graduate Program in Historic Preservation (HSPV)

Course Prefix, Number, and Title: HSPV 611, Research Methods in Historic Preservation

To change to: HSPV 809, Historical Research Methods

I. CATEGORY OF REVIEW (Check all that apply)

NEW COURSE
☐ New Course (attach syllabus*)

CHANGE COURSE
☐ Change Number (IV, VII, VIII, IX)
☐ Change Title (IV, VII, VIII, IX)
☐ Change Credits/Contact hours (II, IV, VII, IX)
☐ Prerequisite Change (IV, VII, VIII, IX)
☐ Edit Description (III, IV, VII, VIII, IX)

☐ Approve for Cross-listing (attach Graduate Permission to Cross-list Form)

-----Complete all sections below that apply including those indicated-----

DELETE COURSE
☐ Delete Course (IV, VII, IX)

Date (Semester/Year) the course will first be offered, course changes or deletion will go into effect:

NEW COURSE:

*ATTACH THE SYLLABUS FOR A NEW GRADUATE COURSE to include:

- Course description and objectives
- Method of teaching (e.g., lecture, seminar, on-line, hybrid)
- Required and optional texts and materials
- Graduate School Grading Scale
- Assignments, student learning outcomes and assessment components
- Policies to include attendance, Honor Code, American Disabilities Act statement
- Tentative course schedule with specific topics
List prerequisites and / or other restrictions below

Preq: Enrollment in MSHP/HSPV program

Will this course be added to the Degree Requirements?

a) ☐ Yes ☐ No

b) If yes, explain

II. NUMBER OF CREDITS and CONTACT HOURS per week

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Seminar</th>
<th>Ind. Study</th>
</tr>
</thead>
</table>

A. Contact Hours

B. Credit Hours

Is this course repeatable? ☐ yes ☐ no If so, how many credit hours may the student earn in this course?

III. CATALOG DESCRIPTION Limit to 50 words EXACTLY as you want it to appear in the catalog: include prerequisites, co-requisites, and other restrictions. If changing course description, please include both old and new course descriptions.

OLD [HSPV 611] Introduction to documenting and recording historic buildings and landscapes. Charleston and environs provide case study projects for archival research, field investigation and preparation of final documentation

NEW [HSPV 809] Advanced research in preparation for thesis project with particular attention to role of proposals and methodology in independent research. Preq: Enrollment in MSHP/HSPV program
IV. RATIONALE / JUSTIFICATION: If course change – please indicate the course change details. If course change or deletion—please provide reasons for change(s) to or deletion of a course. If a new course—briefly address the goals/objectives for the course and the relationship to the strategic plan.

Number changed to be in line with Clemson standards for this joint program. Title and description revised to match current course content and be in line with Clemson’s standards. Prerequisites clarify the enrollment requirement.

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?
VII. IMPACT ON EXISTING PROGRAMS and COURSES: Please briefly document the impact and expected changes of this new/changed/deleted course on other departments, programs and courses; if deleting a course—list all departments and programs that include the course; if adding/changing a course—explain any overlap with existing courses in the same or different departments; if adding or deleting a course that will be part of a joint program identify the partner institution.

NO IMPACT on other College of Charleston courses. Revisions are internal only to the HSPV program and are necessary to be in line with Clemson standards for this joint program.

VIII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested. New courses requiring additional resources will need special justification.

NO COSTS ASSOCIATED WITH ACTION REQUESTED.
IX. APPROVAL AND SIGNATURES

Signature of Program Director: 

Date: 4.10.14

Signature of Department Chair: 

Date: 4.10.14

Signature of Additional Chair*: 

Date: 

Signature of Schools’ Dean: 

Vera B. Moss 

Date: 2/10/14

Signature of Additional Schools’ Dean*: 

Date: 3/27/14

Signature of the Provost: 

Date: 3/26/14

Signature of Budget Director/Business Affairs Office:

Date: 3.27.14

*For interdisciplinary courses

Return form to the Graduate School Office for Further Processing

Signature of Chair of the Faculty Committee on Graduate Education, Continuing Education & Special Programs: 

Date: 3/26/14

Signature of Chair of the Graduate Council: 

Date: 3/26/14

Signature of Faculty Senate Secretary: 

Date: 

Date Approved by Faculty Senate: ____________________________

September 2011
MODEL SYLLABUS----SUBJECT TO CHANGE

HP 8090 / HSPV 809
Historical Research Methods
Fall Semester, 2014

Instructor: Katherine Saunders
Associate Director of Preservation, Historic Charleston Foundation.

Office Info: 40 East Bay Street, Charleston, SC 29401
Phone 843.723.3646
e-mail ksaunders@historiccharleston.org

Home phone 843.851.8503 Cell phone 843.813.2975

Catalog Description: **HP 8090/HSPV 809. Historical Research Methods (3)**
Advanced instruction in historical research methods in private archival manuscript sources and public records and application to recovering and writing the history of buildings and landscapes. Charleston and its environs provide case study projects through which students acquire research, writing and presentations skills. *Preq: Enrollment in MSHP/HSPV Program*

This course is dedicated to gaining solid historical research skills, particularly with property research. The course is also designed to sharpen critical thinking and problem solving and to develop the reporting skills necessary to document the full history of historic buildings and sites. The class will visit a number of area archives, museums and records repositories to learn about their various collections. This semester, our research efforts will focus on properties affected by the Great Fire of 1861.

**Books/ Required Readings:** Students need to purchase the following texts:


**** optional but important would be to get the latest version of Kate Turabian’s *A Manual for Writers.* This is the style manual we will use for this course and for the program.

In addition, students are strongly encouraged to have a personal copy of Jonathan Poston,*The Buildings of Charleston: A Guide to the City’s Architecture* (Columbia, SC: University of South Carolina Press, 1997). (Students will receive a 10% discount on this book if purchased at HCF shop at 108 Meeting Street—mention that you are in this class)

- National Register Bulletin #39, “Researching a Historic Property.” This bulletin and others may be found at [http://www.nps.gov/history/nr/publications/](http://www.nps.gov/history/nr/publications/)

- There will also be several handouts that students will be responsible for reading.

**HP 8090**  
**Historical Research Methods**

**Course Learning Objectives:**

- 611.1 Students will demonstrate proficiency in property research by completing a full chain-of-title on a piece of real property.

- 611.2 Students will demonstrate the ability to develop a research plan and critically assess scholarly work.

- 611.3 Students will demonstrate a familiarity with many different types of primary and secondary sources.

- 611.4 Students will demonstrate a familiarity with different types of archives and record repositories and will work directly with archivists in an archives setting.
611.5 Students will demonstrate the ability to gather and fully analyze research materials and present a final research report in a well-written, organized and coherent manner.

Assignments:

Class Participation & Pro Bono Work

Active participation is key to success in this course. This involves stellar class attendance and working independently on your research outside of class. Each week I will ask for updates on your research progress.

In addition to research on your assigned property, you will also choose a specific archives or library at which to work on a small archival project. In this “pro bono” work, you will work directly with that institution’s archivist, putting in 10 hours or more throughout the semester. It is up to you to make initial contact with the archivist. The quality of your work, dependability, and professionalism will be taken into account in your final grade.

Annotated Bibliography and Book Review

We will focus this year on properties affected by the Fire of 1861 and the overall affect it had on the city. Students will be assigned a topic on which to research and prepare an annotated bibliography. This annotated bibliography is a list of sources (books, periodicals, websites, etc) including a short summary of each. These bibliographies will provide sources and information on the fire and/or an associated topic. It is due on September 29th.

A book review is due on November 4th for Biography of a Tenement House. Book reviews should be double spaced, approximately two pages in length (around 500 words) and should critically assess the book including its overall topic, thesis, methodology, evidence, and significance.

Chain-of-Title, Final Report, and Presentation

At the end of the first class, each student will be assigned a property address. This property will be the subject of your title work, overall research, and reporting.
An annotated, draft chain-of-title is due at the beginning of class on October 13th. This annotated draft chain-of-title should include each deed book and page reference, the names of buyers and sellers and any other relevant information gleaned from that transaction. Be sure to note the other sources you have consulted along the way in your title search – cross or direct indexes, ward books, etc. During the October 13th class, we will discuss any specific problems or challenges you may have encountered with your chain-of-titles. The chain-of-title will feed directly into your final report.

For the final report, due on November 17th, each student is responsible for providing a clear, well-written account of the history and development of his or her assigned site. For most properties this means finding out information about the existing and the earlier structures that existed on the site. The report must also lay out how that property fits into the broader area or neighborhood, its overall context. The final report is a narrative history that synthesizes the property research you’ve done along with other relevant primary and secondary information gathered. The report should include; a date of construction for existing building(s) on the property, the name of the builder(s) or first owners with a brief bio, families associated with the property, their occupations, what the building was used for and how the property and area developed over time.

Your final report may also include information about earlier structures and owners, and use(s). (Finding some of this information is not always possible….I will work with you on problem areas). Additionally, the report should include a cover page, map study, current images, historical images and views and a brief architectural description of the existing structure. Finally, the case for significance of the property and building(s) should be clearly made. This frequently means that research on an associated topic, event, or person is warranted.

The appendices of the report should contain a corrected chain-of-title (retyped), copies of any key deeds or other relevant primary source material, clearly labeled illustrations – maps, plats, photographs, and other images. Footnotes and bibliography are required. The final report must be well written, proofed for errors, organized and thorough. These reports will become part of the HCF archives so they must be of highest quality.

Students will present their findings with Powerpoint presentations (on December 1st) to the class and invited guests. These presentations will include aspects of the individual research projects but should strive to convey an overall picture of the immediate area. Many of the illustrations from your reports could and should be used in the Powerpoint presentations.
Finally – we have a unique opportunity this year to present our findings within a Symposium on the Fire of 1861 that will take place on Thursday December 8th. I am envisioning that we will break into 3 groups of 5 with one designated speaker from each group presenting during the symposium.

**Late papers or assignments will lose 25 points per day until submitted.**

---

**Grades:**

- Class Participation & Pro Bono Work  20%
- Annotated Bibliography  10%
- Annotated Chain-of-Title  10%
- Book Review  10%
- Property Research Report  40%
- Powerpoint Presentations  10%

*A--Excellent* Indicates work of a very high quality, the highest grade given.

*B--Good* Indicates work that is above average though not of the highest quality.

*C--Fair* Indicates work of average to weak quality, the lowest passing grade.

*F--Failed*

---

**CLEMSON UNIVERSITY ACADEMIC INTEGRITY:** As members of the Clemson University Community, we have inherited Thomas Green Clemson’s vision of this institution as a high seminary of learning. Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating or stealing in any form.

Clemson University / College of Charleston
Graduate Program in Historic Preservation • Charleston, South Carolina
CLEMSON UNIVERSITY DISABILITY ACCESS: It is University policy to provide on a flexible and individual basis reasonable accommodations for students with disabilities. Students are encouraged to contact Student Disability Services to discuss their individual needs for accommodation.
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Material</th>
<th>Reading / Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 30th Thursday</td>
<td><strong>Course Introduction</strong>&lt;br&gt;Discussion - local repositories, RMC prep.&lt;br&gt;Discussion of our topic and study area. KSP will&lt;br&gt;outline assigned readings, final project&lt;br&gt;expectations. We will pick our properties as well.</td>
<td>By next full class – walk your site, get Sanborn maps, a property record card, tax map #&lt;br&gt;Read: (Handouts) “How to use the RMC”; Chain of Title forms, Sanborn Info</td>
</tr>
<tr>
<td></td>
<td><strong>Special Session</strong></td>
<td><strong>Intro to the Charleston Deed Office (RMC)</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sept 4th and 5th time TBD</td>
<td>We will have the opportunity to have the main room of the deed office (RMC) to ourselves for two sessions. This will be very useful in learning how to start your property research.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Meeting Street</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>September 6th Thursday</td>
<td><strong>The Register Mesne Conveyance,</strong>&lt;br&gt;We will further examine and work with the historical records of the RMC’s historic room; including: Deeds, McCrady Plats, City ward books, etc.</td>
<td>Handout –CALM Guide to Chas. Repositories&lt;br&gt;By the next class: read Handout- <em>House Histories</em> pp.109-128</td>
</tr>
<tr>
<td></td>
<td>101 Meeting Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Assignment</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>September 13th, Thursday</td>
<td>Meet at Program Classroom 292 Meeting Street&lt;br&gt;Lecture: Research 101&lt;br&gt;Source materials, Research Plan, Map Study&lt;br&gt;Discussion – deed research challenges&lt;br&gt;(If time allows – walking tour of neighborhood)</td>
<td>By next class:&lt;br&gt;Read Handouts: Research Tips and Guidelines… articles re: alleys and Book Review Guidelines&lt;br&gt;Finish – Book Review #1</td>
<td></td>
</tr>
<tr>
<td>September 20th, Thursday</td>
<td>Meet at Addleston Library – under dome 1st floor&lt;br&gt;CofC Library Tour&lt;br&gt;Phillip Powell, Reference &amp; Harlan Greene - Special Collections&lt;br&gt;Class Discussion in Room 120:&lt;br&gt;Discuss Alleys of Galveston</td>
<td>By next class: Read Handout - House Histories pp.149-160:&lt;br&gt;Due: Book Review: Alleys of Galveston</td>
<td></td>
</tr>
<tr>
<td>September 27th, Thursday</td>
<td>Meet in front of 100 Meeting Street&lt;br&gt;South Carolina Historical Society&lt;br&gt;Tour with Faye Jensen, Director&lt;br&gt;Remaining time – for research</td>
<td>By next class:&lt;br&gt;Read- (Handout) House Histories pp.161-178</td>
<td></td>
</tr>
<tr>
<td>October 4th, Thursday</td>
<td>Meet at 68 Calhoun St, 2nd floor&lt;br&gt;SC Room and Charleston Archives&lt;br&gt;Tour with Nic Butler&lt;br&gt;Remaining time – for research</td>
<td>By next class:&lt;br&gt;Read- (Handout) House Histories pp.190-203</td>
<td></td>
</tr>
</tbody>
</table>

Clemson University / College of Charleston<br>Graduate Program in Historic Preservation • Charleston, South Carolina
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td><strong>October 11th</strong>&lt;br&gt;Thursday&lt;br&gt;Meet at 40 East Bay Street – HCF</td>
<td><strong>Tour of HCF Archives with Karen Emmons</strong>&lt;br&gt;Lecture: Evaluation and Analysis&lt;br&gt;• Responsible internet research&lt;br&gt;Evaluating your sources- are they authoritative?&lt;br&gt;<strong>Due:</strong> Annotated Chain-of-Titles&lt;br&gt;<strong>Handout</strong> – Locating and Evaluating on-line sources</td>
</tr>
<tr>
<td>9</td>
<td><strong>October 18th</strong>&lt;br&gt;Thursday&lt;br&gt;Meet at Program Classroom 292 Meeting Street</td>
<td><strong>Speaker—Charlie Philips</strong>&lt;br&gt;<em>On gathering and using oral histories</em></td>
</tr>
<tr>
<td>10</td>
<td><strong>October 25th</strong>&lt;br&gt;Thursday&lt;br&gt;Car pool to West Ashley Facility – directions to follow</td>
<td><strong>City of Charleston Records Management</strong>&lt;br&gt;Tour with Susan Welch – Records Manager&lt;br&gt;<strong>By next class</strong> – finish book review for <em>Bio of a Tenement House</em></td>
</tr>
<tr>
<td>11</td>
<td><strong>November 1st</strong>&lt;br&gt;Thursday&lt;br&gt;Meet at Charleston Library Society at 164 King Street</td>
<td><strong>Charleston Library Society Tour</strong>&lt;br&gt;<strong>Class discussion:</strong> <em>Biography of a Tenement House</em>&lt;br&gt;<strong>Due:</strong> Book Review&lt;br&gt;<strong>For next class:</strong>&lt;br&gt;Read: <em>House Histories</em> pp 207-219</td>
</tr>
</tbody>
</table>
| Week 12 | November 8th  
Thursday | Reporting Your Findings  
- Writing, grammar, passive voice, etc.  
- Copyright  
- Making your presentation | Handout: Reporting Tips and Guidelines |
|-------|-----------------|------------------------------------------|------------------------------------------|
| Week 13 | November 16th  
**Friday**  
Carpooling | Trip to State Archives in Columbia  
Tour Archives and Research Room  
And attend State Review Board | *** Use the next several weeks to work diligently on your paper and powerpoint! |
| Week 14 | November 22nd  
Thursday | Happy Thanksgiving – No Class |  |
| Week 15 | November 29th  
Thursday | Final Paper Due  
(Make Sure to have your pro bono work completed by this time) | Due: Final Paper  
Tie up loose ends, proofread and get your final paper to me at my office by 4:00pm |
| Week 16 | December 6th  
Thursday  
HCF - 3rd fl conference room  
40 East Bay Street | Individual Research Presentations | Due: Powerpoint Presentations |