

Tutorial Letter 102/1/2018

Southern Africa until the Early 1800s: Encounters and Transformations

HSY1512

Semester 1

Department of History

This tutorial letter contains information about:

1. Your lecturers for Semester 1
2. Student support: online tutorials, podcasts and e-tutors
3. The importance of assignments
4. Plagiarism
5. Guidelines for examination preparation
6. Study guide activities on myUnisa

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

BARCODE

Dear Student

Welcome again to Unisa's History Department! We are very glad to have you as one of our students and are delighted that you have registered for this module. We believe that you will find the information we offer about precolonial and early colonial southern Africa both fascinating in content and challenging in interpretation, and we hope that you will find your studies interesting and rewarding. We want to help you achieve your study goals, so please contact us so that we can help and guide you.

By now you should have read *Tutorial Letter 101*. Although the information may appear daunting at the start, you will soon be familiar with its contents. We hope that we have been able to make ourselves clear and that you can easily find your way around the information we give and the assignments that have been set for the semester.

1 YOUR LECTURERS FOR SEMESTER 1

We know that any distance learning can be lonely and we lecturers will do our best to break down any barriers that there may be between us and our students. Lecturers enjoy hearing from you, so please do not hesitate to contact us with any comments you have about the contents of this module, as well as with any difficulties that you experience in your studies, or even uncertainty about what is required.

If you contact your lecturers you will

- **feel less isolated**
- **solve problems timeously**
- **find support and encouragement**

The following lecturers will guide your studies in this module:

Ms Henriëtte Lubbe (module coordinator)	012 429 6851 (office) Email: lubbbehj@unisa.ac.za
Dr France Ntloedibe	012 429 6019 (office) Email: ntloefn@unisa.ac.za
Mr Wendell Moore	012 429 6126 (office) Email: moorewe@unisa.ac.za
Mr Butho Mtombeni	012 429 4913 (office) Email: mtombb@unisa.ac.za
Ms Fiona Davids	(012) 429 4990 (office) Email: Davidf3@unisa.ac.za

We will be assisted by several external markers.

Office hours are from 08:00 to 16:00, Monday to Friday. Although lecturers are usually available between these times, we have many other commitments and duties which may mean we are not immediately available in the office. If you have a problem in reaching any of us, please telephone Mrs Anita Theron, the Administrative Officer for the History Department, and she will take a message to which we will respond as soon as possible:

Mrs Anita Theron

(012) 429 6842

Email: theroa@unisa.ac.za

We endeavour to respond to all emails within 24 hours of your sending any email.

If you live in or near Tshwane (Pretoria), or if you are visiting the city, please come and meet us at Unisa. We are on the 9th floor of the Theo van Wijk Building on the main Unisa campus. You should telephone beforehand to make sure that we are here at the time of your visit. It is much better to make an appointment before you visit.

If you prefer to write, please address letters to:

The Module Coordinator (HSY1512)
Department of History
University of South Africa
PO Box 392
UNISA
0003

Faxes, marked clearly for the Module Coordinator for HSY1512 in the History Department, can be sent to us at:

Fax: (012) 429 6656 or (012) 429 3221

Contact via the Department of History's webpage

We can also be contacted through the Department of History's webpage, a site which you should use because it provides information about all the modules we offer, as well as information about staff, research and other activities.

<http://www.unisa.ac.za/sites/corporate/default/Colleges/Human-Sciences/Schools,-departments,-centres,-institutes-&-units/School-of-Humanities/Department-of-History>

myUnisa

myUnisa is the 'online campus' of Unisa. If you are currently a registered student, you can join myUnisa at no cost. We urge you to do so.

One particular benefit of working on myUnisa is that this will enable you to submit your assignments electronically, which is much more efficient and often far more reliable than the post, and track their progress. We believe that submitting your assignments online is preferable to posting them, and we urge you to submit in this way.

Another advantage is that you will gain access to information about this module and various administrative records via the module website. We will also run discussion forums, with various

topics relevant to your studies in this module. We hope that many of you will participate in the discussions, and we warmly encourage your involvement and participation.

Furthermore, we are planning to post a series of online tutorials and podcasts on the myUnisa module site, in which we talk about our expectations of you in this module, study skills, key themes of the modules, and examination preparation and guidance. We hope you will find these useful.

For more information consult the booklet *Study @ Unisa* which you received at registration. You can also access this publication at www.unisa.ac.za/brochures/studies.

Departmental Social Media

The Department of History has active Facebook and Twitter pages. We do not cover anything that concerns our teaching or the content of HSY1512 via these social media platforms, because these matters are covered via our module website on myUnisa. Rather, we post items related to general activities and interests of members of the History Department, or matters connected to the discipline of History and to historical studies, or indeed things of general interest that show connections between history and broader society. Those of you who use social media might like to follow the Department and deepen your connection to us through these pages:

Facebook: History Department – UNISA

Twitter: @HistoryUnisa

Instagram Account: @historyunisa

2 STUDENT SUPPORT: ONLINE TUTORIALS, PODCASTS AND E-TUTORS

Online tutorials and podcasts

Lecturers in this module are extremely committed to supporting you wherever possible in your studies with us. One way of doing this, is to provide you with didactical support in the form of online tutorials available under 'Additional Resources' on the myUnisa module site for HSY1512. These tutorials will assist you with your assignment writing, and we strongly encourage you to study them as soon as possible.

We will also be posting a few podcasts under 'Additional Resources' on the module site which clarify important historical concepts and deepen your insight into the important historical processes relevant to this module.

E-tutors

The University has also put in place a further support system to facilitate your studies, that of e-tutors.

When you registered, you were allocated to a group which will be facilitated by an e-tutor.

Your e-tutor will be responsible for maintaining regular contact with you through the semester, and assisting you with any queries you may have about the module content and preparing for assignments. E-tutors will facilitate regular discussion forums on your group's website.

We urge you to participate regularly in the forums and activities that your e-tutor initiates. Our e-tutors have considerable experience, and we strongly believe that your e-tutorials will add value to your study experience as well as help to ensure that you achieve success in this module.

You will also meet other students via your e-tutorial groups, and indeed in many cases, where practical, you may even exchange contact details and meet one another physically instead of only 'virtually'!

You are naturally welcome to interact with lecturers as well as your e-tutors.

We do expect and trust that your e-tutorials will address many of your study concerns and problems, and will provide a congenial supportive space. Do participate!

3 THE IMPORTANCE OF ASSIGNMENTS

Three assignments have been set for this module.

Assignment 01 is compulsory for admission to the examination and must be submitted to us on time. Failure to do so will mean that you will not be permitted to sit the examination. Please note that this is a rule of the University, and individual lecturers will not be able to override this rule.

Make sure that you submit the compulsory Assignment 01 on or before the due date: 23 February 2018.

Please note that your assignments are to be found on pp 23 – 33 of *Tutorial Letter 101*.

Take care to submit the correct assignments, with accurate assignment numbers and unique numbers. Failure to do so could result in assignments being cancelled and not marked.

Ensure that all assignments are submitted by their due dates. Late assignments may be returned to you unmarked.

Please take note of our guidelines for writing assignments, which are contained in a separate tutorial letter, *Tutorial Letter HSYALLX/301*. Also consult the relevant online tutorials and podcasts provided on the myUnisa site for HSY1512.

Take careful note of the following remarks regarding the submission of all assignments:

We strongly suggest that you complete and submit all the assignments for the following reasons:

- You need to submit at least TWO assignments to build your semester mark, which counts for 20% of your overall result for this module.
- Writing assignments is excellent preparation for the examination.
- Marks you receive for assignments are an indication of your academic progress.
- Assignments provide an opportunity for lecturers to guide and assist you in your studies through their written comments.
- Work submitted during the semester will be to your advantage, because we take this into account when marking the examination. Examination marks can be raised by second examiners in cases where students have a good semester record.

4 PLAGIARISM

Sadly, plagiarism is on the increase at Unisa and at other universities, both locally and overseas. **We view plagiarism in a very serious light and will certainly penalise students who do not adhere to acceptable academic practice.**

Please familiarise yourself with Unisa's *Disciplinary Code for Students* given to all students at registration, as well as its *Policy on Copyright Infringement and Plagiarism*. Also study the sections on plagiarism in *Tutorial Letter HSYALLX/301* (Section 7) and *Tutorial Letter 101* (Section 8.1). In these sections we explain what plagiarism is and how it can be avoided.

Make sure that you:

- express your ideas and information in your **OWN words** (except when using a direct quotation). This means that you may use information from the texts you have consulted, but you need to formulate your answers significantly differently from how the information has been phrased in the sources.
- acknowledge your sources in **footnotes** – both at the end of a direct quotation and at the end of information taken from a source but rephrased in your own words.
- provide an accurate **bibliography** of the sources you have used to construct your assignment.
- include a signed **declaration of originality** (see *Tutorial Letter 101*, last page).

5 GUIDELINES FOR EXAMINATION PREPARATION

We wish to provide you with some guidelines about what to expect in the forthcoming examination.

Introductory general guidelines

The examination for this module comprises a two-hour question paper.

You will receive final confirmation of the precise date and time of the examination, as well as your examination venue, from the Examinations Department of the University. Any queries about examination arrangements should be directed to the Examinations Department. Please note that the History Department cannot handle any administrative queries around the examination, so please do not direct queries to us such as the date of your examination, your examination venue, or related matters.

You may rest assured that the examination focuses on the most important themes in this module, that is, the themes that have been emphasised in the assignments during this semester. There are no trick questions and no questions on obscure details or aspects of the study material. We are primarily interested in testing your knowledge about, and insight into, the main themes and issues covered in the module, and the examination has been set with this in mind.

The types of questions you will have to answer are familiar to you, as you have encountered these forms of questions in the assignments. There are short answer questions, paragraph questions and essay questions in the examination paper.

The questions in the examination are mainly drawn from Learning Units 1, 2, 3, 4 and 6 of the study guide (*Tutorial Letters 501 and 502*).

For supplementary students there are also questions from Learning Unit 5, which deals with slavery at the Cape.

Learning Unit 7 will not be examined.

Division of the examination paper

The examination paper is divided into three sections: Sections A, B and C.

Section A: Short answer questions

This section consists of short answer questions. In order to cater for both supplementary students from last year and 'new' students, we have set twenty (20) questions from which you need to answer any ten (10) on themes you have covered. Each question carries 2 marks, thus this section is worth 20 marks ($10 \times 2 = 20$ marks).

You must answer short questions in full sentences. The suggested length of your answers is no more than five lines. Sometimes the answer required will be even shorter than this. The questions are drawn from Learning Units 1–6, and they aim to test knowledge about key aspects of the themes of these learning units.

Section B: Paragraph questions

In this section, there is again a choice of questions in order to cater for different student needs. We have set seven (7) paragraph questions and you have to answer any three (3) of them. Each question carries 10 marks, so Section B is worth a total of 30 marks.

Paragraph answers should be approximately 10–15 lines long. The questions are similar to the paragraph questions in your assignments and are drawn from Learning Units 1, 3, 4, 5 and 6 of the study guide.

Section C: Essay questions

Again, you have a choice in this section. We have set four (4) essay questions (drawn from Learning Units 1, 4, 5 and 6) and you have to answer one (1) of them. Each question carries 50 marks, so Section C is worth a total of 50 marks for the essay that you do.

There is no prescribed length for the essay that you write, but we suggest that you write between two and three pages. If you write much less than this, you probably do not know the material sufficiently well; if you write more – which we welcome – be sure to include only relevant material that is focused on the question and avoid repeating ideas.

The essay questions will reflect the major themes we are dealing with this semester and which are covered in the assignments. Note that the questions will not be identical to those of the assignments, but if you have written the assignments, you will have done essential preparation for the examination.

When you revise your study material we suggest that you study each theme in depth. For example, if you study the impact of European colonisation on Khoekhoe society at the Cape – the topic of Learning Unit 4 – do not select particular sections from the unit, such as only the role of the small pox epidemics, or the Khoekhoe's response to loss of land. Rather cover the whole unit, so that you are well prepared for any question from this learning unit.

It is important that your examination essays are well structured and logically presented in the same way as the assignment essays. Every essay should have an introduction, a body and a

conclusion. In this regard please follow the guidelines for writing essays that we emphasised during the semester, and as outlined in some detail in *Tutorial Letter HSYALLX/301* and in the online tutorials and podcasts on myUnisa.

In the examination, of course, we do not require footnotes and a bibliography, as you will not have sources at hand to which to refer and from which to quote.

In the interest of time, we also do not require a very detailed essay plan like we do in Assignments 02 and 03. However, planning remains important in order to ensure good focus and logical flow of argument in your examination essay. We therefore recommend that you do some quick planning before you begin to write your essay, by jotting down the main ideas for your introduction, conclusion and the various paragraphs of the body of your essay.

Managing your time in the examination

In the examination, you must be very careful to divide your time between the sections of the paper. We suggest that you spend no more than 30 minutes on Section A, no more than 30 minutes on Section B, and about 45–50 minutes on Section C. This will leave you with about 10 minutes for reading through the paper at the beginning of the examination session and planning your approach to the paper.

Be aware that you will be at a serious disadvantage if you run out of time, so leave yourself enough time to complete all sections properly. If you leave questions out, you lose those marks automatically, which could jeopardise the possibility of a positive result in your examination.

Thus, make sure that you answer all the required questions (the 10 short answer questions, 3 paragraph questions and 1 essay question), and be disciplined in your allocation of time.

Answering the examination paper

You are welcome to answer the questions in any order. Most students choose to begin with the short answer questions, but you are welcome to adopt whatever approach you prefer. It is important that you number all your answers clearly, giving them the same numbers as they appear on the examination paper, so that your examiners are in no doubt about which question you are answering.

The examination is set in both English and Afrikaans. You may answer in either language.

Concluding remarks

We certainly appreciate that the examination situation is often a stressful one. Remember that your examiners are interested in finding out what you know, and are not setting out to deceive you in any way. If you have worked steadily through the study guide and all the activities, and have worked out the assignment topics (even if you did not submit all of them), you will be very adequately prepared and will not have any unpleasant surprises in the examination.

6 STUDY GUIDE ACTIVITIES ON MYUNISA

Many of the activities referred to in the study guide (Tutorial Letters 501 and 502) are available under 'Additional Resources' on the myUnisa site for this module. However, a few activities will only be uploaded later once we have obtained the necessary copyright permission. We will alert you to the posting of the outstanding items on myUnisa by using the 'Announcements' tool.

Remember that we are here to assist you in any way we can. Contact us if you are unsure about any aspect of your studies.

Please accept our good wishes and support.

Henriëtte Lubbe (module coordinator)

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