

## **GUIDELINES**

### **DIGH 5012: Directed Readings and Research in Digital Humanities [0.5 credit]**

1. Students should consult the Digital Humanities website for a list of faculty members cross-appointed to the Digital Humanities program and their areas of research.
2. Students are required to secure an instructor from the list of cross-appointed faculty members. If no instructor can be found, the course cannot be taken.
3. The instructor and student must meet prior to registration to assess the Project Outline Form, appended to this document. The completed form must satisfy the instructor that the undertaking is valid and has been adequately defined, that a preliminary bibliographical list has been compiled, and that the method of evaluation and type of written evidence to be submitted is complete and in accordance with these guidelines.
4. After the Project Outline Form has been approved by the instructor and the Graduate Supervisor of the Digital Humanities program, students will be informed by email to register in the course through Carleton Central.
5. Students must register before the registration period closes.
6. Coursework may include a single final paper, shorter papers, other written assignments and reports, and/or digital artifacts and assignments. As a guideline, coursework load should be the equivalent of a formal research essay of 20-25 double-spaced typewritten pages in 12-point font, exclusive of cover page, bibliography and footnotes/endnotes.
7. All work is due by the last day of classes. These are Senate deadlines and supervisors have no power to give extensions, or to accept late work. Requests for extensions should be directed first to the Graduate Supervisor of the Digital Humanities program, who will refer you to the Registrar if a deferral is required.

#### Notes for Instructors

1. Instructors should ensure that assigned workloads are comparable to 5000-level classes.
2. Prior to the end of the 1<sup>st</sup> week of class, instructors must provide the Graduate Supervisor with a copy of the signed Project Outline form. Once the Graduate Supervisor reviews and approves this form, students will be informed by email and can then register in the appropriate course through Carleton Central.
3. The instructor will determine, in consultation with the student, a suitable number of meetings to ensure monitoring of the student's progress.
4. All grades must be submitted to the Graduate Supervisor of the Digital Humanities program within 10 days after the last day of classes. The Graduate Supervisor will submit the grades through the E-grades system.

**Project Outline Form**  
**DIGH 5012: Directed Readings and Research in the Digital Humanities**  
*Submission is due one month in advance of registration deadline*

Name:

Student Number:

Telephone:

Email:

Date of application:

Term:            Fall 20 \_\_\_\_                      Winter 20\_\_\_\_                      Summer 20\_\_\_\_

Instructor:

Proposed topic or title:

Outline of Topic: *Attach to this form*

Preliminary Bibliography: *Attach to this form*

Basis of evaluation:

Student's Signature

Date

Instructor's Signature

Date

Digital Humanities Graduate Supervisor's Signature

Date