



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Dear Professor _____(name) ,

I'm writing to request your permission to use _____(class) to fulfill a course requirement for the University of Tennessee Graduate Certificate in Digital Humanities (DH). In order to satisfy this requirement, I would need to substitute a substantial DH component for part of the course requirements. If you agree, we will work toward creating a satisfactory agreement outlining the details of this substitution using the DH Independent Project Agreement below.

I have a working knowledge of DH projects and methods, and I will not rely upon you to provide me with any DH guidance.

If you have questions about UT's Graduate Certificate in Digital Humanities, please visit the website, <https://humanitiescenter.utk.edu/public/certificate.php>. Additional inquiries can be directed to the Certificate Chair, Hilary Havens, hhavens1@utk.edu

Thank you for your consideration.

Sincerely,

Student Signature

Printed Name

DH Independent Project Agreement

Between _____ (instructor)

And _____ (student)

For _____ (class)

The student requests the faculty member's approval to substitute a Digital Humanities (DH) project or component for a portion of the course requirements. The student understands that the faculty member is not obligated to agree to this arrangement.

In entering into this agreement, the student certifies that they have working knowledge of DH projects and methods, and they understand what a DH project will entail. The student will not expect the professor to provide any additional DH instruction.

The student and faculty member agree that the student will work on a digital humanities (DH) project as part of _____ course. The DH project will replace _____.

Here are the primary elements of the DH project:

1. A mandatory consultation with the program chair (Hilary Havens) and the digital scholarship librarian (Joshua Ortiz Baco) in order to scope the project and ensure its feasibility;

2. The executed DH element of the project, specifically

(to be filled out after #1 above is completed);

3. (Optional) A _____ class presentation of the DH project;

4. A substantive written component, satisfying the goals of the course, and whose length and content should be determined by the instructor;

5. A supplementary 1-page paper describing the methodology used to create the DH Project that should be included in the student's Portfolio at the end of the DH certificate.

The DH project and accompanying paper will be due on _____.

Evaluation of the Final DH Project

The professor will evaluate the final project according to how well it meets disciplinary standards and exemplifies the overarching aims of the course. The professor may choose to consult with DH faculty or staff regarding the effectiveness of the project *as a DH project*. If the professor does choose to evaluate the project as a DH project, this evaluation will only count toward _____ of the student's final grade on the DH project.

Agreement

I certify that I have read and agree to the above terms for the DH project to count as part of _____ (course).

Student Signature

Date

Faculty Signature

Date

DH Certificate Chair Signature

Date

To be completed at the conclusion of the course:

I certify that the above contract has been successfully fulfilled.

Student Signature

Date

Faculty Signature

Date

DH Certificate Chair Signature

Date