Digital Humanities Capstone Guidelines

In the semester prior to enrolling in the Capstone class, students who intend to pursue the Capstone will notify the certificate director via email of intent to take the Capstone. The deadline for this notification will generally be November 1 in fall and April 1 in spring. There are two important requirements for the Capstone that all students arrange

Faculty Advisor:
Students will select a faculty advisor who serves as mentor and supervisor of the Capstone. The supervising faculty member works with the student to define the Capstone project and make sure resources are available to complete it. The Capstone gives the student practical, hands-on experience working collaboratively and the chance to become more proficient with a specific way of practicing digital humanities. The Capstone supervisor helps the student ensure that these goals are met and prepares the student for the public presentation at semester's end.

Collaborators:
Working with the faculty advisor, the student identifies collaborators For the Capstone. The Digital Scholarship and Publishing Studio (DSPS) will be a main collaborator for many students. To facilitate placement in a Studio project, the student works with the Certificate Director and Director of DSPS to determine what kinds of expertise the student wants to develop during the Capstone semester. The student is then placed in an appropriate Studio project. Collaborations might exist outside of DSPS. The student and the faculty advisor will work to determine appropriate collaborations.

A **Project Proposal** is completed by the first day of the Capstone semester. Project Proposals should be 250-300 words and include the following:

- a **Memorandum of Understanding (MOU)** outlining the commitments of the student, the advisor, and the collaborators.
- a summary of the project to be completed
- a timeline for the project
- objectives for the Capstone (expressed as deliverables)
- a list of the director, project manager, and participants involved in the project
- the work the student expects to complete by the end of the semester, and the scholarly significance of the work

The Capstone Semester:
Leading up the semester of the Capstone, the student works with the advisor, collaborators, and the director of the certificate to define the Capstone project. General requirements of the Capstone include:

- The student enrolls in the Capstone class for 1-3 semester hours credit (3 sh if the student intends to complete the entire Capstone in one semester).
- During the semester, the student meets regularly with the faculty advisor.
- During the semester the student spends a minimum of eighty hours on-site time working on the Capstone project. The student attends meetings with collaborators on a regular schedule
- The Capstone class meets every other week. All students attend class sessions.

By semester's end, all students will complete the following:

Work Log: The work log describes the work the student contributes to the project, both quantitative and qualitative including technical work as well as information about meetings attended, ideas contributed, project management strategies implemented, and collaboration and communication undertaken. By the end of the semester, the log reflects a minimum of 80 hours of work.

Final Presentation: All students in the Capstone class do a final presentation, which will be scheduled, advertised, and open to the public.   The presentation should demonstrate the student's unique contribution to the project and should take the form of a poster or conference presentation. Presentations will be assessed by both the project director and a committee of DH scholars knowledgeable in the student's subject area.

Final Reflection: At semester's end, students complete a brief (3-5 page) reflection paper. This paper requires no external research. It is an opportunity to reflect on the work of the semester and to summarize the technical and conceptual gains the student has made.

The Capstone class is completed when all the above requirements are met. The Capstone class is graded pass/fail. The faculty advisor, Certificate Director, and relevant collaborators will all contribute to the assessment of the Capstone semester.