Professor

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Connect With Me

There are four modules in this course and you will be required to attend an online Virtual Office Visit once per module (so, four times during the semester).

Details will be provided as the course progresses.

Course Catalog Description

By focusing on a group of digital humanities projects and platforms students will learn about contemporary digital transformations of historical and cultural research across a range of materials and eras. Students will use these digital humanities projects and platforms as texts, to study, critique, and actively engage with real-world online materials. Satisfies SEEDS Effective Writing I student learning outcome in alignment with Educated Citizenry value.

Overview of Our Section

Welcome to Digital Transformations in the Humanities. The course section is entirely online. Although assignments will have firm due dates, we will not meet synchronously as a class.

Although the focus of this course will be on four major transformations in textual interactions, the Digital Humanities, **this is, at its core, a writing class.**

* **You should expect to do a great deal of writing, as much as you would have expected to do in a composition course.**
* Over the course you can expect to write a minimum of 4000 words. Some weeks you may write more than others.
* Each of the four modules requires a paper, including two drafts (for a total of three versions of each paper). The first version of each paper is 250 words, 500 for the second draft, and 750 words for the final draft.
* You will review 10 different sites and submit a 2-4 minute video review of each.

**Be sure to read over the entire syllabus and plan your work accordingly.**

**Especially note the DATES AND TIMES that things are due.**

**You also MUST read the SYLLABUS ADJUNCT Page in our Canvas Course. You will be tested on the content of this syllabus AND the information on that page.**

Although some of the work may be challenging, if you plan appropriately, you'll make it much easier on yourself.

**Engagement is the key to success. Engagement = preparation + participation**

Student Learning Outcomes

1 Students will gain an introduction to the field of digital humanities.  
2 Students will explore major digital humanities projects from a variety of sub-disciplines and methodologies.  
3 Students will understand how digital humanities projects, especially those that focus on the ancient and pre-modern world, engage with contemporary audiences immersed in the digital world and/or social media.  
4 Students will analyze and discuss how and by whom access to texts, museum artifacts, and other cultural knowledge is determined.

Course Policies

LATE WORK POLICY  
The due date and time is the LAST possible date/time you can submit something without a penalty. Because this is an asynchronous course, you do not have to submit something ON the due date, you can submit it prior. Once the due date and time has passed, as long as Canvas will allow you to submit something, you can, but not without a penalty.

You don’t have to wait until the DUE date to submit something. That is the LAST day you can submit it without penalty. It never hurts to submit something early.

Regarding due TIMES - to answer two commonly asked questions:

* yes, the due TIME for things IS 4:30PM on the due date
* no, I won’t change it to 11:59pm or any other time. :)

Most people would like feedback as soon as possible. I am awake at 4:31PM and can begin reviewing assignments. I am NOT awake at 12:00am midnight, so submissions wouldn’t get looked at for a while.

Work that is handed in beyond the due date AND TIME will be subject to a reduction in the points awarded for that assignment. This penalty will be applied AFTER the item is graded using the provided rubric. The reduction will be 10% for every 72-hour period the item is late. The 10% penalty will be taken from the current maximum possible score.

For example

* A 10 point assignment submitted anywhere from 0-72 hours late (1-3 days) will be assessed a 1 point penalty (10% of 10 points = 1pt)
* This 10 point assignment now has a maximum total value of 9 points (10 points - 1 point penalty)
* Something turned in anywhere from 72-144 hours late (3-6 days) will be assessed a 0.9 point penalty (10% of 9 points - 0.9pt)
* This 9 point assignment now has a maximum total value of 8.1 points (9 points - 0.9 points)
* This process continues every 72-hour period from the due date and time until the item is submitted.

ATTENDANCE POLICY  
There is no attendance policy as there are no synchronous classes to attend.   
There are Due Dates, however, and those are structured in an order and designed purposefully to build on the learning experience to achieve the same result (or better?) from a face-to-face experience. This is a critical part of the experience and the learning.

Instead of focusing on getting to campus, parking, coming to our classroom, etc.. you can focus on the dates and times built into the structure of the course. Pay close attention to these, as some assignments cannot be made up after the due time.

CLASS LOCATION  
This is an asynchronous, fully-online course, which means there is no class location. Canvas is our class location :)

Coursera Learning Objects for this Course

This course includes one or more learning objects that have been created,are hosted, and provided by Coursera. For more information on the Coursera project, review the [Coursera Documentation](https://docs.google.com/document/d/1qNmXmDC3TebdVmzpp7eP4OANS9gQcwP4spyMr6W_9gY/edit?usp=sharing).

I have reviewed the material and found it contributes meaningfully to the course. Neither I, nor Montclair State University are not responsible for any changes, errors, or omissions in the Coursera content or third-party virtual lab spaces. The “instructor” shown on the Coursera learning object page is the creator of the Coursera content and does not work for Montclair State University. Questions about how the module relates to this course should be directed to me. All technical issues must be addressed to Coursera support via the [direct link](https://www.coursera.support/s/?language=en_US) or the “?” Learner Help option in the lower-right corner of your profile, where you can start with the Knowledge Base or connect via Chat.

Accessing Coursera

You will sign in to the Coursera learning object via the Assignment in Canvas using your NetID. If the module requires you to create an account for another tool (Scratch, Asana, etc.), use your Montclair email/NetID (when possible) to enable Multi-Factor Authentication. Coursera learning objects must be completed on a laptop using the Chrome or Firefox web browsers, with pop-up blockers disabled. Smartphones, tablets, and the Safari web browser are not supported. Please see the [troubleshooting tips section of the Coursera Documentation](https://docs.google.com/document/d/1qNmXmDC3TebdVmzpp7eP4OANS9gQcwP4spyMr6W_9gY/edit?tab=t.epslljymurnc) for more information.

Completing the Learning Object

You can pause, rewind, or rewatch videos and module content as needed. If you leave and return to a module and are taken to the quiz, simply navigate back to the content section and relaunch the lab. Differences may appear between video instructions and your interface because cloud-based tools, such as Google, change frequently and Montclair accounts may vary. Post-assessment surveys are optional. You will never need to pay for any assigned Coursera content or certificates while enrolled in the Montclair State Coursera program. If you are prompted to pay for anything, contact [Coursera Support](https://www.coursera.support/s/?language=en_US) to ensure you are accessing our Montclair Instance. Due to current limitations, students will be removed from the Career Academy license after 6 months of inactivity. Accounts removed from the license remain accessible, do not lose any progress, and can rejoin the Montclair license at a later date if needed by clicking on the following <https://www.coursera.org/programs/montclair-state-university-career-academy-vzck1?authProvider=montclair&attemptSSOLogin=true> Coursera may send promotional and marketing emails in addition to module notifications; these come from Coursera, not Montclair, and participation in unassigned modules is at your discretion. To reduce marketing emails, you can follow Coursera’s unsubscribe instructions. (see [FAQs](https://docs.google.com/document/d/1qNmXmDC3TebdVmzpp7eP4OANS9gQcwP4spyMr6W_9gY/edit?tab=t.epslljymurnc))

VIRTUAL OFFICE VISITS (VoV)  
I make times available for the virtual office visits (VoV). You are required to attend one Virtual Office Visit per module. This the the only assignment that cannot be submitted after the due date. You can attend a VoV anytime during the entire module. I highly recommend you reserve your time as soon as possible once the module starts. Many (MANY!) students wait until toward the end of the module. It never fails that I get an email from someone saying that there are no more VoV times and the module ends in the next day or so. That is unfortunate, and I do not make any more times available because there are SO many of them from the start of the module. My advice, get it out of the way as soon as possible.

Once you reserve a time, I will be online during that time. Sometimes things come and you need to reschedule the appointment time you selected and reserved. If that becomes the case, cancel the one first so I know you will not be showing up. Google Calendar has a mobile app so you could cancel the appointment from your computer or phone, pretty much anywhere you have internet OR cell access.

If you make a VoV appointment and do not cancel it BEFORE the appointment time you will not be allowed to reschedule and you will not be given credit for the VoV for that module. As long as you cancel BEFORE the meeting time (so I'm not sitting there waiting for you for 15 minutes), you are welcome to reschedule for sometime during that module.

READ BEFORE YOU WORK  
For each quiz you will need to read or watch something and the response to a question or set of questions. With the exception of the Syllabus Quiz and DH Projects Quiz, you should read the question BEFORE reading or watching.

Most other assignments have a rubric attached. This is a critically important item if you want to do well in this course. The rubric tells you what I will be looking for, specifically, when I evaluate/assess your submissions. You should read the rubric before you start the assignment, while you are working on it, and then one last time before you submit. Past experience shows that most points are lost because items on the rubric were excluded or not followed.

ACADEMIC INTEGRITY  
There is an entire (pre-fab) section of the syllabus that focuses on Academic Integrity.

Every draft of every paper you submit will be reviewed via MSU's Plagiarism Review tool, TurnItIn. TurnItIn will compare your submission to university repositories, website content, as well as periodicals, journals, and publications.

A special note about the use of AI (artificial intelligence). AI as a tool has a place in helping us do things as part of our daily lives. It can help generate ideas, flesh out concepts, as well as a number of other things. The use of AI to write your assignments for this course is not allowed, given the purpose of the course is to learn to write papers and using AI to do so would not only go against the purpose of the course but would be academically dishonest. If you do obtain useful content from an AI search that you would like to use in a paper, you must cite it, like any other secondary source. MLA has specifics on how to cite content obtained from an AI source.

Academic Honesty and Integrity

Academic Honesty is a core University value. Take time to understand the [University's policy](https://www.montclair.edu/policies/all-policies/academic-dishonesty/). Your questions about academic honesty are always welcome. You can ask me or consult the [Center for Academic Success and Tutoring (CAST)](https://www.montclair.edu/center-for-academic-success-and-tutoring/) or the [Center for Writing Excellence (CWE)](https://www.montclair.edu/center-for-writing-excellence/?) before submitting work.

Grading Breakdown

This information is being posted prior to the start of the course. I want you be be fully aware of what assessment and evaluation rubric you're be held to from the very start of the course.

That said, there may be minor changes, additions, subtractions, etc. during the course of the semester.

| **Virtual Office Visits** | 1 point each x 4 | 4 pts | 1% |
| --- | --- | --- | --- |
| **DH Project Video Discussions** | 5 points each x 10 | 50 pts | 17% |
| **Reading/Watching Quizzes** | 1 point each x 14 | 14 pts | 5% |
| **Paper v # x.1** | 4 points each x 4 | 16 pts | 6% |
| **Paper v # x.2** | 8 points each x 4 | 32 pts | 11% |
| **Paper v # x.3 (final version)** | 10 points each x 4 | 40 pts | 14% |
| **Syllabus Quiz** | 25 points | 26 pts | 9% |
| **Assorted Assignments** |  | 14 pts | 5% |
| **Final Portfolio** |  | 77 pts | 27% |
| **DH Video Quiz** |  | 15 pts | 5% |
|  |  | 288 pts |  |

Grading Scale

| A | 94-100% |
| --- | --- |
| A- | 90-93% |
| B+ | 87-89% |
| B | 84-86% |
| B- | 80-83% |
| C+ | 77-79% |
| C | 74-76% |
| C- | 70-73% |
| D+ | 67-69% |
| D | 64-66% |
| D- | 60-63% |
| F | 0-59% |
| **Letter Grade** | **Percentage** |

Course Schedule

As this is an asynchronous online course, it starts the first day of the semester and ends the last day of classes.

This course is designed to give you a great deal of flexibility for when you get your work done, but note that there are VERY firm due dates and times for things to be submitted.

For a schedule of ALL ASSIGNMENTS, see the CALENDAR.

SYLLABUS ADJUNCT PAGE

The following information is critical to your success in this course. You will be tested on the content of this page as well as the Montclair Syllabus page for this course.

Three Keys to Success in this Course

The three things you must do to be successful in this course are:

1. submit things
2. submit them on time
3. follow the rubric

Simple enough, right?

The evaluation for this course is a points-based system. The Grading Breakdown section in the Montclair Syllabus gives you an overview, and the most important thing to know is that **every point counts.** One point can be the difference between one grade and the next. So make sure you are getting as many points as you can on each assignment.

**Submit everything**Any assignment you do not submit by the due date and time will be marked with a zero (0). Zeros are not good for your overall grade, so submit everything. The zero is temporary, until you turn something in. Late assignments are accepted, as long as Canvas will allow you to submit it.

**Submit things on time**

This course has a generous late policy (see Course Policies in the Syllabus). It takes a very long time for an assignment to be worth nothing. So if you cannot turn something in prior to the due date and time, turn it in within the first 72-hour late period. If you can’t do that, turn it in within the soonest 72-hour late period. Once a late assignment has been evaluated the grade will replace the zero in the Canvas Gradebook

**Follow the Rubric**

There will be a rubric for each important assignment you’ll need to complete. The rubric lets you know what criteria will be used to evaluate your work. **You should use the rubric as a checklist BEFORE working on an assignment**. As you work, make sure each of the components are being covered. This will be better and far less time consuming than trying to do that AFTER you’ve completed the assignment and before turning it in. When given a grade you can check the rubric to see what needs to be addressed in revisions or future assignment

Also, Pay attention to BOTH the DATE and TIME assignments are due. Little points here and there lost due to late assignments add up in the end.

READ each assignment. After you've read it, read it again. Make sure what you are writing or speaking about is what is being asked for in the assignment.

FOLLOW the Rubric. This is the number one cause for points being lost unnecessarily. The rubric is what is used to evaluate what you are submitting. You should be using it as a guide for when you put your work together

Three Rubrics for your Papers

There are four modules in this course and you have to write a formal expository essay for each one. You are also required to submit two draft versions of each paper, consider them rehearsals or practice runs.

Following each submission you will be provided feedback and assessment via a rubric that is attached to each assignment. You should review each rubric carefully when working on the assignment, as the rubric is how you will be graded. Each of the rubric is designed to “build” on the previous one, supporting existing items and adding new ones.

For the first paper the rubric criteria includes:

* reviewing the correct project(s)
* specifically mention each of the four core concepts with respect to the project(s)
* including the primary source(s) in your Works Cited section
* meeting the minimum word count
* using the appropriate formatting styles.

The second paper rubric reinforces those from the first paper, while adding:

* a requirement for an in-text citation from the primary source
* the addition of a secondary academic source
* an increase in the minimum word count.

The third and final paper rubric continues to reinforce the previous criteria, adding:

* the requirement of an in-text citation from a secondary source
* an increase to the word count, to include a maximum (including the penalty for going over).

Understanding and following the rubrics will be the biggest key to a successful submission.

If You’re Late, Do it Right, Don’t Rush It

With respect to the late policy noted in the Montclair Syllabus, The late penalty cycle is 72-hours (3 days) and all assignments are due at 4:30pm on the due date.

If you turn it in at 5:30pm on the due date, the submission will be evaluated and then you would lose 10% of the assignment value. If you turn that same assignment in at 5:30pm the next day, you would still only lose 10% following the assessment of the work.

The first minute, and the last minute, of the 72-hour cycle result in the same 10% penalty. So if you are going to be late, which I do not recommend, but if you are, then take the time to make sure if it the best work you can submit. Just make sure not to go beyond the 72 hours.

DH Review Videos and Panopto

During the semester you will need to record a 2-4 minute video review and critique for ten specific assignments.

* I encourage you to properly research and make notes for yourself prior to recording, or even write out what you want to say in its entirety and read that.
* You MUST use Panopto to record, upload, and store the videos. Panopto has both a desktop and mobile version.   
  Instructions on how to do this can be found here. <https://support.panopto.com/s/article/Submit-an-Assignment-in-Canvas-as-a-Student>
* Please check for technical issues well prior to the due date. You can address support questions to the MSU Help Desk at 973.655.7971 or [helpdesk@montclair.edu](mailto:helpdesk@montclair.edu)
* There must be a video component to each submission. No audio only and no blank screens.   
  If you do not wish to be on camera you have options, such as doing a narrated powerpoint presentation or a voice over video screen capture.
* Production quality will not be part of the assessment.   
  There is a rubric with each assignment - you should check the rubric prior to working on the assignment and make sure to address the criteria:
* no less than 2 minutes and no more than 4
* that you are discussing the correct assignment
* that you discuss each of the four core concepts (novelty, usage, transparency, and future) in relationship to the assignment.
* Each of the 10 videos will have to be embedded (playable) in the Google Site as part of your Final Portfolio.

Use of AI in this Course

The goal of this class is to help you write a college‑level expository essay: reading critically, evaluating arguments, and expressing **your own ideas** in writing.  
If you hand that process over to AI, you miss the very skills this course is designed to teach.

This isn’t a debate about whether AI is “good” or “bad.” This policy is simply a **practical rule** for assignments that are meant to assess ***your*** thinking and ***your*** writing.

I need to see **your** writing voice—the same way I’d recognize how you speak differently with friends, family, or professors.  
Over the semester, I’ll be reading multiple drafts from you; mismatches between your authentic voice and AI‑generated writing almost always stand out.

Using AI text generators **to write your assignments for you is not permitted**. AI can be used for a variety of things, including helping you formulate the ideas you wish to include in your paper or making sure citations are properly formatted. Including any text that was written by an AI, without proper citation, is the same as copying something from a book or journal and not properly citing it - it is academically dishonest, and if discovered, will be treated as such. Please don’t put either of us in that position.

I would much rather read something that is unmistakably yours than something that isn’t. Bring me your best effort—that’s what we’ll revise, refine, and strengthen together. That’s how you’ll grow into a more confident and capable writer, both in this course and in your future work.

MSU Center for Writing Excellent Weekly Workshops

The Center for Writing Excellence is hosting a series of online workshops during spring semester to help develop writing practices you can use now and in the future.

Workshops are 45 minutes long and do not require advance preparation. All students, faculty, staff, and alumni are welcome to attend.

To learn more about the CWE, visit our website: [www.montclair.edu/cwe](http://www.montclair.edu/cwe)

Introductory Paragraphs and Secondary Sources

Your first paragraph should be a standard introductory paragraph, with a thesis statement as your first sentence. If you want to review this, check the links at [Common Comments from Evaluation of Papers and Videos](https://montclair.instructure.com/courses/210548/pages/common-comments-from-evaluation-of-papers-and-videos)

As for secondary sources - they should always be academic, the type you would find via the library or Google Scholar. You can also use any of the readings from the course as a secondary source to support your claims.

Calendar View

If you were not aware, Canvas has a Calendar view where you can select courses and see when assignments are due on a calendar. It may be a more helpful way to visualize what is due when.

[Here are instructions Canvas (which is owned by Instructure) provides on how to use Calendar view.](https://community.canvaslms.com/t5/Canvas-Basics-Guide/How-do-I-use-the-Calendar/ta-p/617613#:~:text=As%20a%20student%2C%20you%20can,duplicate%20events%20for%20course%20sections.)