



Dear Professor _____ ,

I'm writing to request your permission to use _____ to satisfy the elective requirement of the UVA Graduate Certificate in Digital Humanities (DH). In order to satisfy this elective 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 Elective 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 the UVA Graduate Certificate in Digital Humanities, please visit the website, dh.virginia.edu. Additional inquiries can be directed to the Certificate Administrator, Rennie Mapp, at mapp@virginia.edu.

Thank you for your consideration.

Sincerely,

Student Signature

Printed Name

DH Elective Agreement



Between _____ and _____

For _____

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 he/she has working knowledge of DH projects and methods, and he/she understands 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 Scholars' Lab or an alternative DH center 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. A _____ class presentation of the DH project (this requirement may be waived by the instructor);
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 1-3 page paper describing the methodology used to create the DH project; this paper will not count toward course credit, but rather serve as partial fulfillment of the Practicum portfolio requirement for the graduate certificate in digital humanities.

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 Director 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 Director Signature	_____ Date