

Digital Humanities Portfolio Rubric¹
University of Tennessee Graduate Certificate Program in Digital Humanities

Candidate's Name:

Date:

Faculty Advisor's Name or DH Program Chair:

Evaluation instructions:

Please see program requirements listed in UTK's Academic Catalog

(https://catalog.utk.edu/preview_program.php?catoid=35&poid=17944):

“As part of the non-course requirement, students will assemble and submit a **portfolio** in ENGL 593 (or the equivalent) for evaluation to a faculty review committee consisting of the DH program chair and one faculty member assigned by the program chair. The portfolio will include the student's final Digital Humanities Project, which will serve as the centerpiece for the portfolio, and will also showcase work in each class they have taken toward the DH Certificate.”

Evaluators: Portfolios should contain projects connected to every class that satisfies the DH graduate certificate requirements. While we encourage breadth and depth of study in digital tools, evaluations are based on the entire context of the portfolio and may bear in mind varied career goals. Please see below for more detail on the components of the portfolio.

Students: Please plan your portfolio with these criteria in mind. We encourage you to present your work at the end-of-year portfolio presentation forum offered through the UT Humanities Center. Your presentation will be recorded and archived for the program, along with links to your dossier through a public website, which you in turn can use for job-seeking and other purposes.

Rubric scoring system (unless indicated):

- 1 – Unacceptable / Incomplete
- 2 – Acceptable
- 3 – Good
- 4 – Excellent

Rubric:

Does the public website clearly present a project or projects and the student's role in contributing to such project(s)?	
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¹ Adapted from University of Virginia's public dossier rubric from their graduate certificate program in Digital Humanities.

<p>Does the candidate’s portfolio contain one project for each DH class taken and is thus complete in all respects?</p>	
<p>Does the portfolio clearly indicate the candidate’s experience or understanding of technology (tools, code languages, collaboration tools or practices, etc.) and show acquaintance with more than one technical approach (preferably)?</p>	
<p>Do/Does the public facing aspect(s) of the portfolio effectively present an account of the student’s experience learning and using DH-related research methods? This may be in one narrative introduction (brief); in sidecar commentary; installments associated with different parts of the portfolio. Such reflection on their development is expected in a portfolio.</p>	
<p>Does the portfolio give clear credit for any images used, texts cited, etc.?</p>	
<p>Does the portfolio clarify the student’s role in all projects, indicating whether the work was performed individually or collaboratively and whether it was for a specific assignment or as an independent project?</p>	
<p>Do you have any recommendations for revision of the portfolio for final submission? This may be input for after the final version. Considerations might include recommending a different tool or method, lack of clear research questions/purpose or outcomes, handling of intellectual property, design, material that might be considered unprofessional or sensitive, or indicating inexperience.</p>	
<p>Do you vote to pass this portfolio? Yes / No</p>	
<p>Overall ranking</p>	
<p>Please add brief, specific comments to be shared with the candidate.</p> <div data-bbox="300 1409 1321 1866" style="border: 1px solid black; height: 218px; margin-top: 10px;"></div>	

Background on the portfolio requirements:

The director of the DH Certificate along with **one** member of the DH Certificate Steering Committee **or** a faculty member selected by the chair in a field closely related to the candidate's will assess the candidate's portfolio (all projects completed for DH classes at UTK and their accompanying public framing). The student should have submitted a preliminary version of these materials in February (date to be determined annually) and submit the final version April 1. Fall graduation has comparable deadlines.

Students with an overall ranking of "2" or higher will pass the portfolio requirement. Students who receive a "1" will be asked to resubmit their materials by the "final version" deadline and will be given an opportunity to revise their work before graduation.

The portfolio must contain:

A: Public website or webpage

The webpage or website should list all the DH projects the candidate has worked on. There should be an image associated with the project, a brief description of the project and the student's contribution to the project, a link to the project website or GitHub page, and links to any blog posts you may have written about the project. This would also be the place to share any relevant, polished written work, for instance a researched seminar paper, that you wish to post rather than to publish with a journal (which would entail copyright). Think of this webpage as a showcase of your DH work to prospective employers. That said, you may decide that some of the projects you list should be simply described in words; these might include projects that you are not a leading collaborator for (it is not yours to "publish"), or preliminary plans for projects not yet prototyped.

B: Submitted portfolio

This is a private document that will be submitted to the director of the DH Certificate Program. This document should include:

1. A list of the courses the candidate has taken to satisfy the DH certificate requirements.
2. The course requirements for the DH project for each DH course or an indication that the project was conceived independently or with instructor consultation.
3. The DH projects for each course, as well as any DH project on which a candidate worked outside of the coursework requirement. Presentation of projects must clearly state the candidate's role and that of collaborators, and the circumstances (RAship; coursework; individual project; for thesis or dissertation, etc.).
4. Optional: reflections on DH speakers, events with the DH Community of Scholars, and other community events (including DH courses taught and DH conferences attended) in which the candidate participated during their graduate tenure at UTK.

5. Optional: any relevant reflective writing or scholarly work that the candidate does not wish to present on the public website. Conference presentations can be included here, as well as reviews or articles, if available.

The director of the certificate program will evaluate this document in conjunction with the public website that the student creates to determine the student's eligibility to graduate with a Graduate Certificate in Digital Humanities.