Instructor: Geoffrey Rockwell  
Time: Thursdays 9:00 am - 11:50 am  
Classroom: Arts 112  
Office: Arts 3-22  
Office Hours: by appointment  
E-mail: geoffrey.rockwell@ualberta.ca  
Personal Website: www.geoffreyrockwell.com  
Course Website: http://huco.ualberta.ca/moodle/

Course Prerequisite: None

Course-based Ethics Approval: Not needed, no such projects involved


Online readings will also be assigned.

Course Description and Objectives:

Humanities Computing research is unlike traditional humanities research in many respects: the scope of projects usually extends beyond the single-scholar research model, the computer tools needed for research are expensive and the technology changes rapidly, electronic publishing is a largely unknown and expensive undertaking rarely tackled by conventional print publishers, and electronic research requires updating and maintenance beyond project funding. This course will prepare students for the various aspects of designing, implementing, managing, and maintaining a Humanities Computing research project.

Grade Distribution:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
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<tr>
<td>Homework</td>
<td>10%</td>
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<tr>
<td>Project Proposal</td>
<td>15%</td>
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<tr>
<td>Mid-Project Report</td>
<td>15%</td>
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<tr>
<td>Project Presentation</td>
<td>10%</td>
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<tr>
<td>Project and Project Report</td>
<td>40%</td>
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Explanation of Assignments:

Project Proposal (15%)
Due on January 22nd
Write a project proposal in your team for the client outlining what you propose to do. It should
be clear about the deliverables that expect to get done by the end of the term. It should provide contact information and it should describe how you expect to communicate with the client. You can discuss what will not be done, if appropriate and you can use this to be clear about what you need from the client, if that is an issue. (5 pages)

**Mid-Project Report (15%)**
Due on February 26th
Each team should submit a mid-project update to me. After you get comments you should update it and send it to the client. This update should include a discussion of what has been achieved, a link to (or documentation of) a prototype, a section on next steps, and discussion of any outstanding issues. You should use this to discuss any expectations (stuff you need) you have of the client and to give them a sense of the solution to their needs so they can give you feedback.

**Project Presentation (10%)**
Due on April 9th
All project teams should be prepared to give a short team presentation about the final project. This presentation should take no more than 15 minutes with 5 minutes for questions. This will be assessed not on the project, but on the quality of the presentation. I expect a timely, clear and well organized presentation that introduces the project and what you have done to meet the needs of the client. I also expect professional presentation aides (whether live demos, slides, handouts or other), that both team members will present in a coordinated fashion, that you will engage us, and that you will handle questions thoughtfully. You are responsible for ensuring that your client attends. At the presentation I will ask the client to send me comments on the presentation and project.

**Project and Project Report (40%)**
Due on April 16th
The final project is due to the client at the end of the course. You are expected to negotiate the hand-off of the project to the client that should take place no later than April 16th. Along with the project hand-off you should prepare a report that documents the project for the client. This report is what I want to see along with the information I need to be able to view the actual project. Normally the project report should be about 10 pages; in some cases however, the project report might be the project itself (eg. a usability study). In those cases the report would be longer. Also, should the project not be visible on the web, I expect additional documentation that will allow me to understand the project and assess it.

**Project Reflection (Homework)**
Due one day after project report handed in
When you submit the final project report (and project) to me you should each individually submit a personal reflection on how it went by email. This reflection should discuss how the project went, how your team worked together, how the relationship worked with the client, what went well, what you learned and what issues you feel are important to note. This is your chance to alert me to things you did that may not be obvious and problems that you may have had.

**Homework (10%)**
There are a number of short homework assignments. These have to be done on time because they are important for class activities. You will get full marks for having them ready on time.

**Participation (10%)**
Participation will be assessed two ways. A) Participation will be assessed based on your participation in class discussions and attendance. B) Participation will be also be assessed based on initiative to contribute to the class culture in ways that help others.

**In-class Recording**
Audio or video recording of lectures or seminars is permitted only with the prior written
consent of the instructor. Any approved recording must be solely for the personal use of the individual student.

**Project Confidentiality**
We will be discussing in class your projects for real community organizations. You are expected to keep those discussions confidential and not to repeat what is discussed outside of class.

**Academic Dishonesty:**

- “Policy about course outlines can be found in Section 23.4(2) of the University calendar.” (GFC 29 SEP 2003).

- “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.ualberta.ca/secretariat/appeals.htm) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.” (GFC 29 SEP 2003)

- **All students** should consult the “Truth-In-Education” handbook or Website (http://www.uofaweb.ualberta.ca/TIE/) regarding the definitions of plagiarism and its consequences when detected.

- **Students not writing in their native language** should be aware that, while seeking the advice of native or expert speakers is often helpful, *excessive editorial and creative help* in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences. An instructor who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. Before unpleasantness occurs consult http://www.uofaweb.ualberta.ca/TIE/; also discuss this matter with any tutor(s) and with your instructor.

**Attendance, Absences, and Missed Grade Components:**
In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.4.2 and 23.4.3 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

**Policy for Late Assignments:**
Students who consult in advance with an instructor regarding contingencies preventing the timely completion of an assignment may, at the discretion of the instructor, be granted an extension. Otherwise, assignments will receive a 10%-per-week penalty assessed for each subsequent week of lateness.

**Grading:**
Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“OIS Graduate Grading Scale”). The percentage
mark resulting from the entire term work and examination then produces the final letter grade for the course.

“OIS Graduate Grading Scale”

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<th>Descriptor</th>
<th>Letter Grade</th>
<th>Grade Point Value</th>
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<tbody>
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<tr>
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<td>A</td>
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<td></td>
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<tr>
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<tr>
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