



# CENTER FOR TEXTUAL STUDIES AND DIGITAL HUMANITIES

LOYOLA UNIVERSITY CHICAGO

*Updated August 2024*

## Digital Humanities MA Program Handbook

### General

#### Program Director

Dr. Elizabeth Hopwood, Loyola Hall 315, [ehopwood@luc.edu](mailto:ehopwood@luc.edu)

Your main adviser will be the Graduate Program Director (GPD). The current GPD is **Dr. Elizabeth Hopwood**. You are expected to confer with her regularly about your course of study and progress towards the degree. The GPD will help you with course selections and registration each semester.

#### Graduate School Office

The main office of the Graduate School is on the fourth floor of the Granada Center on the Lake Shore Campus. This office handles admissions and financial aid and houses the permanent files of all students throughout their graduate careers. The phone number for the Graduate School is (773) 508-3396. **Dr. Kate Philippo**, Associate Dean and **Heather Sevener**, Assistant Dean, Student Services are your primary contacts for policy inquiries. **Tamika Toler** is the Budgets Coordinator contact for issues relating to financial awards. The Graduate School also sends out weekly email updates with important deadlines by way of "Gradschannounce." **Please be sure to read these emails carefully for key dates and deadlines such as course registration and graduation. These emails also have important and timely information about upcoming workshops specifically for graduate students.**

Many of your questions can be answered on the DH Program website, <https://catalog.luc.edu/graduate-professional/graduate-school/arts-sciences/digital-humanities/> or the Graduate School website, [www.luc.edu/gradschool](http://www.luc.edu/gradschool) The Graduate School website has a list of policies and instructions for current students; you should familiarize yourself with these.

## LOCUS

LOCUS is Loyola's online registration system. LOCUS functions include course registration, maintenance of personal data and student records, financial aid, and applications for graduation. See <https://locus.luc.edu>.

## GSPS

GSPS is the Graduate School's data processing system. Leave of absence requests, records of graduate student publications and presentations, and award letters can be accessed at <https://gsp.luc.edu/>. You'll use LOCUS more than you'll use GSPS.

## Sakai

Sakai is Loyola's online course management system. You can access information (syllabus, assignments, readings, etc.) for the courses you are enrolled in at <https://sakai.luc.edu> .

## Tech and IT Services

The University maintains several Computer Centers which are available for your use in Sullivan Center, the Information Commons, and at 25 E. Pearson. An account on the student email system is created automatically for each new student. Both the Graduate Program Director and the Graduate School will use this account to communicate with you. It is therefore crucial that you check your Loyola email on a regular basis, or have your e-mail forwarded to an account you check regularly. If you find that you are not receiving regular and frequent communiqués from the Graduate School, please notify the GPD. The ITS Service Desk is also available to assist if you have issues with logging in, connecting to WiFi, resetting your password, etc: [ITSServiceDesk@LUC.edu](mailto:ITSServiceDesk@LUC.edu) and <https://www.luc.edu/its/aboutus/itsservicedesk/>

## Digital Media Services

Digital Media Services is located on the 2<sup>nd</sup> floor of Information Commons. They offer free rentals on equipment such as laptops, microphones, adaptors, speakers, cameras, etc. <https://www.luc.edu/its/dms/equipmentloan/>

## Student Committees

### Graduate Student Advisory Council (GSAC)

The Graduate Student Advisory Council acts as the voice of the graduate student body by facilitating communication between the students, faculty, and administration. You are welcome and encouraged to join meetings or even act as a representative from the Digital Humanities program (the representative spot is currently vacant). <https://www.luc.edu/gradschool/graduatestudentadvisorycouncil/>

### Digital Humanities Student Association (DHSA)

The Digital Humanities Student Association is made up of all graduate students in the DH Program. Students in all phases of their graduate careers are encouraged to participate actively in the DHSA and to convene to plan events, socialize, and participate within campus-wide broader graduate school association meetings. DHSA also serves as a forum for any special concerns graduate students may have and conveys those concerns to the Committee on Graduate Programs through the student representative.

### Black Graduate Student Alliance (BGSA)

The Black Graduate Student Alliance is Loyola's first graduate alliance that is dedicated to Black graduate students across the LUC campuses.

<https://www.luc.edu/academicaffairs/academicdiversity/buildcommunity/blackgraduatestudentalliancebgsa/> and <https://lucbgsa.wixsite.com/wakanda>

## Campus Life

### Housing

Most graduate students choose to find their own off-campus apartments using the ads in the *Reader*, the *Tribune*, and other publicly available sources. Loyola's Department of Residence Life also offers single- and double-occupancy apartments for graduate students on the Lakeshore Campus and the Water Tower Campus. For more information, see <http://www.luc.edu/reslife> . Other students have also had success with <http://www.student-space.com>.

## Parking

If you plan to commute to Loyola, there are several parking lots that you may use. The main parking structure, adjacent to Sheridan Road and to the Halas Sports Center, houses the Parking Office, where you may purchase a sticker for annual parking. The fee for one-day parking on campus is \$7.00. At peak class times, available parking can sometimes be scarce. Street parking in the community immediately surrounding campus is scarce. It is also restricted to residents during certain hours, so be sure to read the signs carefully to avoid being ticketed.

Further information on parking is available at <http://www.luc.edu/parking/>.

For information on the shuttle that runs between the Lake Shore and Water Tower Campuses, see <http://www.luc.edu/campustransportation/services/intercampusshuttle/>

## Chicago Transit Authority (CTA)

Loyola's Lake Shore campus is located directly off the "Loyola" stop of the red line. Information about red line routes and bus routes can be found at <https://www.transitchicago.com/tracker/>

Information about the CTA U-Pass can be found at <https://www.luc.edu/upass/>

## Student ID cards

Student ID cards, giving access to library borrowing and certain buildings, are available from the Campus Card Office, Sullivan Center, Room 117.

## Program Requirements

## Course Load

During Year 1, full-time enrollment is 3 courses (9 credits) per semester.

During Year 2, full-time enrollment is 2 courses (6 credits) per semester.

Course loads for part-time students are determined with the GPD on an individual basis.

## Degree Requirements

M.A. students are required to take 30 credit hours of DIGH and cross-listed courses. Electives must be courses at the 400-level.

## Curriculum Requirements

*Full-time students starting in a Fall semester\**

Year 1 Fall semester

- DIGH 400: Introduction to DH Research, Public History and New Media
- DIGH 401/COMP400A: Introduction to Computing\*\*
- ENGL 413: Textual Criticism

Year 1 Spring semester

- DIGH 402: Digital Humanities Design
- COMP 417: Social, Legal, and Ethical Issues in Computing
- elective of your choosing (must be 400-level course; consult with GPD)

Year 2 fall semester

- DIGH 403: Web Application Development\*\*
- DIGH 500: Digital Humanities Practicum

Year 2 Spring semester

- DIGH 501: Digital Humanities Capstone
- elective of your choosing (must be 400-level course; consult with GPD)

\*course sequence may be adjusted according to course availability

\*\*By default, students are enrolled in the introductory section. If you have prior coursework in Computer Science, you may elect to take higher-level COMP courses, with approval of the DIGH and COMP GPDs.

## Independent Study

DIGH 499 is the course associated with independent studies. Independent studies are designed to explore DH-related topics not covered in our regular course offerings. If this interests you, it is your responsibility to find a faculty member to work with and to design your own syllabus and outcomes. The Graduate Program Director must approve all independent studies; there is an agreement form that must be signed by the student, the supervising faculty member, and the GPD.

## Course Registration

Both new and continuing students must complete the process of registration before every semester in which they are attending classes. A schedule of courses for the upcoming term is available a few weeks before registration is scheduled to begin. In order to register for graduate courses, you should first consult with the Graduate Program Director. Once your selections are approved, they will be entered into LOCUS by the GPD or yourself, completing the registration process. (You will probably need GPD assistance for registering for courses that require instructor or department permission.)

It is your responsibility to check LOCUS to verify your registration each semester and to resolve any holds on your account. Students must maintain continual registration throughout their years in the program or risk having to apply for reinstatement and pay a penalty and back fees.

## Electives

DIGH students take two 3-credit electives over the course of their program.\* These electives can be from any department and should enhance the student's individual course of study. Please check LOCUS to see what courses are being offered and note whether any prerequisites or permissions are required. Your GPD can help you narrow down courses and reach out to departments if course approval is needed.

\*\*The cohort beginning in Fall 2024 will take 3 electives.

Examples of electives taken by DIGH students include (but are not limited to):

English Department:

- ENGL 478: Victorian Novel
- ENGL 440: Topics in Medieval Literature
- ENGL 412: History of the Book
- ENGL 481: Modern Poetry

Computer Science (may require prerequisite or special permissions)

- COMP 424: Client-Side Web Design
- COMP 441: Human-Computer Interaction
- COMP 400B: Data Structures I

Quinlan School of Business:

- MGMT 573: Business Strategy
- MGMT 481: Entrepreneurship

School of Communications:

- COMM 360: Digital Media Ethics

School of Environmental Science:

- ENVS 480: Intro to GIS

History Department:

- HIST 487: Management of History Museums
- HIST 460: Urban America

## Grades

The grading system used in the Graduate School is as follows:

A	4.00
A-	3.67
B+	3.33
B	3.00

B-	2.67
C+	2.33
C	2.00
D	1.00
F	0.00
I	Incomplete
W	Withdrawal
WF	Withdrawal, Failure
CR	Credit
NC	No Credit
AU	Audit

Graduate students are expected to maintain an average of not less than B (3.0). Those who fail to meet this requirement will be put on academic probation and may be dismissed.

## Withdrawal

Withdrawal from graduate seminars is uncommon; however, *students who do withdraw from a course must first consult with the Graduate Program Director before dropping the course in LOCUS*. Students should check the academic calendar for deadlines on withdrawing for full or partial tuition refunds, and with a W or F grade. Students are responsible for withdrawing themselves from classes.

## Incompletes

Faculty may assign the grade of I to a student who has not completed the assigned work by the end of the term. This grade is not assigned automatically; rather, it is up to the student to work out with the instructor a plan—including a deadline—for completing the work for the course. The Graduate Program Director must approve incompletes before they will be awarded.

Under the Graduate School regulations, a student has one semester to complete incomplete courses. If the student does not turn in the work by the deadline, will automatically become an F. Please read the policy on the Graduate School web page at [http://www.luc.edu/gradschool/academics\\_policies.shtml#grades1](http://www.luc.edu/gradschool/academics_policies.shtml#grades1).

Although it is not uncommon for graduate students to take an occasional Incomplete, it is of course better *not* to take an incomplete when possible. Making up an incomplete course often proves harder than students expect, particularly if much time has elapsed since the end of the course. In any case, faculty members have various policies regarding Incompletes, so it is advisable to discuss the matter with your instructor as early as possible if you anticipate the need for an Incomplete. No more than one *I* can be requested in a semester, unless there are extenuating circumstances (e.g., a serious illness).

## Graduation

It is the exclusive responsibility of all graduate students to inform the Graduate School office of their intention to graduate with an M.A. degree. Once you have determined when you will receive your degree (e.g., August, December, or May), you must apply for graduation through LOCUS. The Graduate School sets the deadlines (typically December 1 for a May degree, February 1 for an August degree, and August 1 for a December degree). Check the academic calendar for the Graduate School available through the main page of the Loyola website and read GradAnnounce emails for important deadlines. Although you may have your degree conferred in May, August, or December, there is only one graduation ceremony each year, held in May; see <http://www.luc.edu/commencement/> .

## Leaves of Absence

Official leaves of absence are intended for students who wish to discontinue temporarily their graduate studies due to special circumstances (e.g., medical, personal, or professional reasons). A leave of absence postpones all deadlines concerning completion of degree requirements for the duration of the leave. A student requesting a leave must complete a Leave of Absence form and contact the Graduate Program Director, who then makes a recommendation on the student's behalf to the Graduate School. Decisions regarding the approval of leaves of absence rest with the Graduate School.

Leaves of absence may be requested for a semester or for a full academic year. In order to be reinstated to active status, the student must notify the Graduate School in writing. Unless the student is granted a renewal of a leave, he or she must return to active status in the semester following its expiration. Failure to do so may result in withdrawal from the program.

## Transfer Credits

It is ordinarily expected that all work for the Masters degree will be completed at Loyola. Upon the recommendation of the Graduate Program Director, however, and with the approval of the Dean, up to six hours of credit for graduate work at another university may be counted toward the degree.

## Academic Honesty

Although academic dishonesty can take many forms, in our field it manifests primarily as plagiarism. The *Graduate School Catalog* defines plagiarism as “the appropriation for gain of ideas, language or work of another without sufficient public acknowledgement that the material is not one’s own.” As a graduate student, you very likely have a good understanding of the boundaries of what is acceptable and what is not. If you are ever uncertain, it is of course best to consult the Graduate Program Director or another faculty member.

The penalty for an instance of plagiarism is, at a minimum, failure on the assignment, which may well be tantamount to failure in the course. A serious breach or a pattern of dishonesty can lead to expulsion from Loyola.

## Appeal Procedure

Students, faculty, and administrators are strongly encouraged to resolve any problems they encounter in the academic process through informal discussion. If you are unable to resolve a problem with a member of the staff or faculty, or if you wish to lodge a formal complaint, you should first meet to discuss the matter with the Graduate Program Director who, if necessary, will refer it to the Graduate School and grievance committee. The decision of that committee can be appealed to the Graduate School. Students wishing to initiate a grievance must do so in writing to the Dean. Further information can be obtained from the Graduate School office.

## Career Center

The University's Career Center is located in Sullivan Center, Room 255 (phone: 773-508-7716) and at <https://www.luc.edu/career> They are a fantastic resource for job searching and crafting cover letters/CVs.

## Writing Center

Loyola's Writing Center is an excellent resource to get feedback on any piece of writing, from seminar papers to conference abstracts to PhD applications. The Writing Center offers both in-person and online consultations. Sign up at: <https://www.luc.edu/writing/>

## Wellness

Graduate school can be a stressful time. Please note that it is normal to feel overwhelmed, underprepared, and stressed—but you don't have to go through it alone. Please reach out if you are experiencing difficulties. The Wellness Center (<https://www.luc.edu/wellness/>) is located on Sheridan Ave and is available to all students for physical and mental health concerns. Your health is of the utmost importance, more so than deadlines or exams. Find mentors (or ask your GPD), rely on friends and community, practice self-care practices in whatever way makes sense for you, and remember to care for yourself as a whole person (*curas personalis*): you are more than your research.

## Funding Opportunities

### Conference Presentations and Travel Funding

Participation in academic conferences provides a great opportunity to share your work, to receive feedback, and to learn about others' research. Each semester, the Graduate School has funds to support graduate student travel, up to \$600 per year per student, for the purpose of presenting papers or chairing sessions at conferences. Since funds are limited, students should apply *immediately* upon acceptance of their papers or sessions. You can download the appropriate forms here: [http://www.luc.edu/gradschool/Graduate\\_Research\\_Page.shtml](http://www.luc.edu/gradschool/Graduate_Research_Page.shtml).

After you return, you will be asked to supply all original receipts, boarding passes for your trip, and proof of attendance (conference registration receipts and program copy with your session).

## Part-Time Campus Work

Master's students are eligible for competitive Graduate Assistantship positions (1 available every other year), and the Graduate School offers competitive awards for research and community service that are open to M.A. students. There are also several administrative and library positions available for graduate students across the University, as well as potential for part-time work on grant-funded projects. As the GPD receives information about any such opportunities, they will be forwarded it to the graduate student e-mail list.

## Graduate Awards

If you are awarded a Graduate Assistantship, you are expected to work 20 hours/week, depending on the award. Awards will generally be continued from first year to second year if the student is in good standing. Awards may not be available every year. Please contact the Budget Coordinator of the Graduate School with questions about your Graduate Award (such as dissemination of funds, health insurance, other deadlines).

## Student Loans

If you are interested in applying for student loans, see the following document: [http://www.luc.edu/media/lucedu/gradschool/pdfs/Graduate\\_Student\\_Financial\\_Aid\[1\].pdf](http://www.luc.edu/media/lucedu/gradschool/pdfs/Graduate_Student_Financial_Aid[1].pdf).

## Graduate School Culture

### Expectations

The pace and scope of graduate education is different from undergraduate education and can be a bit overwhelming at first. More is expected of you in terms of the work you produce and your ability to manage your time. You will find that you're reading a lot more (it's not uncommon to read a book a week in each class) which requires different approaches, such as reading for argument, approach and evidence and learning how to productively respond to a book or article's argument, rather than just summarizing content and argument. In humanities classes you may find there are fewer papers, and instead a larger one that comes at the end (so 3 humanities classes could equal three 20-page papers). Computer science courses may be unfamiliar to students with a COMP background, and you may find it imperative to visit office hours for further support. When juggling work from different disciplines, it's important to pace yourself and not let it all pile up.

If you get overwhelmed, seek out the professor and talk about it and seek me out for help (aka, don't disappear!). I'm also happy to assign you a faculty member mentor who you can refer to for field-specific advice (for example, from History or Anthropology).

## Research and Writing

Be deliberate about your choice of tools and methods for academic research and writing. Cultivate a sense of curiosity regarding the technical details of your own scholarly practice (search and discovery, reference management, file management, reading, annotation, notetaking, drafting, revision, fact-checking, proofreading, etc.) and ask your peers and professor about their ways of working. Do not assume that the set of tools and practices you have learned as an undergraduate or earlier will suffice for your present and future endeavors.

## Events

You are encouraged to attend lectures, talks, and workshops advertised throughout the university. This is a great way to expand your network, learn about projects or fields of interest, and participate in graduate student life outside of the classroom.

## Loyola Hall Spaces

In addition to study spaces on campus and in the library, Digital Humanities MA students have access to two shared spaces for studying, meetings, lunch, and socializing. Feel free to use these rooms when they are empty, or to book them in

advance. Note that these spaces may also be required for department meetings, lunchtime talks, etc.

- Loyola Hall 318 (conference room: good for spreading out, larger study or working groups, presenting, Zooming, eating)
- Loyola Hall 312 (Makerspace: 3D printers, Macs, printer/scanner, our DH library: great for group work or solo-studying)

Access to these rooms will be explained by the GPD during orientation. Access to Loyola Hall requires your Loyola ID and shuts off at 5pm. If you need the space after hours, please inform the GPD.

## Digital Humanities Resources

### LUC Library Guide

This library guide for DH tools and resources was compiled by program alum:  
<https://libguides.luc.edu/digitalhumanities>

### Listservs to Know

- Loyola Humanities Datebook:  
<https://www.luc.edu/ctsdh/resources/humanitiesdatebook/>
- CTSDH Mailing List: <https://www.luc.edu/ctsdh/about/signup-ctsdhmailinglist/>
- Chicagoland DH list: [dhforum@lists.uchicago.edu](mailto:dhforum@lists.uchicago.edu)
- (to subscribe: <https://dhforum.uchicago.edu/content/mailing-list>)
- DIGAM-L (Digital Americanists): [digam-l@listserv.unl.edu](mailto:digam-l@listserv.unl.edu)
- (to subscribe: <https://listserv.unl.edu/cgi-bin/wa?A0=DIGAM-L>)
- Digital Humanities Summer Institute: [institute@lists.uvic.ca](mailto:institute@lists.uvic.ca)  
 (to subscribe: <https://lists.uvic.ca/mailman/listinfo/institute>)

### Outside Institutes and Conferences

- [Digital Humanities Summer Institute \(DHSI\)](#) takes place every June at the University of Victoria and offers graduate student fellowships for course reductions. They typically also have online courses available.
- [Chicago Colloquium for Digital Humanities and Computer Science \(DHCS\)](#) (held by Chicago institutions, possibly returning in April)

- [Digital Humanities](#). The annual international conference of The Alliance of Digital Humanities Organization
- [Global DH Symposium, Michigan State](#)

## Academic Journals

If you don't have enough course reading to do...

[Debates in Digital Humanities series](#)

[Digital Humanities Quarterly](#)

[DSH](#)

[Digital Literary Studies](#)

[CA: Journal of Cultural Analytics](#)

[The Journal of Interactive Technology and Pedagogy](#)

[Journal of the Text Encoding Initiative](#)

[KAIROS](#)

[Journal of Digital Humanities](#)

[Journal of Digital and Media Literacy](#)