



THE NEWBERRY

Center for Renaissance Studies

Guidelines for Proposing a Newberry

Research Methods Workshop for Early Career Graduate Students

We encourage faculty members at consortium institutions to propose one-day workshops in any medieval, Renaissance, or early modern topic that is strongly supported by the Newberry collection. Workshops may be team-taught by two or more consortium scholars.

The workshops meet from 9:00 am to 5:00 pm on a Friday or Saturday, commonly in October or November in the fall, or in February or March in the winter/spring term.

To propose a workshop

Send the following as an email attachment to renaissance@newberry.org:

- A cover sheet including the name, university, academic rank, email address, and phone number for each prospective instructor
- The term (fall or winter/spring) you are available to teach
- The proposed workshop title
- A description no more than three pages long of your proposed workshop, including any readings you will ask participants to complete in advance, and any prerequisites
- A current CV for each instructor, including a list of graduate courses taught

Proposals are **due by November 1** each year, for programs for the next academic year. We notify proposers of the selection committee's decisions by early February.

Compensation

- We budget \$500 for each instructor, up to a maximum of \$1,000 per workshop.
- The Newberry is unable to pay travel expenses for instructors coming from outside the immediate area; instructors are eligible to apply for consortium travel funding from their home institution. Check with your representative council member before submitting a proposal if this applies to you.

Workshop topics

- These workshops provide students near the beginning of their graduate school careers with an introduction to valuable theoretical or methodological approaches, and expose them to working at a research library, through the lens of a particular topic. The topics chosen must draw on the strengths of the Newberry collection (see www.newberry.org/medieval-renaissance-and-early-modern-studies).
- In our annual call for proposals we may ask for courses on specific topics to complement the themes of other programs we have scheduled.
- Workshop participants are in terminal master's degree programs, or are pre-comprehensive exams in PhD programs, so readings and activities should be appropriate to that level.
- To attract the most multidisciplinary group of participants, the language of instruction in workshops must be English, although the ability to read materials in another language may be a prerequisite.

Logistics

- Faculty who teach Center for Renaissance Studies graduate workshops should be tenured members of their faculties or demonstrate experience in teaching graduate classes at their home institutions. Exceptions may be made to this rule for courses of outstanding merit or for those that make especially good use of the Newberry collections.
- Potential instructors should consult with their campus representative council members regarding their proposals before submitting them.
- An ad hoc subcommittee of the Center's representative council reviews proposals for each academic year. Once proposals have been approved, the Center schedules and publicizes the workshops.
- Consortium funds may be used to reimburse instructors and students in graduate workshops for travel to and from the Newberry, with prior authorization from the given university's Newberry committee or representative council member.

Recruiting participants

- The Center for Renaissance Studies publicizes graduate workshops in its brochures, on its web pages, and through email announcements to members of the consortium.
- We ask our consortium representative council members to send department chairpersons copies of workshop descriptions and to publicize workshops through listservs and other outlets at their universities.
- Students wishing to apply for a workshop must complete and submit to the Center for Renaissance Studies, by the published deadline, an online application, available on our web page. Admission is by competitive application, in accordance with consortium policies.
- Workshops accommodate up to 20 students.

Sample workshop schedule

Schedules may be adjusted slightly depending on whether the workshop takes place on Friday or Saturday

- 8:30: Coffee and introductions
- 9:00 - 12:00: Workshop sessions
- 12:00 - 1:30: Lunch break
- 1:30 - 2:30: Workshop sessions
- 2:30 – 4:00: Library tour and orientation; participants obtain Reader Cards; hands-on “show-and-tell” session with selected rare books
- 4:00 – 5:00: Concluding workshop session

Course materials, technology, and rare books sessions

- Center for Renaissance Studies staff will create a password-protected wiki website for each workshop, where we post the schedule, PDFs of readings, bibliographies, and so forth, as well as information about using the Newberry collection.
- The instructor(s) may request **up to ten items** to present during the “show-and-tell” session. We need the list of titles and call numbers by two weeks before the date of the workshop.
- The classroom is equipped with a built-in digital projector with an attached PC laptop for Powerpoint presentations and the like. The classrooms also have free public wifi. Bandwidth is limited, so it's a good idea to download sound or video files rather than stream them.