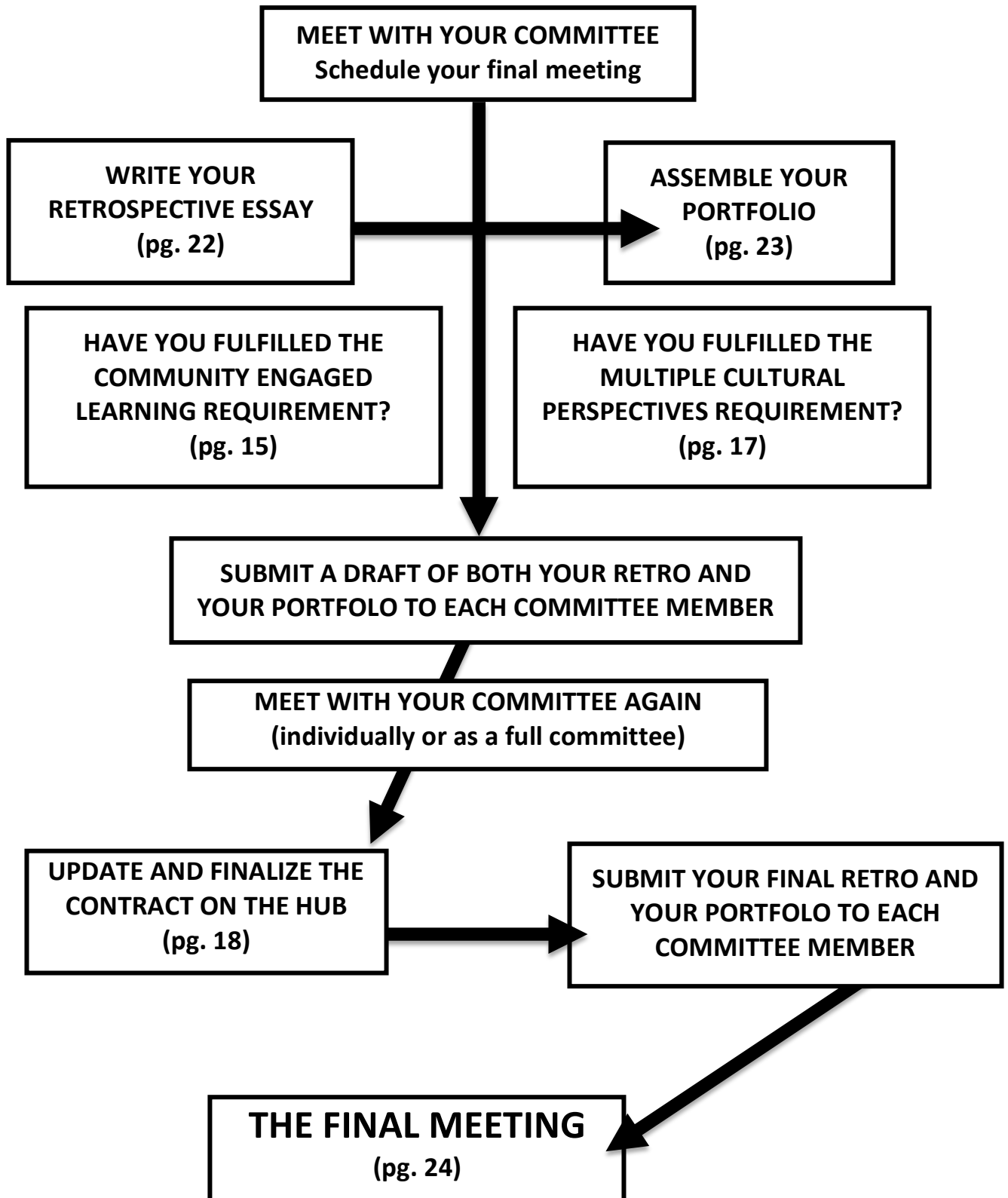


PROCESS FOR COMPLETING DIVISION II



THE RETROSPECTIVE ESSAY

We have talked a lot about the contract and the various part of the contract that involve careful decision-making before you finish Div II. The conclusion of the Division II is punctuated by the handing in of a portfolio that includes a retrospective. Next we will talk about the organization of that portfolio, but first let's look at the real centerpiece of the portfolio: the retrospective.

This is a document that tries to encapsulate the last two years of your academic life. If you remember our discussion of the contract, we mentioned the "Main Questions to be Explored." The retrospective is an attempt to answer those questions. It provides a conceptual description of your Division II work. It should reference the courses and learning activities and demonstrate how all the parts fit together to make a conceptually coherent program of study. It may do so directly in the form of an essay or it may do so by combining the answers to the questions with reflections on what you have learned, how you've learned it and where you want to go next with your studies. The retrospective is not about *how* the process happened, your committee knows that. It is about what you *learned* in that process. That is what your committee does not know and wants to know. Organizationally, the retrospective is the main document of the portfolio (for those of you who can't work without numbers: the retrospective is usually about fifteen pages long. Depending on your study and work it may be longer. It should probably not be shorter). IT WILL PROBABLY GO THROUGH SEVERAL REVISIONS. You may find the Writing Center particularly helpful at this point. If you feel stymied on how to get started, the Center can help you get going. They are a real resource!

Again, you may want to look at other Division IIs in the theatre offices or at the Advising Center and STAR. You may not like the retros you read, but they may better inform you as to how yours will be even better! In the last semester of your Division II studies you should arrange with your committee a timetable for submitting a draft of this retrospective several weeks ahead of the final meeting. Figure on one month from the first draft to the second draft and then to the final retro. This will give you time to respond to the suggestions and notes the committee attaches to the draft. The final, revised retrospective is submitted as part of the portfolio (one for each member of the committee) prior to the final meeting. Allow at least one week (two is better) for the committee to read and reflect on your portfolio prior to the final meeting.

THE PORTFOLIO

Your portfolio documents the work of your Div II. You should be selective about what work goes into it and be creative about how you put it together. Here's what it should include:

- 1) Your revised contract (including a list of all courses taken with the semester and year taken, professor, and/or 5C grade)
- 2) All evaluations for courses (including your self-evaluations) and other learning experiences that are part of your Div II (reprinted from the Hub), including five

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college grades, transcripts from other institutions, and additional letters of evaluation or recommendation applicable to your work. Make sure there is complete correspondence between what you listed on the Hub and the evaluations/grades put in the portfolio.

- 3) Your **retrospective essay**. This is an essay that describes your concentration, discusses the experiences and questions that brought you to your Div II, describes changes in your thinking, and ends with your ideas about potential Division III work. A good retrospective is thematic and not simply a chronological description of your coursework. The essay should also point the reader to important work. It is a guide to the portfolio.
- 4) Your selected work organized in a logical way (usually students use dividers to mark different sections of a binder devoted to different disciplines, courses, etc.). Include a **cover sheet introducing each section or paper** explaining what it is and why it's included. If in your retrospective essay you mention a book you have read or a paper you have written that marked an intellectual turning point, make sure that the book or paper is represented in your portfolio. Similarly, if a professor singles out a particular paper or project for criticism or praise, it is helpful to see it in the portfolio.
 - a. Include original copies of important papers with professors' comments.
 - b. There should be papers that show your ability to use the literature(s) of your field(s) and to formulate an argument. These abilities, along with the challenges you faced and solutions you employed, are worth discussing in the retrospective.
 - c. Programs, photographs, slides, light plots, renderings, technical drawings, reviews or other documentation of learning activities
 - d. Consider and negotiate this with your committee how to best present visual or audio work that you are including – e.g. printed images, images or tracks on CD/DVD, or original work shown in the final meeting.
 - e. Prepare work so it makes sense to the reader. For example, if you had an internship, do not simply include a daily journal. Write a short paper about the experience using excerpts from your journal to show your thinking and the experiences that affected it. Be creative in including non-course related work.
 - f. You might choose to include a process or progress section to demonstrate your growth in an important skill. For example, if your writing has really come along in your Div II, you can have a section showing the change over time; you could show multiple drafts of a paper to show how you revise your written work.
 - g. Theatre concentrators should include crew requirement completion forms and
 - h. Your play reading responses
 - i. You might also choose to include a bibliography of other readings that you have done during your Division II, including what you read outside of courses.
 - j. Some students also include a list of all the shows they saw during their Division II along with a brief description of each piece.

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- 5) Demonstration of how you met your **multiple cultural perspectives** expectation. It can occupy a section of the portfolio or be discussed in your retrospective, depending on what makes sense with regards to the way you met this expectation.
- 6) Demonstration of how you fulfilled your **community engaged learning requirement**. An evaluation from your CEL supervisor is preferred (but they can also sign off on the activity online or via email), a reflective essay, and accompanying documentation must be included in the Division II portfolio.

Course-related materials should document your best thinking or writing. Remember that the development of a portfolio is a special skill. For artists, it becomes a life-long experience. It will be an important part of your future survival.

A copy of the portfolio should be prepared for EACH member of the committee. Committee members will need at least one full week to review it. Traditionally your committee chair keeps their copy of the portfolio and your member will return their copy of the portfolio to you.

THE FINAL MEETING

The final meeting of Div II is a special time. For some people there is a sense of terror. For others there is the sense of celebration. It sort of depends on your perspective. The purpose of the meeting is to bring some closure and review to the process of your Division II studies. The impetus for this discussion is the portfolio, especially the retrospective. That's why these documents are so important. The final meeting is also a time for candidly reviewing what you have done and what you need to do next, especially in preparing for your Div III. You should feel free during this meeting to ask you committee for their recommendations for the next level of your study. This meeting may also include questions that have come up as a result of reading your retrospective or reviewing the portfolio. Finally, this last meeting will serve as a springboard for your committee chair in writing your Div II evaluation. Usually these meetings are real celebrations, complete with food and laughter. Everyone hopes yours will be as successful!

In preparing for your final Division II meeting, you need to do the following:

- 1) Make sure you and your committee members are happy with your **contract**. If it needs revision, revise it on the Hub and contact your chair and member(s) to review and approve it.
- 2) Make it clear in your contract how you met your **multiple cultural perspective** requirement.
- 3) Get your **CEL-2** elements together on the Hub and make sure the chair of your committee has already signed off on this endeavor. The sponsor of your activity will also need to confirm that you completed your work with them.

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- 4) Prepare your Div II **portfolio** and get copies to your chair and member(s) at an agreed upon date (generally 1-2 weeks before the final meeting).
- 5) For your final meeting, be prepared to talk about the nature of the concentration (how would you describe it to the outside world?) and your learning. Also expect to discuss how your Division II leads to a possible Division III project. Use the meeting to help you organize your thoughts about Div III.

CHECK LIST

Your revised contract

A list of all courses including 5 college courses including the number and titles of the courses

Include:

- When the course occurred
- Where the course occurred (a Hampshire course, a Five-College course or another institution)
- The number and titles of the courses
- The instructor or supervisor
- How you were graded or evaluated (include the instructor evaluation or grade; if a transfer, include a copy of the transcript)
- A brief description of what the course covered and what was important about it

All evaluations for courses (including your self-evaluations)

Your retrospective essay

Your selected work (Include a cover sheet introducing each section or paper) Include original copies of important papers with professors' comments.

Papers

Documentation of learning activities

Programs, photographs, slides, light plots, renderings, technical drawings, reviews or other

Make sure you note:

- When the activity occurred
- Where the activity occurred
- The supervisor
- How you were evaluated

Crew requirement completion forms

Play reading responses

Annotated bibliography of other readings

Bibliography of shows

Demonstration of how you met your multiple cultural perspectives expectation.

Demonstration of how you fulfilled your community engaged learning requirement