

SPECIAL PROJECTS APPROVAL FORM (two-sided)

Special Projects are robust supervised or mentored learning experiences that students have at or away from Hampshire with organizations (such as schools, labs companies, or nonprofit organizations) or with community groups. Special Projects can be essential to a student's education and should result in substantial learning. Special Projects may be paid or unpaid. They can be internships, practica, or other independent projects that are evaluated by a qualified supervisor at the organization or community group (approved by the student's advisor). Special Projects can take place at any time of the calendar year and can be initiated at any time after a student enrolls at Hampshire up until the add/drop deadline in the final semester of Division III. A student must engage in learning for 180 hours or more. As Special Projects can be started and completed off the semester schedule, they do not count toward full-time student status for a given semester in Division I and II. In Division III Special Projects must follow the Division III Policy Guidelines for Advanced Educational Activities. For outside institutions (graduate programs, scholarship organizations, transfer institutions, etc.), the college treats a successfully completed Special Project as the equivalent of a four-credit course.

In order to be considered a full-time student in Division I and II, in addition to any Special Projects in progress or completed, students must register for a minimum of 12 credits which may include independent study or teaching assistantships by the add/drop deadline at the beginning of the fall and spring semesters. In Division III, Special Projects must follow the Division III Policy Guidelines for Advanced Educational Activities.

If a Special Project is to be included in either Division II or III, it must be completed and evaluated by the appropriate divisional deadline.

- A student can use one special project as one of the seven courses required to complete Division I.
- Students should speak to their committee to determine if and how a special project may count towards their Division II requirements.
- A Special Project may be used to fulfill one of the two Advanced Educational Activities with permission of students' Division III committees.

Procedure

- Secure the site and complete this registration form detailing the scope and length of the project, reviewed by both your advisor and the site supervisor.
 - The site supervisor may be anyone approved by the your advisor except another student, a Hampshire faculty member, or faculty associate.
- Your project will be registered when you submit this form to Central Records. Your advisor is the faculty member of record.
 - In Division III the forms are due on or before the last day of add/drop in your final semester and the project should be listed on your contract by the revision deadline at the latest.
- Only one registration is allowed for an individual Special Project, even if the number of hours of engagement exceeds 180.
- The last possible date to complete a Special Project and submit a supervisor evaluation to your advisor and Central Records in order for it to be included on your transcript is the last day of classes in your final semester.
- Upon the conclusion of your project, you must write a reflective self-evaluation and obtain a written evaluation from the site supervisor stating at minimum that the special project has been completed successfully, and that the hour requirement of at least 180 hours has been satisfied. You should submit this to their advisor. You may also, but are not obliged, to bring a copy of the site supervisor evaluation to Central Records for inclusion in your transcript.
- If satisfied that your project has been successfully completed, your advisor will complete an evaluation on TheHub, which may be brief or detailed, but at least certifies for your official transcript that the experience was completed, and that the hour requirement of a minimum of 180 hours engaged in learning was satisfied. The evaluation ideally will contain evaluative comments shared by the supervisor.
- If the above process is not followed in its entirety, the project will not be included in the your transcript.
- If you do not complete, or separate from the college without completing, a registered special project it will be removed from your transcript without a "W" notation.

STUDENTS AND ADVISORS should carefully read all of the policy language and procedures that are located on the other side of this form paying close attention to the expectation for full-time student status and the 180 hour requirement for a special project.

Student Name: _____ **Term of Entry:** _____

(Please Print)

Email: _____ **ID#** _____

Project Start Date: _____ **Project Completion Date:** _____

Special Project Title: _____

(Please print clearly. This title will appear on your official transcript.)

Site Supervisor Name and Organization: _____

Site Supervisor Contact Information: _____

Are you using this Special Project in Division I? _____ **Division II?** _____ **Division III?** _____

Description of Special Project: Briefly describe your project, how often you will participate in the activity, and what you hope to gain from the project. Attach a separate document if needed.

Advisor (print name): _____

(If you are in Division I, this is your advisor. If you are in Division II or III, this is your Chairperson)

Advisor Signature: _____ **Date:** _____

Note for Division II or III students: List the advisor/Chairperson you anticipate will evaluate your special project onTheHub.. If this changes, notify Central Records.