

Advising Tips for Exchange and Field Study
from the Global Education Office and the Center for Academic Support and Advising

Students may include **semester** off-campus study at any time during the Division II or during their first semester of Div III. Faculty can encourage students to take advantage of opportunities to study abroad or elsewhere in the U.S., either on Hampshire Exchange or on Field Study. Division I students are **NOT** eligible to do a semester of off-campus study. **ALL** students, including Division I students, are eligible to participate in **short-term field courses** during January or May/summer.

Options for Div I:

- **Start planning now!** Students are encouraged to start planning early during Division I if they think they may want to incorporate off-campus study into their academic program. Students should come by the Global Education Office to learn more about their options. GEO offers general study abroad information sessions called *Navigating Study Abroad* every Thursday, at 4pm in the Merrill Living Room.
- **Learn a new language!** Hampshire offers first year Chinese, Spanish, Arabic and American Sign Language. Most other languages are taught at the other institutions within the Five Colleges and courses in less-commonly studied languages are offered through the [Five College Center for the Study of World Languages](#). Students can also find information about the other languages offered through the institutions within the consortium at the [Five College Language Portal](#).
- **Participate in a Hampshire short-term field course:** Hampshire College offers a number of faculty-led short-term field courses that occur outside of the regular fall and spring semesters, usually during the month of January or at the end of the spring semester in May or summer. . These courses are designed and led by current Hampshire faculty, and offer students the opportunity for off-campus study and research either elsewhere in the U.S. or abroad. Courses are generally 2-4 weeks in length, can vary in academic level, and are considered equivalent to a semester-long course. Courses offered differ each year, and previous field courses may or may not repeat in future years. All short-term field courses have an application and course program fee administered through the Global Education Office. Courses for the upcoming year are usually announced in August or early September for both January and May. Application deadlines for most short-term field courses are mid-October for January courses and mid-March for May/summer courses.

Options for Div II and 1st semester of Div III:

- **Hampshire Exchange** (Hampshire Sponsored) – International and domestic programs that have been developed to complement our academic program. Students on exchange are responsible for full Hampshire tuition fees, and depending on the program, room and board. Hampshire financial aid will likely apply to these programs and a travel stipend relative to their destination may be awarded. Please see the GEO website for a complete list of Hampshire Exchange programs: <http://geo.hampshire.edu>
- **Field Study** (Non-Hampshire sponsored)– Anything that does NOT qualify as Hampshire Exchange. Students independently locate a program, internship or research opportunity that will enhance their academic pursuits. The student is responsible for a Field Study fee of 1/3 of Hampshire’s tuition, plus any expenses incurred while on Field Study (i.e. Program fees, travel and living expenses while away). Hampshire financial aid may be applied toward the Field Study Fee however it may not be used to cover outside program costs. All other aid (state, federal or private) may be applicable and should be discussed with the program provider. Field Studies fall generally into two categories:
 - **Course Based:** A course-based field study is for students studying full time at another regionally accredited U.S. institution or at an internationally accredited institution. Hampshire College considers field study to be a full semester of enrollment that will count toward graduation.
 - **Self-Designed:** A self-designed field study is a semester of full-time Hampshire enrollment, studying away from campus with a field supervisor or under the direct supervision of the Division II or III Chairperson. In some cases students may enroll in courses or pursue other learning activities in addition to the self-designed component.

Either of these types of off-campus study must be discussed and approved by the Division II committee. In addition to the Global Education Office, the Career Options Resource Center, Community Partnerships for Social Change, and other academic programs and centers can help students identify their options and find appropriate programs to fit their learning goals and academic needs.

Timing/Planning

- The Div II filing process requires good planning and communication on both the student and faculty’s side. Students need to have a sense that:
 - Off-campus study is possible and encouraged as part of the Div II experience.
 - Off-campus study requires careful and early planning.

- Because of the need to pass Division I, form a committee and file Division II, off-campus study is **NOT** recommended for **third semester** students, except in exceptional cases.
- As soon as students file the Division II, they are eligible to participate in semester exchange or field study programs. For some students, off-campus study early in the Division II, i.e. in the **fourth semester**, spurs creativity and interest in what they are studying. Students often return from these experiences more mature, with a clearer sense of purpose and with palpable excitement to continue their work as inspired by their off-campus experiences.
- **Fifth Semester** abroad works well for most Div II students. By this point, they have taken substantial coursework, have successfully completed some independent research and engaged in other co-curricular experiences to support their off-campus study. They are fully grounded in their Div II concentration and are generally ready to augment their studies by studying/doing research/working abroad or off-campus.
- **Sixth Semester** students are usually completing their Division II. For many, off-campus study becomes the capstone experience. For many students, these experiences serve as an immersion into environments that test (or continue the study of) theory, language skills and comparative world views that they have been studying at Hampshire. Because students are also trying to complete their Div II at that time, it is necessary for faculty to advise students about passing Div II and beginning Div III prior to the student leaving campus for the semester away. A student will need to return to campus prepared to pass Div II within the first few weeks of the following semester, so that they can begin their Division III early in that seventh semester.
- **Seventh Semester (Div III)** students who have already filed for Div III can do their first semester of Div III off-campus. Any student interested in doing this must meet with Anne Downes in CASA twice-once to receive materials and ask questions about Division 3 field study, and again as part of the enrollment notification process once students have all the required signatures.

CEL-2 & MCP Requirements - Study abroad or off-campus is a fantastic way to integrate academic work and real world experience. These experiences may also be used to satisfy the Community Engaged Learning requirement (CEL-2) or Multiple Cultural Perspectives requirement during Division II, or included as an Advanced Educational Activity during Division III.

Other Summer Opportunities

Students who participate in academically relevant experiences during the summer or while on leave of absence may use these as evidence of learning activities. With the prior approval of the Division II committee, they may request that these activities be included as part of the Div II portfolio. However, a leave of absence cannot count toward the total number of semesters needed to complete Division II.

What Can Faculty Do?

- a) Help advisees consider the benefits of off-campus and co-curricular work **early** on in their academic career.
- b) Encourage students to go on Field Study or on a Hampshire Exchange Program during their fourth, fifth or sixth semester. Off-campus study during the third semester has generally proved problematic and will be considered only as an exception, in unusual circumstances.
- c) Encourage them to seek out appropriate resources in the Global Education Office and other programs and departments on campus.
- d) Assist students with identifying appropriate types of programs or activities if needed.
- e) Review and Approve chosen Exchange or Field Study program. Ultimately it is up to the student's Committee as to whether or not their chosen program or plan is appropriate for their Div II or Div III academic program.
- f) Reach out to GEO and/or CASA with any questions or concerns that arise before, during or after the student's program.
- g) Invite GEO to a tutorial or other class to give students an overview of the basics.