

FIELD STUDY TIP SHEET FOR DIV II & DIV III CHAIRPERSONS

Course-Based Field Study:

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. Students on field study are expected to make satisfactory academic progress in accordance with the standards of academic progress outlined in the Student Handbook and the field study tip sheet attached to the student field study form. Note that there is a different form to complete for self-designed field study.

To remain in good academic standing at Hampshire, students must complete a full-time program of study as determined by the institution they are attending. The final transcript must show evidence of this and will be evaluated for satisfactory academic progress and good academic standing by Central Records and CASA. Please note that, at some institutions, full-time status requires students to be enrolled in four courses. The minimum grade required must be comparable to a C in order for courses to transfer.

Transcripts must be submitted to Central Records no later than the beginning of the next semester. Successfully completed courses will appear on TheHub for students to include in Division II and III.

Self-Designed Field Study:

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. Note that students studying full-time at another institution should complete the Course-Based Field Study Application.

Students will be registered for a field study course for the semester “FSL-0999”, which will appear on TheHub in addition to the courses you are teaching for the semester. As with other courses, regular evaluation procedures and deadlines apply, and faculty may grant an incomplete or assign a “no evaluation.”

Evaluation Requirements: Student

Students are required to submit the following to show evidence of continued enrollment and completion of Field Study.

- 1) Mid-semester self-evaluation on TheHub by the published deadline.
- 2) Final self-evaluation on TheHub by the end of the semester.

You may require students to submit other documentation to demonstrate completion of the semester such as:

- 1) Narrative evaluation(s) from field supervisor: required for Chairperson; optional for Central Records
- 2) Transcript(s) or other certificates: required for Chairperson; optional for Central Records
- 3) Other forms of media or documentation

Evaluation Requirements: Chairperson

- 1) Submit a mid-term evaluation and course summary according to published deadlines.
- 2) Certify successful completion; or write an evaluation referencing documentation from field supervisors; or write a full evaluation if directly supervising the student.
Suggestion for Language to use if you are certifying completion:
“I certify that Student Name has completed their field study semester as proposed and agreed upon by me”.

Note: There is no option for partial completion of the semester. Your certification/evaluation, brief or detailed, will be included in the student’s transcript.

Important for any semester of field study:

Should you become aware that the student has discontinued their field study activities for any reason, please notify CASA immediately. If the field study is canceled before the add/drop deadline, enrollment status will change to leave of absence. Any change in enrollment after the add/drop deadline will result in withdrawal from Hampshire. Students are required to reapply for admission if there is a change of enrollment status after the add/drop deadline.