

**DIVISION II AND III COMMITTEE CHAIR/MEMBER REQUEST PROCESS FOR
CREATIVE WRITING – FILM/PHOTOGRAPHY/VIDEO – STUDIO ART – THEATRE**

Closing date to submit: Friday, October 2nd before midnight

The instructions below are for Fall 2015 committee request participants, as follows:

- Fall 2014 non-transfer entrants who will complete Division II at the end of Spring 2017 and Fall 2015 transfer entrants
- Final semester Division II students expecting to complete Division III at the end of Fall 2016

Students who have already filed Division II or III and would like to change their committee to include a chair or member from one of these programs by October 2nd:

- draft a contract using the Overview guidelines below
- make contract viewable to faculty
- submit the requested additional materials to the IA or HACU School offices

INSTRUCTIONS FOR ANY PROGRAM:

In the Overview section of the committee request form on TheHub:

- Carefully describe your Division II plan of study or your proposed Division III project
- Explain why this area of study is important to you; indicate how you intend to pursue such study.
- Describe the subject areas and any creative forms of study you propose to combine and explain how you see these areas to be connected.
- Include two or three guiding questions you're interested in exploring.
- Address languages spoken/studies; creative modes/genres/media; plans for leave/field study/study abroad.
- List any anticipated courses.

Select a minimum of two relevant course evaluations for Division II; three for Division III.

Select the area of interest corresponding to your program from the drop-down lists.*

PROGRAM-SPECIFIC ADDITIONAL INSTRUCTIONS:

- **CREATIVE WRITING:**
 - Upload two required work samples no more than 2MB. The first sample should be an example of your creative writing; the second sample should be a critical essay, preferably with instructor comments on it.
 - Please do not request a meeting with any creative writing faculty until after you have been notified of your assigned faculty.
- **FILM/PHOTOGRAPHY/VIDEO:**
 - Enter faculty names on the forms **in order of preference**, whether for chair or member
 - Faculty Baba Hillman and Billie Mandle, on sabbatical/leave in 16S, do NOT appear on the lists. Students should select other faculty in the forms and in the "What Else?" section may express an interest in working with these faculty in the future.
 - **Optional:** Upload one link to your digital portfolio (optional).
- **STUDIO ART:**
 - **Optional:** Upload one link to your digital portfolio (optional).
- **THEATRE:**
 - Selected course evaluations must be from theatre or a related field.

***NOTE FOR STUDENTS REQUESTING FACULTY IN MORE THAN ONE OF THESE ACADEMIC PROGRAMS**

Be sure to select the study area corresponding to each program for which you are requesting faculty, as this is the primary mechanism to notify the programs of your interest.