

## Division III Guide for Faculty

### Passing Division II & Requesting a Division III Committee

Unlike Division II, which is broad and inclusive, the Division III needs to be specific, focused and doable in two semesters. Two semesters are needed to ensure the quality of student projects and to prevent undue pressure on faculty to pass and write evaluations for inadequate work.

We recommend that students pass Division II the semester *before* they file Division III so that they don't have to simultaneously pass Division II and file Division III while working on their Division III project and [advanced educational activities](#). If you or another member on the Division II committee is planning on leaving or if the student is planning to be on field study for their first semester of Division III, the student must pass Division II at the end of the semester, before they file Division III.

Division III committees must consist of two Hampshire faculty: a chair and member, or co-chairs. The Division II committee may suggest faculty whose areas of interest might accommodate a student's proposed Division III. CASA and the Schools will also have workshops and opportunities for students to learn more about filing Division III and meeting faculty. Students also have access to all faculty bios on the [Hampshire website](#). Students may also meet with the Division III dean in CASA to get ideas about which faculty might be appropriate for their proposed project.

Transitioning from Division II to Division III:

- Students in their last semester of Division II will participate in the campus-wide Division III committee request process on TheHub. If they list you as a prospective chair or member you will be able to review their projects and decide whether or not you are willing to work with them.
- If you have agreed to be on a student's committee, they will work with you via email and in-person meetings to clarify and refine their ideas for their Division III contract.
- After passing Division II, students should make their Division III contract ready for you to sign as soon as possible and before the Division III filing deadline. Students must secure the online signatures of two Hampshire faculty to serve as chair and member, or co-chairs.

Refer to the [academic calendar](#) for dates and deadlines.

It is the student's responsibility to contact and arrange to meet you if they have included you in their committee request forms. If you decide that you are not the best person for the project they are proposing, or if you have met your committee membership limit for the semester, you may offer a suggestion of who else you would suggest for their proposed Division III. If you decline a request from a student to serve on their committee, you will be asked to provide some comments that will be viewable to other faculty in the student's request.

### **Beginning Division III**

The Division III contract filed on TheHub needs to include a feasible and agreed-upon proposal for the Division III project, proposed advanced educational activities (see final page of this document) and the online signatures of two Hampshire faculty. For a contract to be officially filed, both committee members must sign. In exceptional circumstances faculty may make a request via the school dean to the dean of faculty for a stipend for faculty from outside of Hampshire to serve on a Division III committee in addition to the two Hampshire faculty members.

### **First Meeting with the Committee**

Students are encouraged to schedule a meeting within two weeks after they file to discuss their expectations for completing their work. Among the items you should discuss:

- The number and frequency of meetings
- Developing a schedule for handing in their work for both semesters
- The role of the second member on the committee and whether the student should hand in initial drafts of their work to just the chair, or both committee members
- Any materials or resources that may be beneficial to organizing their project
- If their project requires additional funding, the [CORC website](#) lists opportunities in all areas of study.

### **Advanced Educational Activities (AEAs)**

Important information on advanced educational activities can be found under Division III Requirements later in this document. Students must undertake and successfully complete two advanced educational activities while they are engaged in Division III work. **At least one of the two advanced educational activities must be an advanced-level course or supervised teaching.** If a student chooses to facilitate an EPEC course or participate in an independent study or internship as one of their advanced educational activities, the other activity must be an advanced-level course or supervised teaching. Both AEAs must be approved by the student's committee and conform to the AEA policy in [the handbook](#).

### **Exceptions to the Division III Filing Deadline**

Exceptions generally fall into two categories, relatively easy and difficult. An example of a relatively easy situation: the Division III proposal is approved and ready to file but the Division II committee is unable to meet before the filing deadline. A final meeting has been set and everyone agrees that the student would have passed had there not been an intervening event such as you or the student getting the flu. Generally the Division III CASA dean can negotiate the relatively easy situations through conversation with faculty and by confirming that all is otherwise in order with a student's academic record. The Division II still must be passed on TheHub before the student can file Division III.

An example of a difficult situation: the Division II was not passed or the Division III was not fully filed on TheHub on time because the student turned in work late. Students whose circumstances constitute "difficult" exceptions must appeal to the Division III exceptions committee, which is comprised of members of the Educational Policy Council. The Division III CASA dean serves as the conduit of documents and information to this committee and attends the meeting but does not vote. The purpose of the exceptions committee is to hear cases that involve extraordinary and extenuating circumstances such

as serious illness on the part of the student or a death in the family, rather than simply an inability to meet deadlines, that prevented the student from filing Division III on time. Before the student's request can be heard by the exceptions committee, the student must have passed Division II, filed Division III and have explicit and comprehensive written confirmation from both the Division II chair and the Division III chair. The Division III chair must be able to confirm that the student has been working on Division III since the filing deadline and support the student's request for an exception based on extraordinary and extenuating circumstances.

### **Revisions and Progress Reports**

Students must file a revision to their Division III contract by the [published deadline](#) at the beginning of their second semester of Division III. Changes to committee membership, advanced educational activities, or the Division III project must be reflected in this revision. Students are supposed to discuss changes with you in advance, since you will need to sign their contract indicating your approval. In the student's second semester, they may continue to refine their project, and these refinements can be addressed by you in their final evaluation.

A progress report needs to be completed on TheHub for each Division III student. **At the time of progress reports, it is important to make clear to students any concerns you might have about their ability to meet completion deadlines.** This progress report is an opportunity to alert the Division III CASA dean to any indications that the student may not be able to complete their degree requirements on time. You should also alert the Division III CASA dean at any time during the student's Division III year if you fear the student is at risk of not completing requirements on time. Often a meeting with the student and committee in CASA is sufficient to learn about the nature of the student's difficulties and agree upon a new plan (which may include taking an extension) for finishing the work. We hope to avoid situations where students finish the Division III project but need to attend summer school (or beyond) to take courses to satisfy the AEA requirements.

Please see the [academic calendar](#) for exact progress report and final revision deadlines.

### **Completion Dates**

Please be sure to schedule final meetings, including film screenings, gallery shows and theater productions in time for the pass to be recorded on TheHub by the completion deadline, which is published on the [academic calendar](#).

### **Final Evaluations**

It's clear that most faculty are cognizant of, and conscientious about, meeting deadlines for submission of evaluations of the Division III project and work submitted as completion of advanced educational activities. Students have the legal right to inspect their records prior to commencement, so we expect that all records be available for viewing immediately after the deadline for submission. Students also want to read their evaluations and, often, include them in transcripts for graduate school and employers. The [academic calendar](#) has exact deadlines for when Division III evaluations and advanced educational activity evaluations are due.

## **Division III Requirements**

In their final two semesters, students undertake a major independent project with the guidance of a committee. Typically, Division III projects explore in depth a specific aspect of the student's Division II work. Division III students devote the majority of their time to the independent project.

We expect scholars and artists to move beyond the boundaries of their particular fields of expertise and to participate in the collective activities that help to define and invigorate intellectual life. In a similar way, students are expected to engage in two advanced educational activities concurrent with their Division III independent project that have the dual goal of broadening the scope of their intellectual endeavor and making their more mature skills and viewpoints available to the College at large.

### **The Advanced Independent Project**

Each student designs, implements, and completes a two-semester advanced independent project that encompasses a sophisticated and complex set of questions, concepts, skills, and abilities. The completed project should clearly demonstrate the student's ability to perform advanced work. The culmination of the Division III advanced independent project, whether a thesis, portfolio, film, exhibit, computer program, performance, or committee-approved combination of these, must be in a form that can be evaluated by the student's faculty committee. Judgment of the quality and scope of the advanced independent project is the responsibility of a student's committee.

### **Division III Advanced Educational Activities**

Students must complete two advanced educational activities (AEAs) while they are engaged in Division III work. All AEAs must demonstrate a serious academic/intellectual approach and engagement at an advanced level. They must indicate semester-long involvement, be evaluated by faculty, and take place in a setting that permits interactions with other students who are working at an advanced level.

One of the AEAs must be an advanced level course or supervised teaching/teaching assistantship (TA). The other AEA may be an advanced level course; teaching assistantship; a special project; a course of independent study for which the student is properly registered; or facilitation of an EPEC course that is planned with and evaluated by a Hampshire faculty member. In all cases, at least one of the AEAs must be an advanced level course or TA. Students who take an advanced level course at another college or university must receive a grade of C or better in a credit-bearing course of at least three semester credits or the equivalent in order for it to count as an AEA. Students may not audit or receive a pass/fail grade in an AEA.

The work for all AEAs must be completed by the end of the Hampshire advising and progress review period in the student's final semester. Formal awarding of the degree will be delayed if documentation of completion of one or both AEAs is not received prior to Hampshire's commencement. Students may not negotiate an incomplete in the final semester for any AEA. Failure to complete an AEA will result in the student having to complete an advanced level

course at another institution, pre-approved by the Division III chairperson in a revised contract. The student's graduation date will be delayed until after receipt of a transcript documenting successful completion of the substituted course.

**Advanced level course definition:**

An advanced level course must be approved by the student's Division III committee and related to the student's Division III area of study. For the purposes of satisfying Division III advanced educational activities, independent studies are not considered advanced level courses. A course may be considered advanced-level if it is:

A 300-level Hampshire course;

A 200-level Hampshire course with approval of the Division III committee;

Any Five College course or course taken at another college or university that is directed at seniors or graduate students.

**Supervised teaching /teaching assistantship (TA) definition:**

A student is considered a TA if they are assisting in the planning of and engaging in teaching activities in a course approved by the Division III committee. This course must be a full academic course, or a course equivalent in level of activity and time commitment to a full academic course. Please note that TA responsibilities differ significantly from the duties of a work-study or office/course assistant position, which are more limited in scope. Examples of the responsibilities of a teaching assistant might include: leading discussions, holding office hours for student appointments, and providing feedback on papers or other assignments.

**Special Project Definition:**

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. 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. They must engage a student in learning for 180 hours or more. Students must fill out a Special Projects form (obtained from the Central Records office). Declaration of a Special Project must occur by the add/drop deadline in the student's final semester.

**Field Study During Division III**

Students using a component of field study such as an internship for a Division III advanced educational activity must have the activity listed on the filed copy of their Div III contract in the advanced educational activities section. The component used for the advanced educational activity will be registered separately and evaluated or certified as complete by the Division III chair. Students submit documentation of completion directly to the Division III chair. Although not required, a site supervisor evaluation may be submitted to Central Records for inclusion in the Hampshire transcript. If students receive a transcript from another institution with grades for a component of the field study, a copy should be submitted to both the chairperson and central records.

## **Division III Best Practices for Faculty**

Meet soon after the filing deadline to clarify roles and level of engagement of chair and member, set meeting times for the semester, and help the student focus their proposal ideas and shape the scope of project into something doable within two semesters.

Make clear what you will expect to see by the end of the first semester to be able to confirm satisfactory progress: typically the outline and goals of the project, and a significant piece of work such as draft of a chapter or equivalent creative writing, film footage, programming code, studio artwork, or documented research for theater production.

Emphasize the importance of making and keeping to a schedule for handing in work, working backwards from due dates, and turn-around windows that allow for faculty review. Specify the format you would like to receive work in, and how many days before the next scheduled meeting you will need to receive it.

Keeping in mind that students have not engaged in a year-long independent project before and that students differ in the level and kind of support they need, you might ask students what they think might be difficult aspects for them and where they anticipate needing help.

When relevant, insist that your students meet with work with appropriate academic support staff such as a research librarian, Knowledge Commons fellow or technical staff in media, theater, music or dance. Encourage students to seek help from the Writing Center, someone in the Wellness or Counseling Centers for stress and anxiety concerns, or with the Director of Accessibility about access, accommodations and support.

Encourage students to ask for clarification and support with any aspect of the Division III process: how to locate materials; clarification of concepts or processes; or needing help when stuck or discouraged, unsure about how to proceed with next steps or feeling they've lost sight of the project as a whole. Frequent offers of help from faculty can help normalize these concerns as typical places people get stuck when working on a big project, and help prevent students from falling out of communication (or worse, completely disappearing) when they don't know what to do next.

If it becomes apparent that a student may not be able to finish by the intended completion date, be sure to share your concern with the student and contact CASA as soon as possible. Often a meeting in CASA with the student and committee can help clarify problem areas and get the project moving forward again.

The goal of Division III is to allow each student to design and carry out a project they are capable of. The level of acceptable work is variable so it may be helpful to consult with colleagues in similar areas, or speak with the Division III dean in CASA.

## **DIVISION III CALENDAR: FALL 2018 GRADUATES**

<b>Thursday</b>	<b>February 15, 2018</b>	<b>Deadline to pass Division II.</b> Passes must be recorded on TheHub by this date. After you have passed, you will need to make your Division III contract ready for faculty signatures. It is important that you do this as soon as possible to ensure that you meet the February 22 filing deadline.
<b>Thursday</b>	<b>February 22, 2018*</b>	<b>Division III contracts must be filed on TheHub for Fall 2017 completion.</b>
<b>Friday</b>	<b>April 27, 2018</b>	<b>Student progress reports are due on TheHub.</b> You must complete a brief progress report on TheHub by this deadline. In advance of this date, you should also agree with your committee when you will submit work for them to review as part of the faculty progress report.
<b>Friday</b>	<b>May 4, 2018</b>	<b>Faculty progress reports are due on TheHub.</b> Along with the work you have submitted up to this point in time, your chair will review your student progress report and post their comments on TheHub by this deadline.
<b>Thursday</b>	<b>June 14, 2018</b>	<b>Spring 2018 advanced activity evaluations due.</b> <i>If you completed an internship during the Spring semester, make sure you submit a signed evaluation from your supervisor by this date!</i>
<b>Monday</b>	<b>September 24, 2018</b>	<b>Final revisions of Division III contracts are due on TheHub.</b> Update your contract so that it accurately reflects your project, advanced educational activities and committee membership by this deadline. <u>An accurate, up-to-date Division III contract, ready for signatures before or by this deadline, is a graduation requirement.</u>
<b>Thursday</b>	<b>December 13, 2018</b>	<b>Division III passes for December completion are due on TheHub.</b> All of your committee members must sign your pass on TheHub for it to be officially recorded. All final meetings, including all final presentations, must take place by this date, unless the January 2 completion date was chosen.
<b>Wednesday</b>	<b>January 2, 2019</b>	<b>Division III passes for January completion are due on TheHub.</b> All final meetings, including all final presentations, must take place by this date.
<b>Wednesday</b>	<b>January 9, 2019</b>	<b>Final evaluations are due on TheHub.</b> This is the deadline for which your Chair must post your Division III evaluation on TheHub. Evaluations for advanced educational activities other than Five College grades are also due on TheHub by this deadline. This is also the deadline to clear outstanding debts with Student Accounts and return all library books and equipment. Please note that you will not be able to receive your diploma until all holds have been cleared.
<b>Friday</b>	<b>February 8, 2019</b>	<b>Degree conferral date for Fall 2018 completion.</b>
<b>Saturday</b>	<b>May 18, 2019</b>	<b>Commencement Ceremony.</b>

\*An additional semester of enrollment is required when this deadline is not met. Students who anticipate problems with this deadline should meet with their advisors. Please contact CASA (in the Lemelson Building) 559-5498, if you have any questions about or problems with this deadline.

### **Extension date for students whose work was not completed by the December 13, 2018 or January 2, 2019**

#### **Deadlines:**

Students who do not complete the Division III project by the December 13, 2018 or January 2, 2019 deadline are typically expected to take another semester of full enrollment. In some cases of extenuating circumstances, when both advanced educational activities have been successfully completed but the Division III project has been completed, a student may request an extension. If a student is granted an extension, the date for submission of all completed work would be the first advising day in the following semester, and the Division III evaluation would be due within 10 days after this deadline.

## **DIVISION III CALENDAR: MAY 2019 GRADUATES**

<b>Thursday</b>	<b>September 27, 2018</b>	<b>Deadline to pass Division II.</b> Passes must be recorded on TheHub by this date. After you have passed, you will be able to make your Division III contract ready for faculty signatures. It is important that you do this as soon as possible to ensure that you meet the October 4 filing deadline.
<b>Thursday</b>	<b>October 4, 2018*</b>	<b>Division III contracts must be filed on theHub for May 2019 graduation.</b>
<b>Friday</b>	<b>December 7, 2018</b>	<b>Student progress reports are due on TheHub.</b> You must complete a brief progress report on TheHub by this deadline. In advance of this date, you should also agree with your committee when you will submit work for them to review as part of the faculty progress report.
<b>Friday</b>	<b>December 14, 2018</b>	<b>Faculty progress reports are due on TheHub.</b> Along with the work you have submitted up to this point in time, your chair will review your student progress report and post their comments on TheHub by this deadline.
<b>Monday</b>	<b>January 19, 2019</b>	<b>Fall 2018 advanced activity evaluations due.</b>
<b>Monday</b>	<b>February 11, 2019</b>	<b>Final revisions of Division III contracts are due on TheHub.</b> Update your contract so that it accurately reflects your project, advanced educational activities and committee membership by this deadline. <u>An accurate, up-to-date Division III contract, ready for signatures before or by this deadline, is a graduation requirement.</u>
<b>Friday</b>	<b>May 3, 2019</b>	<b>Division III passes are due on TheHub.</b> All of your committee members must sign your pass on TheHub for it to be officially recorded. All final meetings, including all final presentations, must take place by this date.
<b>Monday</b>	<b>May 6, 2019</b>	<b>Deadline to clear outstanding debts with Student Accounts and return all library books and equipment.</b> Please note that you will not be able to receive your diploma until all holds have been cleared.
<b>Monday</b>	<b>May 13, 2019</b>	<b>Final evaluations are due on TheHub.</b> This is the deadline for which your Chair must post your Division III evaluation on TheHub. Evaluations for advanced educational activities other than Five College grades are also due on TheHub by this deadline.
<b>Saturday</b>	<b>May 18, 2019</b>	<b>Commencement Ceremony.</b>

\*An additional semester of enrollment is required when this deadline is not met. Students who anticipate problems with this deadline should meet with their advisors. Please contact [CASA](#) (in the Lemelson Building) 559-5498, if you have any questions about or expect problems with the deadline.

### **Extension date for students whose work was not completed by the May 6, 2019 deadline:**

Students who do not complete the Division III project by the May 6 deadline are typically expected to take another semester of full enrollment. In some cases of extenuating circumstances, when both advanced educational activities have been successfully completed but the Division III project has not been completed, a student may request an extension. If a student is granted an extension, the date for submission of all completed work would be the first advising day in the following semester and the Division III evaluation would be due within 10 days after this deadline.