

## Division III Guide for Students

### Requesting a Division III Committee and Completing Division II

Before you pass your Division II, you will complete the Division III committee request form on TheHub. This form will give potential committee members a brief indication of your plans for Division III. You will work with your committee via email and in-person meetings to clarify and refine your ideas for your Division III contract.

It is recommended that you pass Division II the semester *before* you file Division III so that you don't have to simultaneously pass Division II and file Division III while working on your Division III project and advanced educational activities. If either one or both of your Division II committee members are leaving or if you are planning to be on field study for your first semester of Division III, you *must* pass Division II at the end of the semester, before you file Division III.

Here are some of the steps you'll make during the transition from Division II to III:

- Complete the Division III committee request form on TheHub
- Meet with potential Division III committee members
- Schedule a final Division II meeting well in advance of the deadline
- Submit a portfolio to your Division II committee
- Work with your Division III committee to draft a contract
- Pass Division II by the deadline, approximately one week before filing Division III
- File Division III by the deadline, approximately 4 weeks into the semester

Refer to the academic calendar for dates that apply to you.

Your Division II committee can suggest faculty whose areas of interest might accommodate your proposed Division III. CASA and the Schools will also have workshops and opportunities for you to learn more about filing Division III and meeting faculty. Be sure to read faculty biographies on the Hampshire website. Your Division III committee will consist of two Hampshire faculty: a chair and member, or co-chairs. You can also meet with the Division III dean in CASA to get ideas about which faculty might be appropriate for your proposed project.

**Contact the faculty members you included in your committee request form to arrange a meeting.**

If a faculty member decides they are not the best person for the project you are proposing, or has met their committee membership limit for the semester, ask them who else they would suggest for your proposed Division III. You may also find that faculty you had not included in your request form will see your proposed project, and either contact you to discuss it or indicate that they are available to work with you.

## **Filing Division III**

Working with your potential chair and member, you will continue to revise your project proposal and ideas for advanced educational activities. You will incorporate suggestions from these faculty as well as your own changing ideas and perspectives. Once you have your project proposal and ideas for your advanced educational activities finalized, you will need to make sure your contract is filed on TheHub by the Division III filing deadline. To see how other students have conceptualized and organized their projects, be sure to visit the Division III showcase on the first floor of the library where you can search completed projects by school and year of graduation. You can also search the Division III online archives for past projects students have completed.

### **First Meeting with Your Committee**

You should arrange a meeting with your committee within two weeks after you file to discuss their expectations for completing your work. Among the items you should discuss:

- The number and frequency of meetings
- Developing a schedule for handing in your work for both semesters
- Whether you will hand in initial drafts of work to your chair, or both committee members
- Materials or resources you have at hand and any ideas you may have about organizing your project. (Your committee may also suggest other resources.)
- If you are seeking additional funding, the CORC website lists opportunities in all areas of study

### **Revisions and Progress Reports**

Because all Division III students and their chairpersons must complete a progress report on TheHub at the end of the first semester of Division III, it is important to arrange a date to submit work to your committee for their review.

Filing a revision to your Division III contract by the published deadline at the beginning of your second semester of Division III is a requirement for graduation. Changes to committee membership, advanced educational activities, or your Division III project must be reflected in this revision. Be sure to discuss changes with your committee members in advance, since they will need to sign your contract indicating their approval. In your second semester, you may continue to refine your project, and these refinements can be addressed by your chair in your final evaluation.

### **Completing Division III**

Your final meeting, including any possible film screenings, gallery shows or theater productions must be scheduled in time for your committee to pass you on TheHub by the published deadline. If you are finishing Division III in a fall semester, you may discuss with your committee an alternate completion date, which must be no later than the first day the College reopens after winter recess. The committee must approve the student's request for the alternative completion date on TheHub.

### **Commencement**

**It's important to read and respond quickly to all notices about participating in commencement.** These notices are sent via Announcements or your Hampshire email account so it's important to check these sources often and respond right away. Questions about commencement can be directed to the Assistant Dean of Faculty in the Dean of Faculty Office.

## **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 Students**

Meet soon after the filing deadline with your committee to set meeting times for the semester, and ask for help in focusing your ideas and shaping the scope of your project into something doable within two semesters. Clarify the roles of your chair and member, and whether you will be meeting with and turning in work to both of them or just the chair during the first semester.

Keep in mind that students are expected to produce a significant piece of work by the end of the first semester of Div III. Ask your committee what they will need to see to be able to confirm satisfactory progress at the end of the semester on your Div III Progress Report: 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.

Maintain a schedule for handing in work, set intermediate deadlines working backwards from due dates, and be sure to allow turn-around windows that allow for faculty review. Clarify with faculty what format they prefer to receive work in, and how many days before the next scheduled meeting they will need to receive it.

Anticipate that you will likely need a different kind and level of support (from course during Div II) as you embark on a yearlong independent project. Think about what aspects might be difficult for you, and where you anticipate needing help. Discuss your concerns with faculty and seek assistance from campus resources.

Meet early in the process with appropriate academic support staff such as a research librarian, Knowledge Commons fellow or technical staff in media, theater, music or dance. Seek help from the Writing Center with any aspect of writing or organization. Consider the Wellness or Counseling Centers for stress and anxiety concerns, and OARS for access, accommodations and support.

Ask your committee for clarification or 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 you've lost sight of the project as a whole.

**Don't feel you have to figure everything out on your own.** Stay in frequent communication with faculty and whatever else happens, don't disappear. It's hard for any of us to offer assistance if we don't know what you need help with. You can meet with the Division III dean, Anne Downes, in CASA about any aspect of Division III. Anne Downes can be reached at 413.559.5498 or [adownes@hampshire.edu](mailto:adownes@hampshire.edu).

## DIVISION III CALENDAR: FALL 2018 GRADUATES

Thursday	February 15, 2018	<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.
Thursday	February 22, 2018*	<b>Division III contracts must be filed on TheHub for Fall 2017 completion.</b>
Friday	April 27, 2018	<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.
Friday	May 4, 2018	<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.
Thursday	June 14, 2018	<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>
Monday	September 24, 2018	<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>
Thursday	December 13, 2018	<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.
Wednesday	January 2, 2019	<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.
Wednesday	January 9, 2019	<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.
Friday	February 8, 2019	<b>Degree conferral date for Fall 2018 completion.</b>
Saturday	May 18, 2019	<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

Thursday	September 27, 2018	<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.
Thursday	October 4, 2018*	<b>Division III contracts must be filed on theHub for May 2019 graduation.</b>
Friday	December 7, 2018	<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.
Friday	December 14, 2018	<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.
Monday	January 19, 2019	<b>Fall 2018 advanced activity evaluations due.</b>
Monday	February 11, 2019	<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>
Friday	May 3, 2019	<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.
Monday	May 6, 2019	<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.
Monday	May 13, 2019	<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.
Saturday	May 18, 2019	<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.