

HAMPSHIRE COLLEGE



GUIDE TO DIVISION II
2014-2015

Prepared by the Center for Academic Support and Advising (CASA)

GUIDE TO DIVISION II

Congratulations on completing your first year at Hampshire College! Now that you are entering your third semester and have fulfilled your Division I requirements, it is time to think more concretely about your Division II. Some of you have passed your Division I and are ready to file Division II. Please make sure your advisor passes your Division I on TheHub so that you can file your Division II electronically, as you will not be able to post your Division II contract on TheHub until you have passed Division I. **For those of you who need this semester to fulfill a remaining requirement, this does not prevent you from starting Division II this semester along with your peers.**

The Division II, or academic concentration, represents the core of a student's education at Hampshire College. Students plan and carry out an individualized program of study, which includes courses and independent projects, as well as internships and/or international study. During this process, students are given advice, constructive criticism, and ongoing evaluation by a two person faculty committee. The student effort culminates in the Division II portfolio, consisting of coursework, evaluations, documentation of fieldwork and internships, and any other work related to the Division II: all evidence that you have fulfilled the terms of the Division II contract.

Students are encouraged to pursue interdisciplinary interests in Division II. The College also expects students to incorporate the Multiple Cultural Perspectives requirement and Community Engaged Learning Activity requirement (CEL-2) into their Division II concentration. Division II is a **four-**semester undertaking with **at least three** semesters filed officially on TheHub. Division II committees include two Hampshire College faculty, one of whom serves as chair. A Five-College faculty member, another Hampshire faculty or staff, or an individual from the surrounding community can serve as a third member.

Included in this guide is the recommended schedule for pulling your ideas together; posting a draft contract on TheHub for appropriate faculty to view and help you revise (You should speak with faculty before listing them as potential committee members on TheHub); and completing the process by filing your Division II officially on TheHub.

Getting Started

Now is the time for you to go over Division II ideas with your Division I advisor. The next step will be to contact prospective committee members from the faculty, discuss your ideas with them, and ask them if they wish to serve on your Division II committee. You should speak to faculty about serving on your committee **before** you present them with a contract on TheHub.

To begin, sketch out an initial idea of what you want your Division II area of concentration to be. (This is sometimes easier to do when you are at school than it is after you've been away for the summer.) These initial ideas will be refined with your Division II committee as you prepare your Division II contract, so you don't need to take a lot of time trying to get it "perfect." Just say in ordinary language what you want to study, the kinds of questions you are interested in and/or the skills you want to develop, and your main goals for your Division II. Sometimes it is easier to think of ideas that connect, rather than imagining the Division II as a larger field of study. Reviewing TheHub for courses and reading the sorts of questions that faculty pose in course descriptions can also help you find some language for your ideas. Show your Division I advisor your initial ideas and use the feedback to clarify your explanations.

Posting the Division II Draft

When you meet with prospective Division II faculty, bring along a written statement of what you are thinking about for a possible Division II concentration. Many faculty want a written record of your thoughts. **The on-line forms are NOT designed to replace discussion and faculty/student interaction.** TheHub does not automatically tell faculty members that you want them on your committee – you must go and talk with them. Faculty will give you feedback for refining and molding your ideas, and quite likely offer the names of additional faculty for you to contact. Meeting and speaking with different faculty can help you find a committee suited to your concentration.

Once you have written your Division II concentration statement, you will submit your Division II draft on TheHub for faculty consideration by **Friday, October 17, 2014**.

SPECIAL DIVISION II APPLICATION PROCEDURES: If you would like your committee to include a faculty member from the film/photo/video, theater, creative writing or studio art programs, you must submit an application directly to that program by **October 17th** for Fall 2014 as well as post your draft Division II proposal on TheHub. Be sure to check the intranet regularly for applications. You may also find applications for the following programs in the offices listed below:

- Film, Photo and Video/Studio Arts- HACU office in Emily Dickinson Hall
- Writing/Theater- IA office in the Writing Center

Division II Committee Request

Beginning this fall, fall 2013 first year entrants and fall 2014 transfer entrants will be expected to participate in the pilot Division II committee request on line as part of posting their Division II draft concentration on theHub. The deadline to do so coincides with the program applications (ie. film/photo/video, writing, theater and studio arts) deadline of October 17, 2014. The purpose of this process is to ensure all students who participate will be assigned a chair relevant to their Division II concentration. **Participation is mandatory.** Once assigned a chair, you will be expected to follow up with your faculty and find a member to complete your committee. For more information please be sure to check your *Hampshire* email regularly as well as announcements on the Intranet.

Faculty are often unable to serve on your committee; do not take it personally. They might be going on sabbatical, for instance, or feel their expertise is not a good match for your interests. For your part, solicit suggestions for other faculty to approach. Sometimes, under certain circumstances and depending on your interests, you may end up working with a faculty member “outside” of your exact area of study, but who has an overall perspective on the field and is someone with whom you have a relationship and from whom you can receive guidance.

Film/photo/video, theater, studio arts and writing programs will post lists of which faculty will serve on which committees during this period. Students will also be emailed assignments via their Hampshire email. It is crucial students follow up with their assigned faculty after the process and before filing. Once you know who will be the chair and member of your committee, begin working with them to fill out your final Division II contract on TheHub. **Do not assume just because you are assigned a faculty member, your part is done. Faculty will not sign off on contracts without meeting with a student face to face.**

Filing the Division II Contract

When you and your committee are satisfied with your revised Division II contract, make sure to mark it as “ready for faculty signatures” and email your committee members to tell them to sign it. Once both of your committee members have signed your contract you are officially filed in Division II. Remember that you can revise your contract as many times as you need to throughout your Division II, to reflect changes in your courses, CEL-2, or description. Each time you revise, your committee just needs to sign it again.

If you are a fourth semester student in fall 2014, the deadline to complete filing for Division II is Thursday, September 18, 2014.*

If you are a fourth semester student in spring 2015, the deadline to complete filing for Division II is Thursday, February 12, 2015.*

* If you are not filed by these deadlines, you are looking at the possibility of extra semesters in which to complete degree requirements.

Frequently Asked Questions

What is the concentration?

The concentration is an area of learning that the student pursues in greater depth according to their individual interests and needs. Each student designs and carries out a concentration with the guidance and supervision of a committee of faculty selected by the student for this purpose.

When is Division II?

Division II comprises four semesters of work (usually the second and third year of study), with the portfolio of work submitted to the committee at the conclusion of Division II representing the equivalent of four semesters' worth of work in the concentration in Division II.

What are the Division II requirements?

In addition to carrying out the work defined by the Division II contract, every Hampshire student must complete two academic requirements prior to completing Division II work: Multiple Cultural Perspectives and Community Engagement and Learning (CEL-2).

Who can be on my committee?

Two Hampshire College faculty must be members of the committee, one of whom serves as chair. A Five College faculty member or an individual from the surrounding community may occasionally serve as a third member.

What can I study?

A concentration may range from a plan of study similar to that of a traditional college major to a highly individualized program of study that encompasses several disciplines or areas of conceptual thought and understanding. It may include a number of kinds of learning activities: independent studies and projects, courses, reading programs, internships, and other forms of field study away from the campus.

Within the limits of the resources of the college, the Five Colleges, and the ability of the student and the student's committee to locate resources for the student, there is great latitude in the design of a concentration. It is essential, however, that a concentration proceed on the basis of a plan, that it be a coherent body of studies, and that it build from work at foundational levels to advanced work.

Are there additional studies as part of Division II?

The concentration is not the whole of a student's work in Division II; additional studies outside the area of concentration are also an important part. Along with the concentration, the student is expected to pursue academic interests in areas unrelated to the concentration, much as a student at a traditional college would engage interests outside the major. Because these additional studies need not meet the criteria for a concentration (coherence and building), this feature gives the Division II student an added measure of flexibility and freedom in designing a course of study.

Division II Community Engagement & Learning (CEL-2) Requirement

These guidelines are intended to be a summary of the steps needed to complete the CEL-2 requirement. Please review the full language of the CEL-2 requirement and the CEL-2 forms. These can be found on the Division II website (www.hampshire.edu/academics/CEL-2-requirement.htm), the CECL Network website (cecl.hampshire.edu/).

- Meet and brainstorm about the CEL-2 requirement with your Division II Chair/Committee. On-campus programs are also a resource to you, such as: Community Partnerships for Social Change (CPSC), Critical Studies of Childhood Youth and Learning (CYL) and Career Options Resources Center (CORC).
- Explore specific opportunities for projects on and/or off campus. Have a conversation with the potential supervisor and set up a meeting.
- Bring the **Proposal Form** to your meeting with the organization/individual supervisor to discuss the details of the potential work. Before you have this meeting, think about the time you have available to work on a project, the skills you have to offer, etc.
- Negotiate and finalize the details of your proposed project with the Organization/individual. You and your supervisor must sign the Proposal Form.
- Meet with your Division II Chair. Your Chair must approve the proposal and sign the form. Discuss with your Chair/Committee how best to document your experience.
- Do the project!
- Fill out Part 1 of the **Evaluation Form** including a revised description of the work you completed. Have a final meeting with your supervisor to review your work. Give Part 1 of the Evaluation Form to your supervisor, and they should complete and sign Part 2.
- Submit Part 1 and Part 2 of the Evaluation Form to Central Records. Make a copy for your Division II Chair, and keep one for your portfolio.
- Write a reflective essay using the prompt questions on the **Reflective Essay Guidelines**. This should be a cumulative piece that reflects on the entire requirement.
- Meet with your Chair to review your work. Bring the Evaluation Form(s) (Part 1 & 2), your reflective essay and all relevant work. The Chair must sign the **Completion Form** and submit to Central Records.
- Put a copy of all your CEL-2 work and completed forms in your portfolio

Multiple Cultural Perspectives Requirement

Hampshire College is committed to the principle that a liberal arts education should include a serious engagement with multiple cultural perspectives. The Multiple Cultural Perspectives requirement is to be an integral part of the set of questions that guide the Division II at its inception (Division II contract) and completion (Division II portfolio).

At the completion of the concentration, students will present the results of their work on the Multiple Cultural Perspectives requirement in their Division II portfolio, including course work and/or independent research. Students will also describe in their retrospective essay (or elsewhere) the impact those explorations have on their concentration as a whole.

This requirement will be described and assessed as part of the Division II evaluation.

Critical Issues for Multiple Cultural Perspectives Requirement

In satisfying this requirement, students can choose to address one or more of the following critical issues. However, students are encouraged to integrate all three issues into their Division II:

- **Non-Western perspectives.** Study of non-Western peoples and cultures will help our students to understand better the cultural diversity of the interconnected world at large. An intellectually vigorous engagement with non-Western perspectives expands the way one comprehends the world. To achieve this goal, students must incorporate study of non-Western peoples and cultures into their Division II.
- **Race in the United States.** Study of the history, politics, and culture of race in the United States and elsewhere will enable our students to understand better the conditions that underlie discrepancies of power that often fall along racial lines. Serious academic study of theories and analyses pertaining to “race” offers a more critical approach to students’ education. To achieve this goal, students must incorporate study of the roles that race and racism play in American culture and society into their Division II.
- **Knowledge and power.** The influence of discrepancies in power and privilege is hidden from most scholarly discourse, where the canons of academic disciplines are apt to be presented as neutral and universal. Study of how academic knowledge may be shaped by relations of power and difference will help our students think more critically about the processes under which intellectual or artistic perspectives can be either privileged or marginalized. To achieve this goal, students must incorporate study of the relations between power and knowledge, in regard to either non-Western perspectives or race, into their Division II.

Resources to help in filing Division II

The Center for Academic Support and Advising (CASA) will hold workshops through the fall to explain the Division II filing process and answer any questions you may have. Please be sure to check the intranet for dates and times of upcoming workshops.

Division II for The Undecided

This workshop is aimed at students who are unsure about what they want to do for their Division II concentrations, either because they have too many interests or because they haven't yet found something that fully excites them. Sharón Friedner, the Assistant Director of the Career Options Resource Center (CORC), will co-lead this workshop, which features exercises to help you zero in on your own interests and turn them into a viable Division II. This workshop is offered twice.

Fall dates: **Tuesday, September 16, 4:00-5:30pm in the Dakin Living Room**
 Monday, September 29, 4:00-5:30pm in the FPH Faculty Lounge

Ready, Set, Go! Filing for Division II

This workshop reviews what you need to do to pass Division I and goes over the basics of how to file for Division II. There will be ample time to answer any questions you have about the process. All sessions of this workshop are repeats of the same material.

Fall dates: **Tuesday, September 23, noon-1pm in the Dakin Living Room**
 Tuesday, October 7, noon-1pm in the Dakin Living Room
 Wednesday, October 15, noon-1pm in the FPH Faculty Lounge

Faculty mixer

This mixer is one of the best ways to meet faculty in person and begin the process of putting together a Division II committee. A large part of Hampshire faculty will be available to meet and discuss your Division II concentration ideas.

Fall date: **Tuesday, October 7, 5-6:30 pm in the Film and Photo Main Gallery**

Individual meetings with Ernie Alleva or Zena Clift, Associate Deans of Advising

CASA is always happy to have you come in and talk with us individually about your plans, concerns, and/or questions about Division II. Just call the main number, 413.559.5498, and ask to set up an appointment with either Ernie Alleva or Zena Clift, the two Deans in CASA who work with students in their second and third years and are entering or in Division II. We're always glad to see you and talk with you.

Additional resources

Community Partnerships for Social Change (CPSC)

x5395, G1 Franklin Patterson Hall

Community Partnerships offers community-based internship and research opportunities, leadership training seminars, mentoring, and a variety of resources to strengthen students' social justice organizing skills. The program also offers a summer fellowship program for students.

Career Options Resource Center (CORC)

x5445, Library, 3rd floor

The Career Options Resource Center helps students think about how your academic studies will ultimately translate to the world of work. With a wide variety of resources, we support your development of the skills and confidence you need to realize your dreams and make a difference in the world. We also assist alumni who are refining their goals and making transitions in their work lives. CORC also provides career counseling, clarifying your career direction, job search strategies and skills, graduate/professional school planning, developing internships to complement academic studies, building your career network, and more. Also:

- Information about internship programs.
- Access to job and internship databases.
- Workshops and information sessions.
- Lists of alumni who have offered to talk about their work and grad school experiences.

Global Education Office (GEO)

x5542, Merrill House Annex

The Global Education Office (GEO) encourages and supports students who wish to add an international component to their academic program: study abroad, service abroad, or a combination of learning and service. The resource library, maintains an extensive collection of information on overseas education opportunities, including independent study and internships, study/travel programs, paying jobs, internships, and fellowships.

Peer Academic Resource Center (PARC)

x5425, 1st floor, Library

PARC peer educators are Hampshire students who have extensive experience with faculty, classes and divisional work. They can answer questions about the different schools, the faculty, different approaches in academic work, and how to make Hampshire work for students academically. PARC has sample Division II proposals and portfolios, Division III abstracts and Five College information.