

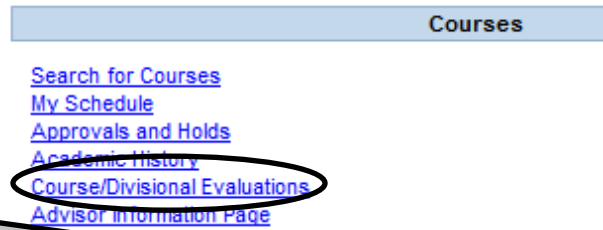
HAMPSHIRE COLLEGE



**INSTRUCTIONS ON HOW TO
FILL OUT THE DIVISION III
COMMITTEE REQUEST FORM**

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

Log on to TheHub and click “Student menu”. On the right hand side click “Course/Divisional Evaluations”



You will be brought to this screen. Click the “Division III” tab



On the left hand menu, click “Committee Request”

You will then be brought to the Division II committee request form. In order, fill out the following:

Academic Interests

Use a few key words or a phrase to describe your interests (but keep it under 80 characters!).

Which topics are of interest as you consider Division II? Carefully select between one and three areas of interest on the form because faculty will locate students based on these areas.

Academic Interests:

This is NOT a title, but merely academic areas that you are interested in pursuing. Be sure to select **at least** two from the drop down menus as faculty can not only search by who is interested in working with them but also by academic interests.

Prospective Hampshire Faculty: Be sure to pick **at least** three faculty for possible chairs. The form will not process fully with less than three. Please also indicate whether or not you have spoken to them in person. Haven't spoken to anyone yet? Don't worry! There will be time in between submitting your form and getting assigned a committee to meet with those faculty you haven't met yet. Met with faculty and they have already agreed? No problem! Just make sure you indicate this on the form.

Role	Faculty	Have you talked to this person?	
Chair <input type="text"/>	(none) <input type="text"/>	<input type="text"/>	<i>required</i>
Chair <input type="text"/>	(none) <input type="text"/>	<input type="text"/>	<i>required</i>
Chair <input type="text"/>	(none) <input type="text"/>	<input type="text"/>	<i>required</i>
Chair <input type="text"/>	(none) <input type="text"/>	<input type="text"/>	
Chair <input type="text"/>	(none) <input type="text"/>	<input type="text"/>	

Overview

Describe what you want to focus on for your Division II concentration. Include several fundamental questions or issues that will help frame your studies. What academic area(s) of study do you expect to include? Note that this description will develop and change through conversations you have with faculty. You are encouraged to talk with faculty both before filing this request and afterwards in order to explore and refine your ideas. Remember, this is simply a draft to begin the conversation. You will be able to revise this later.

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Word Count: 9

Goals

What do you want to know, understand, and be able to do by the end of Division II?

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Word Count: 9

Overview/Goals:

These next two sections are free form to articulate your ideas and pursuits during Division II. These are conversation starters; not necessarily as fully formed and detailed as your filed contract will be. This is where you may characterize, as well as you can, your areas of interests and goals.

What Else?

This section is to add anything else you may not have been able to add anywhere else on the form. Think about outside interests, other activities, etc.

Course Listing

Faculty will see courses listed below; they will only be able to read courses you check below under the 'Inc?' (include) column. It is optional should check with the faculty you are requesting, particularly those in expect.

2015F		Inc?	Faculty
HACU-0259	Melodrama and Film Noir		Sanders
5C-CRS	Basic Studio/Drawing		UMass
5C-CRS	Film & TV Production Concepts		UMass
CSI-0125	School to Prison Pipeline		McLoyd
2015S		Inc?	Faculty
CS-0266	Computer Animation 2	<input type="checkbox"/>	Perry
HACU-0114	Mediated Painting	<input type="checkbox"/>	Rafferty
HACU-0145	Reading/Writing	<input type="checkbox"/>	Holland
OPRA-0141	Beginning Swimming	<input type="checkbox"/>	Alderson
2014F		Inc?	Faculty
CS-174T	Computer Animation I	<input type="checkbox"/>	Perry
CS-0114	Introduction to Philosophy	<input type="checkbox"/>	Westphal
CS-0216	Animal Behavior Theory	<input type="checkbox"/>	Feinstein
CSI-0103	Intro to Writing	<input type="checkbox"/>	Ryan, Siegel
OPRA-0141	Beginning Swimming	<input type="checkbox"/>	Alderson

Course Listing

Here is the space where you can click what evaluations you wish to share with potential committee members; you should share **at least** one or two from each semester.

Optional Documents

This is where you may upload papers, or link to google docs, links, etc. Be sure to write the full link (<http://www...>) in the External URLs section. This is particularly important if seeking faculty in creative writing, photography, film/video, studio arts and/or theater. Remember, the more information you can provide, the better.

Optional Documents

You may upload two documents with this form. These documents might be project anything else you would like your prospective faculty to see. This is not required to faculty you are requesting to see what they expect.

Please note: All documents are scanned for viruses and as such may be unavailable you upload them. They will appear once they have been scanned and no viruses have

Upload Document 1: No file selected.

Upload Document 2: No file selected.

External URLs

If you have work (images, videos, writing, blog posts, etc.) hosted on a website or to enter a URL to share with prospective faculty so they may view your work.

You are all done! Be sure to save your request at the bottom of the page.