**Group Advising Ideas from Cindy Gill on Div II Completion**

Notes on how I use the 'For Div II completion" document below:

Before an advising day, email the instructions below to students who are in their 5th semester (starting the last year of their Div II).  Then, have a one-hour group advising session on advising day, where you go through the list and solicit questions. Inevitably, good discussions break out among the students as we address specific steps. I solicit some discussion by asking questions, such as about any issues with CEL2 activities. (I look up everyone's CEL status and other items before the meeting.)  I find that it's particularly important that students are reminded to complete CEL2 and MCP before the last Div II semester, when they still have time to plan a course or volunteer activity.

Other advantages of timing this group advising before their last Div II semester:

* Many work for Div III's who will graduate in May, and they need to get CEL2 validation before then!
* Planning for a 6th semester independent study, summer internship, or research experience in advance of Div III greatly facilitates the Div III.
* Students should also be gathering resources for their Div II portfolio before previous coursework is removed from Moodle. When they wait until the beginning of their last year to put together the portfolio, it eats a significant chunk of time out of Div III and they often can't locate work.

At the end of the session, I let students look at mock Div II portfolios. They get ideas for organization and gain confidence that they 'know' what to do.

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For the Div II joint advising meeting, I'm just making sure everyone is on track for completing Div II on schedule. Things to think about and do:

Now

1. Submit **CEL2** activity(s) on Hub. Alert your committee so they can approve the activity on the Hub. Complete CEL2, at least 40 hours total. You also need supervisor approval and then supervisor validation on the Hub. Your supervisor should get an automatic email when you register an activity and again when you mark it as completed.
2. Gather examples of your work, with faculty comments as possible. Note that work is often removed from Moodle after a year! Make electronic copies or paper copies. Include documentation from internships, indep study, reading lists, etc.
3. Plan **MCP** completion. Check if it matches your contract. You may want to incorporate MCP objective into this or next semester if you have none. If the MCP is an essay to be reviewed by your committee (as opposed to a course paper or other activity already reviewed by someone), then send that in advance of the portfolio, to give us extra time to review.

Later

1. Plan ahead for Div III including doing background work to establish a do-able Div III idea. Also, plan ahead spring and summer 2016 projects and experiences that get the Div III off the ground.
2. Write the retrospective/self-evaluation and submit on Hub. Make viewable by faculty. Discuss your major Div II objectives and how these were accomplished, the MCP, and cumulative skills progress. Also include specifics about any internship, off campus research, or field study you did. Put the retrospective on the Hub and in your portfolio.
3. Revise contract. Students must revise their contract in their last Div II semester to reflect work actually done. This is done after about March 1. This gets reviewed and re-signed by committee members. Mark all courses to be used for Div II.
4. Complete your portfolio. Collect and organize representative work from courses, including documentation from internships, field work, and the like. The work should have the edits and comments from the original course instructor, when possible. If you have lost some work, then put in what you have. Include the revised contract, retrospective, course list, CEL2, MCP, and a paragraph description of your proposed Div III, including expected chair and member.
5. Give your portfolios to your committee at least one week before a final meeting. Schedule a meeting after you have submitted your portfolio. Look at the course schedules, office hour times, etc. and email to suggest (or sign up) for a time that works for everyone. My schedule and office hours are on Hampedia here: https://hampedia.org/wiki/Cynthia\_Gill . The time that works for everyone may be outside of office hour times; that is fine, you just need to ask.
6. Draft your Preliminary Div III proposal and post your Div III draft contract on the Hub. You can do this before you pass Div II. Note also that you typically only take two courses in your entire Div III year. These advanced learning activities are decided in consultation with your Div III committee.