

Division II Portfolio and Pass Meeting guidelines

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Summary of Passing Division II

1. ***Meet with your Chair early in your 4th Semester. Reserve a half hour with your chair during Advising Day (or sooner) of your 4th semester of Div II (for most students that's Spring of your 3rd year at Hampshire) to talk about the requirements for Div II. You should bring a copy of your portfolio's table of contents (see description below) and discuss it with your chair to ensure that all elements are present. This is particularly helpful in ensuring that you adequately document how you meet the two requirements of Division II, namely, Community Service and Multiple Cultural Perspectives.***
2. ***Re-vise and re-file the final contract. Set this date at least two weeks before the final meeting. Since your final course list, and more, may have changed from when you filed your original Division II, it is standard practice to re-file the contract near completion. This requires the usual: revisions by you online, followed by signatures by your committee. Make your updates, make sure the document is viewable online, and solicit feedback from your committee. Once they are happy, and only then, go ahead and make it ready for signatures.***
3. ***Submit your Final Portfolio to both your Committee Chair and Member. Set this date a minimum of one week before the final meeting. Prepare your Div II portfolio as described below and get copies to your chair and member(s) at an agreed upon date (generally 1-2 weeks before the final meeting). You must give (hand-in or send or provide access) one copy to each of the faculty. You will get one copy back after your final meeting.***
4. ***The Pass Meeting. Reserve an hour for this. Your whole committee should be there. Make sure the final meeting is on or before the deadline posted in the***

academic calendar for your anticipated graduation date (typically 3 weeks into your first semester of Div III but check the academic calendar!).

Detailed Guidelines for Each Step Listed Above

Guidelines for revising your Div II Contract

- 1) Make sure you and your committee members are happy with your **contract**. If it needs revision, revise it on the Hub and contact your chair and member(s) to review and approve it. Make sure you mark ALL the courses you want included in your Div II on your contract. You **MUST** revise your contract before your final meeting and have it re-signed by your committee. Revise it on the Hub and contact your chair and member(s) to review and approve it.
- 2) Make it clear in your contract how you met your **multiple cultural perspective** expectation.
- 3) Get your **community engaged learning** forms done on the HUB and have your advisor “sign off” on the choice and then make sure your supervisor also “sign’s off” on your work. Please check this and get it done **BEFORE** your final meeting. Your Committee cannot click the Pass button if this is not complete.
- 4) Make sure Central Records has a complete list of your courses and **evaluated experiences** ready for you to select on your contract. That is, if you have done an internship or other non-course evaluated experience, make sure your supervisor has sent an evaluation and you have told Central Records what to call that experience and that it is a box for you to check when you revise your contract.

Guidelines for preparing your Division II Portfolio

Your portfolio documents the work of your Div II. You should be selective about the portrait of your learning you are seeking to convey...everything you have ever done should not be included. Think about how you show the range of what you accomplish. Your portfolio is your way painting, a picture of your work, the development of your thinking, and your strengths in academic and creative skills.

Make 2 copies of the portfolio – one for your chair and one for your committee member (you’ll get one back after the Pass Meeting).

Here’s what the portfolio should include:

- 1) **Title Page.** This includes the title of your concentration and your name.
- 2) **Table of Contents** with page numbers.
- 3) **Your revised contract** (as described above).

- 4) **Your retrospective essay.** This is an essay that describes your concentration, discusses the experiences and questions that brought you to your Div II, describes changes in your thinking, and ends with your ideas about potential Division III work. A good retrospective is thematic and not simply a chronological description of your coursework. The essay should also point the reader to important work in your portfolio. Think of it as the framing document that will guide the committee's reading of the portfolio and to help them understand how you make sense of the materials in your portfolio. Some questions you should answer in your retro are:
- What did you set out to do during Division II?
 - Did you do it?
 - How did it change as you went?
 - What were the influential moments/experiences along the way?
 - Where and how did you grow during Div II?
 - What went/worked well?
 - What did you learn about your own learning, your study habits, and your academic strengths?
 - What remains unclear?
 - What, where and how do you still need to improve?

- You should be making connections across courses, learning experiences, CEL, etc. not simply providing a linear chronology of your Div II experience.** Typically retrospective essays range in length from 7-15 pages (double-spaced, 1 inch margin, 12 point font).
- 5) **A listing of all courses** taken related to the Div II and that will be included in your Div II requirement (i.e., not courses that fulfilled Div I requirements). This includes any transfer courses and any Five College courses.
- 6) **Evaluations** for all courses and other learning experiences that are part of your Div II (reprinted from the Hub), including five college grades, transcripts from other institutions. Please include course descriptions, course evaluative comments (from instructor), and self-evaluations. You might consider including additional letters of evaluation or recommendation applicable to your work. Make sure there is complete correspondence between what you listed on the Hub and the evaluations/grades put in the portfolio.
- 7) **Documentation of learning through presentation of your selected work** from evaluated learning activities -course work and internships - (papers, video, images and/or audio, curriculum) organized in a logical way (usually students use dividers to mark different sections of a binder devoted to different disciplines, themes, kinds of engagement, courses, etc.). This is a curated section and does not, and should not, include work from all courses/activities in your portfolio. Generally, you should include some work that demonstrates 1) work that you are proud of and you believe demonstrates some of your best work, 2) work that demonstrates progress (perhaps draft to final paper or original work to final work), and 3) work that indicates a continued need for improvement, refinement or additional learning. Include a **cover sheet introducing each section**, providing a

description of the section and identifying which materials you have selected to include. For example, if in your retrospective essay you mention a book you have read or a paper you have written that marked an intellectual turning point, make sure that the book or paper is represented in your portfolio. Similarly, if a professor singles out a particular paper or project for criticism or praise, it is helpful to see it in the portfolio. This can be presented chronologically or, preferably, thematically (using items 1-3 in this paragraph). Again, you should be making connections across courses, learning experiences, CEL, etc. not simply providing a linear chronology of your Div II experience.

- a. Include original copies of important papers with professors' comments.
 - b. There should be papers that show your ability to use the literature(s) of your field(s) and to formulate an argument. These abilities, along with the challenges you faced and solutions you employed, are worth discussing in the retrospective.
 - c. Consider and negotiate with your committee how to best present visual or audio work that you are including – e.g. printed images, images or tracks on CD/DVD, a link to your dropbox or you tube or website or blog in order to present original work during the Pass Meeting.
 - d. Prepare work so it makes sense to the reader. For example, if you had an internship, do not simply include a daily journal. Write a short paper about the experience using excerpts from your journal to show your thinking and the experiences that affected it. Be creative in including non-course related work.
 - e. You might choose to include a process or progress section to demonstrate your growth in an important skill. For example, if your writing has really come along in your Div II, you can have a section showing the change over time; you could show multiple drafts of a paper to show how you revise your written work.
 - f. You might choose to include a bibliography of readings that you have done during your Division II, including what you read outside of courses.
- 8) If there are **additional experiences and/or work** you would like to have be a part of your Div II please include it. You might choose to include a bibliography of readings that you have done during your Division II, including what you read outside of courses, description of a study abroad experience, an internship, or other relevant work/internship experiences.
- 9) Demonstration of, and a reflection about, how you met your **multiple cultural perspectives** expectation. The reflection is typically 2-3 pages in length. It can occupy a section of the portfolio or be discussed in your retrospective, depending on what makes sense with regards to the way you met this expectation. You should address notions of race in the U.S., knowledge and power, and non-Western perspectives.

10) Demonstration of how you met your CEL-2 requirement and how it helped you to explore the questions of your DIV 2. The reflective component is typically 1-2 pages in length. Please include comments or letters from your supervisor(s) as well as reflection of your CEL-2 activities in your retrospective or in a separate document.

The typical (though not required) sequence of materials in the portfolio is:

- Title page
- Table of Contents
- Revised Final Contract
- Retrospective Essay
- List of all Courses
- Evaluations, Self Evaluations and Grades
- Documentation of Learning (Selected works)
- Documentation of other Learning Activities
- Multiple Cultural Perspectives reflection (if not in your retrospective)
- CEL 2 reflection (if not in your retrospective)
- Please include a Division III contract draft if the ideas are not spelled out at the end of the retrospective

Guidelines for preparing for your Div II Pass Meeting

For your Pass Meeting, come prepared to discuss anything and everything in your portfolio. Spend time in advance of the meeting re-reading your retrospective, reflecting on your own journey during Division II, identifying your strengths and weaknesses as a student, etc. Be prepared to talk about the nature of the concentration (how would you describe it to the outside world?) and your learning. Also expect to discuss how your Division II leads to a possible Division III project. Use the meeting to help you organize your thoughts about Div III. The meeting will last an hour and you will be able to take home one copy of your portfolio (if you created a hard copy).

That's it. Now wasn't that easy?!

Of course, contact me (tzimmerman@hampshire.edu) or schedule a meeting with me if you have questions or concerns.