

# FREQUENTLY ASKED QUESTIONS

## FIELD STUDY STUDENTS

### What do I need to do to receive credit for field study?

- **Be prepared** for your first day. Know the dress code, professional etiquette, and what will be expected of you, as well as what you expect to get from the experience and what is expected of you. If you are not sure of these, it is appropriate to ask your supervisor.
- **Actively engage** at your field site. Take initiative, ask questions, and clarify goals and expectations for your field work with your supervisor. Make the most of your time. Check out "Structuring your Time" at [-http://fieldstudy.soceco.uci.edu/sites/default/files/field-study/sytr03.pdf](http://fieldstudy.soceco.uci.edu/sites/default/files/field-study/sytr03.pdf) to see the program's expectations on how you may spend your time with your organization.
- **Attend class and participate.** Make sure to attend the first class so that you have the class meeting schedule. Class attendance is mandatory in most cases. Missing even one class may earn you an NP.
- **Complete the academic requirements** established by your faculty sponsor.
- If you haven't already done so, **contact your supervisor and set up a work schedule for the session.** You may start your field work on or after the 1st day of the session. You do not need to wait until your class meets to start at your site.
- Any hours worked prior to the placement period (1st day of the session to last day of instruction) cannot be credited toward the hours required for field study.
- **Make sure your supervisor completes and evaluation and submits it by the deadline!** Review your evaluation carefully and make sure the evaluation is completed in its entirety.

### How many field hours are required to fulfill the field study requirement?

- To fulfill the field study requirement, **students must successfully pass 4 units/100 hours** of Social Ecology 195.
- Keep in mind hours that can be credited for field study **must be worked during the placement period noted in the Field Study Schedule.**
- Students are required to complete acceptable field work at their placement site, with a minimum of **25 hours in the field per unit of University credit.** Four-unit field studies require 100 hours of field work; eight-unit field studies require 200 hours of field work. More info is posted at: <http://fieldstudy.soceco.uci.edu/pages/minimum-standards>. Students using UCDC or UC Sacramento programs are held to the requirements of the academic programs - 200 hours for 4 units and 320 hours for 8 units.
- **You must be at the site working with them to receive credit for hours.** Time you are not there for lunches and holidays do not count as hours worked. If you normally are at your placement site when there is a holiday scheduled, work with your supervisor to modify your schedule accordingly, you do not receive credit for time not worked.

## How should I keep track of my hours?

The best way to keep track of your hours is follow the procedures established by your field study site. It is also a good idea for students to **maintain a log for their own records**. **Your supervisor inputs the final total hours into the evaluation form.**

We have developed a log for you to use: [http://fieldstudy.soceco.uci.edu/sites/default/files/field-study/time\\_log.doc](http://fieldstudy.soceco.uci.edu/sites/default/files/field-study/time_log.doc)

This log is helpful in checking on your progress and is a good starting point for discussion if you start falling behind in hours. Have your supervisor initial weekly hours so that you and your supervisor can review your progress.

## I've heard that the placement site has to evaluate my work. Is this true -- and if so, how does my supervisor get an evaluation form?

The field work evaluation is needed to verify that you did complete the field work hours and to provide feedback to you and to your faculty sponsor about your field work. The evaluation will be emailed to the supervisor you listed on your course enrollment form by the end of first week.

Your supervisor will complete your evaluation during the last week of your field study - and return it to the Social Ecology Student Services Office via an on-line form. When they submit the form, you should also received a copy. Make sure your supervisor inputs your @uci.edu email on the form. We encourage you to schedule time with your supervisor during your last week to review and discuss the evaluation and make sure the evaluation is completely filled out.

**KEEP A COPY OF YOUR EVALUATION FOR YOUR RECORDS. WE DO NOT RETAIN COPIES AND STUDENTS OFTEN NEED THEM FOR VERIFICATION PURPOSES WHEN APPLYING FOR JOBS OR FUTURE EDUCATION.**

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### *A note of caution:*

*If your site supervisor does not complete and submit your evaluation on time, you may receive a grade of "Incomplete" in your field study. Again, this doesn't mean that you won't pass your field study, but we would have to receive the evaluation form -- verifying your hours and satisfactory work -- in order for you to pass.*

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## I am concerned about expenses related to field study.

If there have been significant changes to expenses/income as reported on your FAFSA or adjusted by Financial Aid, consider seeing a financial aid counselor to make appropriate adjustments during field study.

## What should I do if I'm having trouble at my field site? Can I change sites if I don't like my current placement?

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*Generally, the first step toward resolving difficulties at your field placement site is to speak directly to your field site supervisor. If the problem is more serious, or if you are not comfortable speaking directly to your supervisor, please contact the Field Study Director during office hours or call to make an appointment, (949) 824-6861 or notify your faculty supervisor.*

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We will make every effort to resolve problems in your current site. "Changing sites" is not generally approved but is occasionally necessary when problems cannot be resolved. Please let the Field Study office know if you feel that things are not going well at your placement site -- even if you plan to finish your field study, this info is helpful when we are reviewing the placement site listing for future quarters.

We expect both our student and community partners to adhere to program goals and objectives, as well as any federal, state or local legislation/laws. Field study is designed for you to learn while contributing to our community and we have established guidelines for how our partners should structure the student field work time. Overall, the majority of your time should be spent in activities that are beneficial to your learning.

Check out "Structuring Your Time" at <http://fieldstudy.soceco.uci.edu/sites/default/files/field-study/sytr03.pdf>

## What must I do if I want to continue my field study for a second quarter?

You'll need to submit a new "Field Study Course Enrollment Form" for the upcoming quarter. That form and the deadline dates are available online at [fieldstudy.soceco.uci.edu](http://fieldstudy.soceco.uci.edu).