

SOCIAL ECOLOGY

2016-2017

FIELD STUDY SCHEDULE

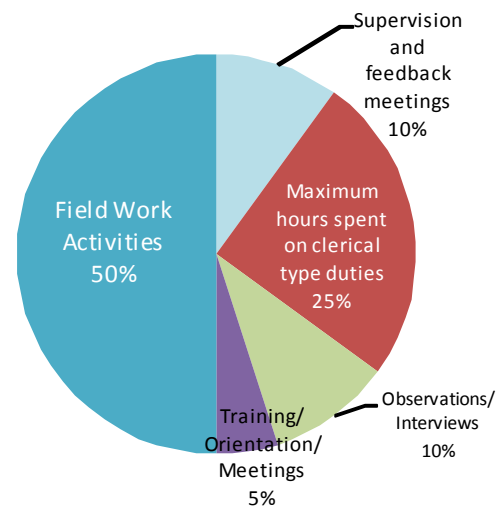
STEP	Summer 2016 SSI/SSII	Fall 2016	Winter 2017	Spring 2017
Recruit Students	Dec-May	Jan-Jul	Apr-Oct	Aug –Jan
Confirm Placements with Students	May 6/May 27	Aug 12	Nov 4	Feb 17
Field Work Begins	Jun 20/Jul 25	Sept 19	Jan 4	Mar 29
Field Work Ends	Jul 25/Sep 2	Dec 2	Mar 17	June 9
Evaluations Due	Jul 25/Sep 2	Dec 2	Mar 17	June 9

Structuring student time

Students complete 50 – 200 hours of field work per placement period (25 hours per unit of academic credit)

Field work activities may include...

Tutoring	Analyzing data	Researching issues/cases
Mentoring	Updating resources	Attending/participating in meetings
Teaching	Evaluating programs	Shadowing /interviewing professionals
Presenting	Following up with clients	Coordinating programs and events and more...
Grant Writing	Conducting needs assessments	
Collecting Data	Drafting letters or reports	
Interviewing		



FLSA factors to consider when creating an internship program:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in a vocational school or academic educational instruction;
2. The training is for the benefit of the trainees;
3. The trainees do not displace regular employees, but work under their close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion the employer's operations may actually be impeded;
5. The trainees are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees understand that the trainees are not entitled to wages for the time spent in training.

United States. Dept of Labor. Employment and Training Administration. Advisory: Training and Employment Guidance Letter No. 12-09. GPO, January 29, 2010. 14 Apr. 2010 - <http://wdr.doleta.gov/directives/attach/TEGL/TEGL12-09acc.pdf> and Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>