

## 2015-2016 Advanced Field Study Schedule

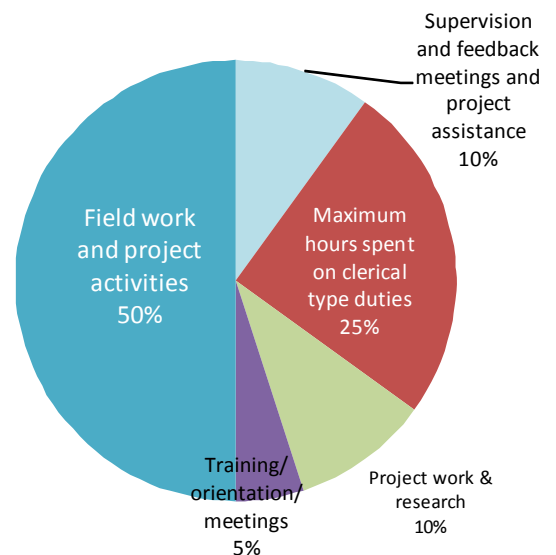
STEP	Fall 2015	Winter 2016	Spring 2016
<b>AFS Mixer</b>	<b>Oct 5</b>		
<b>Field Work Begins</b>	<b>Oct 12</b>	<b>Jan 4</b>	<b>Mar 23</b>
<b>Field Work Ends</b>	<b>Dec 4</b>	<b>Mar 11</b>	<b>Jun 3</b>
<b>Evaluations Due</b>	<b>Dec 4</b>	<b>Mar 11</b>	<b>Jun 3</b>
<b>Engage UCI</b>			<b>May 4</b>
<b>UROF Symposium</b>			<b>May 14</b>

### Structuring student time

Students complete 10/week of field work per placement period

### Field work activities may include...

- Tutoring
- Mentoring
- Teaching
- Presenting
- Grant Writing
- Conducting needs assessment
- Drafting letters or reports
- Researching issues/cases
- Attending/participating in meetings
- Shadowing /interviewing professionals
- Coordinating events
- Working on client project/research report
- Analyzing data
- Updating resources
- Evaluating programs
- Following up with clients
- Attending trainings



#### 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>

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