

FIELD STUDY

Spring 2025 Info Session

Attendance Form

We will be starting shortly. Please sign in using the QR code:



Field Study Information Session Agenda

- What is Field Study? A Requirement Overview
- Field Study Website!
- Field Study Steps for Success, including:
 - Procedures and Timeline
 - Field Study Options & Catalog Overview
 - Field Study Courses Overview
- Live Q&A

Field Study Overview

Field Study is a graduation requirement for Social Ecology and ESNP students.

- 4 units of SE 195/195W/106W + 80 fieldwork hours satisfy the requirement*
- Course + placement hours must be completed at the SAME TIME
- No retroactive credit for hours completed previously
- Students are responsible for securing their own placement, with the support of the field study office.

^{*}Check out the Field Study Options page for more information about alternative field study options.

Field Study Order of Procedures

- 1. Find and secure a placement **FIRST**!
- 2. Submit your placement through the Course Enrollment form
- 3. If and when you are approved, you will receive enrollment info over email. Enroll as instructed, read through instructions carefully!

Visit our <u>Field Study Website!</u>

- All field study related information can be found on the Field Study Website, <u>START HERE!</u>
- Main pages you will be visiting under Student tab:
 - Procedures & Deadlines
 - Field Study Options
 - Field Study Catalog
 - Field Study Courses
 - Forms and Applications

- Download a copy of the Student flyer

Spring 2024

Mon Dec 2

Eri Foh 14

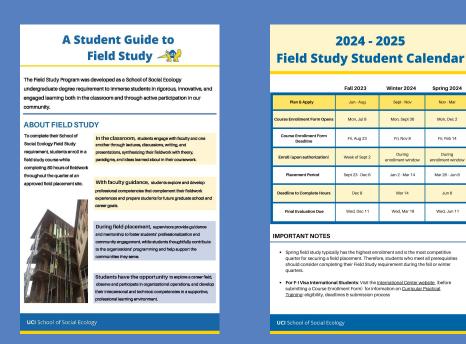
During

enrollment windov

Mar 26 - Jun 6

Jun 6

Wed, Jun 11



	STUDY SUCCESS
1 PLAN	Select a quarter, be mindful of deadlines Prepare resume & cover letter Browse catalog of placement sites
2 APPLY	Three months before the Course Enrollment Form deadline Apply to 3-6 sites Be professional & follow up
3 SELECT	Consider placement offers Select a placement Accept an offer before the Course Enrollment Form deadline
4 SUBMIT	Once a placement is SECURED Submit <u>Course Enrollment</u> <u>Form</u> by the appropriate deadline
5 ENROLL	Enroll through WebReg once authorized and notified by our office
UCI School of Social Ecology	

For more information on our procedures and deadlines, click **HERE**

Field Study Steps to Success

- 1. Plan
- 2. Apply
- 3. Select
- 4. Submit
- 5. Enroll



Field Study Steps to Success Step 1: Plan

- Select a quarter: When will you be participating in field study?
- Assess your <u>Field Study Options</u>
- Verify your eligibility
- Explore your career interest



SPRING '25 FIELD STUDY

Student Calendar

Action Item	Important Dates	
Application Period	Nov - Feb	
CEF** Opens	Mon, Dec 2	
CEF** Deadline	Friday, Feb 14	
Enroll (upon authorization)	During Spring Enrollment Window	
Placement Period	Mar 26 - Jun 6	
Deadline to Complete Hours	Friday, Jun 6	
Evaluation Deadline	Wed, Jun 11	
Magazina	50 mm 20 mm	

^{**} Course Enrollment Form

UCI Field Study



Course Enrollment Form Deadline

Enroll (upon authorization)

Deadline to Complete Hours

Placement Period

Final Evaluation Due

UCI Field Study

Friday, Feb 14

During

enrollment window

Mar 26 - Jun 6

Jun 6

Wednesday, Jun 11

Friday, Nov 8

During

enrollment window

Jan 2 - Mar 14

Mar 14

Wednesday, Mar 19

			J
	Fall '24	Winter '25	Spring '25
Plan & Apply	Jun - Aug	Sept - Nov	Nov - Feb
Course Enrollment Form Opens	Monday, Jul 8	Monday, Sept 30	Monday, Dec 2

Friday, Aug 23

Week of Sept 2

Sept 23 - Dec 6

Dec 6

Wednesday, Dec 11

Field Study Enrollment Prerequisites

- Declared major in the School of Social Ecology or Environmental Science and Policy Major
- SocEcol 10 or an equivalent course*
- Junior or Senior Standing (90+ Units Completed)*
- 2.0 or above GPA*
- Lower Division Writing (if requesting SE 195W)*
- Accept and submit a placement by the Course Enrollment Form deadline for the session of your choice

^{*}Prerequisites can be IN PROGRESS during Spring 2025

Prepare Your Application Materials!

- Work on your resume and cover letters
 - RESUME usually only over version needed
 - COVER LETTER multiple versions needed, one for every site
- <u>Visit our Field Study Student Resources ></u> Interview Preparation page for the following:
 - Field Study Application Process, step by step
 - Sample Resume and Cover letters
 - Sample follow up emails
 - Tips on how to accept and decline positions
 - Sample thank you letter

Field Study (Fieldwork) Options PT 1:

- Traditional Field Study Placements
- School of Social Ecology Based Placements
- SOCECOL 106W
- Advanced Field Study
- Capital Internships Opportunities
 - UCDC Academic Internship Program
 - Summer UCDC
 - UC Center Sacramento
- Public Health Practicum 195W (for double majors only)
- Field Study Abroad or alternative options (Petition ONLY)

Traditional Field Study Options: An Overview

Traditional Field Study Catalog

- Placements listed are non-profits, for-profits, private sector, and UCI campus-based
- Will be available year long and will be updated frequently

School of Social Ecology Based Placements

- Research Assistant Positions
- Learning Assistantships

SOCECOL 106W - Digital Media Archive represent a unique "3-in-1" model by simultaneously fulfilling the following three requirements: 1) Field Study course 2) Field placement 3) Upper Division Writing

Navigating the Traditional Catalog

- Traditional Placements are organized within 10 categories (see image) → several placements appear in multiple categories
- Students are welcome to apply to ANY placement, but an exception applies to Environmental Science and Policy Majors — Field Study Placements must be in one of the following areas:
 - Environmental
 - Planning
 - Public Policy

TRADITIONAL FIELD SITE CATEGORIES



CHILD & FAMILY SERVICES



CLINICAL/COUNSELING



COLLEGE STUDENT SERVICES



EDUCATION (K-12)



ENVIRONMENTAL, PLANNING, & POLICY



GENERAL COMMUNITY OUTREACH/SERVICES



HEALTHCARE SERVICES



HUMAN RESOURCES & I/O PSYCHOLOGY



LAW ENFORCEMENT

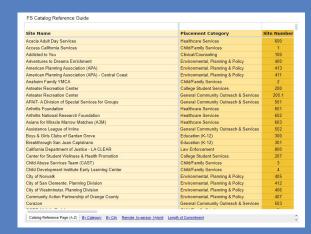


LEGAL SERVICES

Traditional Catalog Reference Guide

- Use the Catalog Reference Guide to search for sites:
 - i. Alphabetically
 - ii. By Category
 - iii. By City
 - iv. By Kind of Placement (In person, Remote, Hybrid)
 - v. By length of commitment
- TIP Items to keep handy from the catalog:
 - Site Number
 - Supervisor Information
 - How to Apply!







Sample Traditional Catalog Listing

Placement Job Description:

Field Study Interns will be tasked with supporting both with administrative, and direct services activities. Including, but not limited to:

- · Virtual tutoring
- Research
- Data collection
- Family engagement
- · Communications: social media
- Enrichment
- Workshops

We strive to create placements that are mutually beneficial for the Field Study Intern and Breakthrough San Juan Capistrano. For example, we work with Interns on developing an internship experience that leverages their strengths and interests.

Requirements (subject to change): Live Scan, and Virtual Agreement

- ► Job Requirements for Advanced Field Study Students Only.
- Applicants would need to be available to come to the Breakthrough San Juan Capistrano site which is hosted inside St Margaret's Episcopal School.
- · Applicants would need to be available to be in person at least 3 times per week in the afternoon and evenings as well as one Saturday per month.

COVID-19 Protocols: Mask required, Physical Distancing

How to Apply: You can email your resume, and cover letter to elizabeth.eusebio@smes.org

Recommending a New Site for Approval

Site must meet the following criteria:

- Fall within the realm of Social Ecology
- New Site representative must complete the <u>Site Placement Application</u>
 - Please plan ahead & ask them to submit this form ASAP
 - Check website for application deadlines
 - No guarantee that the site will be approved
- Sign a Site Placement Agreement (provided after we receive their application)
- Assign 80 hours of supervised fieldwork for the quarter (at a minimum)
- Be responsive to our office and submit the End-of-Term Evaluation to confirm the student has completed the 80 hour fieldwork requirement

The School of Social Ecology Based Placements Catalog



Research Assistant Clearance Request Form
To be use when submitting research positions outside
of the School of Social Ecology

OPPORTUNITY: Research Assistant	Virtual/Remote/Hybrid: Hybrid (mix of in-person and remote)
Placement Name:	Summer Availability:
Mexican Long Beach Urban Lab	SSI & SSII
Website: https://faculty.sites.uci.edu/rendon/rendon- urban-research-lab/	Placements available = 4
Supervisor Information	
Name: Maria G Rendon	
Title: Assistant Professor, Urban Planning & Public Policy	
Email Address: mgrendon@uci.edu	
Placement Information	
As part of this project, students will be asked to enga-	ge in newspaper archival

As part of this project, students will be asked to engage in newspaper archival research. We will focus on the years 1920-1940, during the first large Mexican immigration wave to southern California and their repatriation in the 1930s. Students will examine and identify local stories on the Mexican community in Los Angeles and Orange County. This research will examine rhetoric around the Mexican group to better understand the local context that shaped the social and economic integration/exclusion of the group. The analysis will inform Dr. Rendon's new Book.

Requirements (subject to change)

Students interested in racial/ethnic disparities, urban neighborhoods and segregation.

How to Apply

Email your resume and cover letter to mgrendon@uci.edu

Visit

Field Study Options> SOCECOL 106W

to learn more!

SPRING 2025 SOCECOL 106W APPLICATION OPENS DEC. 4!

ADDLY EARLY! ONLY 40 SEATS AVAILABLE!

SOCECOL 106W: Digital Media Archive represent a unique "3-in-1" model by simultaneously fulfilling the following three requirements: 1) Field Study course 2) Field placement and 3) Upper Division Writing...All in one!

COURSE & PROJECT

SE106W: Digital Media Archive:

National Registry of Exonerations
Instructor/Supervisor: Dr. Simon Cole

PROJECT DESCRIPTION:

Students will get the opportunity to work with real cases of innocent people who have been wrongfully convicted.

UCI Field Study

VISIT FIELD STUDY OPTIONS FOR MORE INFO

Field Study Steps to Success Step 2: Apply

- 1-2 months prior to the deadline
- Apply to 3-6 sites
- Be proactive
- Follow instructions!



Tips to Keep in Mind When Applying

Apply to 3-6 Sites

- Organize your search
- Have a top choice and a couple of back ups

• Follow Instructions

- Pay close attention to the "How to Apply" section of the catalog
- Always include the placement period dates for the quarter you are applying for
 - Ex: Spring 2025 (March 26 to June 6)
 - Be prepared to send resume and cover letter with every email inquiry

Follow Up

- After 5 business days from your original inquiry
- Call after 3 days from the follow up email
- Be assertive NOT aggressive

Be professional

Check grammar, tone and format of your emails, and other application materials.

Prepare for the interview!

- Research who you will be meeting with
- Have questions prepare to ask during the interview
- Tip: Use <u>Big Interview</u> online system that combines training and practice to help you improve your interview technique and build your confidence

Check out the <u>UCI Division of Career Pathways website</u> for resume and cover letter samples, advising, career readiness virtual workshops, and more!

Field Study Steps to Success Step 3: Select

- Consider offers
- Select a placement
- Accept an offer
- Select a field study course (SE 195/SE 195W)



Accepting/Declining a Position

- Always include your gratitude and appreciation
 - Thank them for their time and interest in you
- If **accepting**, lead with an accepting statement, reiterate the terms of offer (i.e., start date), and show enthusiasm for position
- If declining, keep it simple and to the point
 - Try to let them know ASAP
 - Provide a brief explanation and avoid saying anything negative about the organization as your reason
 - Ex: "I accepted another position that better fit my research/interests."

<u>SE 195 vs.</u> <u>SE 195W</u>

SE 195W

Pros: Completes 2
requirements in one course
Cons: Very work-intensive
course for 4 units!
**There are other Upper
Division Writing course
options, any course over 100
with a "W" will satisfy the
requirement**

SocEcol 195

Field Study Course

- 4 units of SE 195 (coursework + 80 fieldwork hours) fulfill the SE Field Study requirement
- · Must be taken P/NP
- Class meets 50-80 minutes per week, up to 10 times per quarter
- · Most sections meet 5-6 times per quarter
- Expect to spend approximately 1-2 hours per week on assignments (outside of class/fieldwork)
- Class paper/s = 2,500+ words (+625 words for each extra unit beyond 4)
- · Can be taken for 2-8 units

SocEcol 195W

Field Study Course + Upper Division Writing

- 4 units of SE 195W (coursework + 80 fieldwork hours) fulfills the SE Field Study
 + UDW requirements
- Must be taken for a grade; 'C-' or better fulfills Upper Division Writing requirement
- · Class meets for 50 minutes per week
- · All sections meet 10 times per quarter
- Expect to spend approximately 2-3 hours per week on assignments, paper drafts, and building writing skills (outside of class/fieldwork)
- Class paper/s = 4,000+ words (+625 words for each extra unit beyond 4)
- · Can be taken for 4-8 units

SocEcol 106W

Placement + Field Study Course + Upper Division Writing

- Fieldwork is supervised by faculty instructor and is integrated into the course
- 4 units of SE 106W fulfills the SE Field Study + UDW requirements
- Must be taken for a grade; 'C-' or better fulfills Upper Division Writing requirement
- · Class meets for 50 minutes per week
- Expect to spend approximately 1-2 hours per week on assignments (outside of class/fieldwork)
- Class paper/s = 4,000+ words (+625 words for each extra unit beyond 4)
- · Can be taken for 4 units ONLY

Prerequisites

- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- · Secured position at approved site
- Course enrollment form submitted by deadline

Prerequisites

- · Lower Division Writing
- · SocEcol 10
- 90+ Units
- · Minimum 2.0 GPA
- · Secured position at approved site
- Course enrollment form submitted by deadline

Prerequisites

- Lower Division Writing
- · SocEcol 10
- 90+ Units
- · Minimum 2.0 GPA
- · Secured position with faculty instructor
- Course enrollment form submitted by deadline

Field Study Steps to Success Step 4: Submit

- Submit the <u>Course Enrollment form</u> (CEF) to confirm your placement and provide your course selection.
- NO CEF = not authorized to enroll = NO FIELD STUDY CREDIT



Future Form

Spring 2025 Course Enrollment Form

Available Monday, December 2

Deadline to submit: Friday, February 14 at 5PM

Course Enrollment Form Part 1

- After <u>securing</u> a placement, submit the Course Enrollment Form
 - Do not submit a form if you have not been offered a placement
 - Deadline to submit:
 - Friday, February 14 at 5:00 PM
- Information you will be submitting:
 - Personal Info (as it appears on your UCI student record)
 - Placement and Supervisor Information
 - Course Selection (SOCECOL 195/195W)
 - Seats will be allocated first come, first serve to eligible students
 - If we reach SEAT CAPACITY before the deadline, an internal waiting list will be initiated, giving priority to Spring 2025 graduating seniors.

Course Enrollment Form Part 2

What to expect after you submit this form:

- You will receive an email confirmation with a copy of your submission.
 KEEP THIS FOR YOUR RECORDS!
- The office will process ALL course enrollment forms from February 17-21.
- If you are fully eligible and approved, you will receive enrollment information AND your individually assigned enrollment window on Friday, February 21.
- You will enroll during your spring enrollment window.

Field Study Steps to Success Step 5: Enroll

- All approved students:
 - Will receive enrollment information on Friday, February 21.
- Will Enroll through WebReg during their spring enrollment window.
- No authorization code required!

Things to Keep in Mind When Enrolling!

- You will enroll like you would any other course
 - Select a course code (from the list of sections available on the Schedule of Classes)
 - Punch in your grading option (GR or P/NP)
 - Punch in your variable units
 - # of units = number of fieldwork hours required
 - NO AUTHORIZATION CODE NEEDED





Fieldwork Guidelines

- Students will be required to complete 80 fieldwork hours (for 4 units)
- Students may not change placements after the course enrollment deadline
- Only hours completed during the placement period will be credited
 - Spring Placement Period:
 - Spring 2025: March 26 to June 6
- Hour Tracking and reporting
 - You could track your hours using this <u>sample time log</u>
 - Your supervisor will report the final tally through the evaluation at the end of the quarter.
- Students are responsible for meeting all deadlines, including ensuring evaluations are received by the deadline

Fieldwork Hours & Units Related Information

- Units to Fieldwork hour breakdown:
 - 1 unit = 20 hours
 - 4 units = 80 hours/ 5 units = 100 hours/ 6 units = 120 hours/ 7 units =
 140 hours/8 units = 160 hours)
- 4 UNITS OF SOCECOL 195/195W/106W & 80 HOURS OF FIELDWORK WILL FULFILL THE FIELD STUDY REQUIREMENT
 - An additional 4 units of SE 195/195W may be used to fulfill the one additional upper-division course requirement for the School of Social Ecology (excluded majors: Psychological Science & ENSP)
- Field Study maybe repeated for up to 12 units

Field Study (Fieldwork) Options Alternative Opportunities PT 2

Advanced Field Study

- Three quarter Field Study experience
 - Fall: SE 195A, counts as elective units
 - Winter: SE 195B, satisfies Field Study requirement
 - Spring: SE 195CW, satisfies upper-division writing (C or better)
- Students will have the ability to apply to AFS specific placement with the assistance from the field study team.
- Prerequisites
 - Minimum of 3.0 GPA
 - Major within School of Social Ecology or ESNP major
 - SE 10 or an equivalent course
 - Lower division writing
 - 90+ quarter units)
- Opportunity to conduct a research project

Capital Internships

- UCDC Academic Internship
 - Complete hours and courses in D.C.
 - Pre- approved courses already articulated on DegreeWorks
 - ENSP students will need to submit a DegreeWorks Update Form
- Summer UCDC
 - Complete hours in D.C.
 - Enroll in SE195 ONLY, through Summer Session
- UC Sacramento
 - Complete hours in Sacramento
 - Enroll in Courses at UC Davis
 - Get field study credit via Course Waiver Petition

TO LEARN MORE THESE OPPORTUNITIES VISIT THE OFFICE OF CIVIC ENGAGEMENT!

Visit

<u>Field Study Student Resources ></u>
<u>Stipend Program</u>

to learn more!

FIELD STUDY STIPEND PROGRAM



The Field Study Stipend Program supports students who face challenges with <u>reliable</u> transportation and <u>access</u> to a professional wardrobe <u>while enrolled</u> in field study.



Program Requirements:

- Must <u>secure an approved placement</u> for an upcoming quarter and <u>submit a</u>
 <u>Course Enrollment Form</u> before the quarter's deadline
- Must demonstrate a need for support through the brief online stipend application
- Eligibility will vary, stipend is NOT guaranteed to all students that apply

Please Note:

- For current financial aid recipients, eligibility may be affected by current aid package
- All approved stipends will be disbursed by week 6 of the quarter



APPLY ON THE FIELD STUDY WEBSITE > STUDENTS > STUDENT RESOURCES



Academic Advising Questions

Have questions about course planning? Graduation requirements? General academic questions?

Ask an Academic Advisor!

Visit their Social Ecology Undergraduate Advising for:

- Advanced Appointments
- Same Day services
- ZotChat

FIELD STUDY CLINIC: SPRING PREP

AVAILABLE :

Join us virtually for a group advising session to discuss and review the <u>field study</u> <u>application process.</u>

We will cover:

- Planning and Applying
- Resume and Cover letters
- Best practices and tips
- Indvidual advising will also be available!

Our goal is to guide and support your placement search!

EVERY WEDNESDAY

FROM 1/15 - 2/12 3PM TO 4PM

ON ZOOM

Meeting ID: 928 1827 0203

JOIN THE EMAIL REMINDER LIST



REMINDER EMAIL ADD YOUR YOURSELF HERE

Field Study Advising Services

For quick questions

USE OUR SAME DAY ADVISING SERVICES

ZOTCHAT

Tuesdays: 2pm - 3pm Thursdays: 10am - 11am

SAME DAY APTS

Wednesdays
3-3:45pm
Availability will varry

Have specific questions or a special situation?

BOOK AN

ADVANCED APPOINTMENT

20-Minute Appointments

Available on Zoom or In-Person

Take Advantage of the Field Study Advising Services



SCAN HERE
To access the Field Study Advising
Services page.

Join us for our Spring Resume Workshop!

RSVP HERE

UCI Field Study



SPRING RESUME WORKSHOP

Come learn more about how to create and elevate your resume to equip you for success in your Field Study search!

WEDNESDAY, DECEMBER 4

2 PM to 3 PM via Zoom

Meeting ID: 922 7427 6694



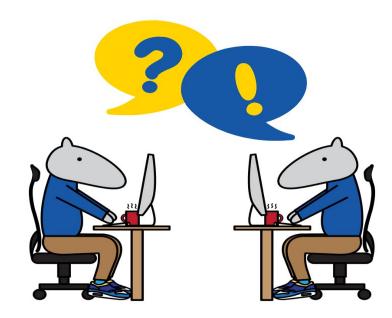
RSVP to the event through this QR code!





sefieldstudy@uci.edu

Questions & Answers





Thank you for attending this Field Study Information Session!

Stay Connected!

- □ Website: https://fieldstudy.soceco.uci.edu/
- □ Email: sefieldstudy@uci.edu
- Instagram: @UCIFieldStudy