



# Field Study Check In

Summer 2024

# Checking In

- 1) Reminders
- 2) Hours Check In
- 3) Student Self - Assessment
- 4) Student Evaluation

# Reminders



## Hours

- ~16 hours per week, 80 hours by September 11
- Should be finishing close 48 hours by the end of this week
- [Sample Time Log](#)



## Upcoming Deadlines

- **Thursday, September 12:** deadline for Supervisors to submit final Student Evaluations
- **Monday, September 16** deadline for students to submit Self-Assessments

# Self-Assessment and Evaluation

## Self-Assessment

- Students fill this out
- Optional but highly recommended so we can implement your feedback into future initiatives (e.g., check-ins)
- Optional to submit a file/ picture of your hour tracking log
  - Consider doing this if you are worried about discrepancies

## Evaluation

- Supervisors fill this out
- Mandatory submission
- Mandatory to submit a file/ picture of student's hour tracking log

# Student Wellness

If at any time during the quarter you experience or are affected by extenuating circumstances that affect your performance in the class or your placement, please contact our office immediately so we can assess your situation and provide you options (as needed). We want to support your field study success, so please don't hesitate to reach out.

[Wellness Resources](#)

# 2

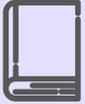
## Student Resources

- 1) Student Resources Page
- 2) Informational Interviews
- 3) LinkedIn
- 4) General Tips

# Student Resources Page

<b><u>Career Exploration</u></b>	Tips to explore career options and more
<b><u>Interview Preparation</u></b>	Resume and cover letter guidance, application best practices
<b><u>Professional Etiquette</u></b>	Phone, Email and Social Media Etiquette
<b><u>Networking</u></b>	Tips on how to stay connected after your placement ends

# What are Informational Interviews?



## Informal Conversation

With someone in your field of interest



## Receiving

Knowledge and experiences relevant to your professional journey



## Gathering Information

On requirements, benefits, and daily responsibilities of working in an industry



## Implementing Tips

For your journey to your desired position



# How to Conduct an Informational Interview?

1. Find professionals to interview in your field of interest
2. Connect with those you want to interview through LinkedIn or email
3. Prepare for the interview; brainstorm questions, familiarize yourself with their role and company
4. Conduct the interview; remember that it is an informal conversation
5. Reflect on what you've learned, how is the info relevant, how can this benefit you
6. Keep connecting with others!



## New Message



Virtru Protection OFF ⓘ



Recipients

Subject

Dear Mr./Mrs. [Last Name],

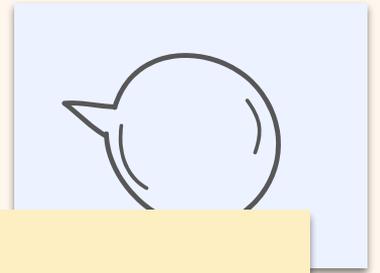
Ask for help (e.g., "I'd love your help with \_ because you [qualification, person of interest]").

Specify your reason for asking that person in particular (e.g., "I loved your work on [project] and hope to do something similar to that in the future.", "I would love to hear about how you got started in this industry and what steps you took to get to where you are now.").

Kind Regards,  
(Your Name)

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Send ▾



# How to Ask?

# Networking on LinkedIn

## Networking Tips:

- Maintain a professional profile online
- Ask for advice through resume and cover letter reviews
- Keep the conversations short and simple
- Ask for suggestions on how to expand your network
- Find a reason to follow up (e.g., something you found interesting)

## LinkedIn:

A professional community to network with professionals, find internships and jobs, share updates and opportunities, learn professional development skills

## Some Links:

- [20 steps to a better LinkedIn profile in 2020](#)
- [How to use LinkedIn effectively](#)

# ➤ General Tips to Make the Most of your experience!



## Be proactive!

Go above and beyond,  
and ask questions



## Be respectful

Listen to input from your  
team, and learn how to  
compromise



## Ask for help

Don't be afraid to reach  
out when you need it



## Network

Start preparing for and  
conducting informational  
interviews



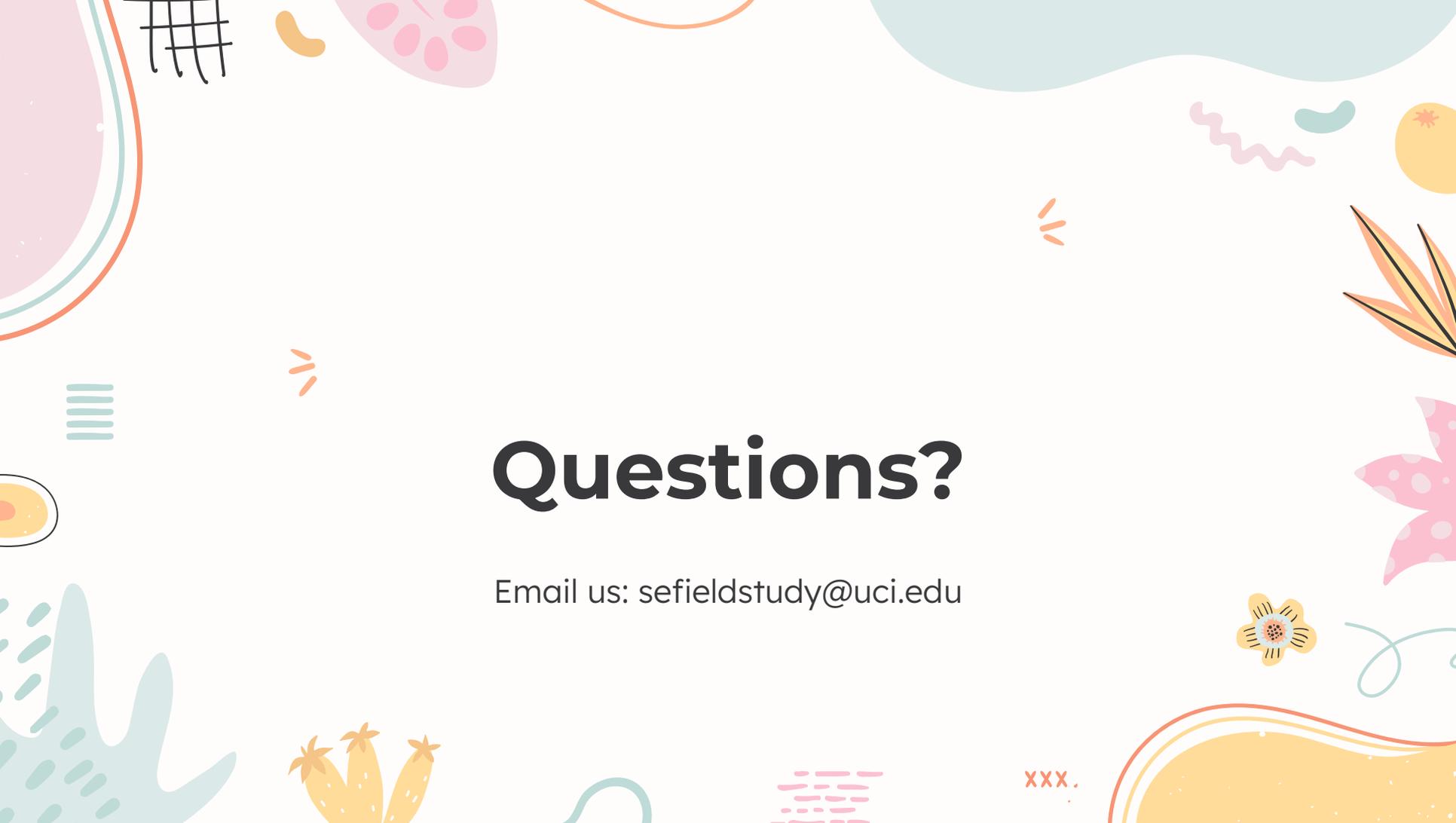
## Stay organized

Plan ahead, keep a to-do  
list



## Meetings

Meet with your  
supervisor(s) regularly



# Questions?

Email us: [sefieldstudy@uci.edu](mailto:sefieldstudy@uci.edu)