

#### **FIELD STUDY**

Winter 2025 Information Session

# **Attendance Form**

We will be starting shortly. Please fill out the Attendance Form — link in chat!



# 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 + 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.

<sup>\*</sup>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

# Field Study Steps to Success

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



# Field Study Steps to Success Step 1: Plan

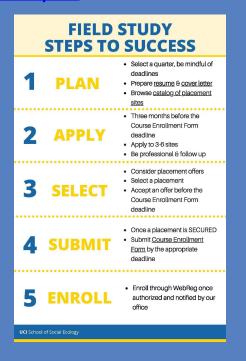
- Select a quarter: When will you be participating in field study?
- Assess your <u>Field Study Options</u>
- Verify your eligibility
- Explore your career interest



Download a copy of the Student flyer



	Fall 2023	Winter 2024	Spring 2024	
Plan & Apply	Jun - Aug	Sept - Nov	Nov - Mar	
Course Enrollment Form Opens	Mon, Jul 8	Mon, Sept 30	Mon, Dec 2	
Course Enrollment Form Deadline	Fri, Aug 23	Fri, Nov 8	Fri, Feb 14	
Enroll (upon authorization)	Week of Sept 2	During enrollment window	During enrollment window	
Placement Period	Sept 23 - Dec 6	Jan 2 - Mar 14	Mar 26 - Jun 6	
Deadline to Complete Hours	Dec 8	Mar 14	Jun 6	
Final Evaluation Due	Wed, Dec 11	Wed, Mar 19	Wed, Jun 11	
Spring field study typically has the highest enrollment and is the most competitive quarter for accurring a flead placement. Therefore, students who need all prerequisites should consider completing their feels douty requirement during the fall or winter quarters.  - For F-I visit international Students: Visit the <u>international Center website</u> , (before submitting a Course Enrollment Form) for information on <u>Curricular Practiculal</u> Training elibbility deadlines a submission process.				



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

## WINTER'25 FIELD STUDY

Student Calendar

Action Item	Deadline	
Application Period	Sept - Nov	
CEF** Opens	Mon, Sept 30	
CEF** Deadline	Friday, Nov 8	
Enroll (upon authorization)	During Winter Enrollment Window	
Placement Period	Jan 2 - Mar 14	
Deadline to Complete Hours	Friday, Mar 14	
Evaluation Deadline  ** Course Enrollment Form	Wed, Mar 19	



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

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	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

<sup>\*</sup>Prerequisites can be IN PROGRESS during F24

# Field Study Steps to Success Step 2: Apply

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



# Prepare Your Application Materials!

- Work on your resume and cover letters
  - RESUME usually only over version needed
  - <u>COVER LETTER</u> 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

# 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
  - o Always include the placement period dates for the quarter you are applying for
    - Ex: Winter 2025 (January 2nd to March 14th)
    - 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 (Fieldwork) Options PT 1:

- Traditional Field Study Placements
- School of Social Ecology Based Placements
- SOCECOL 106W AVAILABLE THIS FALL
- 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
  - o How to Apply!







# UCI Field Study 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

SPRING' 24 CATALOG

SCHOOL OF SOCIAL ECOLOGY-BASED PLACEMENTS CATALOG

Research and Learning Assistant Positions



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

### Winter '25 Catalog to be released Oct 4!

Summer '24 Catalog Release Date: Monday, May 6

Research Assistant Clearance Request Form

To be use when submitting research positions outside of the School of Social Ecology

integration/exclusion or the group. The analysis will inform Dr. Rendoms 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

# 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 = NO FS CREDIT





# Future Form Winter 2025 Course Enrollment Form

Available Monday, September 30.

## **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, November 8 at 11:59PM
- 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 Winter '25 graduating seniors.

## **Course Enrollment Form Part 2**

What to expect after you submit this form:

- Once 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 August 26 -30
- If you are fully eligible and approved, you will receive enrollment information and a confirmation of your authorization to enroll in the field study course on Friday, November 15
- You will be cleared to enroll during your Registrar assigned winter enrollment window (W25 enrollment window to be released Nov 11)

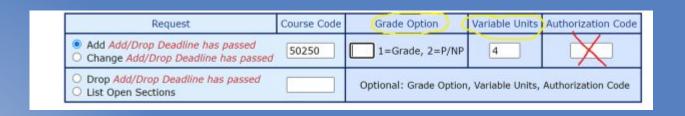
# Field Study Steps to Success Step 5: Enroll

- All approved students:
  - Will receive enrollment information including, on Friday, November 15
- Approves will Enroll through WebReg during their winter 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)
  - 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
  - Winter Placement Period:
    - Winter 2025: January 2nd to March 14th
- Hour Tracking and reporting
  - You could track your hours using this sample time log
  - 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 STIPEND PROGRAM



Returning this Fall 2024!

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

Application Opens: Monday, Sept 9 Application Deadline: Friday, Oct 11

#### **Program Requirements:**





- 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 fall quarter (Week of November 4)

APPLY ON THE FIELD STUDY WEBSITE > STUDENTS > STUDENT RESOURCES

#### **TWO STIPENDS:**

#### **Transportation Stipend**

Selected students will receive a \$100 stipend to assist with transportation during the field study placement period.

Stipends are to be used for any of the following:

- Gas
- · Rideshare cost
- · Public transportation





#### **Professional Wardrobe Stipend**

Selected students receive a professional apparel package and personal shopping experience from our community partner, Working Wardrobes.

The wardrobe package could include:

- · Work attire (e.g., blouse, slacks, dress shirt, skirt, blazers, etc)
- · Professional shoes
- · Professional accessories (e.g., belt, scarves, jewelry, etc)
- · Hygiene products
- Both "men's" and "women's" clothing styles available to any stipend recipient

# Field Study (Fieldwork) Options 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!

# UCI School of Social Ecology 2024 CAREER SUMMIT

WEDNESDAY | OCTOBER 23, 2024

A day-long summit focused on developing Social Ecology students and alumni to help them in their professional career trajectory.



#### Why You Don't Want to Miss Out!

- · Free Admission
- · Giveaways and Raffles
- Networking Opportunities
- Future Career Opportunities
- Walk away with industry connections, a headshot, and how to craft your cover letter, resume, and LinkedIn profile
- Food and refreshments
- · Learn while having fun!



#### **Summit Schedule**

8:30 -9:00 Donuts and Registration

#### 9:00-10:30 Morning Sessions

Session : Urban Studies and Environmental Science and Policy Career Panel and Networking Session 2: Crafting a Professional Resume, Cover Letter and Personal Statement

#### 10:30-12:00 Mid-Morning Sessions

Session 1: Criminology, Law and Society Career Panel and Networking

Session 2: Inside HR - Hiring Insights, Job Trends, Interviewing Skills

#### 12:15-1:30 Level up your Dining Game

Learn Professional Dining Etiquette (lunch included)

#### 1:30-3:00 Afternoon Sessions

Session 1: Psychological Sciences Panel and Networking Session 2: Field Study 101

#### 3:00-4:15 Theatre Showcase

How to Maximize Your LinkedIn Profile
Fashion Show - Do's and Don'ts of Professional Fashion

#### 4:15 - 5:30 Career Festival and Headshots

Connect and chat in person with dozens of professionals across Social Ecology-related fields

#### Field Study reasons why to attend:

- Meet potential W25 & S25 placement representative
- Network with professionals in the field of your interest!
- Gain insight into future careers that can help guide your field study choices



# FIELD STUDY CLINIC: WINTER 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 10/9 - 11/6

<u> 3PM TO 4PM</u>

ON ZOOM

Meeting ID: 928 1827 0203

**UCI** Field Study

# REMINDER EMAIL ADD YOUR YOURSELF HERE

# **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 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.

# Stay connected!

- □ Website: https://fieldstudy.soceco.uci.edu/
- □ **Email:** <u>sefieldstudy@uci.edu</u>
- **OInstagram:** @UCIFieldStudy

# **Questions & Answers**





# Thank you for attending this Field Study Information Session!