

# A Community Partner Guide to Field Study



The Field Study Program was developed as a School of Social Ecology undergraduate degree requirement to immerse students in rigorous, innovative, and engaged learning through active participation in our community. During field placement, community partners provide guidance and mentorship to foster students' professionalization and community engagement, while students thoughtfully contribute to the organizations' programming and help support the communities they serve.

## ABOUT OUR STUDENTS

The School of Social Ecology is an interdisciplinary unit whose scholarly research and instruction is informed by and contributes to knowledge in the social, behavioral, and environmental fields.



Students from the following majors are represented within our school:

**Psychological Science:** Interested in areas of mental health, counseling, education, health services, policy, and forensics; often pursue advanced degrees in counseling, psychology, and education

**Criminology, Law & Society:** Interested in areas of corrections, law, legal services, policing, forensics, and public policy; often pursue advanced degrees in law, forensics, and criminal justice

**Urban Planning & Public Policy:** Interested in areas of environmental education, planning, public policy, and health; completed courses in community development, sustainability, environmental design and/or governance

**Environmental Science and Policy:** Interested in environmental problem solving by linking the understanding of natural sciences with socioeconomic factors and public policy

\*\*All field study students are juniors or seniors and are in good academic standing

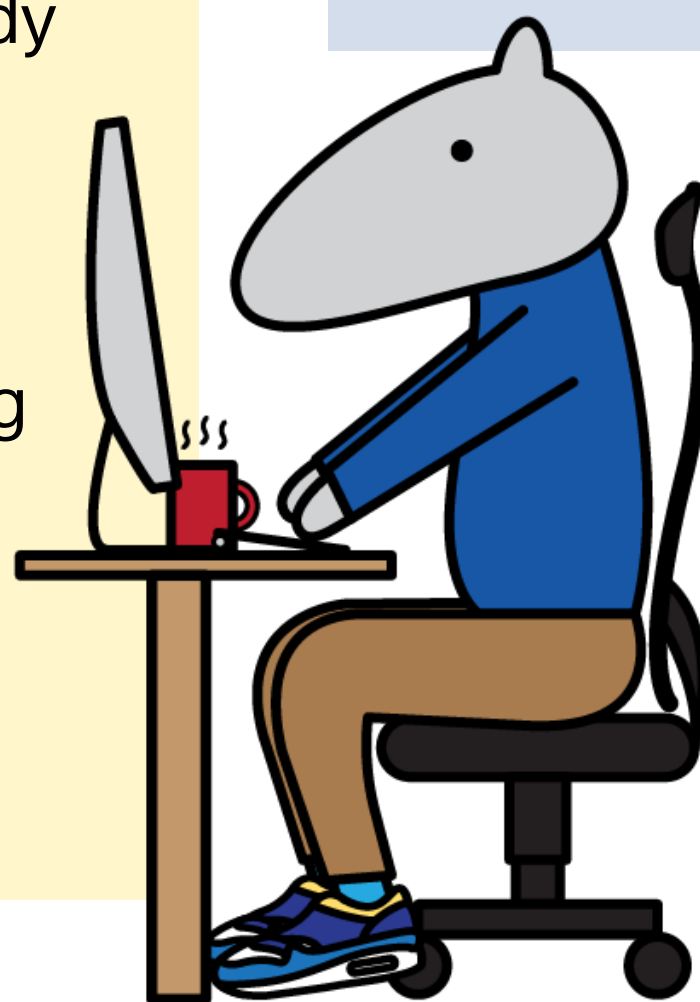
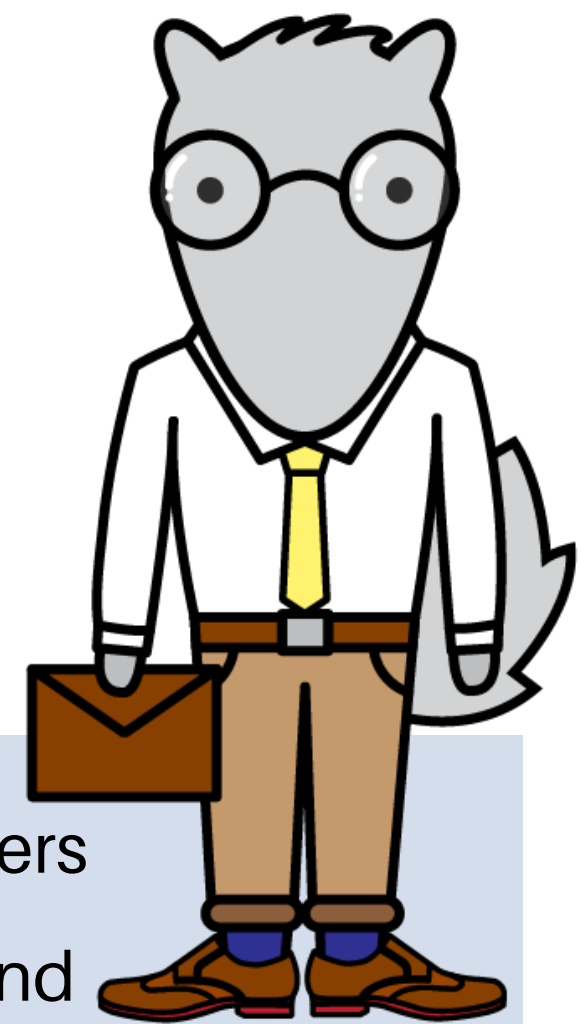
# Roles and Expectations

## *Placement Supervisors Will:*

- Provide a safe and supportive learning environment
- Assign roles and duties through which students can develop both technical and soft skills
- Clearly communicate expectations and responsibilities to students
- Provide adequate training and instruction for all assigned roles and duties
- Adhere to field study program timelines and guidelines
- Provide weekly 1:1 supervision, feedback, and mentoring
- Openly address student concerns and communicate concerns to the field study office as needed
- Confirm student placement hours and submit final evaluations after discussing feedback with student interns
- Nominate outstanding students for recognition

## *Student Interns Will:*

- Be active participant observers
- Be professional, engaged, and inquisitive
- Respect and adhere to agency and UCI policies
- Support agency needs and goals through structured, supervised activities
- Regularly check in with and report progress to their assigned supervisors
- Communicate concerns or challenges to their placement supervisors



# Earning APPLAUSE in Field Study



A guide to fieldwork learning goals for students



## **A**pply assigned fieldwork activities to the organization's broader goals and outcomes

*Why is this task important and how will its completion help the organization meet a short or long-term goal?*

## **P**repare for the culture, norms, and etiquette of the workplace

*How do professionals in this field typically interact and communicate amongst themselves and with clients/stakeholders?*

## **P**ractice communication, leadership, and collaboration skills

*Develop and strengthen verbal and written communication, teamwork, and leadership skills.*

## **L**earn technical skills and competencies relevant to this field

*Develop a basic knowledge of relevant skills and competencies for professionals in this field.*

## **A**cknowledge the challenges and benefits of careers in this field

*What are some pros and cons associated with working in this field?*

## **U**nderstand career opportunities within this field

*What are the different career options within the field and the paths toward reaching them?*

## **S**pend time with key personnel in the organization through meetings and observations

*Gain exposure to various professionals, stakeholders, and clients through observations, informational interviews, and participation in meetings and other activities.*

## **E**xamine how social problems are identified and addressed within this field

*How does this organization's work directly and indirectly support the community?*

# Sample Fieldwork Duties

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*The fieldwork duties below are commonly assigned to our field study students. We invite you to reference or adopt any of these duties when developing fieldwork assignments for your interns!*

## GENERAL & MISC

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- Attend trainings
- Communicate with clients & partners
- Conduct informational interviews
- Event planning/assistance
- Support fundraising efforts
- Mental/physical health advocacy

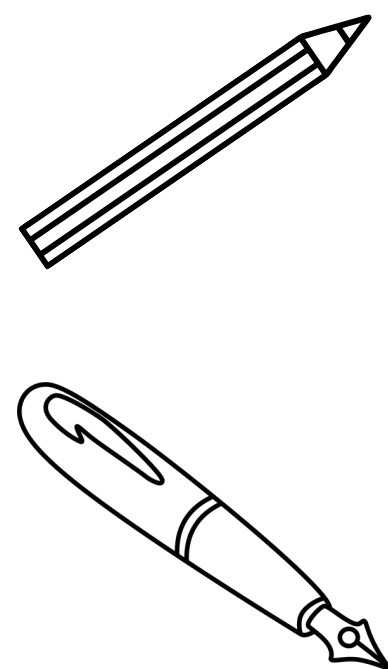


- Case management support
- Translate for client meetings
- Participate in support/counseling groups
- Chaperone agency events
- Distribute resources to clients

## ADMINISTRATIVE

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- Data entry/management
- Monitor phone calls & voicemails
- Support for virtual meetings (e.g., monitor waiting room, breakout rooms)
- Video/audio transcriptions
- Update records



- Compose/reply to emails
- Archive databases
- Review/process applications
- Assist with onboarding
- Update agency resources and materials
- Quality control checks

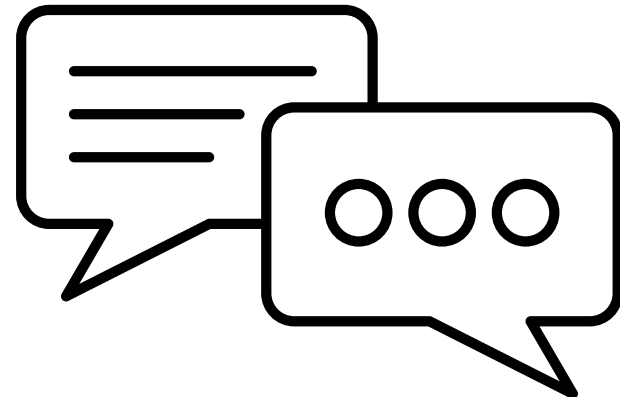
# Duties Continued

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## MARKETING AND OUTREACH

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- Develop marketing ideas
- Create infographics
- Design promotional materials
- Social media updates
- Create/distribute newsletters

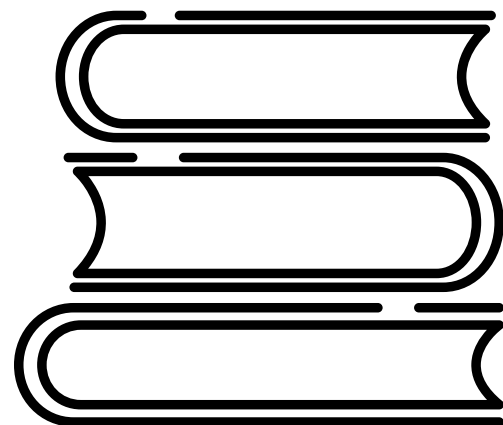


- Facilitate workshops
- Volunteer recruitment
- Email clients and stakeholders
- Create & edit videos
- Create/deliver presentations

## LEARNING ACTIVITIES

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- Assist in curriculum development
- Disseminate announcements
- Email and phone check-ins with students/parents
- Provide instructional support
- Student tutoring



- Co-facilitate breakout discussions
- Mentor and support youth
- Parent engagement for student programs
- Support classroom/school events

## RESEARCH ACTIVITIES

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- Code, clean, & organize data
- Conduct literature reviews
- Gather/review community data
- Take field notes/observations



- Research grant opportunities
- Create/administer surveys
- Create summary reports
- Present findings internally/externally

# Summer Session 2023

	Summer Session I	Summer Session II
<b>Student Recruitment Period</b>	Mar - May	Mar - Jul
<b>Deadline to Extend Offers to Students</b>	Thurs, Jun 8	Thurs, Jul 20
<b>Placement Period</b>	Jun 26 - Aug 3	Aug 7 - Sept 13
<b>Evaluations Due</b>	Aug 4	Sept 14

# Academic Year 2023-2024

	Fall 2023	Winter 2024	Spring 2024
<b>Student Recruitment Period</b>	Jun - Aug	Sept - Nov	Nov - Feb
<b>Deadline to Extend Offers to Students</b>	Thurs, Aug 24	Thurs, Nov 9	Thurs, Feb 15
<b>Placement Period</b>	Sept 25 - Dec 8	Jan 3 - Mar 15	Mar 27 - Jun 7
<b>Evaluations Due</b>	Dec 13	Mar 20	Jun 12

# Additional Information

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## Fieldwork Overview

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- Students must complete a total of 80 fieldwork hours during the quarter: approximately 8 hours per week.
- Supervisors are responsible for tracking student fieldwork hours; please contact our office for assistance.

Optional tracking forms are available here:

[https://fieldstudy.soceco.uci.edu/sites/default/files/users/lcejadia/field\\_study\\_time\\_log\\_.pdf](https://fieldstudy.soceco.uci.edu/sites/default/files/users/lcejadia/field_study_time_log_.pdf)

- Any fieldwork credited toward students' field study requirement must be completed during the above placement period.
- Supervisors should conduct at least one "check-in" with field study interns every week.
- Supervisors must submit an end-of-term evaluation and confirmation of fieldwork hours by the deadlines listed above in order for students to earn their fieldwork credit.

## Summer Session Overview

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- Summer Field Study is offered in two separate 5-week sessions (Session I and Session II).
- Students are required to complete a minimum of 80 hours of fieldwork during the 5-week session in which they enroll: approximately 16 hours of fieldwork per week.

