

UCI School of Social Ecology

Field Study

FALL FIELD STUDY

WHAT YOU NEED TO KNOW!

Fall Field Study Procedures

Application Period

(When students should be applying directly to approved placements)

July to August

Fall Course Enrollment Form (CEF) Opens

(Where students confirm a placement and request authorization into a course)

Monday, July 25

Deadline to submit CEF

Friday, August 26 at 11:59pm

Processing Period

(During this time our team ensures students have met all prerequisites)

August 29 to September 2

Enrollment Period

(When our office will disseminate notifications to enroll)

September 5 to September 9

***We will use the fall enrollment windows to assign field study enrollment windows*

WHO IS ELIGIBLE?

Field Study Prerequisites:

Students who have completed, or are in progress to complete, the following, are eligible to apply to field study.

- **Declared major in the School of Social Ecology or Environmental Science and Policy Major**
- **SOCECOL 10 (or an equivalent course)**
- **2.0 GPA**
- **Junior or Senior Standing (90+ units)**
- **Lower Division Writing - If requesting SOCECOL 195W or 104W**
- **Accepted a placement at listed Field Study Community Partner and submitted course enrollment form by the deadline.**

Field Study Courses Available in FALL 2022

SOCECOL 195

SOECOL 195W

[SOCECOL 104W](#) (3-in-1)- requires faculty supervisor pre approval

Placement Opportunities Available in the Fall

Traditional Placements from the [Field Study Catalog](#)

All listings have been updated with 2022-2023 academic year availability. Confirm a placement fall availability by checking the top of every listing for the following:

Accepting students for **Fall: Yes** Winter: Yes Spring: Yes Summer: Yes (SSI & SSII)

[Tips when Applying:](#)

- **Apply to 3-6 Sites**
 - **Organize your search using an Excel spreadsheet or Google Sheet**
 - **Keep track of the following**
 - **Site name and #**
 - **Address (if in person)**

- Main contact name, title, and email
 - HOW TO APPLY
 - Have a top choice and a couple of backups
 - Follow Instructions
 - Pay close attention to the “How to Apply” section of the catalog and follow their requests!
 - If you are asked to send an email
 - Always include the placement period dates for the quarter you are applying for
 - Ex: Fall Quarter (September 19 to December 2)
 - Be prepared to send a resume and cover letter with every email inquiry, even if they did not ask for it.
 - File names
 - Cover_Letter_FirstName_LastName
 - Resume_FirstName_LastName
 - Make sure to personalize your cover letters and tailor your resume to the position you are striving for.
 - Be professional! Check the grammar, tone, and format of your emails and other application materials.
 - How to Follow Up with Sites
 - If you submitted an application and have not heard back from the site supervisor, sending a follow-up email to politely inquire about the status of your application and reiterate interest in the position shows that you are proactive and eager to work with them
 - Follow Up
 - After 5 business days from your original inquiry
 - Call 3 days after the follow-up email
 - Be assertive, NOT aggressive
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SE104W Community Archiving

SOCECOL 104W 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!

Process to Apply and Enroll

Apply

Application will open in July (final release date to be determined)

Application Deadline TBA
Application will be available [HERE](#)

Submit

If approved to participate in SOCECOL 104W
Submit a [Fall Course Enrollment Form](#) before August 26

Enroll

Enroll upon email notification, the week of September 5 to September 9. No authorization code will be needed.

Research and Learning Assistantships

Research and Learning Assistant positions are **PENDING APPROVAL** for the 2022-2023 Academic Year.

**We will send out a notification and publish information on the field study website once a final decision is made.*

Frequently Asked Questions?

- When should I start applying for a fall placement?
 - Identify your placement sites and prepare your materials during May and June
 - Start reaching out to placements in July
- Can I enroll in field study courses during my enrollment window?
 - No, students participating in field study this fall will be enrolling in the field study course during the week of September 5. No students are allowed to enroll currently, if for some reason they are able to, they will be dropped.
- When would I be able to enroll?
 - During the week of September 5, if you are eligible.
- How many fieldwork hours would I be required to enroll

- **The minimum requirement is 80 hours, but if you enroll in more than 4 units, you will need to add 20 hours per additional units of SE195/195W (ONLY).**
- **SE104W will only be offered for 4 units.**

Have questions? Take advantage of our Field Study Advising Services:

<https://fieldstudy.soceco.uci.edu/pages/field-study-student-advising-services>