Bright Past.
Brilliant Future.

Field Study Spring 2024 Information Session

Attendance Form





We will be starting shortly. Please fill out the Attendance Form to receive a copy of this presentation



Field Study Information Session Agenda

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

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

WEEK 1 TO WEEK 6

3PM TO 4PM

ON ZOOM

Meeting ID: 919 5040 3526





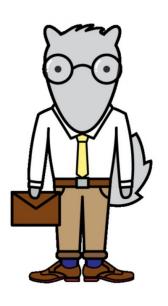
Field Study Overview

- 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.

***Other course options are available, check out the <u>Field Study Options</u> page for more information.

Field Study Steps to Success

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



Field Study Steps to Success Step 1: Plan

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 -

A Student 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 both in the classroom and through active participation in our community.

ABOUT FIELD STUDY

To complete their School of Social Ecology Field Study requirement, students enroll in a field study course while completing 80 hours of fieldwork throughout the quarter at an approved field placement site.

In the classroom, students engage with faculty and one another through lectures, discussions, writing, and presentations, synthesizing their fieldwork with theory, paradigms, and ideas learned about in their coursework

> With faculty quidance, students explore and develop professional competencies that complement their fieldwork experiences and prepare students for future graduate school and

During field placement, supervisors provide guidance and mentorship to foster students' professionalization and ommunity engagement, while students thoughtfully contribute o the organizations' programming and help support the ommunities they serve

Students have the opportunity to explore a career field, ir interpersonal and technical competencies in a supportive sional learning environment.

UCI School of Social Ecology

2023 - 2024 **Field Study Student Calendar**

	Fall 2023	Winter 2024	Spring 2024
Plan & Apply	Jun Aug	Sept Nov	Nov-Mar
Course Enrollment Form Opens	Mon, Jul 10	Mon, Oct 9	Mon, Dec 4
Course Enrollment Form Deadline	Fri, Aug 25	Fri, Nov 10	Fri, Feb 16
Enroll (upon authorization)	Week of Sept 4	During enrollment window	During enrollment window
Placement Period	Sept 25 - Dec 8	Jen 3 - Mar 15	Mar 27 - Jun 7
Deadline to Complete Hours	Dec 8	Mar 11	Jun 7
Final Evaluation Due	Wed, Dec 13	Wed, Mar 20	Wed, Jun 12

IMPORTANT NOTES

- . Spring field study typically has the highest enrollment and is the most competitive quarter for securing a field placement. Therefore, students who meet all prerequisites should consider completing their Field Study requirement during the fall or winter
- . For F-I Visa International Students: Visit the International Center website. (before submitting a Course Enrollment Form) for information on Curricular Practical Training: eligibility, deadlines & submission process

UCI School of Social Ecology

FIELD STUDY **STEPS TO SUCCESS**

- · Select a quarter, be mindful of deadlines
- · Prepare resume & cover letter · Browse catalog of placement
- ·····
- · Three months before the Course Enrollment Form
- · Apply to 3-6 sites . Be professional & follow up

deadline

- · Consider placement offers Select a placement · Accept an offer before the Course Enrollment Form
- Once a placement is SECURED Submit Course Enrollment
- Form by the appropriate
- · Enroll through WebReg once authorized and notified by our



https://fieldstudy.soceco.uci.edu/pages/deadlines-procedures



Enroll (upon authorization)

Deadline to Complete Hours

Placement Period

Final Evaluation Due

enrollment window

Mar 27 - Jun 7

Jun 7

Wednesday, Jun 12

enrollment window

Jan 3 - Mar 15

Mar 15

Wednesday, Mar 20

Class .		UCI Fie	eld Study
	Fall '23	Winter '24	Spring '24
Plan & Apply	Jun - Aug	Sept - Nov	Nov - Feb
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Week of Sept 4

Sept 25 - Dec 8

Dec 8

Wednesday, Dec 13

Field Study Enrollment Prerequisites

- Completion (or In Progress to Complete) SocEcol 10 or an equivalent course
- Junior or Senior Standing (90+ Units Completed)
- Declared major in the School of Social Ecology or Environmental Science and Policy Major
- 2.0 or above GPA
- Lower Division Writing *if requesting SE 195W/106W
- Submit an approved placement by the Course Enrollment Form deadline for the quarter of your choice (S24 -2/16/24)



Field Study Steps to Success Step 2: Apply

Apply

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





Field Study Catalog 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, includes:

- Research Assistant Positions
- Learning Assistantships

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



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!

TRADITIONAL FIELD STUDY SITE CATEGORIES

Click the icon below for a catalog directory and guide





Sample Traditional Catalog Listing

About the Organization:

At Child Development Institute (CDI), our mission is to help all children reach their full potential by supporting the relationships and environments that shape early development. Serving over 7,000 children and their families annually, the ELC offers families a safe, nurturing environment with age-appropriate play and learning activities that parents can take home and replicate, along with free developmental screenings and engaging parenting workshops. A leading expert for over 22 years in early child development, the Child Development Institute (CDI) serves as a community resource to guide, support and empower families as they navigate their child's development.

Placement Job Description:

- · Staff the Welcome Desk
- Lead Story Time/Music and Movement
- · Create Arts and Crafts Activities
- Facilitate Play
- Conduct Developmental Screenings
- · Help with Community Events
- · Sanitize Centers Between Family Visits

Requirements (subject to change): Consistent on-site availability, minimum of 6 hours per week for 3 months, and proof of TB clearance and Covid-19 vaccine. COVID-19 Protocols: Mask required, Vaccine required, Physical distancing

How to Apply: Email me directly at Jamie Olivas at jolivas@cdikids.org with cover letter and resume

Recommending a New Site for Approval

- Site must meet the following criteria:
 - Complete the <u>Site Placement Application</u>
 - Please plan ahead & ask them to submit this form ASAP
 - 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
 - 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:

RESEARCH AND LEARNING ASSISTANT POSITIONS

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		
Placement Name	Hybrid (mix of in-person and remote)		
Human Rights and Technology Laboratory	Placements available = 3		
Supervisor Information			
Name: Nicole Iturriaga			
Title: Assistant Professor			
Email Address: n.iturriaga@uci.edu			
Placement Information			

The laboratory will serve undergraduate and graduate students, postdoctoral fellows, and faculty who have an interest in the intersection of human rights and technology social science research. The lab's primary functions will be to support new and ongoing research and to build a thriving academic community on campus. This will be accomplished in several ways. First, after being properly trained, undergraduate students will have the opportunity to work as research assistants on projects associated with the lab. Second, the graduate students will workshop their ongoing projects, share updates, get feedback, and, if their projects need additional support, have access to the undergraduate research assistants. Having a tiered effect will ensure that the laboratory remains consistent and productive and will aid in the educational development of all the students involved. Third, due to these opportunities, the lab will help all students develop mentoring relationships with faculty. Fourth, there will be weekly lab meetings to review the progress of the research projects. And finally, the Human Rights and Technology Lab will advance further collaboration and research development by hosting workshops for visiting scholars, both from the UCI community, as well as other universities, with similar research interests.

Requirements (subject to change) 3.5 GPA How to Apply

Fmail with resume and cover letter

Apply: Tips to Keep in Mind

- 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 2024 (March 7 to June 27)
 - 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.



Student Resource Page

Purpose:

- Connect students to resources and tool to further support your field study experience and career journey there after
- Clink on the icon of your preference to access resources, tools and view video messages for our advisors
- Sharing helpful tips and best practices



Division of Career Pathways

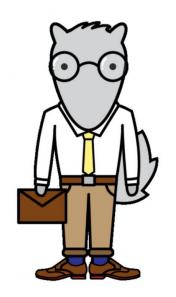
- Check out the <u>UCI Division of Career Pathways website</u> for resume and cover letter samples, advising, career readiness virtual workshops, and more!
- Contact Information:
 - General Email:
 - career@uci.edu
 - Location:
 - 100 Student Services 1 (Across from the Student Center Starbucks)



Field Study Steps to Success Step 3: Select

Select

- Consider offers
- Select a placement
- Accept an offer
- Select a field study course(SE 195/SE 195W/ SE 106W)



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."

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

SocEcol 195

Most sections meet 5-6 times per quarter

Expect to spend approximately 1-2 hours

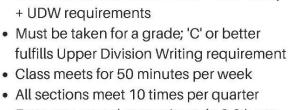
per week on assignments (outside of

Class paper/s = 2,500+ words (+625)

words for each extra unit beyond 4)

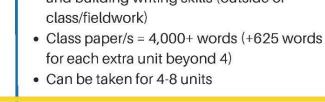
E Field Study

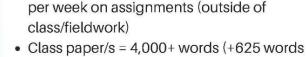
Field Study Course + Upper Division Writing 4 units of SF 195W (coursework + 80) fieldwork hours) fulfills the SE Field Study

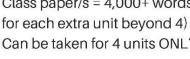


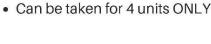
SocEcol 195W

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









Prerequisites

SocEcol 106W

Placement + Field Study Course + Upper

Division Writing

instructor and is integrated into the course

fulfills Upper Division Writing requirement

Expect to spend approximately 1-2 hours

• Fieldwork is supervised by faculty

Study + UDW requirements

4 units of SF 106W fulfills the SF Field

Must be taken for a grade; 'C' or better

Class meets for 50 minutes per week

Can be taken for 2-8 units

class/fieldwork)

Prerequisites SocEcol 10

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

Lower Division Writing SocEcol 10

deadline

- **Prerequisites**
- 90+ Units
- Minimum 2.0 GPA
- Secured position at approved site

Course enrollment form submitted by

- SocEcol 10

deadline

· Lower Division Writing

- 90+ Units Minimum 2.0 GPA
- Secured position with faculty instructor Course enrollment form submitted by



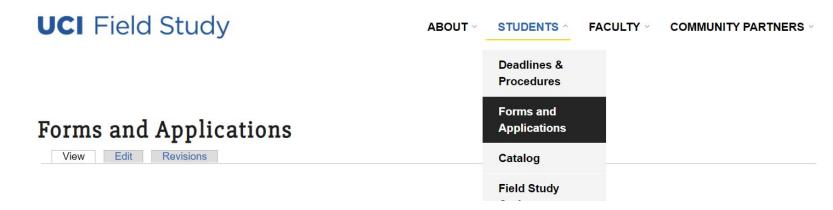
Field Study Steps to Success Step 4: Submit

Submit

 Submit the <u>Course Enrollment form</u> to confirm your placement and provide your course selection.







UPCOMING FORM

SPRING 2024 COURSE ENROLLMENT FORM - AVAILABLE NOW

Deadline: Friday, February 16 at 11:59 pm

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 16
- Information you will be submitting:
 - Placement and Supervisor Information
 - Course Selection (SOCECOL 195/195W/106W)
 - 195W seats not guaranteed, will be filled on a first come, first served basis



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!
 - a. PLEASE NOTE: Your supervisor will also receive a copy of your CEF
- The office will process ALL course enrollment forms from <u>February 19-23.</u>
- 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 <u>Friday</u>, <u>February 23</u>.
- You will be enrolling through WebReg during your assigned <u>spring</u> enrollment window. No authorization code will be needed.

Field Study Steps to Success Step 5: Enroll

Enroll

- For all approved students:
 - During your assigned Spring enrollment window
 - Deadlines to enroll
 - March 15 subject to change
- Enroll through <u>WebReg</u>





Hours & Units Breakdown

Reminder: At a minimum 4 units of SocEcol 195/195W/106W in combination with a minimum of 80 hours satisfies the field study requirement

- 1 unit of SE195/195W/106W = 20 hours
- Field Study may be repeated for up to 12 units
- If you enroll in more than 4 units
 - Your will be required to:
 - Complete additional hours as listed in the graphic
 - Add +625 words to your final paper for each additional units above the 4 units

*4 additional units of SE 195/195W/106W could be used to fulfill the additional upper-division course requirement

Here's the breakdown:

2 units = 40 hours

3 units = 60 hours

4 units = 80 hours

5 units = 100 hours

6 units = 120 hours

7 units = 140 hours

8 units = 160 hours

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 2024 Placement Period:
 - March 27 to June 7
- 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

Non-Traditional or Alternative Field Study Options:

- Advanced Field Study
- UCDC Academic Internship Program
- Summer UCDC
- UC Center Sacramento
- Summer Sacramento Internship Program
- Public Health Practicum 195W (double majors only)
- Field Study Abroad (by petition only)

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
- Students will have the ability to apply to AFS specific placements 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
 - Lower division writing
 - 90+ quarter units
 - Opportunity to conduct a research project
- Application opens during the start of the spring quarter



FAQ

For additional Specific Questions visit the Field Study website FAQ page





LIVE

LEARN

INTERN

Fulfill Social Ecology Field Study with UCDC!

Offered as **academic** (Fall/Winter/Spring) and **non-academic** (Summer) programs, UCDC is an immersive 10-week internship experience open to undergrads of all majors!

UCDC students gain valuable skills and experience while interning at a wide variety of sites in Washington, D.C. Participants live in the UC Washington Center, located blocks from the White House and the National Mall.

Field Study with UCDC

Social Ecology students have previously interned at sites including:

- U.S. House of Representatives
- Smithsonian
- American Psychological Association
- National Archives & Records Administration
- Nationally recognized Law Firms

- The Washington Post
- Library of Congress
- Public Citizen
- ACLU

Both UCDC 170 <u>and</u> UCDC 180 must be completed (4 units each) to count toward the SE field study requirement.

- UCDC 170 4 units P/NP of your internship
- UCDC 180 4 units from an approved list of courses such as General Research,
 U.S. Supreme Court, Presidency



Eligibility

***** UCDC Academic Internship Program

- Junior or Senior standing recommended
- Minimum 3.0 GPA recommended

* UCDC Summer Internship Program

- All regularly enrolled undergraduate UCI students, including June graduating Seniors; preferred sophomore, junior, and senior standing
- Minimum 2.75+ GPA recommended

*UCDC is available to all UCI students regardless of immigration status. International Students should consult with the International Center and their School's Academic Counseling Office prior to applying to UCDC to confirm eligibility. Undocumented students may wish to seek the counsel and advice of the UCI Dream Center.



How to Apply

Fall 2024 Priority Deadline:

February 21, 2024 @ 11:59 pm

Winter 2025 applications will open soon!

Want to learn more? Get in contact with us or attend a UCDC information session!

Open Monday-Friday from 10-3 civicengagement.uci.edu civicengagement@uci.edu





UCDC for Social Ecology Students

Information Session | Jan. 23 @ 11:00 am

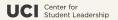
Learn how you can live, learn, and intern in Washington, D.C. — and fulfill Field Study — at this information session specially tailored for Social Ecology students!

To RSVP, visit civicengagement.uci.edu/welcome

RSVP HERE FOR UCDC FOR SOCIAL ECOLOGY STUDENTS







COMMUNICYSBRAICB

January 24, 2024 | 11 AM - 2 PM | Student Center, Pacific Ballroom



Drop by to learn about leadership, volunteer opportunities, paid positions, internships, and field study opportunities with local nonprofits, campus departments, and campus organizations.

FREE TOTE BAGS, STICKERS, BOBA!

RSVP: tinyurl.com/cslf24uci

UCI School of Social Sciences

Social Sciences
Academic Resource Center

UCI Public Health

In Collaboration with:

UCI Career Pathways

Why you should attend this event:

- Meet representative for spring and summer placement opportunities
- Meet representatives for campus based opportunities
- Learn about volunteer opportunities throughout the community!
- Learn about clubs and organizations around campus
- Enter a chance to win a free BOBA and other cool prizes!

Field Study Advising Services

For quick questions

USE OUR SAME DAY ADVISING SERVICES

ZOTCHAT

Tuesdays and Thursdays
2pm-3pm

SAME DAY

Wednesdays 1-2:45pm

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.

For in person appointments
visit us at
Social Ecology I
(#210 on the map)



Follows us on IG



UCIFIELDSTUDY

SCAN HERE

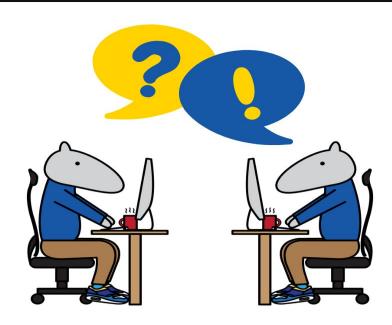
Academic Advising Questions

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

Ask an Academic Advisor! <u>Academic</u> Advising Services Available:

- Advanced Appointments
- Same Day services
 - Same Day Appointment (available starting at 8:30)
 - ZotChat

Questions & Answers





Thank you for attending this Field Study Information Session!