UCI

**Bright Past.
Brilliant Future.**

**Field Study
Spring 2023**
Information Session

1

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 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 SE195/195W/106W + 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 [Field Study Options](#) 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

– <u>Explore your career interest</u>
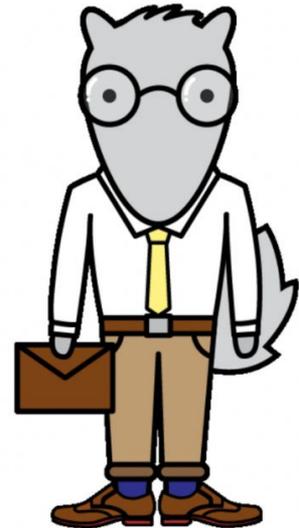
- Download a copy of the Student Guide -

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 guidance, students explore and develop professional competencies that complement their fieldwork experiences and prepare students for future graduate school and career goals.

During field placement, supervisors 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.

Students have the opportunity to explore a career field, observe and participate in organizational operations, and develop their interpersonal and technical competencies in a supportive, professional learning environment.

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FIELD STUDY STEPS TO SUCCESS

1 PLAN
- Select a quarter, be mindful of deadlines
- Prepare resume & cover letter
- Browse catalog of placement sites

2 APPLY
- Three months before the Course Enrollment Form deadline
- Apply to 3-6 sites
- Be professional & follow up

3 SELECT
- Consider placement offers
- Select a placement
- Accept an offer before the Course Enrollment Form deadline

4 SUBMIT
- Once a placement is SECURED
- Submit Course Enrollment Form by the appropriate deadline

5 ENROLL
- Enroll through WebReg once authorized and notified by our office

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2022 - 2023 Field Study Student Calendar

	Fall 2022	Winter 2023	Spring 2023
Plan & Apply	Jul - Aug	Sept - Nov	Nov - Jan
Course Enrollment Form Opens	Monday, July 25	Monday, Sept 26	Monday, Dec 5
Course Enrollment Form Deadline	Friday, Aug 26	Friday, Nov 4	Friday, Feb 10
Enroll (upon authorization)	Week of Sept 5	During enrollment window	During enrollment window
Placement Period	Sep 19 - Dec 2	Jan 4 - Mar 17	Mar 29 - Jun 9
Hours Required & Deadline to complete	80 hours by Dec 2	80 hours by Mar 17	80 hours by Jun 9
Final Evaluation Due	Wed, Dec 7	Wed, Mar 22	Web, Jun 14

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 quarters.
- **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

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

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Placement Period	Sept 19 - Dec 2	Jan 4 - Mar 17	Mar 29 - Jun 9
Deadline to complete hours	Dec 2	March 17	June 9
Final Evaluation Due	Wed, Dec 7	Wed, Mar 22	Wed, June 14

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 or SE 106W*
- Accept and submit PRE APPROVED placement by the Course Enrollment Deadline for the quarter of your choice

Field Study Steps to Success
Step 2: Apply

Apply

– 1-2 months prior to the deadline
- Approximately one quarter in advance

– 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 Catalog include:

- Research Assistant Positions
- Learning Assistantships
- New catalog published every quarter

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
    - How to Apply!

TRADITIONAL FIELD STUDY SITE CATEGORIES

Use the reference guide to browse through the catalog.

The full listings can be found under each of the categories listed below

FS Catalog Reference Guide

Site Name	Placement Category	Site Number
A-Tech Consulting	Environmental, Planning, & Policy	420
About Behavior Consulting	Child & Family Services	25
About Behavior Consulting	Clinical/Counseling	25.1
Acacia Adult Day Services	Healthcare Services	600
Access California Services	Child & Family Services	1
Adventures to Dreams Enrichment	Environmental, Planning, & Policy	400
American Planning Association (APA)	Environmental, Planning, & Policy	413
American Planning Association (APA) - Central Coast	Environmental, Planning, & Policy	411
Anaheim Family YMCA	Child & Family Services	2
Anteater Recreation Center	College Student Services	200
Anteater Recreation Center	General Community Outreach/Services	200.1
Arthritis Foundation	Healthcare Services	601
Arthritis National Research Foundation	Healthcare Services	602
Asians for Miracle Marrow Matches (A3M)	Healthcare Services	603
Assistance League of Irvine	General Community Outreach/Services	502
Bloom Foundation	Child & Family Services	21
Bloom Foundation	Clinical/Counseling	21.1
Boys & Girls Clubs of Garden Grove	Education (K-12)	300
Breakthrough San Juan Capistrano	Education (K-12)	301
California Department of Justice - LA CLEAR	Law Enforcement	800
Center for Student Wellness & Health Promotion	College Student Services	208
Child Abuse Services Team (CAST)	Child & Family Services	3
Child Development Institute Early Learning Center	Child & Family Services	4
City of Irvine	Human Resources & I/O Psychology	700
City of Norwalk	Environmental, Planning, & Policy	405

Catalog Reference Page (A-Z) | Summer Placements | By Category | By City | Remote, In-person, Hybrid | Length of Commitment

Sample Traditional Catalog Listing

ACCESS CALIFORNIA SERVICES (SITE #1)

⭐ **Potential opportunities for employment following field placement period**

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

Placement type: In-person

Placements available: 3   **Length of Commitment:** 1 quarter

Physical Address (if applicable): 631 S Brookhurst St Suite 107 Anaheim CA 92804

Hours of Operation: M-F 8 - 5

Site Website: www.accesscal.org

Main Contact: Mrs. Suzanne Baker   **Title**: Director of Operations

Email Address: suzanne@accesscal.org   **Phone:** 714-917-0440

About the Organization:

Our Vision

A world in which each individual leads a dignified and enriched life.

Our Mission

Access California Services is a culturally sensitive community-based organization dedicated to empowering all underserved populations, with a focus on Arab- American & Muslim- American communities. We strive to enhance the quality of life and foster self-determination through direct health & human services.

Placement Job Description: Case Management/ Educational workshops/ Helping organize various events

Requirements (subject to change): Interview

COVID-19 Protocols: Mask required

How to Apply: suzanne@accesscal.org

Recommending a New Site for Approval

- Site must meet the following criteria:
    - Complete the Site Placement Application
        - Please plan ahead & ask them to submit this form ASAP
            - The process can take 2-3 weeks
        - 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

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The School of Social Ecology Based Placements Catalog

SPRING '23 CATALOG

SCHOOL OF SOCIAL ECOLOGY-BASED PLACEMENTS:

Now Available (*subject to change*)

RESEARCH AND LEARNING ASSISTANT POSITIONS

OPPORTUNITY: Research Assistant	Virtual/Remote/Hybrid
Placement Name	Hybrid (mix of in-person and remote)
Law, Justice, & Identity in Popular Culture	**Placements available = 5**
Supervisor Information	
Name: Brandon Golob	
Title: Assistant Professor of Teaching of Criminology, Law and Society	
Email Address: bgolob@uci.edu	
Placement Information	

Are you a true crime fanatic? Do you find yourself watching the latest true crime Netflix series, listening to My Favorite Murder, or even engaging as an internet sleuth for your favorite case? Have you ever sat in a Criminology, Law & Society course and thought about how the material was related to popular media? If so, this is the research project for you. In this experiential learning lab, students critically analyze content from a variety of new media outlets, examining how streaming services and podcasts shape public perception of legal systems, law enforcement, and law and justice issues generally. Specifically, they are trained to screen and code media content for presentation in a digital media archive. This archive is part of a free media literacy web resource for educators and students working in criminology, law, and related fields. Ultimately, whether your interest is in media, education, or law (or perhaps all three), this project and is your opportunity to explore these topics and more!

Requirements (subject to change)
N/A

How to Apply
https://forms.gle/VZgA6CDAj9LLMLbu9

Using a Research or Learning Assistant Positions <u>OUTSIDE</u> of Social Ecology

- Research and Learning Assistant positions **OUTSIDE** of the School of Social Ecology must be <u>reviewed and approved</u> by the Field Study Director before they can be submitted as a field placement.
- Submit your position for review through the RA Clearance Form.

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 (Mar 29 - Jun 9)
    - 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.

![UCI logo]

Looking for a spring, summer or fall field study placement?
Join us on **February 1st** for an opportunity to meet representatives from approved field study placements!

- Lots of giveaways
- Over 25 placements in attendance
- Volunteer, paid and internship positions

RSVP EARLY
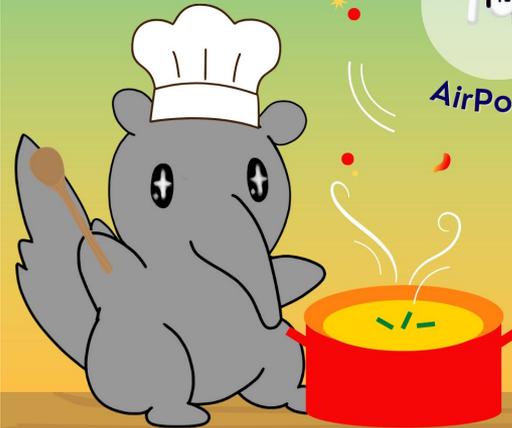
Prepare your application materials using: Division of Career Pathways

- Work on your **resume and cover letters**
  - [RESUME]() AND [COVER LETTER]()
- Prepare for an **interview**
  - *Tip:* Use [Big Interview]() - online system that combines training and practice to help you improve your interview technique and build your confidence
- Check out the **[UCI Division of Career Pathways website]()** for resume and cover letter samples, advising, career readiness virtual workshops, and more!

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."

SocEcol 195	SocEcol 195W	SocEcol 104W / 106W
Field Study Course	**Field Study Course + Upper Division Writing**	**Placement + Field Study Course + Upper Division Writing**
• 4 units of SE 195 (coursework + 80 fieldwork hours) fulfills 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)	• 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)	• Fieldwork is supervised by faculty instructor and is integrated into the course • 4 units of SE 104W / 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 • All sections meet at least 10 times per quarter • 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)
Prerequisites	**Prerequisites**	**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 • 90+ Units • Minimum 2.0 GPA • Secured position at approved site • Course enrollment form submitted by deadline	• 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

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

Course Enrollment Form

- 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 10**
  - *You are guaranteed a seat in A Field Study Course (SOCECOL 195 OR 195W) if you submit an approved placement & this form by the deadline and you meet all of the field study prerequisites.*
    - *We cannot guarantee enrollment into specific sections*
- 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.

Field Study Steps to Success
Step 5: Enroll

Enroll

– <u>For all approved students</u>:
- Will be notified via an authorization email around February 17
- Will be able to enroll during Spring enrollment window

– Enroll through [WebReg](#).
- Enrollment instructions to be provided with the authorization email

Hours & Units Breakdown

- **4 units/80 hours of SocEcol 195/ 195W/ 106W satisfies the field study requirement**
  - An *additional* 4 units of SE 195/ 195W/ 106W may be used to fulfill the one additional upper-division course requirement for the School of Social Ecology
- Field Study can be taken for 2 - 8 units
  - 20 hours required per 1 unit of SE195/ 195W/ 106W
  - +625 words per each additional unit above the 4 units required in your final paper word count
- **SOCECOL 195** may be repeated for **up to 12 units**

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 Placement Period: March 29 to June 9**
- Hour Tracking and reporting
  - 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

More Field Study Options:

- **Advanced Field Study** - AFS offers a small number of undergraduate students in the School of Social Ecology an in-depth, three-quarter field study experience focused on civic and community engagement.
  - AFS can fulfill a number of degree requirements.
    - SocEcol 195A, taken in the Fall, counts for elective units only.
    - SocEcol 195B in the Winter will satisfy the School of Social Ecology 195 Field Study (4 unit) requirement.
    - SocEcol 195CW in the Spring, with a grade of C or better, will satisfy the upper-division writing requirement.
- **Public Health Practicum 195W** - can be used to satisfy field study (PH majors doubling with a major in Social Ecology)

SOCECOL 106W

- **Features:**
  - 3-in-1 model
  - Available for 4 units ONLY
  - Satisfies 80 fieldwork hours
    - These projects will be in addition to the regular coursework/papers assigned
- **Course option this Winter:**
  - SOCECOL 106W (50070): Digital Media Archiving. Instructor/Supervisor: Dr. Simon Cole
  - Application now open!

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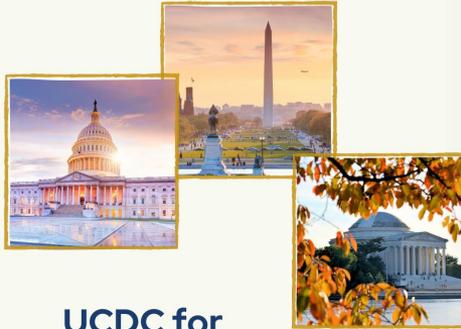
**UCDC for
Social
Ecology
Students**

»

**Social Ecology students
have interned at sites
including:**

*DYK: UCDC
can fulfill the
Field Study
requirement!*

- Society for the Psychological Study of Social Issues
- Law Enforcement Alliance of America
- American Bar Association
- Children's Defense Fund
- Office of the Attorney General
- D.C. Office of Planning
- American Psychological Association
- U.S. Department of Housing and Urban Development

**Ready to explore D.C.?
Learn more at the UCDC + Social Ecology
Field Study info session on February 8!**

Field Study Advising Services

ADVANCED APPOINTMENTS
20-Minute Appointments
Available on Zoom or In-Person

Have an urgent question?
USE OUR SAME DAY ADVISING SERVICES

ZOTCHAT
Tuesdays 3pm – 4pm
Thursdays 11am–12pm

ZOOM WALK-IN
Wednesdays 2 – 3pm

Take Advantage of the
Field Study Advising Services

SCAN HERE
To access the Field Study Advising
Services page.

UCI Field Study

Stipends for Field Study Students!

Times are tough and we're here to help!
We have two stipends available, one to assist with transportation costs and one for a free professional wardrobe.
Apply and get both now!

Available this 22-23 academic year.

**MUST HAVE ALREADY SUBMITTED A COURSE ENROLLMENT FORM**

SCAN HERE
**To apply for a stipend.**

Academic Advising Questions

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

Ask an Academic Advisor! And get your quick, general questions answered with *Zot Chat!*
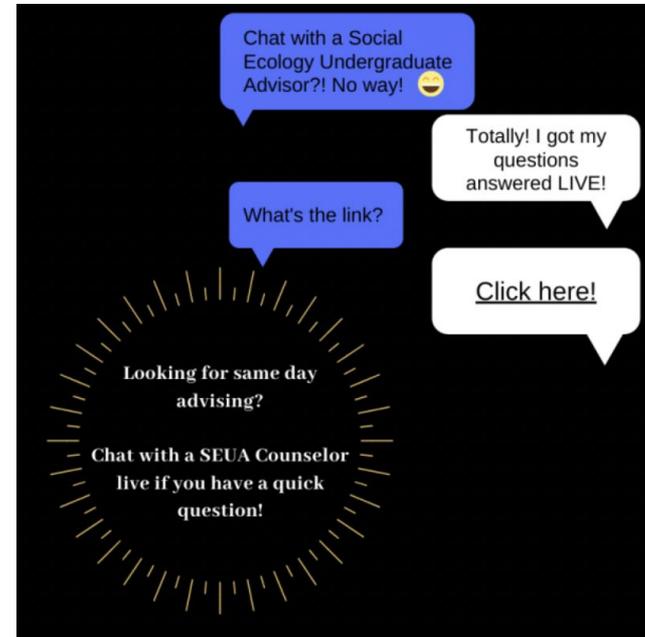
Questions & Answers
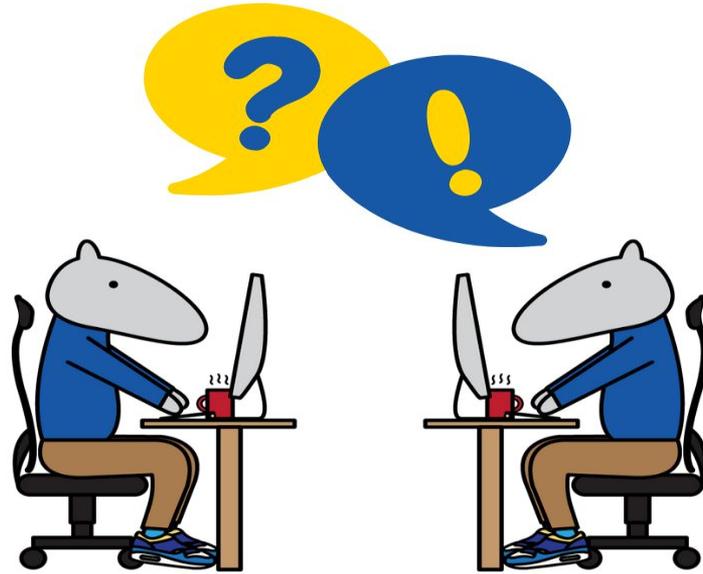
Thank you for attending this Field Study Information Session!