

The UCI logo and tagline are centered on a white, starburst-shaped background. The background is composed of several overlapping, semi-transparent blue circles that create a complex, multi-pointed star pattern. The text is in a dark blue, sans-serif font.

**UCI**  
**Bright Past.**  
**Brilliant Future.**

**Field Study**  
**Winter 2024**  
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 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.

\*\*\*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 [Field Study Options](#)
- 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 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.



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	Jan 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 quarters.
- For F-1/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

#### 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



<https://fieldstudy.sococo.uci.edu/pages/deadlines-procedures>



# UCI Field Study

**Fall '23**

**Winter '24**

**Spring '24**

*Plan & Apply*

Jun - Aug

Sept - Nov

Nov - Feb

*Course Enrollment Form Opens*

Monday, Jul 10

Monday, Oct 9

Monday, Dec 4

*Course Enrollment Form  
Deadline*

**Friday, Aug 25**

**Friday, Nov 10**

**Friday, Feb 16**

*Enroll (upon authorization)*

Week of Sept 4

During  
enrollment window

During  
enrollment window

*Placement Period*

Sept 25 - Dec 8

Jan 3 - Mar 15

Mar 27 - Jun 7

*Deadline to Complete Hours*

Dec 8

Mar 15

Jun 7

*Final Evaluation Due*

Wednesday, Dec 13

Wednesday, Mar 20

Wednesday, Jun 12



## 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 ( W24 = 11/10)

## 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

## 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

Click the icon below for a catalog directory and guide



FS Catalog Reference Guide

Site Name	Placement Category	
Acacia Adult Day Services	Healthcare Services	
Access California Services	Child/Family Services	1
Addicted to You	Clinical/Counseling	100
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
APA/IT: A Division of Special Services for Groups	General Community Outreach & Services	501
Arthritis Foundation	Healthcare Services	601
Arthritis National Research Foundation	Healthcare Services	602
Asians for Miracle Manow Matches (AMM)	Healthcare Services	603
Assistance League of Irvine	General Community Outreach & Services	502
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	207
Child Abuse Services Team (CAST)	Child/Family Services	3
Child Development Institute Early Learning Center	Child/Family Services	4
City of Norwalk	Environmental, Planning & Policy	405
City of San Clemente, Planning Division	Environmental, Planning & Policy	412
City of Westminster, Planning Division	Environmental, Planning & Policy	406
Community Action Partnership of Orange County	Environmental, Planning & Policy	407
Corazon	General Community Outreach & Services	503

# 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](mailto:jolivas@cdikids.org) with cover letter and resume

## 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
    - 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



SUMMER '23 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

<b>OPPORTUNITY:</b> Research Assistant	<b>Virtual/Remote/Hybrid:</b> Hybrid (mix of in-person and remote)
<b>Placement Name:</b> Mexican Long Beach Urban Lab	<b>Summer Availability:</b> SSI & SSII
<b>Website:</b> <a href="https://faculty.sites.uci.edu/rendon/rendon-urban-research-lab/">https://faculty.sites.uci.edu/rendon/rendon-urban-research-lab/</a>	<b>Placements available =</b> 4
<b>Supervisor Information</b>	
Name: Maria G Rendon	
Title: Assistant Professor, Urban Planning & Public Policy	
Email Address: <a href="mailto:mgrendon@uci.edu">mgrendon@uci.edu</a>	
<b>Placement Information</b>	
As part of this project, students will be asked to engage in newspaper archival research. We will focus on the years 1920-1940, during the first large Mexican immigration wave to southern California and their repatriation in the 1930s. Students will examine and identify local stories on the Mexican community in Los Angeles and Orange County. This research will examine rhetoric around the Mexican group to better understand the local context that shaped the social and economic integration/exclusion of the group. The analysis will inform Dr. Rendon's new Book.	
<b>Requirements (subject to change)</b>	
Students interested in racial/ethnic disparities, urban neighborhoods and segregation.	
<b>How to Apply</b>	
Email your resume and cover letter to <a href="mailto:mgrendon@uci.edu">mgrendon@uci.edu</a>	



## 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: Winter 2024 (January 3 to March 15)
    - 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 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

Field Study Course

- 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)

### Prerequisites

- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- Secured position at approved site
- Course enrollment form submitted by deadline

## 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)

### Prerequisites

- Lower Division Writing
- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- Secured position at approved site
- Course enrollment form submitted by deadline

## 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
- 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

- 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 [Course Enrollment form](#) to confirm your placement and provide your course selection.



### Forms and Applications

[View](#)[Edit](#)[Revisions](#)[Deadlines & Procedures](#)[Forms and Applications](#)[Catalog](#)[Field Study](#)

CEF COMING SOON:

WINTER 2024 COURSE ENROLLMENT FORM - AVAILABLE MONDAY, OCTOBER 9



## Course Enrollment Form Part 1

- After securing 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 10**
- Information you will be submitting:
  - Placement and Supervisor Information
  - Course Selection (SOCECOL 195/195W)
    - 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 November 13-17.
- 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 17.
- If you are approved, you will enroll during your winter enrollment window.

# Field Study Steps to Success

## Step 5: Enroll

### Enroll

- For all approved students:
  - During your assigned winter enrollment window
  - Deadlines to enroll
    - December 15
- Enroll through [WebReg](#)



## 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/104W 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/104W
  - +625 words per each additional unit above the 4 units required in your final paper word count
- Field Study 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
  - **Winter 2024 Placement Period:**
    - **January 3 to March 15**
- 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

## 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
- Field Study Abroad

## 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
  - Lower division writing
  - 90+ quarter units
  - Opportunity to conduct a research project



LIVE

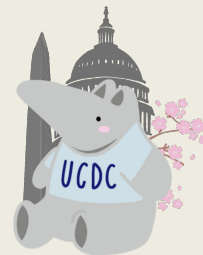
LEARN

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.



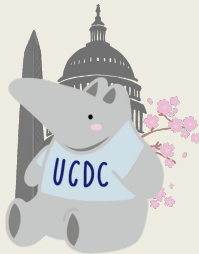
# Field Study with UCDC

**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 and 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

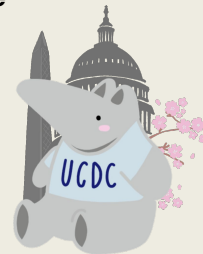
## \* UCDC Academic Internship Program

- 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

*Last Chance: Winter 2024 Deadline*

Contact us ASAP

**Spring & Summer 2024 Priority Deadline**

October 30, 2023 @ 11:59 pm

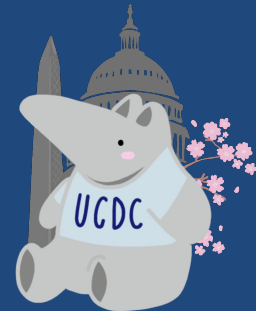
**Want to learn more? Get in contact with us or attend a UCDC information session!**

**UCI Office of Civic Engagement**

*Open Monday-Friday from 10-3*

[civicengagement.uci.edu](http://civicengagement.uci.edu)

[civicengagement@uci.edu](mailto:civicengagement@uci.edu)





## UCDC for Social Ecology Students

Information Session | October 17 @ 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!



RSVP HERE FOR  
UCDC FOR SOCIAL ECOLOGY  
STUDENTS



UCI Field Study  
INVITES YOU TO

## FALL MEET AND GREET

OCT. 18 12 PM

JOIN US FOR AN OPPORTUNITY TO  
MEET REPRESENTATIVES FROM SOME OF  
OUR ACTIVE SITES. EXPLORE  
POTENTIAL WINTER OR SPRING  
PLACEMENTS, AND LEARN MORE  
ABOUT OUR PARTNERS.

WHERE : GATHERTOWN  
VIRTUAL EVENT

12PM TO 2PM

[RSVP BELOW](#)

RSVP HERE FOR  
FALL MEET & GREET



UCI Field Study 

**FIELD STUDY  
ADVISING  
SERVICES**

Advanced Appointments

20-Minute Appointment Slots  
Available on Zoom or In-  
Person  
M - F 9 am - 4 pm

Same Day Services

**ZotChat**

Tuesdays 10 am - 11 am  
Thursdays 2 pm - 3 pm

 (949) 824-6861  sefieldstudy@uci.edu

## Take Advantage of the Field Study Advising Services



**SCAN HERE**  
To access the Field Study Advising  
Services page.

## 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*
  - *Same Day Appointment (available starting at 8:30)*
  - *ZotChat*

## Welcome to UCI Workshop Series

Presented by Social Ecology Undergrad Affairs

### Save the Date!

Fall 2023

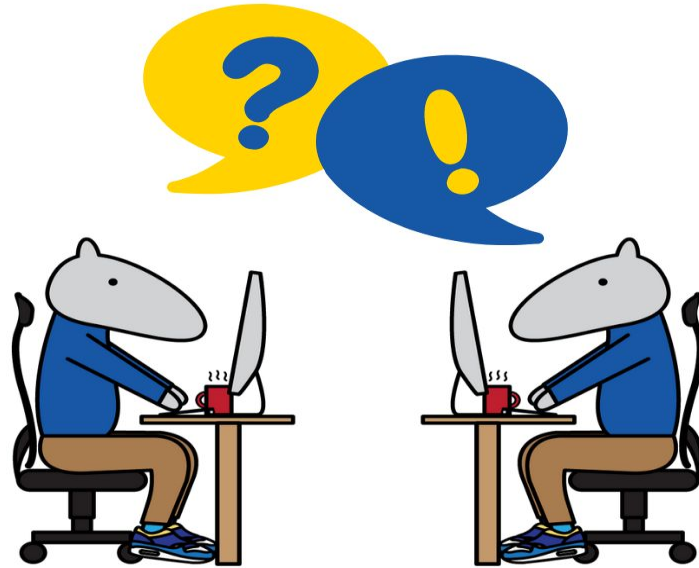
- **Welcome to UCI and Social Ecology**
  - 10/11 from 2:00 - 3:00 pm
- **Planning your academic career**
  - 10/24 from 2:00 - 3:00pm (Freshman)
  - 10/25 from 2:00 - 3:00pm (Transfer)
- **Field Study 101**
  - 11/8 from 2:00 - 3:00pm
- **Registering for Winter Quarter**
  - 11/15 from 2:00 - 3:00 pm
- **What's Next? Making the most of your time here**
  - 12/5 from 10:00 - 11:00am



RSVP HERE



# Questions & Answers







**Thank you for attending this Field  
Study Information Session!**