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
Plan

- Select a quarter: When will you be participating in field study?
- Assess your Field Study Options
- Verify your eligibility
- Explore your career interest
# 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

In this class, students engage with faculty and career advisers through lectures, discussions, writing, and presentations, synthesizing their fieldwork with theories, 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, experiences provide guidance and mentorship to foster student professionalization and community engagement, while students thoughtfully contribute to the organization's 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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## 2023 - 2024 Field Study Student Calendar

<table>
<thead>
<tr>
<th>Plan &amp; Apply</th>
<th>Fall 2023</th>
<th>Winter 2024</th>
<th>Spring 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Enrolment Form Deadline</td>
<td>Mon, Aug 28</td>
<td>Tue, Nov 10</td>
<td>Mon, Dec 12</td>
</tr>
<tr>
<td>Notes &amp; Supervisor Authorizations</td>
<td>Week of Sept 4</td>
<td>During enrolment deadline</td>
<td>During enrolment deadline</td>
</tr>
<tr>
<td>Deadline to Complete Course</td>
<td>Nov 16</td>
<td>Dec 16</td>
<td>Jan 16</td>
</tr>
</tbody>
</table>

## 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 Quarter.
- For all Fall Field Students, visit the International Center website for information on how to register for a course that meets the prerequisites.

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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
   - Eligibility, deadlines & submission process

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

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[Download a copy of the Student flyer -](https://fieldstudy.soceco.uci.edu/pages/deadlines-procedures)
<table>
<thead>
<tr>
<th></th>
<th>Fall '23</th>
<th>Winter '24</th>
<th>Spring '24</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan &amp; Apply</strong></td>
<td>Jun - Aug</td>
<td>Sept - Nov</td>
<td>Nov - Feb</td>
</tr>
<tr>
<td><strong>Course Enrollment Form Opens</strong></td>
<td>Monday, Jul 10</td>
<td>Monday, Oct 9</td>
<td>Monday, Dec 4</td>
</tr>
<tr>
<td><strong>Course Enrollment Form Deadline</strong></td>
<td>Friday, Aug 25</td>
<td>Friday, Nov 10</td>
<td>Friday, Feb 16</td>
</tr>
<tr>
<td><strong>Enroll (upon authorization)</strong></td>
<td>Week of Sept 4</td>
<td>During enrollment window</td>
<td>During enrollment window</td>
</tr>
<tr>
<td><strong>Placement Period</strong></td>
<td>Sept 25 - Dec 8</td>
<td>Jan 3 - Mar 15</td>
<td>Mar 27 - Jun 7</td>
</tr>
<tr>
<td><strong>Deadline to Complete Hours</strong></td>
<td>Dec 8</td>
<td>Mar 15</td>
<td>Jun 7</td>
</tr>
<tr>
<td><strong>Final Evaluation Due</strong></td>
<td>Wednesday, Dec 13</td>
<td>Wednesday, Mar 20</td>
<td>Wednesday, Jun 12</td>
</tr>
</tbody>
</table>
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 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!
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 8 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@cdlkids.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

Research Assistant Clearance Request Form
To be used when submitting research positions outside of the School of Social Ecology

OPPORTUNITY: Research Assistant

Virtual/Remote/Hybrid: Hybrid (mix of in-person and remote)

Placement Name:
Mexican Long Beach Urban Lab

Summer Availability:
SSI & SSII

Website: https://faculty.sites.uci.edu/rendon/rendon-urban-research-lab/

Placements available = 4

Supervisor Information
Name: Maria G Rendon
Title: Assistant Professor, Urban Planning & Public Policy
Email Address: mgrendon@uci.edu

Placement Information
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 the Southern California and their repatriation in the 1930s. Students will examine and identify local stories on 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.

Requirements (subject to change)
Students interested in racial/ethnic disparities, urban neighborhoods and segregation.

How to Apply
Email your resume and cover letter to mgrendon@uci.edu
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.”
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SocEcol 195</strong></td>
<td>Field Study Course</td>
</tr>
<tr>
<td><strong>SocEcol 195W</strong></td>
<td>Field Study Course + Upper Division Writing</td>
</tr>
<tr>
<td><strong>SocEcol 106W</strong></td>
<td>Placement + Field Study Course + Upper Division Writing</td>
</tr>
</tbody>
</table>

**SocEcol 195**
- 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)

**SocEcol 195W**
- 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)

**SocEcol 106W**
- 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**

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**SocEcol 195**
- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- Secured position at approved site
- Course enrollment form submitted by deadline

**SocEcol 195W**
- Lower Division Writing
- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- Secured position at approved site
- Course enrollment form submitted by deadline

**SocEcol 106W**
- 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.
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.
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
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
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
Take Advantage of the 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

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
Questions & Answers
Thank you for attending this Field Study Information Session!