Bright Past.
Brilliant Future.

Field Study Fall 20244 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 Website!
- 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.

*** Check out the <u>Field Study Options</u> page for more information about alternative field study options.

Field Study Order of Procedures!

- 1 Find and secure a placement FIRST!
- 2 Submit your placement through the Course Enrollment form
- If and when you are approved, you will receive enrollment info over email. Enroll as instructed, read through instructions carefully!



Visit our Field Study Website!

- All field study related information can be found on the Field Study Website, START HERE!
- Main pages you will be visiting under student tab:
 - Procedures & Deadlines
 - Field Study Options
 - Fleld Study Catalog
 - Field Study Courses
 - Forms and Applications

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 In the classroom, students engage with faculty and one Social Ecology Field Study another through lectures, discussions, writing, and requirement students enroll in a presentations, synthesizing their fieldwork with theory. field study course while paradigms, and ideas learned about in their coursework completing 80 hours of fieldwork throughout the quarter at an With faculty guidance, students explore and develop approved field placement site. 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 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 eir interpersonal and technical competencies in a supportive,

2024 - 2025 **Field Study Student Calendar**

	Fall 2023	Winter 2024	Spring 2024
Plan & Apply	Jun - Aug	Sept - Nov	Nov - Mar
Course Enrollment Form Opens	Mon, Jul 8	Mon, Sept 30	Mon, Dec 2
Course Enrollment Form Deadline	Fri, Aug 23	Fri, Nov 8	Fri, Feb 14
Enroll (upon authorization)	Week of Sept 2	During enrollment window	During enrollment window
Placement Period	Sept 23 - Dec 6	Jan 2 - Mar 14	Mar 26 - Jun 6
Deadline to Complete Hours	Dec 8	Mar 14	Jun 6
Final Evaluation Due	Wed, Dec 11	Wed, Mar 19	Wed, Jun 11

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

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 deadline
- Apply to 3-6 sites
- Be professional & follow up
- Consider placement offers
- · Select a placement · Accept an offer before the Course Enrollment Form deadline
- Once a placement is SECURED Submit Course Enrollment
- Form by the appropriate deadline
- **ENROLL**
- Enroll through WebReg once authorized and notified by our

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



SUMMER '24 FIELD STUDY

	Summer Session I	Summer Session II
Application Period	March - June	March - July
Course Offerings	SE 195* & SE 195W*	SE 195* & SE 195W*
CEF** Deadline	Friday, June 7 (or until seats reach capacity)	Friday, July 19 (or until seats reach capacity)
Deadline to Enroll	Friday, June 14	Friday, July 26
Placement Period	June 24 - Aug 1	Aug 5 - Sep 11

ALL DATES ARE SUBJECT TO CHANGE

^{*} Online Course

^{**} Course Enrollment Form



FALL'24 FIELD STUDY

Student Calendar

Action Item	Deadline
Application Period	Jun - Aug
CEF** Opens	Mon, July 8
CEF** Deadline	Friday, Aug 23
Enroll (upon authorization)	Week of Sept 2
Placement Period	Sep 23 - Dec 6
Deadline to Complete Hours	Friday, Dec 6
Evaluation Deadline	Wed, Dec 11
** Course Enrollment Form	LICI Field Study

^{**} Course Enrollment Form

UCI Field Study



Course Enrollment Form Deadline

Enroll (upon authorization)

Deadline to Complete Hours

Placement Period

Final Evaluation Due

UCI Field Study

Friday, Feb 14

During

enrollment window

Mar 26 - Jun 6

Jun 6

Wednesday, Jun 11

Friday, Nov 8

During

enrollment window

Jan 2 - Mar 14

Mar 14

Wednesday, Mar 19

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	Fall '24	Winter '25	Spring '25
Plan & Apply	Jun - Aug	Sept - Nov	Nov - Feb
Course Enrollment Form Opens	Monday, Jul 8	Monday, Sept 30	Monday, Dec 2

Friday, Aug 23

Week of Sept 2

Sept 23 - Dec 6

Dec 6

Wednesday, Dec 11

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)*
- Accept and submit a placement by the Course Enrollment Form deadline for the session of your choice

^{*}prerequisites can be IN PROGRESS during SSII



Field Study Steps to Success Step 2: Apply

Apply

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



Prepare your application materials!

- Work on your resume and cover letters
 - RESUME usually only over version needed
 - COVER LETTER multiple versions needed, one for every site
- <u>Visit our Field Study Student Resources ></u> Interview Preparation page for the following:
 - Field Study Application Process, step by step
 - Sample Resume and Cover letters
 - Sample follow up emails
 - Tips on how to accept and decline positions
 - Sample thank you letter

Tips to Keep in Mind When Applying

- 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: Fall (September 23 to December 6)
 - 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 for the interview!

- Prepare for interviews
 - Research who you will be meeting with
 - Have questions prepare to ask during the interview
 - Tip: Use <u>Big Interview</u> online system that combines training and practice to help you improve your interview technique and build your confidence

Check out the <u>UCI Division of Career Pathways website</u> for resume and cover letter samples, advising, career readiness virtual workshops, and more!

Field Study (fieldwork) Options PT 1:

- Traditional Field Study Placements
- School of Social Ecology Based Placements
- SOCECOL 106W AVAILABLE THIS FALL
- Advanced Field Study
- Capital Internships Opportunities
 - UCDC Academic Internship Program
 - Summer UCDC
 - UC Center Sacramento
- Public Health Practicum 195W (for double majors only)
- Field Study Abroad or alternative options (Petition ONLY)

Traditional Field Study Options: An 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

- Research Assistant Positions
- Learning Assistantships
- SOCECOL 106W Digital Media Archive represent a unique "3-in-1" model by simultaneously fulfilling the following three requirements: 1) Field Study course 2) Field placement 3) Upper Division Writing

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TRADITIONAL FIELD SITE CATEGORIES



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







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

CREATIVE BEHAVIOR INTERVENTIONS, INC., A PROFESSIONAL PSYCHOLOGICAL CORPORATION (SITE #102)



Potential opportunities for employment following field placement period

Accepting students for: Fall: Yes Winter: Yes Spring: Yes Summer 2024: Yes (SSI & SSII)

Placement type: In-person, Hybrid (In-person and Remote)

Placements available: 6+ Length of Commitment: 1 quarter

Physical Address (if applicable): 3002 Dow Avenue, Suite 122, Tustin, CA 92780

Hours of Operation: Business Hrs: M-Sun; Office Hours: M-F 10-4

Site Website: www.cbibelieves.com

Main Contact: Mrs. Xi Chen
Title: Clinical Supervisor
Email Address: XChen@cbibelieve.com
Phon
About the Organization

About the Organization:

Creative Behavior Interventions knows that for a child to BECOME all they can be, they have to be surrounded by those that BELIEVE whole-heartedly in them. To BEGIN a season of new success for a child takes knowledgeable people with hope in their hearts.

Join a team that provides one-on-one, in-home ABA therapy for children with Autism Spectrum Disorder and/or related developmental delays in the areas of Speech, Communication, Language, Social Interaction, Play, Motor Skills, Academic Skills, or with Behavioral Deficits & Behavioral Excesses, under the supervision of a BCBA.

We are looking for motivated, energetic, creative, and compassionate individuals who love to work with children. We provide all the training you need.

Placement Job Description: At CBI, students will have the opportunity to utilize Applied Behavior Analysis (ABA) principles while on the field. Under the direct supervision of a Clinical Behavioral Therapist, students will be taught and required to use the following methods in order to reduce problem behaviors amongst children: Verbal Behavior Method, Discrete Trial Teaching, Natural Environment Teaching, etc. Methods used will vary and be determined on a case-by-case basis. Students will be required to track progress and behaviors using specified data collection methods. Students will also learn and be required to complete the following throughout their externship: take session notes, graph data, maintain a logbook, and utilize stimuli materials for programming.

Requirements (subject to change):

- College coursework in psychology, education, social work, behavioral sciences, human development, and/or related fields.
- Must pass all necessary background checks as required by CBI's company policies and procedures.

COVID-19 Protocols: Mask required

How to Apply: Please submit your resume and cover letter to Human Resources via email at XChen@cbibelieve.com.



Recommending a New Site for Approval

- Site must meet the following criteria:
 - Fall within the realm of Social Ecology
 - New Site representative must complete the <u>Site Placement Application</u>
 - Please plan ahead & ask them to submit this form ASAP
 - Check website for application deadlines
 - 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 (at a minimum)
 - 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 CATALOG

Research and Learning Assistant Positions



OPPORTUNITY: Research Assistant	Virtual/Remote/Hybrid: Hybrid (mix of in-person and remote)	
Placement Name:	Summer Availability:	
Mexican Long Beach Urban Lab	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 enga	ge in newspaper archival	

Fall '24 Catalog to be released Friday, July 22

Summer '24 Catalog Release Date: Monday, May 6

Research Assistant Clearance Request Form

To be use when submitting research positions outside of the School of Social Ecology integration/exclusion of the group. The analysis will inform bit. 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

FALL '24 SOCECOL 106W APPLICATION NOW OPEN!

APPLY EARLY! ONLY 40 SEATS AVAILABLE!

SOCECOL 106W: Digital Media Archive represent a unique "3-in-1" model by simultaneously fulfilling the following three requirements: 1) Field Study course 2) Field placement and 3) Upper Division Writing...All in one!

COURSE & PROJECT

SE106W: Digital Media Archive:

Living Archive of Poetic Justice

Instructor/Supervisor: Dr. Susan Coutin

UCI Field Study

VISIT FIELD STUDY OPTIONS FOR MORE INFO

PERTINENT DEADLINES & DATES:

Application Opens Monday, June 24

Application Closes Friday, August 9

Course Enrollment Form Opens Monday, July 8

Deadline to submit Course Enrollment

Form

Friday, August 23

Deadline to Enroll Friday, September 13

Placement Period September 23 to December

6

APPLY HERE



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)



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."

<u>SE 195 vs.</u> SE 195W

SE 195W

Pros: Completes 2 requirements

in one course

Cons: Very work-intensive

course for 4 units!

There are other Upper Division Writing course options, any course over 100 with a "W" will satisfy the requirement

SocEcol 195

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
- · 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)
- · Can be taken for 2-8 units

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)
- · Can be taken for 4-8 units

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
- 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)
- · Can be taken for 4 units ONLY

Prerequisites

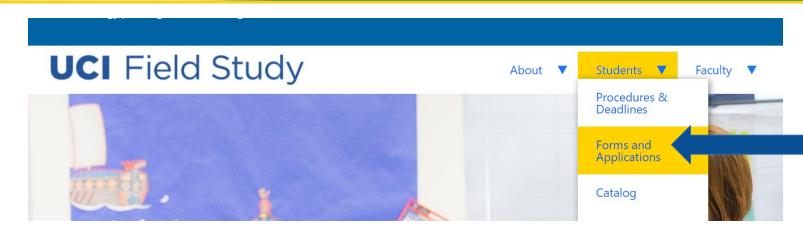
- · Lower Division Writing
- SocEcol 10
- 90+ Units
- Minimum 2.0 GPA
- · Secured position with faculty instructor
- Course enrollment form submitted by deadline

Field Study Steps to Success Step 4: Submit

Submit

- Submit the <u>Course Enrollment form</u>
 (CEF) to confirm your placement and provide your course selection.
- NO CEF = NO FS CREDIT





Current Form

Fall 2024 Course Enrollment Form- NOW OPEN

Fall 2024 Deadline: Friday, August 23

What to expect after you submit this form:

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, August 23 at 11:59PM
- Information you will be submitting:
 - Personal Info (as it appears on your UCI student record)
 - Placement and Supervisor Information
 - Course Selection (SOCECOL 195/195W/106W)
 - Seats will be allocated first come, first serve to eligible students
 - If we reach SEAT CAPACITY before the deadline, an internal waiting list will be initiated, giving priority to Fall '24 graduating seniors.



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!
- The office will process ALL course enrollment forms from August 26 -30
- 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, August 30.
- You will enroll during an assigned enrollment window, during the week of September 2nd. Individual enrollment window will be communicated on Friday, August 30.

Field Study Steps to Success Step 5: Enroll

Enroll

- All approved students:
 - Will receive enrollment information including, an enrollment window on Friday, August 30.
- Approves will Enroll through WebReg during their individually assigned enrollment window.



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
 - Fall Placement Period:
 - Fall '24 : September 23 to December 6
- 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

Fieldwork Hours & Units Related Information

- Units to Fieldwork hour breakdown:
 - 1 unit = 20 hours
 - 4 units = 80 hours/ 5 units = 100 hours/ 6 units = 120 hours/7
 units = 140 hours/8 units = 160 hours)
- 4 UNITS OF SOCECOL 195/195W/106W & 80 HOURS OF FIELDWORK
 WILL FULFILL THE FIELD STUDY REQUIREMENT
 - An additional 4 units of SE 195/195W may be used to fulfill the one additional upper-division course requirement for the School of Social Ecology (excluded majors: Psychological Science & ENSP)
- Field Study maybe repeated for up to 12 units

FIELD STUDY STIPEND PROGRAM



Returning this Fall 2024

The Field Study Stipend Program supports students who face challenges with <u>reliable</u> transportation and <u>access</u> to a professional wardrobe <u>while enrolled</u> in field study.

Application Opens: August 26



Application Deadline: Friday, Oct 11

Program Requirements:

- Must secure an approved placement for Fall '24 and submit a Course Enrollment Form before Aug. 23
- Must demonstrate a need for support through the brief online stipend application
- Eligibility will vary, stipend is NOT guaranteed to all students that apply

Please Note:

- · For current financial aid recipients, eligibility may be affected by current aid package
- All approved stipends will be disbursed by week 6 of the fall quarter (Week of November 4)

Transportation Stipend

Selected students will receive a \$100 stipend to assist with transportation during the field study placement period.

Stipends are to be used for any of the following:

- Gas
- · Rideshare cost
- · Public transportation

Professional Wardrobe Stipend

Selected students receive a professional apparel package and personal shopping experience from our community partner, Working Wardrobes.

The wardrobe package could include:

- . Work attire (e.g., blouse, slacks, dress shirt, skirt, blazers etc)
- · Professional shoes
- Professional accessories (e.g., belt, scarves, jewelry, etc)
- Hygiene products
- Both "men's" and "women's" clothing styles available to any stipend recipient

APPLY ON THE FIELD STUDY WEBSITE > STUDENTS > STUDENT RESOURCES

Field Study (fieldwork) Options PT 2

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 or an equivalent course
 - Lower division writing
 - 90+ quarter units)
- Opportunity to conduct a research project

Capital Internships

- UCDC Academic Internship
 - Complete hours and courses in D.C.
 - Pre- approved courses already articulated on DegreeWorks
 - ENSP students will need to submit a DegreeWorks Update Form
- Summer UCDC
 - Complete hours in D.C.
 - Enroll in SE195 ONLY, through Summer Session
- UC Sacramento
 - Complete hours in Sacramento
 - Enroll in Courses at UC Davis
 - Get field study credit via Course Waiver Petition

TO LEARN MORE THESE OPPORTUNITIES VISIT

THE OFFICE OF CIVIC ENGAGEMENT!

Field Study Advising Summer '24 WE ARE OPEN FOR REMOTE SERVICES!

ZOTCHAT

Tuesdays and Thursdays
2pm- 3pm

ADVANCED APPOINTMENTS

20-Minute Appointments
Available on Zoom OR Phone

Take Advantage of the Field Study Advising Services



SCAN HERE
To access the Field Study Advising
Services page.

FIELD STUDY CLINIC : FALL 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

FROM 7/31 - 8/21

ON ZOOM

Meeting ID: 928 1827 0203

UCI Field Study

REMINDER EMAIL ADD YOUR YOURSELF HERE



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
- ZotChat

Questions & Answers





Thank you for attending this Field Study Information Session!