Field Study Check In

Summer 2024

Checking In

1) Reminders
2) Hours Check In
3) Student Self - Assessment
4) Student Evaluation

Reminders

Hours

- ~16 hours per week, 80 hours by September 1
- Should be finishing close 64 hours by the end of this week
- Sample Time Log

Upcoming Deadlines

- **Friday, August 2**: deadline for Supervisors to submit final Student Evaluations
- **Wednesday, August 7** deadline for students to submit Self-Assessments

Self-Assessment and Evaluation

Self-Assessment

- Students fill this out
- Optional but highly recommended so we can implement your feedback into future initiatives (e.g., check-ins)
- Optional to submit a file/ picture of your hour tracking log
    - **Consider doing this if you are worried about discrepancies**

Evaluation

- Supervisors fill this out
- Mandatory submission
- Mandatory to submit a file/ picture of student's hour tracking log

Student Wellness

If at any time during the quarter you experience or are affected by extenuating circumstances that affect your performance in the class or your placement, please contact our office immediately so we can assess your situation and provide you options (as needed). We want to support your field study success, so please don't hesitate to reach out.

Wellness Resources

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Student Resources

1) Student Resources Page
2) Informational Interviews
3) LinkedIn
4) General Tips

Student Resources Page

Career Exploration	Tips to explore career options and more
Interview Preparation	Resume and cover letter guidance, application best practices
Professional Etiquette	Phone, Email and Social Media Etiquette
Networking	Tips on how to stay connected after your placement ends

What are Informational Interviews?

Informal Conversation

With someone in your field of interest

Receiving

Knowledge and experiences relevant to your professional journey

Gathering Information

On requirements, benefits, and daily responsibilities of working in an industry

Implementing Tips

For your journey to your desired position

How to Conduct an Informational Interview?

1. Find professionals to interview in your field of interest
2. Connect with those you want to interview through LinkedIn or email
3. Prepare for the interview; brainstorm questions, familiarize yourself with their role and company
4. Conduct the interview; remember that it is an informal conversation
5. Reflect on what you've learned, how is the info relevant, how can this benefit you
6. Keep connecting with others!

New Message

Virtru Protection OFF

Recipients

Subject

Dear Mr./Mrs. [Last Name],

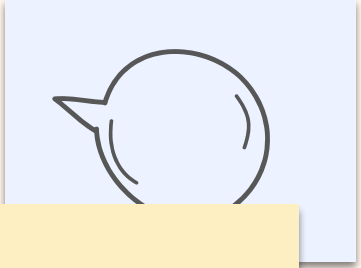
Ask for help (e.g., "I'd love your help with _ because you [qualification, person of interest]").

Specify your reason for asking that person in particular (e.g., "I loved your work on [project] and hope to do something similar to that in the future.", "I would love to hear about how you got started in this industry and what steps you took to get to where you are now.").

Kind Regards,
(Your Name)

Sans Serif

Send



How to Ask?

Networking on LinkedIn

Networking Tips:

- Maintain a professional profile online
- Ask for advice through resume and cover letter reviews
- Keep the conversations short and simple
- Ask for suggestions on how to expand your network
- Find a reason to follow up (e.g., something you found interesting)

LinkedIn:

A professional community to network with professionals, find internships and jobs, share updates and opportunities, learn professional development skills

Some Links:

- 20 steps to a better LinkedIn profile in 2020
- How to use LinkedIn effectively

General Tips to Make the Most of your experience!

Be proactive!

Go above and beyond, and ask questions

Be respectful

Listen to input from your team, and learn how to compromise

Ask for help

Don't be afraid to reach out when you need it

Network

Start preparing for and conducting informational interviews

Stay organized

Plan ahead, keep a to-do list

Meetings

Meet with your supervisor(s) regularly

Questions?

Email us: sefieldstudy@uci.edu