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

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What are Informational Interviews?

**Informal Conversation**
With someone in your field of interest

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

**Receiving**
Knowledge and experiences relevant to your professional journey

**Implementing Tips**
For your journey to your desired position
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!
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)
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 respectfulful**
  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