

The UCI logo is centered on a white, multi-lobed starburst shape. The letters 'UCI' are in a large, bold, dark blue font. Below them, the tagline 'Bright Past. Brilliant Future.' is written in a smaller, bold, dark blue font. The background is a solid dark blue with a subtle pattern of overlapping, lighter blue, wavy shapes.

# UCI

**Bright Past.  
Brilliant Future.**

**Field Study  
Spring 2022**  
Information Session

# Attendance Form

We will be starting shortly. Please fill out the Attendance Form — link in chat!



# Field Study Information Session Agenda

- Winter 2022 - Latest Updates
- What is Field Study? - A Requirement Overview!
- Spring 2022 Updates
- Field Study Steps for Success, including:
  - Procedures and Timeline
  - Field Study Options & Catalog Overview
- Live Q&A

# Winter Quarter 2022

<b>New Hour Requirement for this W22 ONLY!</b>	<b>Field Study Week 3 &amp; 4</b>
<p style="text-align: center;">New Hours per Units</p> <ul style="list-style-type: none"> <li>- 4 units = 64</li> <li>- 5 units = 80</li> <li>- 6 units = 96</li> <li>- 7 units = 112</li> <li>- 8 units = 128</li> </ul>	<ul style="list-style-type: none"> <li>● Some students will be completing hours remotely</li> <li>● Some students will be allowed to resume in person hours temporarily on a VOLUNTARY BASIS.</li> <li>● Some who ARE not able to resume in person and ARE NOT able to be accommodate remotely will have the opportunity to complete hours through an alternative opportunity option during week 3 &amp; 4 ONLY!</li> </ul>
<p style="text-align: center;"><b>Field study to RESUME business as usual on January 31st</b></p>	<p style="text-align: center;">Student to return to their pre-agreed upon field study (if applicable)</p>

# Field Study Overview

- Field Study is a graduation requirement for Social Ecology and ESNP students.
  - 4 units of SE195/195W + 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 Important Reminders

- Resuming **in-person** field placements
  - Limited number of remote and hybrid options
- **80** hour fieldwork requirement for **4 units of SE195/W**
- Order of procedures:
  1. Find and secure a placement **FIRST!**
  2. Submit your placement & request enrollment through the **Course Enrollment form**
  3. If approved through email, you will be able to enroll during your assigned enrollment window.

## Field Study Steps to Success

1. Plan
2. Apply
3. Select
4. Submit
5. Enroll

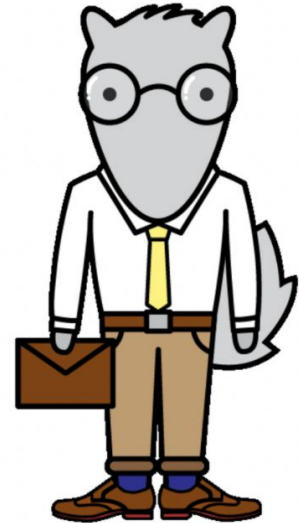


# Field Study Steps to Success

## 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.



## 2021 - 2022 Field Study Student Calendar

	Fall 2021	Winter 2022	Spring 2022
Plan & Apply	Jul - Aug	Aug - Oct	Nov - Jan
Course Enrollment Form Opens	Monday, Aug 2	Monday, Sep 6	Monday, Dec 6
Course Enrollment Form Deadline	Friday, Sep 3	Friday, Nov 5	Friday, Feb 4
Enroll (upon authorization)	Week of Sep 13	Week of Nov 15	Week of Feb 21
Placement Period	Sep 20 - Dec 3	Jan 3 - Mar 11	Mar 23 - Jun 3
Hours Required & Deadline to complete	80 hours by Dec 3	80 hours by Mar 11	80 hours by Jun 3
Final Evaluation Due	Wed, Dec 8	Wed, Mar 16	Wed, Jun 8

### 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 [Particular Practical Training](#): eligibility, deadlines & submission process

## 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.soceco.uci.edu/pages/deadlines-procedures>



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## Summer 2022- New Field Study Dates Available

*(Dates are subject to change)*

- **Summer Session I (June 21 to July 27) - 5 weeks**
  - Course Offerings: SE106W
  - Tentative Course Enrollment Form Deadline: Friday, May 27
- **Summer Session II (August 1 to September 7)- 5 weeks**
  - Course Offerings: SE195, SE195W
  - Tentative Course Enrollment Form Deadline: Friday, July 8

## Field Study Enrollment Prerequisites

- 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\*
- Accept and submit a placement by the Course Enrollment Deadline for the quarter of your choice

# 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:

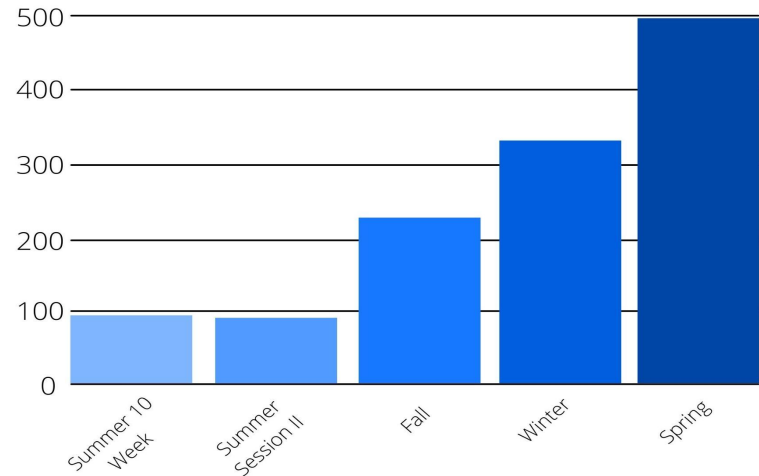
- Research Assistant Positions
- Learning Assistantships

# Spring Quarter 2022 - Most Impacted Quarter

## Our tips:

- Apply to 7-8 placements
- Follow up! Follow Up!  
Follow Up!
- Have a back up plan!
- Communicate with the Field Study Team as needed!

Student Field Study Participation By Quarter



## 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

## ANAHEIM FAMILY YMCA (SITE #2)



**Accepting students for:** Fall: Yes Winter: Yes Spring: Yes

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

**Placements available:** 4      **Length of Commitment:** 1 quarter

**Physical Address (if applicable):** 240 S. Euclid St., Anaheim, CA 92802

**Hours of Operation:** M-F 10am-5pm

**Site Website:** [anaheimymca.org](http://anaheimymca.org)

**Main Contact:** Ms. Jasmin Ayon

**Email Address:** [jayon@anaheimymca.org](mailto:jayon@anaheimymca.org)      **Phone:** 714-635-9622

### About the Organization:

You can help at the Y in a variety of roles supporting youth development, healthy living and social responsibility in our community. No matter how to devote your time, you will be working with other volunteers and Y professionals to make a difference in the lives of children and families.

**Placement Job Description:** Several Field Study Placement available: Swim volunteer- help support our swim instructor and assisting basic swim lessons through fun games and activities. Locations are Pearson Park, Anaheim High School, and Canyon High School.

Community Complex volunteer to help support our instructors, sanitize common areas, and conduct proper safety protocols at the facility.

Virtual Lesson Plans- These lessons plans should be skill-built activities. The lessons should be meeting one or more of these areas of focus. Life skills (budgeting, etiquette, chess, etc.) Nutrition (health, wellness, etc.) once the lesson plan has been created it must be submitted to the volunteer coordinator for approval.

Assistant Basketball coach - roles include referee, scorekeeper, sanitize common areas, and conduct proper safety protocols. Locations are West Anaheim Youth Center, Downtown Anaheim Youth Center, Downtown Anaheim Community Center and Twila Reid Park.

**Requirements (subject to change):** background check, child abuse training

**COVID-19 Protocols:** Mask required

**How to Apply:** <https://anaheimymca.volunteermatters.org/register>

## 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



**NOW AVAILABLE!**

**SPRING 2022**

**SCHOOL OF SOCIAL ECOLOGY-BASED PLACEMENTS:**

**RESEARCH AND LEARNING ASSISTANT POSITIONS**

<b>OPPORTUNITY:</b> Research	<b>Virtual/Remote/Hybrid</b>
<b>Placement Name</b>	Hybrid
TEAM Lab/One Mind PsyberGuide	<b>Placements available = 2</b>
<b>Supervisor Information</b>	
Name: Stephen Schueller	
Title: Assistant Professor Psychological Science	
Email Address: s.schueller@uci.edu	
<b>Placement Information</b>	
The Technology and Mental Health (TEAM) Lab led by Dr. Schueller focuses on understanding the potential of technologies to improve mental health service delivery including websites, apps, and wearable devices. As part of this lab, Dr. Schueller directs One Mind PsyberGuide, a project that operates like a consumer reports for digital mental health products. Field study students can contribute to the work on PsyberGuide including identifying, reviewing, and disseminating information about mental health apps.	
<b>Requirements (subject to change)</b>	
N/A	
<b>How to Apply</b>	
Email s.schueller@uci.edu, martha.neary@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: Spring (March 23 to June 3)
    - 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](#)
  - *Tip:* Use [VMOCK](#) - virtual resume assistant that gives you feedback within seconds
- 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  
(SE195/SE195W)



## 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.”



## SE 195 vs. 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

- 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 Field Study + 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)

# 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](#)


## SPRING 2022

NOW AVAILABLE!

### COURSE ENROLLMENT FORM



DEADLINE TO SUBMIT: **FRIDAY, FEBRUARY 4TH**

#### Information you will be submitting

- Your Identifiable student information
- Your Course Selection (195, 195W)
- Your placement information and role description
  - Including Site number, Site Name, Supervisor Information

#### What to expect after you submit the form:

- For those requesting SOCECOL 195/195W - forms for these courses will be processed after the form closes on February 4.
- If you are eligible and are approved, you will be notified by Friday, February 11, and will be able to enroll through WebReg, during your assigned Spring enrollment window.
- Once you submit this form, you will receive an email confirmation with a copy of your submission. **KEEP THIS FOR YOUR RECORDS!**
- If you are requesting SOCECOL 195/195W please do not contact our office to ask about the status of your submission prior to February 11

## Course Enrollment Form

- 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, February 4th**
  - ***You are guaranteed a seat in (at least) SE195 if you submit an approved placement & this form by the deadline and you meet all of the field study prerequisites.***
- Information you will be submitting:
  - Placement and Supervisor Information
  - Course Selection (SOCECOL 195/W)
    - 195W - seats not guaranteed, will be filled on a first come, first served basis.

# Field Study Steps to Success

## Step 5: Enroll

### Enroll

- For all approved students:
  - Will be notified via email around Monday, February 21st
  - Will be able to enroll during Spring enrollment window
- Enroll through [WebReg](#).



## Hours & Units Breakdown

- **4 units/80 hours of SocEcol 195/W satisfies the field study requirement**
  - An *additional* 4 units of SE 195/W 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/W
  - +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
  - **Spring Placement Period: March 23 to June 3**
- Hour Tracking and reporting
  - 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

## More Field Study Options:

- **Advanced Field Study** - AFS offers a small number of undergraduate students in the School of Social Ecology an in-depth, three-quarter field study experience focused on civic and community engagement.
- **Public Health Practicum 195W** - can be used to satisfy field study (PH majors doubling with a major in Social Ecology)
- **Global Service Scholars**- Summer field study abroad undergraduate students tackle poverty issues and bring their ingenuity to those in need. Year long program. (Temporarily unavailable)
- **NO SE104W/106W AVAILABLE SPRING 22!**



## More Field Study Options *(cont.)*

- **UCDC Academic Internship** - Internships are available in a wide variety of fields. Students live in the University of California Washington Center.
- **UCDC Summer Internship** - Interns live in the UC Washington Center in the heart of D.C.. There are numerous internship opportunities in various industries such as non-profit public service organizations, governmental agencies, communications and entertainment.
- **UC Center Sacramento** - Operated by UC Davis, programs provide students with an opportunity to study through seminars and internships in and around the state Capitol.
- **Sacramento Internship Program** - program that gives students an opportunity to intern in the California state capital in various fields.

## Frequently Asked Questions

- **Does the process change if I am an international student?**
  - The process is the same for international students. However, if you are an **F-1 visa holder** and you confirm a placement with an organization OUTSIDE of campus you will have to submit a [CPT](#) (visit the international center website for full details or deadlines).
- **What is the best time to participate in Field Study?**
  - The quarter that works best with your course planning schedule!
  - **TIP:** Avoid waiting to your last quarter! Allow yourself a back up quarter
    - Ex. Plan for Spring, use Summer as a backup
  - If you plan for your last quarter, plan and apply in advance, be aware of all your deadlines and submit all forms on time.

## Field Study Advising Services

### ADVANCED APPOINTMENTS

20-Minute Appointments  
Available In-Person or on Zoom

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### Have an urgent question?

USE OUR SAME DAY ADVISING SERVICES

### ZOTCHAT

Mondays 2-3pm  
Tuesdays 10am - 12pm

### ZOOM WALK-INS

Wednesdays 2pm - 4pm  
Fridays 9-10am

## Take Advantage of the Field Study Advising Services



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

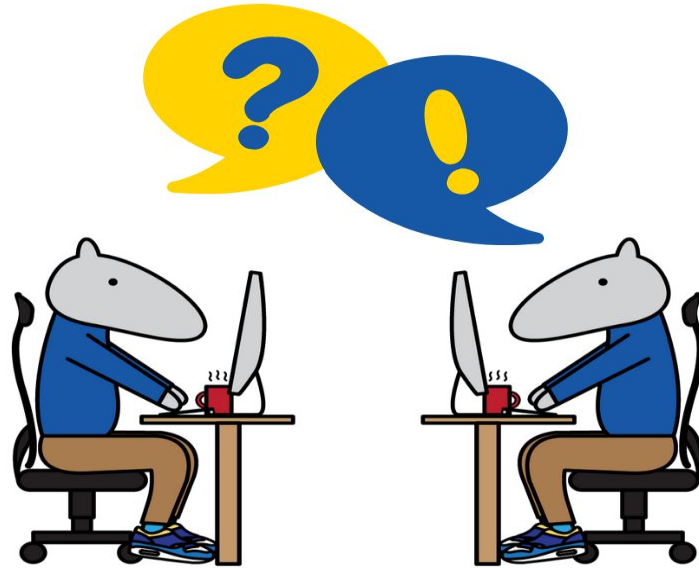
## Academic Advising Questions

*Have questions about course planning?  
Graduation requirements? General  
academic questions?*

**Ask an Academic Advisor! And  
get your quick, general questions  
answered with *Zot Chat!***



## Questions & Answers





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