



# UCI

**Bright Past.  
Brilliant Future.**

**Field Study  
Winter 2022**  
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!
- Winter 2022 Updates - Resuming In-Person Placements
- Field Study Steps for Success, including:
  - Procedures and Timeline
  - Field Study Options & Catalog Overview
    - Introducing SOCECOL 106W and 104W
- Live Q&A

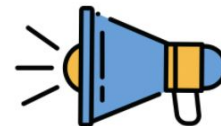
# Field Study Overview

- Field Study is a graduation requirement for Social Ecology and ENSP 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 Updates



- 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

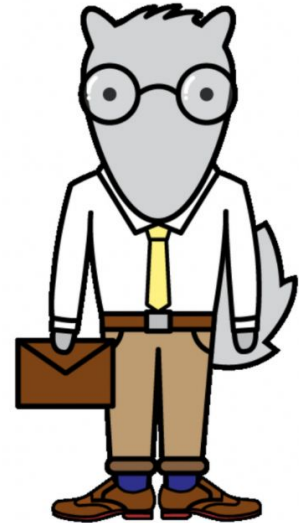


# Field Study Steps to Success

## 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

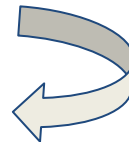
- Consider placement offers
- Select a placement
- Accept an offer before the Course Enrollment Form deadline

#### 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







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## 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/106W/104W\*
- 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
- SocEcol 106W/SocEcol 104W

## 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 (ASM)	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

Catalog Reference Page (A-Z) By Category By City Remote In-person Hybrid Length of Commitment

# 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!**

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

**SE 106W, RESEARCH, AND LEARNING ASSISTANT POSITIONS**

<b>OPPORTUNITY:</b> Research/Course Hybrid	<b>Virtual/Remote/Hybrid</b>
<b>Placement Name</b>	Hybrid
SOCECOL104W: Community Archiving in Social Ecology (Pandemic Archive Project)	<b>Placements available = 40</b>
<b>Supervisor Information</b>	
Name: Susan Coutin	
Title: Professor & Associate Dean	
Email Address: scoutin@uci.edu	
<b>Placement Information</b>	
In this course developed and instructed by Associate Dean Susan Bibler Coutin, students will be trained in community archiving, oral history, and ethnography in order to produce material for submission to a Social Ecology community archive housed in the UC Irvine Special Collections section of the UC Irvine libraries. Community archiving approaches enable members of a community to identify themes and materials that have enduring historical value, and include underrepresented voices in archival records. Themes may include UCI community members' experiences of the COVID-19 pandemic, how the COVID-19 pandemic reshaped cultural practices, student experiences of social justice issues, and more. Students will work collaboratively to identify such themes, create and collect materials, and complete training in research ethics and informed consent. Through this service project, students will have opportunity to conduct and record oral history interviews, write fieldnotes, and produce supporting documentation, such as timelogs, transcriptions, abstracts, and narrator biographies.	
<b>Requirements (subject to change)</b>	
Interest in contributing to this archive. Keep in mind that placement with this project requires enrolling in SOCECOL 104W (50170), which has the following prerequisites: (1) Declared major in the School of Social Ecology or Environmental Science and Policy Major; (2) SOCECOL10 (or an equivalent course); (3) 2.0 GPA; (4) Junior or Senior Standing (90+ units); (5) Lower Division Writing.	
<b>How to Apply</b>	
Submit your application, resume, and cover letter here: <a href="https://uci.co1.qualtrics.com/jfe/form/SV_87ZNbeSq0D4FsTY">https://uci.co1.qualtrics.com/jfe/form/SV_87ZNbeSq0D4FsTY</a> Questions email Viviana Goh (Social Ecology Graduate Student Researcher at vmgoh@uci.edu)	

# Research & Learning Assistant Positions

Research Assistant (RA) and Learning Assistant (LA) positions have been temporarily approved as Field Study placements for the 2021-2022 Academic School Year.

## What research and learning assistantships can count as field placements?

- RA and LA positions **LISTED** on the School of Social Ecology Based Placement Catalog.
- RA and LA positions **WITHIN** the School of Social Ecology, **NOT LISTED**
- RA and LA positions **OUTSIDE** of the School of Social Ecology must be reviewed and approved by the Field Study Director before they can be submitted as a field placement.
  - a. You will need Submit a [Research Assistant Clearance Request Form](#)

Visit this page to learn more:

<https://fieldstudy.soceco.uci.edu/pages/research-and-learning-assistants-what-you-need-know>

## Research & Learning Assistant Positions (*cont.*)

- **Enrollment Requirements for positions WITHIN the School of Social Ecology:**
  - MUST enroll in the correct number of SE 195(W) units in addition to the **SE 198** (for RAs) or **UNI STU 176 & 198** (for LAs) units
- **Enrollment Requirements for positions OUTSIDE of the School of Social Ecology**
  - Check with your faculty supervisor. You may or may not be required to enroll in additional courses.

## Introducing SE 106W & 104W

- **Features:**

- Fulfills the following three requirements: (1) Field Study course, (2) Field placement, and (3) Upper Division Writing
- Available for 4 units ONLY
- Not currently approved for ESNP majors
- Satisfies 80 fieldwork hours through successful completion of all course-related projects and assignments
  - These projects will be in addition to the regular coursework/papers assigned

- **Two course options this Winter:**

- SOCECOL 106W (50180): Digital Media Archive(Prison Pandemic). Instructor/Supervisor: Dr. Keramet Reiter
- SOCECOL 104W (50170): Community Archiving (Pandemic Histories Archive). Instructor/Supervisor: Dr. Susan Coutin

## Introducing SE 106W (*cont.*)

- **Apply**

- Must submit an application to be accepted to one of the two Digital Media Archives being offered
- Application links and instructions will be available in the 106W listing within the Social Ecology-Sponsored Placements catalog

- **Confirm**

- Once you've applied, you will have to go through a screening process and await the faculty's response and approval
- If accepted, students will need to submit a Course Enrollment Form to confirm their placement and course selection

- **Enroll**

- Those authorized will be notified via email
- Authorized students will be able to enroll in the SE106W/104W course they were authorized for through WebReg, during their assigned enrolment window.

## 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 (January 3 to March 11)
    - 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, SE 195W, SE 106W, SE 104W)





## 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](#)

## Forms and Applications

### WINTER 2022

#### COURSE ENROLLMENT FORM- AVAILABLE NOW!

Deadline to submit: Friday, November 5th!

Information you will be submitting

- Your Identifiable student information
- Your Course Selection (195, 195W, 106W, 104W)
- Your placement information and role description
  - Including Site number, Site Name, Supervisor Information

## 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, November 5th**
  - ***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.
  - SE 106W & SE 104W

# Field Study Steps to Success

## Step 5: Enroll



### Enroll

- For all approved students:
  - Will be notified via email around Monday, November 15th
  - Will be able to enroll during Winter 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
  - **Winter Placement Period: January 3 to March 11**
- 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:

- **SocEcol 106W/104W**/104W - 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
  - SOCECOL 106W (50180): Digital Media Archive (Prison Pandemic)
  - SOCECOL 104W (50170): Community Archiving (Pandemic Histories Archive)
- **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.

## 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 Winter, use Spring as a back up
  - 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

### IN-PERSON SAME DAY APPOINTMENTS

Wednesdays 1pm - 3pm

### ZOTCHAT

Mondays & Tuesdays  
2pm to 3pm

Take Advantage of the  
[Field Study Advising Services](#)



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

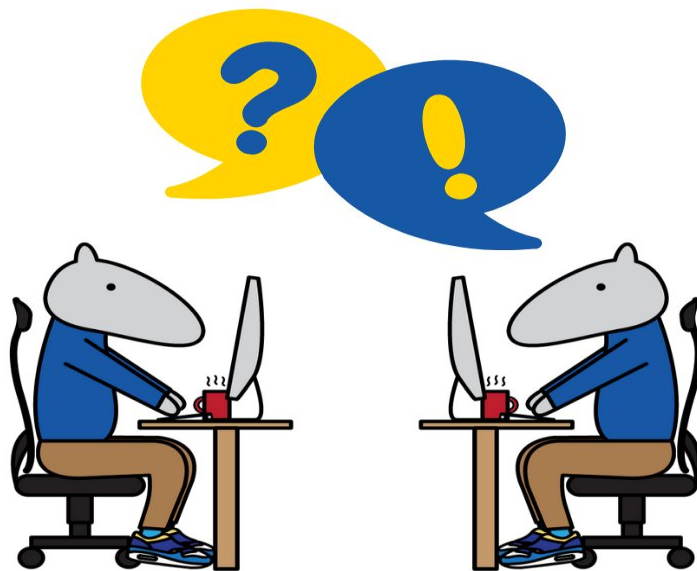
## Academic Advising Questions

*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!**