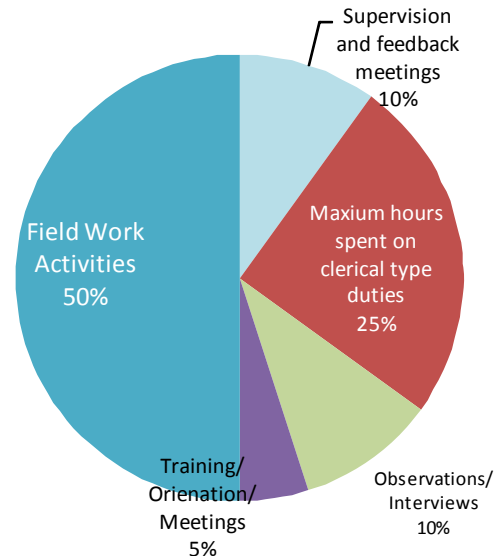


## Field Study Structuring Your Time

Students complete 50 – 200 hours of field work per placement period  
(25 hours per unit of academic credit)

### Field work activities may include...

- |  |                            |
|--|----------------------------|
| Tutoring                                     | Analyzing/summarizing data |
| Mentoring                                    | Following up with clients  |
| Teaching                                     | Updating resources         |
| Presenting                                   | Evaluating programs        |
| Grant writing                                | Attending trainings        |
| Collecting data                              |                            |
| Conducting needs assessment                  |                            |
| Drafting letters or reports                  |                            |
| Researching issues/cases                     |                            |
| Attending/participating in meetings          |                            |
| Shadowing /interviewing professionals        |                            |
| Coordinating programs and events and more... |                            |



### Field work activities may NOT include...

- Running personal errands
- More than 25% clerical duties
- Work that replaces regular employees
- Regular cleaning/housekeeping duties
- Unsupervised work

### Academic Work

Expect to spend approximately 2 hours/week engaged in the course work for field study. This includes actively participating in class meetings, working on your paper/project, and completing any other class assignments.

#### FLSA factors to consider when creating an internship program:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in a vocational school or academic educational instruction;
2. The training is for the benefit of the trainees;
3. The trainees do not displace regular employees, but work under their close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion the employer's operations may actually be impeded;
5. The trainees are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees understand that the trainees are not entitled to wages for the time spent in training.

United States. Dept of Labor. Employment and Training Administration. Advisory: Training and Employment Guidance Letter No. 12-09. GPO, January 29, 2010. 14 Apr. 2010 - <http://wdr.doleta.gov/directives/attach/TEGL/TEGL12-09acc.pdf> and Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

#### FOR MORE INFORMATION:

Web: <http://students.soceco.uci.edu/pages/field-study>  
Field Study Director, Ashley Vikander, MPA

Open Office Hours: Tuesdays, 1:30 – 3:30, SE 1, Room 102 Or by appointment – call (949) 824-6861