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!
• Spring 2022 Updates
• Field Study Steps for Success, including:
  – Procedures and Timeline
  – Field Study Options & Catalog Overview
• Live Q&A
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.
Winter Field Study
CEF Deadline Extension

• Request an Extension to submit the Winter Course Enrollment Form by Friday, November 12.
  – Forms received by November 5th at 11:59pm will be given priority.
  – Forms received by November 12th at 11:59pm will not be automatically approved, space availability will be taking into consideration
• Authorized students will be notified no later than Friday, November 19th.
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
**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 community.

**ABOUT FIELD STUDY**

In these classrooms, students engage with faculty and new research through lectures, discussions, writing, and presentations, synthesizing their feedback with theories, 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, experiences provide guidance and mentorship to foster student (professionalization) and community engagement, while students thoughtfully contribute to the organization's 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**

<table>
<thead>
<tr>
<th><strong>Fall 2021</strong></th>
<th><strong>Winter 2022</strong></th>
<th><strong>Spring 2022</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan &amp; Apply</td>
<td>Jul-Aug</td>
<td>Mon, Aug 2</td>
</tr>
<tr>
<td>Course Enrollment Form Opera</td>
<td>Fri, Sep 3</td>
<td>Fri, Nov 4</td>
</tr>
<tr>
<td>Trend (non-authentication)</td>
<td>1st week of Sep 13</td>
<td>Week of Nov 15</td>
</tr>
<tr>
<td>Placement Period</td>
<td>Sep 20 - Dec 3</td>
<td>Jan 3 - Mar 11</td>
</tr>
<tr>
<td>Hours Required &amp; Deadline to complete</td>
<td>90 hours by Dec 3</td>
<td>90 hours by Mar 11</td>
</tr>
<tr>
<td>Final Evaluation Due</td>
<td>Wed, Dec 8</td>
<td>Wed, Mar 16</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES**

- Spring field study typically has the highest enrollment and is the most competitive quarter for securing a field placement. Therefore, students who enroll all prerequisites should consider completing their Field Study requirement during the fall or winter quarters.
- For fall- or winter-internship Students, visit the International Center website. Before submitting a Course Enrollment Form, contact the SoSE Admin Office for more information.

**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

[Download a copy of the Student flyer -](https://fieldstudy.soc.eco.uci.edu/pages/deadlines-procedures)
# 2021-2022 Student Calendar

<table>
<thead>
<tr>
<th></th>
<th>Fall 2021</th>
<th>Winter 2022</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan &amp; Apply</td>
<td>Jul - Aug</td>
<td>Aug - Oct</td>
<td>Nov - Jan</td>
</tr>
<tr>
<td>Course Enrollment Form Opens</td>
<td>Monday, Aug 2</td>
<td>Monday, Sep 6</td>
<td>Monday, Dec 6</td>
</tr>
<tr>
<td>Course Enrollment Form Deadline</td>
<td>Friday, Sep 3</td>
<td>Friday, Nov 5</td>
<td>Friday, Feb 4</td>
</tr>
<tr>
<td>Enroll (upon authorization)</td>
<td>Week of Sep 13</td>
<td>Week of Nov 15</td>
<td>Week of Feb 21</td>
</tr>
<tr>
<td>Placement Period</td>
<td>Sept 20 - Dec 3</td>
<td>Jan 3 - Mar 11</td>
<td>Mar 23 - Jun 3</td>
</tr>
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<td>80 hours by Dec 3</td>
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<td>Final Evaluation Due</td>
<td>Wed, Dec 8</td>
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<td>Wed, June 8</td>
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</table>
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
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 Catalog Reference Guide

- Use the Catalog Reference Guide to search for sites:
  1. Alphabetically
  2. By Category
  3. By City
  4. By Kind of Placement (In person, Remote, Hybrid)
  5. By length of commitment

- **TIP**: Items to keep handy from the catalog:
  - Site Number
  - Supervisor Information
  - How to Apply!
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
Main Contact: Ms. Jasmin Ayon
Email Address: 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.)
Assistant Basketball coach 0 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

<table>
<thead>
<tr>
<th>OPPORTUNITY: Research</th>
<th>Virtual/Remote/Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Name</td>
<td>Hybrid</td>
</tr>
<tr>
<td>TEAM Lab/One Mind PsyberGuide</td>
<td>Placements available = 2</td>
</tr>
</tbody>
</table>

**Supervisor Information**
- Name: Stephen Schueller
- Title: Assistant Professor Psychological Science
- Email Address: s.schueller@uci.edu

**Placement Information**
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.

**Requirements (subject to change)**
- N/A

**How to Apply**
- Email s.schueller@uci.edu, martha.neary@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** in 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:

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.
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

SPRING 2022
COMING MONDAY, DECEMBER 6

WINTER 2022

COURSE ENROLLMENT FORM - AVAILABLE NOW!
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](https://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. (TBA THIS AY)

• **NO SE104W/106W AVAILABLE S22!**
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

Have an urgent question?
USE OUR SAME DAY ADVISING SERVICES

IN-PERSON SAME DAY APPOINTMENTS
Wednesdays 1pm -3pm

ZOTCHAT
Mondays & Tuesdays
2pm to 3pm

ZOOM WALK-IN WEDNESDAYS
Wednesdays 3pm -4pm

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!