UCI

Bright Past.
Brilliant Future.

Field Study
Fall 2021
Information Session

Attendance Form

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

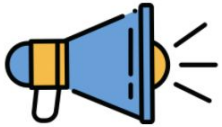
Field Study Information Session Agenda

- What is Field Study? - A Requirement Overview!
- Fall 2021 Updates - Resuming In-Person Placements
- Field Study Steps for Success, including:
  - Procedures and Timeline
  - Field Study Options & Catalog Overview
- Introducing SOCECOL 106W — Guest Speakers Dr. Brandon Golob & Dr. Kristin Turney
- Live Q&A

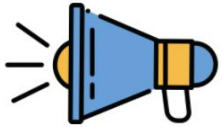
Field Study Overview

- 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.



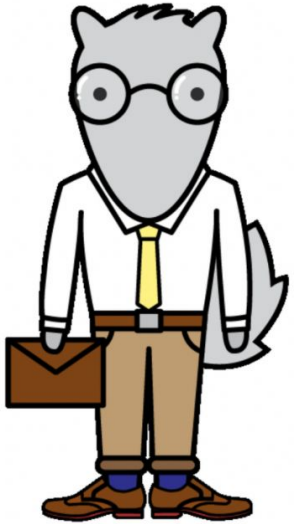
Fall Field Study Updates



- 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. Enroll upon email authorization

Field Study Steps to Success

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

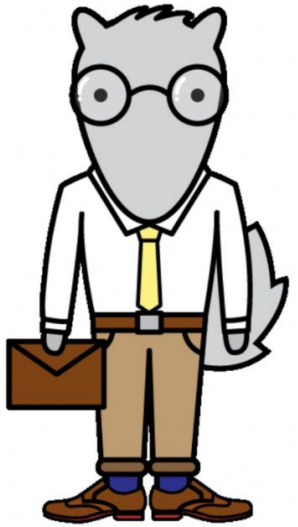


Field Study Steps to Success

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 -

2021-2022 Field Study Student Calendar

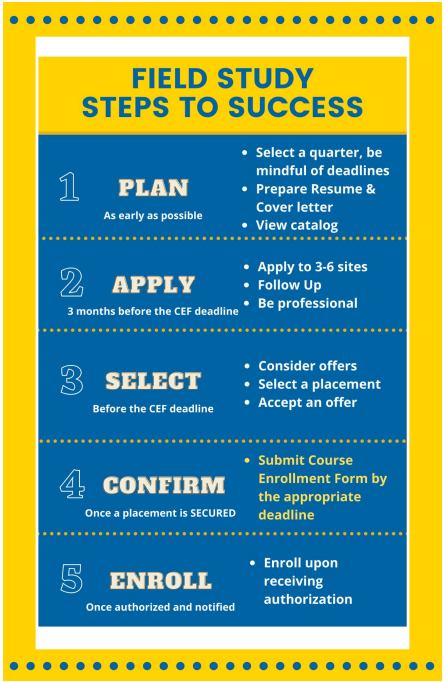
UCI Field Study

2021-2022 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	Sept 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, June 8

***Email authorization: If** students meet all prerequisites and meet the deadline to submit a Course Enrollment Form, they will receive an email authorization with information on how and when to enroll. Students are not to enroll prior to receiving this notification.

For F-1 Visa International Students: Visit the International Center website (before submitting a Course Enrollment Form) for information on Curricular Practical Training; eligibility, deadlines & submission process https://ic.uci.edu/students/currentStudents/employment/curricular-practical-training.php



FIELD STUDY STEPS TO SUCCESS

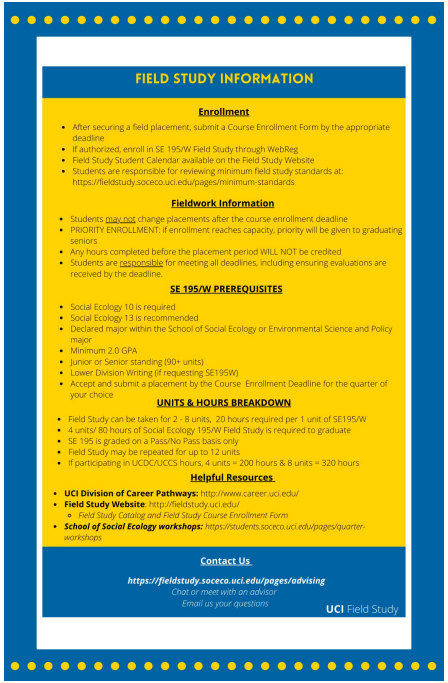
1 PLAN
As early as possible
- Select a quarter, be mindful of deadlines
- Prepare Resume & Cover letter
- View catalog

2 APPLY
3 months before the CEF deadline
- Apply to 3-6 sites
- Follow Up
- Be professional

3 SELECT
Before the CEF deadline
- Consider offers
- Select a placement
- Accept an offer

4 CONFIRM
Once a placement is SECURED
- Submit Course Enrollment Form by the appropriate deadline

5 ENROLL
Once authorized and notified
- Enroll upon receiving authorization



FIELD STUDY INFORMATION

Enrollment
- After securing a field placement, submit a Course Enrollment Form by the appropriate deadline
- If authorized, enroll in SE 195/W Field Study through WebReg
- Field Study Student Calendar available on the Field Study Website
- Students are responsible for reviewing minimum field study standards at: https://fieldstudy.soceco.uci.edu/pages/minimum-standards

Fieldwork Information
- Students may not change placements after the course enrollment deadline
- PRIORITY ENROLLMENT: if enrollment reaches capacity, priority will be given to graduating seniors
- Any hours completed before the placement period WILL NOT be credited
- Students are responsible for meeting all deadlines, including ensuring evaluations are received by the deadline.

SE 195/W PREREQUISITES
- Social Ecology 10 is required
- Social Ecology 13 is recommended
- Declared major within the School of Social Ecology or Environmental Science and Policy major
- Minimum 2.0 GPA
- Junior or Senior standing (90+ units)
- Lower Division Writing (if requesting SE195W)
- Accept and submit a placement by the Course Enrollment Deadline for the quarter of your choice

UNITS & HOURS BREAKDOWN
- Field Study can be taken for 2 - 8 units, 20 hours required per 1 unit of SE195/W
- 4 units/ 80 hours of Social Ecology 195/W Field Study is required to graduate
- SE 195 is graded on a Pass/No Pass basis only
- Field Study may be repeated for up to 12 units
- If participating in UCDC/UCCS hours, 4 units = 200 hours & 8 units = 320 hours

Helpful Resources
- **UCI Division of Career Pathways:** http://www.career.uci.edu/
- **Field Study Website**: http://fieldstudy.uci.edu/
  - *Field Study Catalog and Field Study Course Enrollment Form*
- ***School of Social Ecology workshops:*** *https://students.soceco.uci.edu/pages/quarter-workshops*

Contact Us

https://fieldstudy.soceco.uci.edu/pages/advising
Chat or meet with an advisor
Email us your questions

UCI Field Study

https://fieldstudy.soceco.uci.edu/pages/deadlines-procedures

UCI Field Study

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***Email authorization:** **If** students meet all prerequisites and meet the deadline to submit a Course Enrollment Form, they will receive an email authorization with information on how and when to enroll. Students are not to enroll prior to receiving this notification.

Field Study Enrollment Prerequisites

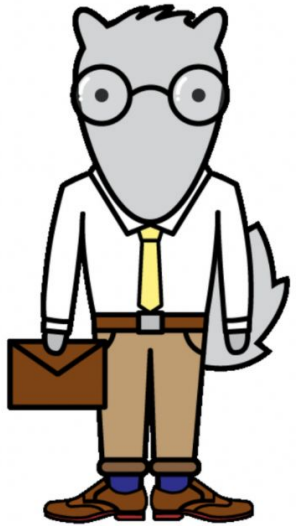
- SocEcol 10 or an equivalent course
- Junior or Senior Standing (90+ Units Completed)
- Declared major in the School of Social Ecology or Environmental Science and Policy Major
- 2.0 or above GPA
- Lower Division Writing *if requesting SE 195W/106W*
- Accept and submit a placement by the Course Enrollment 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
- Pandemic Histories Archive

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

Coming Soon Traditional Catalog Reference Guide

- You will be able to 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!

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.) once the lesson plan has been created it must be submitted to the volunteer coordinator for approval.
Assistant Basketball coach û 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

OPPORTUNITY: Research/Course Hybrid	**Virtual/Remote/Hybrid**
Placement Name	Hybrid
SOCECOL 106W (50105): Digital Media Archive (Law in Media)	**Placements available =** 40
Supervisor Information	
Name: Dr. Brandon Golob	
Title: Assistant Professor of Teaching	
Email Address: bgolob@uci.edu	
Remote Placement Information	
Are you a true crime fanatic? Do you find yourself watching the latest true crime Netflix series, listening to My Favorite Murder, or even engaging as an internet sleuth for your favorite case? Have you ever sat in a Criminology, Law & Society course and thought about how the material was related to popular media? If so, this is the class and research project for you. In this experiential learning lab, students critically analyze content from a variety of new media outlets, examining how streaming services and podcasts shape public perception of legal systems, law enforcement, and law and justice issues generally. Moreover, they are trained to screen and code media content for presentation in a digital media archive and on other public-facing digital platforms. This archive is part of a free media literacy web resource for educators and students working in criminology, law, and related fields. Ultimately, whether your interest is in media, education, or law (or perhaps all three), this project and course are your opportunity to explore these topics and more!	
Requirements (subject to change)	
All students are welcome to apply but applications should reflect: (1) strong interest in media covering crime & justice issues; (2) excellent organizational skills & attention to detail. Also, please keep in mind that placement with this project requires enrolling in SOCECOL 106W (50105), 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.	
How to Apply	
Copy and paste the following link to apply: https://docs.google.com/forms/d/e/1FAIpQLSe4YWs26CsI79z97IErd0kE_lg6KvV4H_uMWWPNNJpedJLtQw/viewform	

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.

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 to enroll in additional courses.

Pandemic Histories Archive Project

- Apply through the School of Social Ecology Based Placements Catalog
- Students have the opportunity to:
  - Document their own or others' experiences of living through the COVID-19 pandemic, as well as the social justice issues, including anti-Black racism, that are of current public concern.
  - Be trained in oral history and ethnographic techniques
  - To contribute to an archive that the UC Irvine Libraries are establishing to record the experiences of the UCI community.

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: Fall Quarter (September 20 to December 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

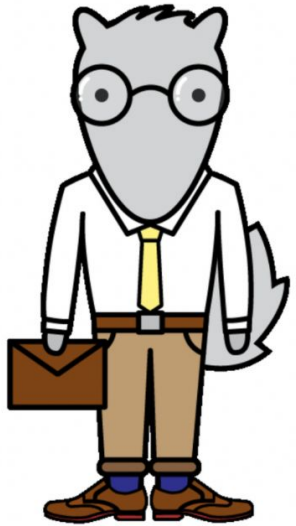
- Work on your **resume and cover letters**
  - RESUME AND COVER LETTER
  - *Tip:* Use VMOCK - virtual resume assistant that gives you feedback within seconds
- Prepare for an **interview**
  - *Tip:* Use Big Interview - online system that combines training and practice to help you improve your interview 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, SE 195W, or SE 106W)



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.”

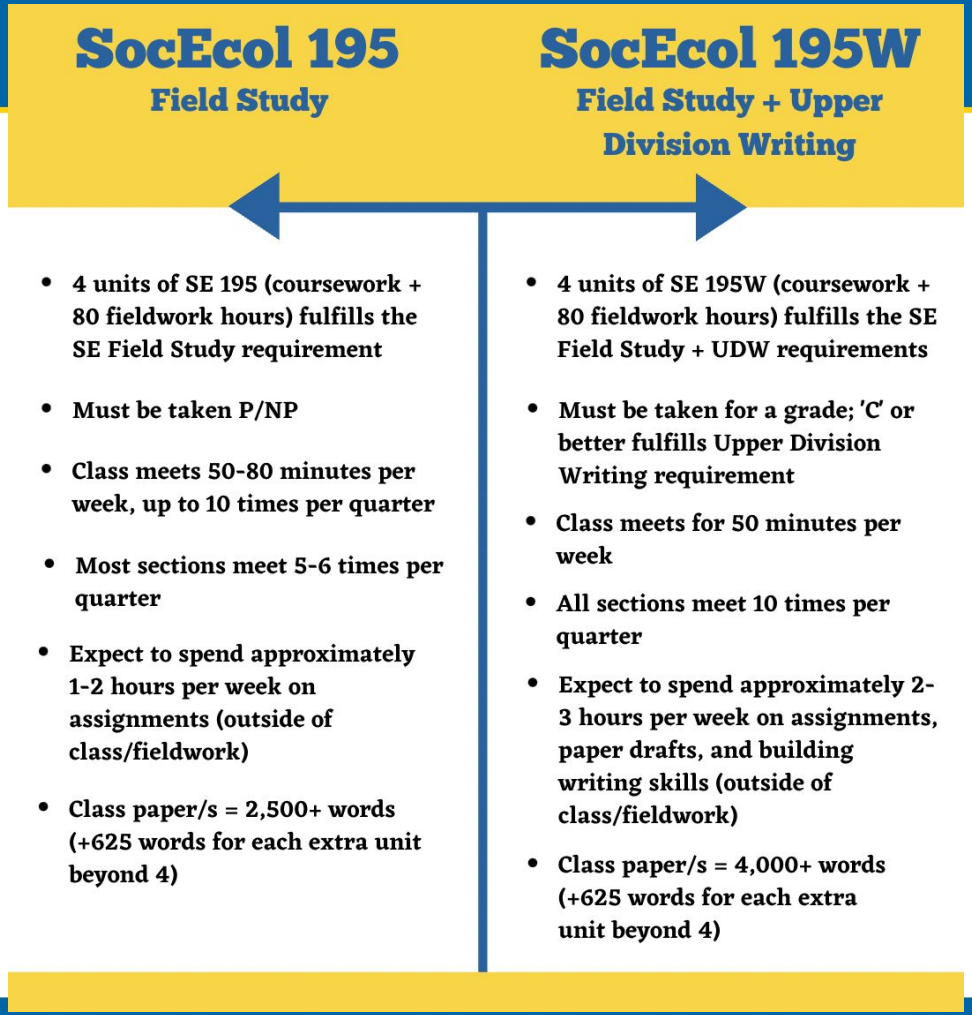
SE 195 vs. SE 195W

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

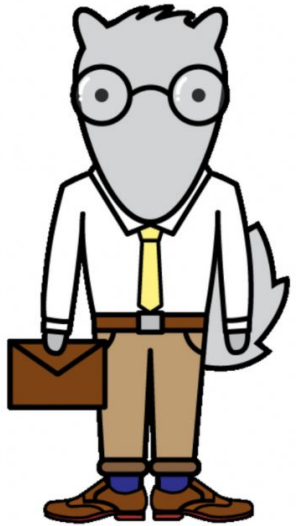


Field Study Steps to Success

Step 4: Confirm

Confirm

- Submit the Course Enrollment form to confirm your placement and provide your course selection.



UCI Field Study

ABOUT STUDENTS FACULTY COMMUNITY PARTNERS

- Deadlines & Procedures
- Forms and Applications
- Catalog
- Field Study

Forms and Applications

View Edit Revisions

Forms and Applications

View Edit Revisions

FALL 2021

COURSE ENROLLMENT FORM - FALL 2021 - **AVAILABLE NOW!**

Confirm your Fall placement and field study course selection.

Deadline to submit: Friday, September 3rd!

Information you will be submitting

- Your Identifiable student information
- Your Course Selection (195, 195W, 106W)
- 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**
  - Deadline to submit: **Friday, September 3rd**
  - ***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.

All forms (except SE106W requests) will be processed AFTER Sept. 3rd!

Field Study Steps to Success

Step 5: Enroll

Enroll

- For SE 106W approved students:
  - Will enroll upon submission of the course enrollment form.
- For SE195/W approved students:
  - Will be able to enroll the week of September 13
- BOTH enroll through WebReg AFTER receiving **email notice of your authorization** from the Field Study office.

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
  - **Fall Placement Period: September 20 to December 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:

- **SocEcol 106W** - 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
- **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

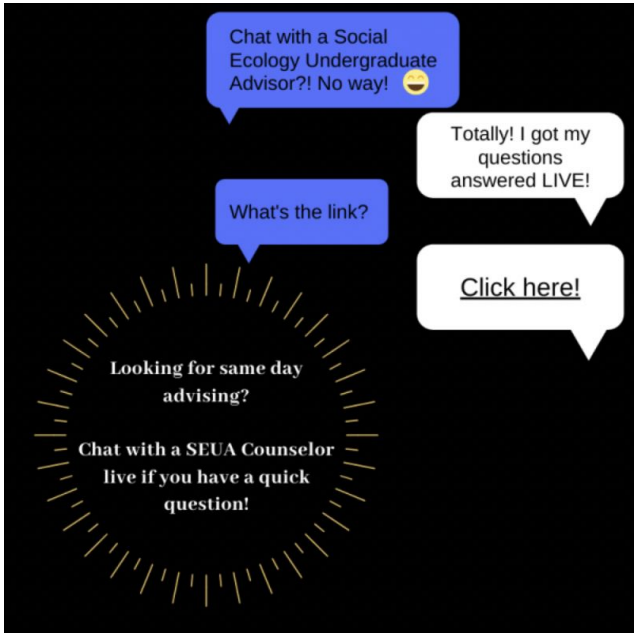
- **Does the process change if I am an international student?**
  - The process is the same for international students. However, if you are an **F-1 visa holder** and you confirm a placement with an organization OUTSIDE of campus you will have to submit a CPT (visit the international center website for 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.

Take Advantage of the Field Study Advising Services this Summer!

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!*



Welcome our Guest Speakers

- **Dr. Brandon Golob,** Assistant Professor of Teaching in Criminology, Law and Society
  - **(**SOCECOL 106W - 50105**)**

- **Dr. Kristin Turney,** Professor of Sociology
  - **(**SOCECOL 106W - 50106)

Introducing SE 106W

- **Features:**
  - Fulfills the following three requirements: (1) Field Study course, (2) Field placement, and (3) Upper Division Writing
  - Available for 4 units ONLY
  - 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 Fall:**
  - SOCECOL 106W (50105): Digital Media Archive. Instructor/Supervisor: Dr. Brandon Golob
  - SOCECOL 106W (50107): Digital Media Archive (Prison Pandemic). Instructor/Supervisor: Dr. Naomi Sugie

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
  - Upon email receipt, authorized students will be able to enroll in the SE106W course they were authorized for through WebReg

Questions & Answers

Thank you for attending this Field Study Information Session!