

# COMMUNITY STUDIES FIELD STUDY PROGRAM

## University of California, Santa Cruz

\*Full time field study is designed exclusively for declared Community Studies majors and takes place over two consecutive summer and fall academic quarters.

\*To be eligible for full time field study, students must have successfully completed **CMMU 10, 101, and 102**, along with three required upper division topical courses.

\*Students who apply for full time field study must be in good academic standing.

\* Participation in full time field study is determined by your ability to complete the search process outlined on this form.

### Application for Field Study

Name: \_\_\_\_\_ Date: \_\_\_\_\_

UCSC Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Your signature

### Steps to Apply for Full Time Field Study:

**The following must be included with your application as a single PDF file (your application will be considered incomplete if instructions are not followed):**

1) Please answer the following questions in a Word document, save & attach as a PDF.

- A. What are your social justice activism interests?
- B. Identify the required topical courses you have taken at UCSC and explain how they relate to your social justice activism interests and full time field study plan. What other topical courses supplement your preparation for the field study you seek?
- C. Are there aspects of your personal background and/or experience that are pertinent to your field study planning?
- D. What do you hope to gain from doing a field study?
- E. What types of social justice activism organizations are you hoping to work with on full time field study (e.g. community-based nonprofit, government, research/ policy, autonomous, social entrepreneurial)?
- F. Are there any specific geographical locations that are the focus of your field study planning?
- G. Is there a city or town you call home?

2) Attach a PDF of your resume to this application (see below for suggestions).

*For resume assistance, please visit the Career Center website:*

[https://careers.ucsc.edu/student/resources/resume\\_cover\\_letters/resume.html](https://careers.ucsc.edu/student/resources/resume_cover_letters/resume.html)

3) Using your essay as a rubric, identify five potential field study organizations on the third page of this application and answer the questions about each organization. **No more than two can be located in Santa Cruz.** San Jose and San Benito or Monterey Counties are acceptable “local” alternatives.

4) Please **complete and turn in this application by the second field study workshop (see Key Dates calendar on our website for due date).** When saving your work on this write-able PDF, be sure to save the document with your first and last names. Once you have completed and saved the PDF, send it as an email attachment to [communitystudies@ucsc.edu](mailto:communitystudies@ucsc.edu). No late applications, no Google docs, please.

5) Questions? Email us at [communitystudies@ucsc.edu](mailto:communitystudies@ucsc.edu) or [pudup@ucsc.edu](mailto:pudup@ucsc.edu)

**Include the following in your resume:**

■ **Your Name:** Bold and size 11-13 font. The rest of the resume should be 11-12 font.

■ **Contact Information:** Professional appropriate email, phone number, address, and LinkedIn URL (optional).

■ **Education:** List the degrees(s) you are working towards, associate degrees from community colleges (if you are a transfer student), and any study abroad programs you have participated in.

■ **Summary of Qualifications:** Use 3-5 bullet points to list strengths applicable to the job description (include computer or language skills in a bullet point list).

■ **Relevant Coursework:** Courses you have taken that are relevant to the position you are applying for.

■ **Work Experience:** Begin with your most recent work experience. You can include volunteer experience and organizations/clubs as well!

**Michael Wong**

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**Objective:** To obtain an internship with an organization working on criminal justice reform.

**Summary of Qualifications**

- Demonstrated leadership skills acquired through roles in various student organizations
- Experience working directly with customers in sales and customer service
- Computer Skills: Microsoft Word, Excel, & PowerPoint; Adobe Photoshop; PC & Mac
- Bilingual in Spanish (reading, writing, speaking)

**Education**

**B.A. in Community Studies (in progress)** June 2019  
University of California, Santa Cruz  
**A.A. in History** May 2017  
Cabrillo College

**Work Experience**

**Student Assistant I** Sept. 2017 – Present  
Undergraduate Admissions Office, UC Santa Cruz, Santa Cruz, CA

- Prepare and track admissions applications for over 3,000 students
- Responsible for greeting and assisting perspective students and parents via phone and in person
- Provide administrative support to ensure efficient operations, including organizing confidential student files

**Sales Associate** Nov. 2016 – Sept. 2017  
Sears, Capitola, CA

- Assist with shelf-stocking and organizing displays to maintain an efficient workplace
- Managed cashier drawer to ensure accurate daily cash records
- Answered customer's questions about products, services, and merchandise

**Independent Childcare Provider** Summer 2016  
Self-employed, Los Gatos, CA

- Provide attentive, age appropriate care to children ranging in age from 2-11
- Supervise homework and provide help as needed
- Assist in light cooking and cleaning for the household

**Leadership Experience**

**Vice President** Sept. 2017 – present  
Delta Sigma Pi Fraternity, UC Santa Cruz

- Established a mentor program for underrepresented elementary and high school students
- Facilitated member collaboration to offer tutoring services and personal support to students
- Developed online server to upload and share notes and readings from all classes taken by members

**Vice President** Aug. 2016-May 2017  
Cabrillo College Student Senate, Santa Cruz, CA

- Facilitated discussions and presentations of a 20-representative senate
- Developed and supervised project-specific committees within the council

For each organization identified below, summarize the following:

- Mission and focus of organization and what it does (in your own words). **Do not cut and paste website text.**
- Why are you interested in this specific organization?
- What specific programs, activities, or initiatives can you see yourself engaging in while on field study with this organization?

1. Organization name and address \_\_\_\_\_

2. Organization name and address \_\_\_\_\_

3. Organization name and address \_\_\_\_\_

4. Organization name and address \_\_\_\_\_

5. Organization name and address \_\_\_\_\_