

Education

<p>Site # Anaheim Achieves 800.3 C/o Anaheim Family YMCA 240 S. Euclid Avenue Anaheim CA 92802 www.anaheimymca.org Ms. Zayra Martinez Volunteer Coordinator zmartinez@anaheimymca.org 714 635-9622 FAX 714 635-8151 Alternate Contact 240 S. Euclid St. Anaheim, CA 92802</p>	<p>Best to contact by: phone</p>	<p>Placement 2-3</p> <p>Quarters Hours 1-2 10</p> <p><input checked="" type="checkbox"/> Weekdays <input type="checkbox"/> Week nights <input checked="" type="checkbox"/> Weekend days <input type="checkbox"/> Weekend nights</p>	<p>A</p>
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About the Organization:

Since opening in 1911, the Anaheim Family YMCA has focused on expanding its programs, particularly in the areas of health and fitness, youth development and afterschool care. The YMCA currently serves more than 10,000 youth and families each year. The success of the Anaheim Family YMCA has been its ability to continually meet the changing needs of our community. Through a volunteer board of directors, more than 300 staff and hundreds of volunteers, the Anaheim Family YMCA remains committed to offering mission-driven programs by putting Christian principles into practice through programs that build healthy spirit, mind, and body for all. Anaheim Achieves provides a safe, positive environment after school is dismissed each day. We promote community safety, parent involvement, volunteerism and civic pride. We provide literacy development, homework assistance, mentoring, enrichment activities (art, music, dance) character development and countless more activities.

About the Field Study Placement

There are several opportunities: Academic Mentor: provide one-on-one academic mentoring to an assigned student in grades 1-12 who needs individual assistance with homework, reading and literacy education. Classroom Volunteer: Work in a classroom of about twenty students and provide general assistance in homework activities, educational games, arts and crafts and other enrichment activities. Enrichment/Special Projects: Participate in special projects by bringing your own skills, wisdom and expertise to a small group of students. Special project activities include teaching a craft, presenting on a special topic, demonstrating a skill, etc. Internship Program: Work one-on-one with a YMCA employee by providing assistance with special projects, recruitment of volunteers, research, etc. One-time Service Event Volunteers: The Anaheim Family YMCA offers quarterly events where volunteers are needed to help set-up/tear down, decorate, etc.

Requirements

Volunteer Screening Process must be complete before volunteer can start.

How to apply for a placement

Complete Volunteer Application. Reference check. Fingerprinted - \$20 upfront, but will be reimbursed if receipt is returned to the YMCA. TB Test/Physical (If not done within the past 2 years), free of charge. Attend Volunteer Orientation/Training.

Site # **Assistance League of Irvine**
867

Best to contact by:
email

Placement
1

A

2452 Alton
Irvine CA 92606
www.alirvine.org

Ms. Jill Vidas Housky
VP of Philanthropy
jjvidas@uci.edu
949-768-6430 FAX

Alternate Contact Mary Earl Spencer, Chair of PR, info@irvine.assistanceleague.or

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Assistance League of Irvine is a non-profit volunteer organization providing programs and services to the Irvine Community. Assistance League of Irvine is one of 122 Assistance League chapters nationwide. Our programs include providing new clothing to children in need, awarding scholarships to students attending Irvine Valley College, and showcasing the artwork of elementary school children during the annual Young Masters Art Show. We also generate approximately \$255,000 annually through our thrift and gift shop.

About the Field Study Placement

Students have the opportunity to work in many areas of Assistance League of Irvine. Responsibilities may include: working with board members, assisting with special projects (Operations School Bell and Young Masters), database administration and grant writing, and identify marketing strategies to increase community engagement.

Orientation will be provided to describe the various committees within the chapter. Students may attend committee meeting(s) depending on projects.

Requirements

Computer skills and comfortable in a service environment. Increased responsibilities will depend upon skills and interest of the student.

How to apply for a placement

Email cover letter and resume.

Site # **Blind Children's Learning Center**
819

Best to contact by:
email

Placement
8

A

18542-B Vanderlip Avenue

Santa Ana CA 92705

n/a

Ms. Lesley Vinh

Volunteer Coordinator

Lesley.ly@blindkids.org

714 573-8888 ext. 4146 FAX 714 573-8875

Alternate Contact Morgan Fields, morgan.fields@blindkids.org

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Blind Children's Learning Center is a private, non-profit preschool providing instruction for blind and visually impaired children ages six months to six years with reverse mainstreaming. Students work with children on a volunteer basis.

About the Field Study Placement

Students will become part of the teaching team at the Center and assist the teachers in the classroom. Students will assist in providing children with a nurturing, enriching and safe environment which facilitates learning and growth in the areas of language, self-help, cognitive, pre-Braille and gross and fine motor development. Students will also implement activities in the areas of outside play, snack and lunch-time supervision, circle-time, arts and crafts projects, and field trips. Students may also work in the areas of speech, counseling, orientation and mobility and occupational therapy.

Requirements

Health Screening with a TB test, as well as vaccines for measles, pertussis (Whooping Cough), and a Live Scan

How to apply for a placement

Email cover letter, resume, and transcript.

Site # **Boys & Girls Club of Garden Grove**
804

Best to contact by:
phone or email

Placement
20

A

10540 Chapman Ave
Garden Grove CA 92840
www.bgcgg.org

Ms. Rochelle Kostiuk
Volunteer Manager
RKostiuk@bgcgg.org
(714)530-0430 FAX 714 530-5031
Alternate Contact Desirae Scanlan <dscanlan@bgcgg.org>

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Girls and Boys Clubs of Garden Grove offers free grant-funded after school programs for students in largely disadvantaged neighborhoods. We provide a safe environment for students during the hours when young people are most likely to commit or be victimized by serious criminal acts. We have homework assistance as well as enrichment activities that focus on the development of the whole child. We also have the opportunity for interns to mentor 'high-risk' students in small groups.

About the Field Study Placement

Interns will gain understanding of and implement the Youth Development Strategy. They will act as a positive role model for students. They will cooperate and communicate with staff members, as well as participate with homework assistance during Power Hour. Students may also attend staff meetings, trainings and field trips. The student interns will receive daily supervision and will work side-by-side with a staff member. They will also have a weekly meeting with the site coordinator.

Requirements

Knowledge of group dynamics and age appropriate activities for school-age children. Ability to interact with others in a positive manner.

How to apply for a placement

Fax, mail or drop off an application. Application available at www.bgcgg.org/volunteerapplication.pdf.

Site # **Boys & Girls Club of the Central Orange Coast**
800.5 Newport Beach

Best to contact by:
phone

Placement
5

A

2555 Vista Del Oro

Newport Beach CA 92660

<http://www.boysandgirlsclub.com/>

Mr. Aureo Tellez

Assistant Unit Director

atellez@boysandgirlsclub.com

949-640-6650 FAX

Alternate Contact Michael Tanagon michael@boysandgirlsclub.com

Quarters Hours

1-2 10-20

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Boys & Girls Club of the Central Orange Coast provides After School Activities for children ages 5-18 years of age in a safe and structured environment. We are made up of 5 branches throughout Orange County. The Club is open Monday, Tuesday, Thursday, and Friday from 3:00 to 6:00 p.m., and Wednesday from 1:30 to 6:00 p.m.

Activities include Triple Play (physical activity), Academic Enrichment (STEM activities, Jr. Toastmasters), Arts and Crafts, and Homework Help (Study Hall). There is also Drama, Dance, Computer/Technology Learning, College Bound courses, and Science courses – depending on the location of the site. Depending on the site, the average daily attendance ranges from 80-140 children.

About the Field Study Placement

Primarily interns will assist with aiding the Mentor Professions in supervising with the activities listed above. Interns will also take on a program to teach to Boys & Girls Club members (e.g., teaching Arts & Crafts once a week, teaching a sport to members, etc.). Students will be given an orientation to the club as a whole, as well as an overview of each program, and will work closely with the Assistant Unit Director:

- Costa Mesa (Eastside) - Mereya Vickers, mvickers@boysandgirlsclub.com, (949) 642-8372
- Newport Beach - Aureo Tellez, atellez@boysandgirlsclub.com, (949) 640-6650
- Irvine - Courtney Hua, chua@boysandgirlsclub.com, (949) 551-8214
- Santa Ana - Amber Plummer, aplummer@boysandgirlsclub.com, (714) 543-7212

Requirements

Knowledge of adolescent development as well as ability to communicate with children, staff, volunteers, and parents required. Students should also be able to report on outcomes based on the specific goals of each program.

How to apply for a placement

Please choose the desired site and email the Assistant Unit Director from each site listed above. Please email: 1) Cover Letter, and 2) Resume. Use the following format for the filename for your resume: FS_Lname_Fname.doc

Site # **Boys & Girls Club of the Central Orange Coast**
800.51 Santa Ana

Best to contact by:
email

Placement
4

A

950 W. Highland St.

Santa Ana CA 92703

<https://www.boysandgirlsclub.com/>

Ms. Amber Plummer

Director of Support Services

aplummer@boysandgirlsclub.com

714 543-7212 FAX n/a

Alternate Contact Jose Delgado - jdelgado@boysandgirlsclub.com

Quarters	Hours
1-2	6-16

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The mission of the Boys & Girls Club of Santa Ana is to promote the positive and healthy development of youth, especially from disadvantaged circumstances, by providing services in a safe environment that build the skills, civility and self-confidence necessary to succeed in a competitive world. With each year that passes, our curriculum takes progressively longer strides toward strengthening the academic aptitude, the physical fitness, the health awareness and the career ambitions of Santa Ana's children, preparing them to graduate high school and become productive citizens.

Hours of operation is from 8am to 8pm.

About the Field Study Placement

Family Strengthening Internship: Students will (a) Support in implementing a new slate of programs specifically designed to strengthen families, (b) Support inputting and evaluating data, and generating reports as needed, (c) Build and maintain relationships with community partners, (d) Collaborate with staff, volunteers, parents, partners and other stakeholders to ensure resources are accessible, relevant, publicized and of the highest quality, (e) Engage and support community events, community partners, neighborhood associations, parent groups, committees and groups that will raise awareness of the BGCSA, enhance programs or support the mission, (f) Create an awareness of programs, resources, events and community services by doing outreach at the club, schools and community events (g) Assist with clerical work, and (h) Perform other duties as assigned by the Family Strengthening Coordinator. Review/edit Nutrition curriculum

Health & Wellness Placement Opportunity: Students will (a) Review/edit Physical Activity curriculum, (b) Research youth fitness trends (benchmark testing, etc.), (c) Observe/research best practices and strategies for program improvement, (d) Observe/Lead Nutrition Enrichment Component (e) Observe/Lead Physical Activity Component, (f) Assist with planning and execution of seasonal sports leagues, (g) Administer surveys, (h) Data entry and analysis.

Requirements

Experience in non-profit agency preferred; Bilingual preferred but not required; Strong verbal and written communication skills, ability to communicate with diverse populations; Ability to manage multiple tasks and to develop solutions to problems

How to apply for a placement

Send resume, cover and (1) letter of recommendation to vista@boysandgirlsclub.com with the subject 'Social Ecology Field Study'. Background check required. Livescan may be needed at student's expense.

Site # **Boys & Girls Club of the South Coast Area**
803.5

Best to contact by:
email

Placement
4

A

1304 Calle Valle
San Clemente CA 92672
www.bgcsca.org

Ms. Nicole Cummings
Program Manager
nicole@bgcsca.org
949 484-0206 FAX 949 492-7551
Alternate Contact

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Boys & Girls Club of the South Coast Area is a youth development organization dedicated to promoting the health, social, educational, vocational and character development of boys and girls 6-18 years of age. The facility is 25,000 sq. ft. and includes 2 gymnasiums, a game room, computer lab, learning center, arts & crafts center and teen center. We offer programs in character and leadership development, education and career development, health and life skills, the arts and sports, fitness and recreation.

About the Field Study Placement

Interns work in all the areas above by supervising members in outdoor playground area, conducting activities such as tournaments, games and contests. Interns provide homework assistance and tutorial help to members when needed. Placement hours begin at 2:00 p.m.

Requirements

Enthusiasm, initiative, patience working with children. Interns must have a positive attitude, be dependable, assertive and decisive, organized, a team player, and have a sense of humor. Ability to coach members to build their self-esteem.

How to apply for a placement

Email Program Manager with introductory information and attach resume. Use the following format for the filename for your resume: FS_Lname_Fname.doc

Site # **Breakthrough San Juan Capistrano**
869

Best to contact by:
Email

Placement
1

A

31641 La Novia
San Juan Capistrano CA 92675

Quarters Hours
1 10

Mr. Alex Serna
Assistant Director
alex.serna@smes.org
(949) 661-0108 FAX
Alternate Contact Diana Barriga

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Breakthrough SJC is a tuition-free program providing academic enrichment opportunities and support for highly motivated, underserved middle and high school students so that they can realize their potential to excel in high school and graduate from college. 86% of Breakthrough SJC students are from low-income backgrounds and 93% will be first in their families to attend college and end inter-generational poverty in our community. Breakthrough SC currently serves 55 middle school students from Marco Forster Middle School and over 70 students from local high schools such as Dana Hills, Capistrano Valley and San Juan Hills. Breakthrough students participate in a rigorous six-week summer program the summer before they enter seventh, eighth and ninth grade and receive tutoring and college counseling throughout the school year. Breakthrough SC has and can continue to make a tremendous impact in the community.

About the Field Study Placement

The student will work with the Volunteer Coordinator to oversee our high school tutoring program, which takes place two days a week, for two hours, at the local Boys & Girls Club in San Juan Capistrano. The student will be able to observe and evaluate the effectiveness of the tutoring program and make any changes and alternations necessary to provide a productive tutoring and work space for our students. In addition to overseeing the tutoring program, the student will be serving as a head tutor/recruiter for the program. The student will work closely with our Volunteer Coordinator to recruit and train effective tutors to work with our high school students. The student will be in charge of presenting to classes and clubs/organizations at local high schools and colleges about volunteering with our program. As the head tutor/recruiter, the student will not only gain professional development working in our office, but the student will also be able to gain hands-on experience managing adults and students, while providing students with academic help during our tutoring program.

Requirements

Background check required. Strong critical thinking capabilities, excellent written and oral communication skills, an ability to work across multiple cultures, self-direction and vision and a passion for working in educational settings.

How to apply for a placement

E-mail cover letter and resume as a .pdf as FieldStudyLameFname.pdf.

Site # **800.7** **Child Development Center (CDI/CDC)**
@ University Park Elementary School

Best to contact by:
email

Placement
4

A

4572 Sandburg Way

Irvine CA 92831

n/a

Mr. Emiliano Guzman

Site Supervisor

center591@cdicdc.org

949 653-0352 FAX n/a

Alternate Contact Amanda Allstun

Quarters Hours
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Child Development Center at University Park provides before and after-school care for children in kindergarten through sixth grade. The program is accredited through NAEYC and provides an enrichment curriculum designed to facilitate each child's learning and development. The children have structured time for snack, homework, and enrichment activities. In addition, the program encourages children to initiate and complete activities of their own choosing, through a daily process called "Plan-Do-Review".

About the Field Study Placement

Students will assist, supervise and interact with children in all of their daily activities. Students can expect to help children one-on-one during homework time. Students may also supervise a small group of children in an enrichment activity. Students will also have the opportunity to attend staff meetings and any special trainings that are scheduled.

Requirements

Interns should have a genuine love of children. TB Test, health clearance required.

How to apply for a placement

Email cover letter and resume to set up an appointment for an interview. Background check and finger printing required.

Site # **Child Development Center (CDI/CDC)**

840 Newport Heights

300 E. 15th Street

Newport Beach CA 92663

www.cdicdc.org

Ms. Marsha Le

Site Supervisor

center533@cdicdc.org

949 574-1411 FAX 949 574-1412

Alternate Contact Valerie Martinez

Best to contact by:
email

Placement
6

A

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Child Development Center at Newport Heights serves preschoolers (ages 3-6) and schoolagers (ages 5-12). Our curriculum is based on the current interests of our children and their families. We carry out our curriculum and enrichment through supervision and interaction with students in both our indoor and outdoor environments.

About the Field Study Placement

Field work students are paired with a lead teacher who will serve as a mentor and trainer. Field work includes shadowing teachers, preparing for and cleaning up after activities, planning activities and taking notes on observations. By the end of the placement students will be able to write lesson plans, take anecdotal notes and reflect on activities, and make displays of children's work.

Requirements

TB test, physical required. Prior experiences with children 3-12 helpful. Required vaccines MMR, Tdap and TB.

How to apply for a placement

Email cover letter and resume to set up an appointment for an interview. A Background check and finger printing is required and paperwork will be given to you at the time of the interview.

Site # **Child Development Center (CDI/CDC)**

840.1 Del Mar Lincoln

Best to contact by:
email

Placement
1

A

3101 Pacific View Drive

Corona del Mar CA 92625

<https://www.cdicdc.org/locations/del-mar-lincoln-cdc/>

Ms. Melanie Meyers

Site Supervisor

center532@cdicdc.org

949 718-1103 FAX

Alternate Contact Mallory Davis

Quarters Hours

1 5-10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

At Del Mar Lincoln, our vision is to instill creativity, individuality, and comradery in the children while integrating teacher passions, talents and skills into our daily curriculum. We ensure that our teachings will strengthen the children's daily attributes and provide lifelong skills. It is our objective as teachers to provide the most nurturing, safe and stimulating environment that will keep our children enthusiastic to learn.

About the Field Study Placement

Field study students engage in the day-to-day aspects of the center by shadowing teachers and documenting children's activities, preparing materials and space for activities, running activities, preparing snacks, and helping to maintain a safe and organized center. Student have the opportunity to bring their talents to engage students with, for example film making, dance, etc. Hours needed during the school year are M-F 2:00-6:00pm.

Requirements

Experience in sports and tutoring/homework help a plus. Patience needed. Drivers license, background check, vaccinations. TB Test, health clearance required. Required vaccines MMR, Tdap and TB.

How to apply for a placement

Submit resumes a .pdf along with email letting us know what interests you about this opportunity.

Site # **City of Irvine**

807 Heritage Park Community Center

14301 Yale Avenue

Irvine CA 92604

www.ci.irvine.ca.us

Mr. Adam Buchanan (effective 9/1)

Community Service Supervisor

WDurr@ci.irvine.ca.us

949 724-6644 FAX 949 724-6758

Alternate Contact n/a

Best to contact by:
phone

Placement
1-2

A

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Heritage Park Community Center provides a variety of recreational programs to the community. Programs are directed as follows: pre-school, elementary school, junior high school, high school, adults, and special interest populations.

About the Field Study Placement

Students will most often work directly with the elementary school age childcare program. This will include direct interaction and assistance in the supervision of children between the ages of 5 and 12; participating in the planning of weekly activities; and various administrative duties related to the childcare program. Students may also select a special project, such as assessing programs, establishing a resource directory for family services agencies, or developing a survey of community needs.

Requirements

Self-motivation, good public relations skills, and reliable attendance required; experience with children also necessary for most positions. State licensing requirements include a fingerprint and background check and negative TB test.

How to apply for a placement

Email cover letter and resume. Background check required. Cost to students is \$15 or more. Record must be free of crimes against children.

3002 Dow Avenue, Suite 122
Tustin CA 92780

Quarters Hours
1-2 10-20

Ms. Ma. Genevieve Nolasco
Clinical Supervisor
gnolasco@cbibelieves.com
949-328-7688 FAX

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Alternate Contact Justin Cabuhat: jcabuhat@cbibelieves.com; 949-328-7688 ext. 2

About the Organization:

Creative Behavior Interventions knows that for a child to become all they can be, they have to be surrounded by those that believe whole-heartedly in them. To begin a season of new success for a child takes knowledgeable people with hope in their hearts. Begin. Believe. Become.

CBI provides interns with the opportunity to learn how to utilize Applied Behavior Analysis (ABA) principles in order to teach skill acquisition programs and reduce problem behaviors amongst children. By learning actual methods and techniques, students will gain vital experience in the field of ABA, and exposure to working in the field of Autism and other developmental disabilities. CBI's goal is to provide students with hands on experience in order to adequately prepare them for real life situations. Students at CBI have the opportunity to fine tune their skills by applying the techniques and methods provided by our training, as well as use those skills they have learned from class.

About the Field Study Placement

At CBI, students will have the opportunity to utilize Applied Behavior Analysis (ABA) principles while on the field. Under the direct supervision of a Clinical Behavioral Therapist, students will be taught and required to use the following methods in order to reduce problem behaviors amongst children: Verbal Behavior Method, Discrete Trial Teaching, Natural Environment Teaching, and others. Methods used will vary and be determined on a case-by-case basis. Students will be required to track progress and behaviors using specified data collection methods. Students will also learn and be required to complete the following throughout their externship: take session notes, graph data, maintain a logbook, and utilize stimuli materials for programming.

Special Projects: Create specific stimuli for current / future clients.

Requirements

College coursework in psychology, education, social work, behavioral sciences, human development and/or related field
Must pass all necessary background checks as required by CBI's company policies and procedures

How to apply for a placement

Please submit your resume and cover letter to Human Resources via email at jcabuhat@cbibelieves.com.

17320 Red Hill Avenue, Suite 160
Irvine CA 92614
www.dil.org

Ms. Brenda Erlinger
Program Development Director
Brenda@dil.org
(949)474-5303 FAX
Alternate Contact

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Developments in Literacy (DIL) was founded on the belief that no child in Pakistan, no matter how poor or underprivileged, should be denied access to quality education. All children should have equal opportunity to reach their full potential and contribute toward the socio-economic betterment of their communities. DIL is dedicated to educating and empowering underprivileged students by operating student-centered model schools and providing high quality professional development to teachers and principals across Pakistan. We seek to improve the quality of teaching and learning through a carefully designed curriculum enhancement initiative, libraries, computer labs, and extra-curricular activities. DIL invests heavily in developing capable educators and specializes in the needs of the rural teacher. Founded by a group of Pakistani-American women, and supported by the Pakistani diaspora, DIL brings a deep cultural and contextual understanding to its work. DIL involves local communities engendering mutual respect and trust.

About the Field Study Placement

Students work in our Irvine office alongside DIL’s professional staff and will report to the Program Development Director and/or the Executive Director. Field Study participants engage in two main areas, grants development and documenting the organization's impact. Students have the opportunity to learn about the grant seeking process by researching grant making organizations and helping to determine suitability, assisting with writing letters of interest or grant applications, assisting with reporting, following-up with foundations, and tracking foundation activity. Projects may include gathering evidence of impact by reviewing project documentation or reviewing data and reporting school progress to major donors. In the past we have helped students customize their field work experiences to fit their particular learning goals and interests. We provide an orientation for field study students covering the mission of our organization, the education issues in Pakistan, and general office procedures. During the course of field work, students learn the fundamentals of grants management, donor relations, and non-profit development. Students are invited to attend staff meetings.

Requirements

Excellent writing, research and organizational skills. Students with knowledge of primary education principles, education policy issues and international development are strongly encouraged to apply.

How to apply for a placement

Email a letter of interest and a resume in PDF format.

18023 Sky Park Circle, Suite F
Irvine CA 92614
www.dsfo.org

Ms. Lisa Fraser
Director of Operations
lfraser@dsfo.org
949 757-1177 FAX

Alternate Contact Dana Halle, Executive Director dhalle@dsfo.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Our mission is to serve people with Down syndrome through educational, social and support programs delivered in partnership with individuals, families, professionals and communities. We do this through educational programs, networking, fitness programs, advocacy and awareness efforts.

About the Field Study Placement

Depending on interest of student and needs our agency field work may be in one or more area. Administrative - answering incoming calls, creating publicity materials, obtaining donated materials or soliciting sponsors, assisting with grant research/applications and follow-up. Programs and Services - preparing materials, food, beverages for monthly activities, working with classroom teachers to provide help with activities during Learning Program sessions, and creating and producing educational materials. Public Relations - helping update and maintain local media list, making calls to generate media interest in DSF programs and events, creating press releases and media kits.

Requirements

General office hours are M-F 8:30 a.m. - 3:00 p.m. Some hours are later. Candidates who can devote 20-40 hours per month are welcomed to apply also.

How to apply for a placement

Email cover letter and resume.

1 Smoketree

Irvine CA 92604

<http://www.iusd.org/eclc/>

Ms. Roberta Lum-Hugoboom

ECLC Program Assistant

rlumhugo@iusd.org

949-936-5855 FAX 949 936-5859

Alternate Contact n/a

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

ECLC (Early Childhood Learning Center) is a multi-funded preschool in the Irvine Unified School District. We serve children from three to five years of age from 8:35 – 11:35 or 12:20 – 3:20. The program is on a year round calendar beginning in July and ending in June (the school is in session for 10 months). Field study students assist teachers with implementation of a variety of preschool activities both inside and out to support the general development of preschool children in both special education classrooms and general education classrooms.

About the Field Study Placement

Field Study students assist teachers with implementing the variety of activities as well as meals and supervising outside activities.

Requirements

Commitment to working with children; must be flexible, patient and positive.

How to apply for a placement

Send resume and cover letter. Clear TB test required. Students will also go through a volunteer screen administered by IUSD.

Site # **El Viento Foundation**
876

Best to contact by:

Placement
10

A

17071 Gothard St.

Huntington Beach CA 92647

www.elviento.org

Arturo

Bravo

Academic Coordinator

arturo.garcia@elviento.org

714 232-6694 FAX

Alternate Contact Lisa Diaz, lisa.diaz@elviento.org, 714 872-2153

Quarters Hours
1-3 9-15

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Our mission is to provide children and young adults with opportunities for success in life as responsible citizens through a long-term relationship based upon: Mutual Trust and Respect, Exemplary Character, Skills Building, Leadership, Teamwork, and Learning. The success of El Viento Foundation will be measured, over time, by the happiness and fulfillment of our participants.

El Viento also has opportunities to learn about business practices, marketing, human resources management and more.

About the Field Study Placement

Develop and implement program and services that align with El Viento Foundation's mission, vision, and philosophies. Serves as a role model for youth and establish meaningful relationships that will encourage and motivate youth participation. Assist with the development of student learning plans, and complete administrative work associated with the position. Manage a caseload of 4-8 students. Attend staff meetings. Field study students will:

- Establish an individualized academic plan for each participant.
- Facilitate weekly individual academic and career advising with participants.
- Collaborate with educational stakeholders (i.e., teachers and guidance counselors).
- Plan and facilitate college readiness, professional development and leadership development workshops.
- Maintain documentation requirements (individualized action plans, progress notes, incident reports, etc.).
- Comply with all mandated reporting procedures.
- Attend meetings, trainings, workshops and other program activities.
- Other duties as assigned.

Requirements

Interest and passion to help us achieve our mission. 18 years of age. Must clear a background check. Bilingual Spanish helpful, but not required.

How to apply for a placement

Email resume in a pdf format with the file name FSLnameFname.pdf

P.O. Box 41505
Long Beach CA 90853
www.freedomwritersfoundation.org

Sue Ellen Alpizar
Senior Director
sueellen@freedomwritersfoundation.org
310-701-1920 FAX
Alternate Contact Sue Ellen Alpizar, 562-475-4932

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Freedom Writers Foundation's mission is to change the educational system one classroom at a time by providing educators with transformative tools to engage, enlighten and empower at-risk students to reach their full potential. We seek to meet the needs of students who struggle academically and may be impacted by barriers such as gang involvement, homelessness, social isolation, bigotry or illness through The Freedom Writers Institute. Our vision is to improve the quality of life in our community by equipping teachers with the tools they need to reach and empower their students, increasing teacher retention and fulfillment, lowering student dropout rates, creating classrooms with an atmosphere of cultural inclusion and acceptance, providing a scholarship program for students at Wilson High School, providing certification trainings and workshops for the Freedom Writers' speaking engagements and informing the community about the foundation's work as well as the work of teachers across the nation via a monthly newsletter.

About the Field Study Placement

Work location is in Long Beach. Students will be assigned to a project based on their interest and skills and the needs to the organization. Current organizational needs include updating data, assisting with video film production, researching educational programs, using social networking to engage individuals toward our mission and vision, event programming and staffing, public relations, and gathering data and information on legal aspects of specific education initiatives to develop recommendations for general counsel.

Requirements

Computer proficiency, excellent work ethic, ability to keep commitments and excellent customer service attitude. To work on legal issues, pre-law a plus.

How to apply for a placement

Email your resume, statement of your objectives for field study, and a paragraph on why you would like to work with the Freedom Writers Foundation.

1815 Anaheim Avenue
Costa Mesa CA 92626
www.girlsinc-oc.org

Ms. Stephanie Mendoza
Volunteer Coordinator
smendoza@girlsinc-oc.org
7145978600 x311 FAX 714597861
Alternate Contact Jessica Ross at jross@girlsinc-oc.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Girls Incorporated of Orange County has been a respected member of the non-profit community since 1954. We are an affiliate of the Girls Incorporated national organization, the nation's leading research and evaluation organization on issues pertaining to girls and young women. We work with girls ages 4 ½ to 18 with proven "girl-focused" programs at our center located in Costa Mesa and at 54 outreach sites established at schools and community centers throughout Orange County.

About the Field Study Placement

Girls Incorporated of Orange County welcomes college level interns to assist Program Staff in working with Girls Inc. participants to provide girls with role models.

- Work directly with Girls Inc. participants.
- Perform in a co-facilitating role within programs by assisting in the preparation, facilitation, and evaluation of curriculum.
- Build positive and nurturing relationships with the girls.
- Provide overall supervision and safety for the girls.
- Assist staff in activities and programs.
- Participate in outreach programs for tween and teen girls.

Requirements

Reliable transportation and regular availability. Lots of energy and an openness to work with girls and young women required. Interns must be fingerprinted. 12 week commitment.

How to apply for a placement

Those interested in an internship may register to attend a Girls Inc. 101 Orientation. They are held twice a month to discuss Girls Inc. of Orange County as an organization. Please register for an upcoming orientation at www.girlsinc-oc.volunteerhub.com.

Site # **GOALS**
801.5

Best to contact by:
phone or email

Placement
2

A

1170 N. La Palma Parkway

Anaheim CA 92801

www.goals.org

Mr. Michael Wendel

Program Coordinator

goals.michael@gmail.com

714 956-4625 FAX 714 533-2806

Alternate Contact n/a

Quarters	Hours
1-2	10-20

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Disney GOALS (Growth Opportunities through Athletics, Learning & Service) is headquartered in Anaheim and operates wide ranging youth programs for low income, at-risk youth ages 6-19 in Anaheim, Placentia, and San Diego. After school fitness and team athletics featuring ice hockey, roller hockey, and tennis are emphasized. The program has a weekly mandatory academic component and community service requirements whereby program participants "earn" their place in this free program. More than 1,750 youth participate annually. Examples of Disney GOALS programs include "GOALS Girls," the Disney GOALS Summer Sports Camp, GOALS Cadets "Summer of Service," the A+ Opportunity Academy, and a career guidance and leadership initiative called "Pathways to Responsibility." The program supplies free bus transportation, equipment, and all facility access to participating youth.

About the Field Study Placement

Depending on respective skills, interests, and areas of study opportunities include program/resource development, organizational capacity building, tutoring, mentoring, coaching, grant writing, etc. Examples of internships include, working directly with youth in support of educational, fitness, and social development as by leading lead class sessions, playing sports, and encouraging healthy living and study habits. Networking/ referral work with public health providers to encourage information flow to Disney GOALS families. Assisting program coordinators in in program design and development, marketing, sponsorship outreach, and resource development. Coordinating athletic events, managing and supporting facilities, coaching team concepts, etc. During summer months internships are available to support various Disney GOALS community service initiatives, internal support for daily Disney GOALS after school programs at Anaheim ICE arena, GOALS Gardens, and other GOALS locations. Support and analysis of public health and social service needs in connection with resource development efforts underway with Disney GOALS. This may include interaction with local school districts, after school partnering organizations, and local municipal or county agencies.

Requirements

Interns should have a genuine interest in youth development and nonprofit community services and possess strong interpersonal and communication skills. Able to be comfortable in the busy, not for profit environment. A friendly and positive attitude.

How to apply for a placement

Email cover letter and resume.

2691 Richter Ave, Suite 107

Irvine CA 92606

www.ifhomeless.org

Ms. Caroline Horstmann

Associate Manager, Volunteer Services

chorstmann@ifhomeless.org

949-273-0555 x 205 FAX

Alternate Contact Caroline Horstmann, 949-273-0555 x205

Quarters	Hours
1-2	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Our mission is to break the cycle of homelessness. We assess homeless and unstable housed families and individuals to identify needs and provide immediate relief when necessary. We provide on-going interdisciplinary care that combines housing with case management, medical care, mental health, and workforce services to decrease dependence on community resources. We offer a low-entry threshold to advance health and housing stability for the most vulnerable members of our community, with a focus on families and those with medical or mental conditions. Students will have direct interaction with the clients of our program including homeless individuals, families and at-risk youth. They will be provided with guidance from our staff as well as entrusted to carry on tasks independently. Opportunities are available in 7855 Katella Ave. or 8920 Pacific Ave., Stanton (S), 1215 N. Ross St., Santa Ana (SA), and 11111 Bloomfield Ave, Santa Fe Springs (SFS).

About the Field Study Placement

We have a variety of opportunities for field study students. For more information, click on 'get involved', then 'volunteer' on our website. Our opportunities include Children's Resource Center Mentor (S, SA) , and Wrap Around Case Management Intern (S, SFS).

Those working with children will work as mentors and tutors to about 35 school aged children as well as will assist staff as needed. Students will engage with children in pre-planned enrichment activities and have the opportunity to suggest and develop activities, lessons, and more. Wrap Around Case Management Interns research local resources, make calls on behalf of clients, update information and work alongside our case management team.

Requirements

Students must exhibit a passion for public service and a strong desire to make a difference in their local community.

How to apply for a placement

Email your resume (.pdf) and cover email. Indicate your interest in your email. All interns must clear a Live Scan (DOJ Level). Complete a volunteer application and handbook available from our Volunteer Department.

Site # **Irvine Child Development Center**
806

Best to contact by:
phone

Placement
3

A

2 Civic Center Plaza

Irvine CA 92606

www.icdcoc.com

Ms. Lisa Tucker

Co-Director

lisa@icdcoc.com

949 724-6700 FAX 949 752-0575

Alternate Contact n/a

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Irvine Child Development Center provides developmental child care to children aged 3 months to 5 years old, including a few children with special needs. Children are encouraged to be creative and imaginative; program goals focus on fostering children's' emotional, social, cognitive, creative, and physical growth.

About the Field Study Placement

Students will assist teachers in working directly with the children. Students will facilitate play, encourage the creative use of materials, and support problem solving. Students may choose to focus on a particular age group or area of development (e.g., creative or physical play) ; may work with special needs children or develop case studies; or may develop activities or materials (e.g., a science or woodworking unit). Students will have on-going consultation with teachers and administration, and are encouraged to attend in-service workshops and weekly team meetings.

Requirements

Genuine interest in learning about child development and caring for children required; students must be able to work cooperatively with staff and have positive interactions with children.

How to apply for a placement

Email cover letter and resume. TB test clearance and livescan required. Cost to students is approximately \$90 - 125 for the livescan. Livescan goes to community care licensing to review. Record should be free of arrests and DUIs.

Site # **Irvine Soccer Academy**
886

Best to contact by:
email

Placement
5

A

PO Box 60184
Irvine CA 92602
<http://irvinesocceracademy.com/>

Mr. Frank Fortier
President
president@irvinesocceracademy.com
949-466-3129 FAX
Alternate Contact Scott Fortier soccer4ta@hotmail.com 949-468-9015

Quarters	Hours
1	5-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Irvine Soccer Academy is proud to be a community based non-profit (501c3) organization devoted to providing a quality, competitive, fun youth soccer environment for local boys and girls, ages 4 to 18. We take great pride instilling the lifelong values of respect, integrity, teamwork, sportsmanship, effort and perseverance in our young soccer athletes. Our focus is on developing both technical and tactical skills along with speed agility and fitness training, while nurturing the personal growth of each individual as they become productive young men and women of our community. Our philosophy is that soccer is a beautiful game and we encourage our soccer players to have fun and develop a passion, loyalty and respect for the game of soccer.

Our mission is to develop our youth soccer players to a level where they have the opportunity to excel in high school, college, and beyond. Our team objective is to build championship teams at every level. At the end of the day we always remember it is simply about kids' soccer and "Kids just want to have FUN."

About the Field Study Placement

We seek positive and responsible individuals with an enthusiastic passion for teaching and working with children to join our team as a youth soccer trainer/coach. Qualified individuals would also have an opportunity to assist in the areas of web design, social media, marketing, recruiting and accounting. Potential for assisting with interviewing and recruiting. Observing and tracking progress of participants, working on special programs and projects. Mentoring students who need more 1:1 attention. Run skills based coaching.

Requirements

Basic understanding of soccer & an interest in working with kids ages 4-12. Knowledge & experience working with Excel, Word, database management, web design & social media would be beneficial.

How to apply for a placement

Email resume as a .pdf and provide times that you are available for an interview.

1902 West Chestnut Ave
Santa Ana CA 92703
www.kidworksonline.org

Ms. Melissa Peralta
Volunteer Resources Manager
Melissa.Peralta@kidworksonline.org
714 834-9400 FAX 714 834-9494
Alternate Contact Melissa Laxamana, volunteer@kidworksonline.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

KidWorks' is a faith-based agency whose mission is to restore at-risk neighborhoods one life at a time. We focus on the youth and families in our community through several programs. Preschool is an award-winning program serving four year old children in a licensed facility. University Starts Now is an afterschool program serving K-5th grade students through academic support, computer training, literacy development, arts, and nutrition. YouthWorks serves 6th -12th grade students through academics, arts, mentoring, computer skills, and leadership development. AdultWorks teaches parents to navigate the educational system for their children and providing ESL classes, computer training and more. Lastly, CareWorks provides basic health services and health education classes in partnership with local hospitals.

About the Field Study Placement

KidWorks is committed to cultivating the experience and professional development of field study students through direct service opportunities with school aged youth. Interns will assist children and youth with their homework and provide frontline service to the community. Depending on the interests of the intern and the needs of the organization, interns by have the opportunity to lead creative art workshops, facilitate a K-5 book club, create computer base curriculum, and coordinate events. Through volunteer debriefing sessions, team huddles, one-one meeting and staff feedback and training, interns will gain a hands on experience working with children, youth and the community. Interns will have the opportunity to participate in training related to behavior management, homework help tips, cross, cultural engagement, developmental assets, and understanding urban culture.

Requirements

Ability to tutor and assist K-5 student in math and language arts; exhibit initiative and build healthy relations w/ children and youth.; teachable attitude; a desire to learn about the culture in the community.

How to apply for a placement

1. Attend a volunteer orientation. 2. Complete an on-line volunteer application. 3. LiveScan background check (\$20 service fee). 4. TB test (pre-school volunteers only). 5. Interview with the Volunteer coordinator.

5001 Newport Coast Dr.

Irvine CA 92603

n/a

Ms. Gloria Bashara

Volunteer Development Coordinator

Gbashara@marinerschurch.org

949-769-8128 FAX 714 543-3310

Alternate Contact Keith Hill - khill@marinerschurch.org 949 769-8327

Quarters Hours

1-2 10-20

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Lighthouse Learning Center (Physical Address: 1010 S. Minnie Street #3, Santa Ana CA, 92701) is an outreach program of Mariners Church in one of Santa Ana's most densely populated immigrant neighborhoods. The Minnie Street neighborhood is an area historically known for its extreme poverty, dense population and low rate of high school completion. The center provides daily academic assistance to elementary, intermediate, and high school students. Our after school programs work with small groups of children and individually with teens to help them be successful with their daily assignments and projects. Additional programs include children's character club, teen youth groups, a computer lab, and teen art and photography classes. The center also offers adult education programs in Spanish literacy, ESL (English as a second language), and parent education. The mission of Lighthouse Community Center is to equip volunteers and community leaders to meet unique, holistic needs of the Minnie Street community so that all may grow in the power of God's love.

About the Field Study Placement

Field Study interns may do a variety of things from assisting with elementary, intermediate and/ or high school students with their homework, helping in the computer lab, planning and/or supervising special events, assisting with neighborhood evaluations, teaching English classes or working with community leaders. Opportunities are flexible and can be tailored to the needs of each student. Students can choose which age group they would most like to work with: children, teens or adults.

Requirements

Commitment to working in an inner-city neighborhood with people in need. Students should be flexible, patient and positive. Fluency in Spanish is helpful, but not required. Students need to be available in the afternoon and evening hours during the week.

How to apply for a placement

Email cover letter and resume. We complete background checks on all interns/volunteers, no cost required.

Site # **Oak View Branch Library**
808.5

Best to contact by:
phone

Placement
1

A

17251 Oak Lane
Huntington Beach CA 92647
www.hbpl.org

Ms. Claudia Locke
Branch Manager
lockec@hbpl.org
714 375-5068 FAX 714 375-5073

Alternate Contact Marina Iturbide, marina.iturbide@surfcity-hb.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Oak View Branch Library is a part of the Huntington Beach Public Library system. In addition to traditional library services, the Oak View Branch provides free homework assistance to students in grades kindergarten through 12. The library is located in a low-income, Hispanic neighborhood, and many parents in this area are unable to help their children with their studies. These children are often reading below grade-level in their elementary years, and must continue to play "catch-up" in middle school. This disadvantage places the children at-risk for dropping out of school, and may also contribute to participation in gang activity and/or drug use. The Oak View Library Homework Club program seeks to strengthen students' basic academic skills, particularly in the areas of language acquisition and reading development.

About the Field Study Placement

Field study students will support the Oak View Library Homework Club in three ways:

- Interns will assist walk-in students with daily homework assignments;
- Interns may be matched with one or two particular students, and will meet regularly with those students to focus on improving basic language skills;
- Interns will read with students one-on-one to improve English language and verbal comprehension skills.

Field study students will gain practical experience working with a multi-level, multicultural group, and will learn tutoring skills to promote language acquisition and reading development.

Requirements

Applicants must have patience and a genuine desire to work with children. Internships hours must be scheduled M-Th between 1p and 6p.

How to apply for a placement

Email cover letter and resume.

Site # **Olive Crest**
837

Best to contact by:
email

Placement
20-25

A

2130 East 4th St, Suite 200

Santa Ana CA 92705

www.olivecrest.org

Mr. Kyle Houlton

Community Involvement Coordinator

info@olivecrest.org

714 543-5437 x1262 FAX 714 543-5463

Alternate Contact

Quarters Hours
10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

In 1973, Dr. Donald and Lois Verleur took in four teenage girls and opened their first home for children in Orange County, California. Drawing from the olive tree in the front yard and the idea of a family crest, Olive Crest, a name symbolizing "peaceful family," was born. Today, more than 40 years later, Olive Crest has grown to become a leader in the prevention and treatment of child abuse, serving nearly 3,000 children and families each day throughout California, Nevada, and the Pacific Northwest. Though four decades have passed, the Verleurs' original commitment to the individual needs of at-risk youth continues to fuel Olive Crest's mission to make a difference "One Life at a Time"

OUR VISION: A strong family for every child.

OUR MISSION: Olive Crest is dedicated to Preventing child abuse, to Treating and Educating at-risk children and to Preserving the family... "One Life at a Time."

About the Field Study Placement

Depending on the needs of the agency and the skills, interests and qualifications of the field work student, field work may be in one or more of the following areas: foster case management support, childcare support, chaplaincy, special events support, grant writing support, non-profit management support and more. For more information about various opportunities, please visit our website <http://www.olivecrest.org/volunteer/internships/>

Requirements

College Student, Good Communication Skills,, Ability to Work Well in Groups and With Others, Good Attitude/Flexible, Computer Skills, Excellent Organizational Skills, Self-Starter/Ability to Take Initiative, Willingness to Serve

How to apply for a placement

Complete application online at <http://www.olivecrest.org/volunteer/internships/> Olive Crest will contact the applicant if a matching placement is available, with the next steps.

Site # **Orange County Bar Foundation**
805.5 Higher Education Mentoring Program

Best to contact by:
email

Placement
1-4

A

313 N. Birch, 2nd Floor

Santa Ana CA 92701

www.ocbarfoundation.org

Ms. Nazly Restrepo

Associate Director

nrestrepo@ocbarfoundation.org

714 480-1925 x107 FAX 714 480-1933

Alternate Contact Adriana Naranjo, anaranjo@ocbarfoundation.org, ext. 100

Quarters Hours
1-3 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Higher Education Mentoring (HEM) is a program that targets Latino high school Junior and Senior boys & girls living in Santa Ana. The goal of HEM is to expose and encourage educational opportunities and is designed to provide services and resources to help improve academic achievement.

About the Field Study Placement

University Student Mentors will work under the direction of the Program Director and Program Coordinator. Student Mentors will serve as Latino Role Models for participants. Each Mentor will be matched with 1-3 mentees, meeting with them once per week and maintaining telephone or email contact. Mentors will work directly with each participant one-on-one and in small groups. Mentors can assist with tutoring, SAT preparation, college application process, time management skills, promotion of self-sufficiency, finding and applying for scholarships, field trips to colleges and universities, and general information about college life. Mentors can meet w/mentee and/or attend monthly evening workshops at the OCBF office. Parents of the mentees attend quarterly group meetings to discuss cultural barriers and biases that may prevent their children from pursuing higher education. They are educated on how to be supportive of their child's educational endeavors. University Student Mentors are encouraged to invite their parents to participate by speaking with the parent group and sharing their personal experience.

Requirements

Male or Female with good communication skills, bilingual (Spanish/English) preferred. Enjoy working with teens 15-18.

General office, computer and organizational skills.

How to apply for a placement

Email cover letter and resume. Must be able to pass a criminal background check.

Site # **865 Orange County Children's Therapeutic ARTS Center Learning Academy Program**

Best to contact by:
Email

Placement
5

A

2215 N Broadway
Santa Ana CA 92706
<http://occtac.org/>

Ms. Rosa Garcia
Program Coordinator
rosag@occtac.org
714-547-5468 ext 317 FAX

Alternate Contact Trinidad Garcilazo trinidadg@occtac.org Front Desk; 714-547-54

Quarters	Hours
1-2	10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Orange County Children's Therapeutic ARTS Center (OCCTAC) offers high-quality, comprehensive-multicultural curriculum and programs that combine arts, academics, and creative therapies to empower youth. Our vision focuses on empowering children and youth of limited resources and from diverse backgrounds through academic support, creative expression through the arts and parent education. We are committed to providing access to services for all children and families impacted by physical, cognitive, language, social, emotional or learning disabilities. We accomplish this in part by serving as a catalyst for expanded quality services and by developing new programs to fill identified gaps in the community. We continue to ensure that the foundation of the organization rests with committed and compassionate Board of Directors, staff and teachers, who are talented artists, musicians, educators and therapists. OCCTAC serves a wide variety of ages, from very young children and their parents to young adults.

About the Field Study Placement

Field study students provide tutoring services including homework help, enrichment activities, and assisting with art projects in our learning academy. After training, orientation and observations, students will create curriculum for upcoming sessions.

Requirements

Prior experience working with children recommended but not required.

How to apply for a placement

To apply, go to <http://www.occtac.org/volunteer/>

Site # **Placentia Library District**
859

Best to contact by:
Email

Placement
1

A

411 E. Chapman Ave

Placentia CA 92870

www.placentialibrary.org

Ms. Michelle Meades
Librarian

mmeades@placentialibrary.org

714-528-1906 ext. 224 FAX 714-528-8236

Alternate Contact Ms. Wendy Townsend, wtownsend@placentialibrary.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Placentia Library provides English literacy and computer literacy tutoring for adults. The English literacy program provides weekly tutoring for adult learners that speak English as a second language. The computer literacy program provides tutoring for adults who would like assistance with basic computer needs. The goal of this program is to pair adult learners with tutors who can meet weekly to become more familiar with computers and the internet to improve computer skills overall.

About the Field Study Placement

Students work under the supervision of the Adult Literacy Coordinator and will be paired one-to-one with an adult learner and may also assist with Conversation Club. Duties include processing participant applications, facilitating placement tests, matching participants with tutors, creating tutor and student resources, planning lessons and assisting with training of new tutors. Students will observe illiteracy, both computer and language, in the Placentia community. Through one-on-one tutoring students will create and provide strategies to combat this growing issue. Training on theories and skills on how to address and teach English reading, writing, speaking and computer use will be provided. Training must be completed prior to being assigned for tutoring duties.

Requirements

Five month commitment that may include volunteer time outside of field study program. No prior tutoring experience is required. Flexibility, dependability, and positive attitude are essential. Must complete a volunteer orientation.

How to apply for a placement

Email the volunteer coordinator and express an interest in the UCI Field Study Program at Placentia Library. Complete a volunteer application available at:
http://www.placentialibrary.org/index.php?option=com_content&view=article&id=94&Itemid=163.

Site # **Rea Elementary School**
817

Best to contact by:
any

Placement
5-10

A

661 Hamilton Street

Costa Mesa CA 92627

<http://rea.nmusd.us>

Duane Cox

Principal

dcox@nmusd.us

949 515-6905 FAX 949 515-6835

Alternate Contact Pat Butler pbutler@nmusd.us 949-515-6905 ext 2500

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Rea Elementary is a pre-school through 6th grade school. We have approximately 730 students, a large percentage who are at -risk and/or English Learners. For more information visit our website.

About the Field Study Placement

Under the supervision of certificated school employees opportunities may include the following during school day hours: assisting teachers in classrooms, serving as reading buddies of lower elementary students, mentoring individual at-risk students, organizing playground games or staffing a game table at recess, and shadowing a job of interest. Duties during after school hours may include developing and implementing a homework club, developing and implementing a recreational program, or helping with parenting classes. Students will be able to tailor their experience to capitalize on their strengths and knowledge while serving the students at the school. In addition, interns may attend staff meetings and district psychologist meetings. Also they would be invited to participate in any in-service training programs during their time at the school.

Requirements

A desire and ability to work with children. We are also interested in unique strengths such as art, music science, technology, sports, etc. Knowledge of conversational Spanish helpful but not required.

How to apply for a placement

Email cover letter and resume describing your relevant previous experiences, areas of interest and what you hope to learn from your experience at Rea. Background check and TB test required. Complete volunteer forms available from the school.

Site # **Santa Ana Police Athletic & Activity League**
853

Best to contact by:
email

Placement
5

A

2627 W. McFadden Ave

Santa Ana CA 92704

www.sapaal.org

Mr. Dario Gaitan

Assistant Director

dgaitan@santa-ana.org

714 647-6591 FAX 714 835-2289

Alternate Contact OFFICER KENNEY AGUILAR - KAgUILAR@santa-ana.org

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Santa Ana Police Athletic & Activity League (SAPAAL) is a crime prevention program. We work to create trust and understanding between youths and law enforcement through educational, athletic and recreational activities. SAPAAL focuses its efforts on at risk youths. We are committed to reducing violence in the community through a pro-active long term strategy designed not only to meet the goal of reducing violence, but to also provide youths with the opportunity to build a successful future.

About the Field Study Placement

Under supervision, work both 1:1 and in group settings with elementary, intermediate and high school students. Provide tutoring and homework assistance in mathematics, English, science and social studies. Work with students to help them develop study skills. Field study students will be acquainted with conducting observations in a learning environment as well as learn about law-enforcement prevention programs.

Requirements

Knowledge of a wide variety of elementary, intermediate and high school subjects and skills areas. Ability to tutor. Basic understanding of computers and internet. Ability to work with youth of all ages and backgrounds. Strong communication skills.

How to apply for a placement

Schedule an appointment with Dario Gaitan to complete a volunteer packet and initiate paperwork for a background check. Backgrounds are completed by Santa Ana Police Department at no cost to the student.

Site # **SteppingUP by OCCHC**
880

Best to contact by:

Placement
3

A

501 N Golden Circle Dr. #200

Santa Ana CA 92705

Ms. Stephanie Cohen
Program Coordinator
Stephanie@occhc.org
714-558-8161 ext 18 FAX
Alternate Contact

Quarters Hours
3 8-10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The OCCHC/SteppingUP mission is to transition extremely low income families toward greater self-sufficiency by assisting them with housing and education.

SteppingUP's College Awareness Program (CAP) provides extremely low-income, first generation junior high and high school students with knowledge and resources to pursue a college education. Academic Advisors carry out this mission by working directly with their own caseload of 7-10 students, as well as other program participants. Single quarter opportunities are available in the administrative office. Three quarters commitments are required to work directly with program participants.

About the Field Study Placement

Field study students provide academic advising to assigned participants. Maintain accurate records of daily contact and activities with students. Work effectively with program staff. Facilitate and coordinate monthly student meetings and workshops. Participate in trainings and staff meetings as required. Help supervise field trips and other cultural enrichment experiences. Attend outreach functions as directed by supervisor. Assist SteppingUP administration with other duties as needed

Students may have the opportunity to plan group sessions and CAP meetings. On-site locations included Huntington Beach, Buena Park, Garden Grove, as well as the Santa Ana administrative office.

Requirements

Must have transportation available to travel to target sites; Must maintain a valid California Driver's License and proof of current auto insurance coverage; Intermediate computer skills preferred; Fluency in verbal Spanish preferred

How to apply for a placement

Email resume as a .pdf with the filename LnameFnameFS.pdf and a cover letter in the text of your email.

Site # **Stone Creek Extended Day Center**

810 **Creekers Club**

2 Stonecreek South

Irvine CA 92604

n/a

Ms. Ellen M. England

Director

ellen@creekersclub.com

949 857-1694 FAX 949 857-1694

Alternate Contact n/a

Best to contact by:
any

Placement
2

A

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Center provides after school care for children in grades K - 6th who attend Stonecreek Elementary School.

About the Field Study Placement

Field study students work both with small and large groups of children. They are responsible for implementing and eventually planning curriculum projects in arts, music, science, cooking, drama, physical education, safety and health, and field trips. The Center is open 7:15 a.m. - 6:00 p.m., Mon. - Fri. A one week training period is provided and resource information is available.

Requirements

None listed.

How to apply for a placement

Email introductory information and attach resume. Use the following format for the filename for your resume:
FS_Lname_Fname.doc

Site # **Taller San Jose**
834

Best to contact by:
email

Placement
1

A

801 North Broadway
Santa Ana CA 92701
www.tallersanjose.org

Ms. Samantha Matillo
Director of Programs
smatillo@tsjhopebuilders.org
714 543-5105 FAX 714 543-5032
Alternate Contact Ms. Karyn Mendoza X104

Quarters Hours
1-2 10

- Weekdays
 Week nights
 Weekend days
 Weekend nights

About the Organization:

Taller ("tay-er") San Jose (TSJ) is an innovative program whose mission is to walk young people out of poverty. The program provides education, job training and support service to help undereducated and unskilled young adults, ages 18-28 who have gotten off track in life find employment at a living wage. The Student Services department of TSJ provides a system of support services that promotes self-improvement and enhances a student's successful completion of a training program, attainment of employment, and job retention. Through an internship at TSJ, field study students will become acquainted with the nature, function and services of a non-profit and the roles the staff members play in meeting a mission. They will become familiar with interventions used to assist program participants. They will develop organizational skills and communication skills through their work on workshops and through their contact with participants and alumni. In addition, they will develop a knowledge of young adults who have experienced barriers in obtaining employment or education.

About the Field Study Placement

Field study students will have the opportunity to shadow case managers; coordinate and/or teach life skills and/or personal development workshops, contact and survey alumni in an effort to deepen on-going alumni relations. Field study students may have the opportunity to work 1:1 with students (based on experience and qualifications). In addition, field study students will be invited to attend staff meetings and in-service trainings, as well as observe staff in their work and interview staff and program participants to learn more about the agency and the population we serve.

Requirements

Knowledge of low-income, minority young adults. Excellent communication and interpersonal skills, proficiency in MS Word and MS Excel.

How to apply for a placement

Email cover letter and resume. An interview will be scheduled with the prospective students upon receiving your resume.

Site # **Team Kids**
825

Best to contact by:

Placement
2

A

15375 Barranca Parkway, Suite E-103
Irvine CA 92618
www.teamkids.org

Ms. Marissa Camacho
Team Kids Program Manager
mcamacho@teamkids.org
949 861-4887 x704 FAX
Alternate Contact Julie Hudash, jhudash@teamkids.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Team Kids implements school and community based programs in Irvine and surrounding areas. We work with police, fire and other community leaders to engage kids in service so that kids can discover the power they have to make a difference in the world on issues such as poverty, hunger, homelessness, and the environment. The Team Kids Challenge, our flagship program, brings community role models (police officers, fire fighters, college students) into elementary schools to inspire kids to engage in service. Each week for a month, kids learn about a critical issue in their communities (hunger, homelessness, environment) and conduct a related Challenge donation drive. While all students in the school participate in weekly Challenges, 5th and 6th grade students volunteer during their lunch recess once a week on the Team Kids Leadership Team to plan a school-wide carnival. The Challenge program begins with an assembly and ends with a carnival, followed by a wrap-up.

About the Field Study Placement

UCI students may participate in one of three types of internships: program, communications, or administrative. Program interns will be trained to play a leading role in running the Team Kids Challenge in local elementary schools. Leading just one program means helping hundreds of children experience the power that they have to make a difference in their community. Communications interns will assist in planning and implementing Team Kids electronic, print, video, and other communications. Administrative interns will assist with office functions such as data entry, research, process documentation, and general support for the organization. All interns will be invited to attend board and committee meetings. Field study students may also assist in planning, organizing and implementing identified community service projects, and may be asked to serve as mentors to teens on the Team Kids Youth Council. Become a Team Kids Intern. Help Us. Help Kids. Help Others.

Requirements

Works well with kids aged 5-18; good communication skills, computer skills, efficient, professional. Must be able to lift and carry materials up to 10 pounds for school programs.

How to apply for a placement

Email cover letter and resume. Program interns will be required to complete a Livescan fingerprint procedure prior to working with kids.

Site # **TGR Learning Lab**
818

Best to contact by:
any

Placement
4

A

One Tiger Woods Way

Anaheim CA 92801

www.tigerwoodsfoundation.org

Ms. Hope Enyart

Volunteer Programs Manager

henyart@tigerwoodsfoundation.org

(714) 765-8040 FAX 714 765-8059

Alternate Contact LEA SEGURA at (714) 765-8000

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Tiger Woods Foundation believes in college access for underserved youth. Since its inception in 1996 by Tiger Woods and his father, Earl, the Tiger Woods Foundation has delivered unique experiences and innovative educational opportunities for youth worldwide. What began as simply a dream to provide young people with opportunities and the tools needed to achieve a bright future has grown into a global organization that has served young people around the world. Specific programs of the Foundation include the Tiger Woods Learning Center, a one-of-a-kind, 35,000-square-foot education facility custom-built for the underserved youth of Southern California. Everything at the Learning Center is about active participation and hands-on learning. Scholars in grades 5-12 experience college-access programs focused on science, technology, engineering and math. Interactive classes - in subjects ranging from rocketry, aerospace engineering and marine biology to graphic design and communications -- allow students to explore a future in almost any career and recognize the importance of attending college.

About the Field Study Placement

Interns have an opportunity to work directly with students in a classroom setting and assist with various administrative projects and special events. Classroom activities include leading small groups, reiterating directions, assisting instructors, preparing materials, etc. Interns will also participate in the planning and implementation of youth-driven programs. In addition, interns will be positive role models for students and actively help them achieve their goals.

Requirements

Must work well with children and have basic computer skills.

How to apply for a placement

Complete the volunteer application available on Tiger Woods Foundation website and submit via email or fax. A background check is required and has a \$17.00 processing fee. For further information, contact Lea Segura, Volunteer Programs Manager.

Site # **THINK Together OC County**
811

Best to contact by:
email

Placement
20

A

1971 E. Fourth Street, Suite 130
Santa Ana CA 92705
<http://www.thinktogether.org>

Ms. Diana Serrano
Manager of Volunteers
diana.serrano@thinktogether.org
714 543-3807 ext 8188 FAX
Alternate Contact Malia Eves at meves@thinktogether.org

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

THINK Together is a non - profit 501(c) 3 organization established in 1997 that delivers high quality academically - oriented after school programs in Orange, Los Angeles, Riverside, Moreno Valley, Elk Grove, and San Bernardino counties. THINK Together currently operates over 400 program sites serving approximately 100,000 students. Our mission is to provide high quality academically - oriented out of school programs to K - 12 students regardless of race, creed or socio - economic status.

About the Field Study Placement

Field Study students may choose an elementary, middle school, high school, or teen site location. Interns will meet with the Director of Volunteer Development or Manager of Volunteers to discuss the intern's job description, which may include the following components: assist students with homework assignments and preparing for tests; provide remedial instruction for students whose skills lag behind in reading or math; oversee the student use of computer stations; prepare and implement daily curriculum for student groups; encourage and challenge students to do their best in every area of their lives; help to create a learning atmosphere at the site which will enable students to focus on their homework; establish and maintain mentoring relationships with children at the site; participate in special projects and activities; assist the Site Coordinator with student evaluations and learning assessments. THINK Together sites are open Mondays through Fridays from approximately 2:00 - 6:00 p.m. Hours must be scheduled during these times.

Requirements

Interns must have a passion to work with children, ability to identify areas of concern and escalate to appropriate levels, pass Live Scan (fingerprinting), background check, and Tuberculosis test if over 18.

How to apply for a placement

Email a copy of your resume and cover letter in a .pdf format with the file name FSLnameFname.pdf

12070 Telegraph Road
Santa Fe Springs CA 90670
<http://www.thinktogether.org>

Mr. Michael Willis
Manager of Volunteers
Michael.Willis@thinktogether.org
562 236-3831 FAX

Alternate Contact Claudia Jaimes claudia.jaimes@thinktogether.org 562-236-3831

Quarters	Hours
1	10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

We are partnering with schools to change the odds for kids.

About the Field Study Placement

In a classroom setting, you will be assisting students with their homework, tutoring one-on-one to help children improve basic reading and math skills, assisting with simple computer programs and/or physical fitness activities, reading stories to children and listening to them read aloud and helping children with enrichment (disguised learning) activities, as well as mentoring teens to develop critical life skills.

Requirements

Passion to work with children or for a non-profit. Strong ability to identify areas of concern and escalate to appropriate levels. Must pass Live Scan, Background Check, and Tuberculosis Test. Ability to work cooperatively and collaboratively with staff.

How to apply for a placement

Email Manager of Volunteers at michael.willis@thinktogether.org a copy of your resume.

Student Services I

Irvine CA 92697-2075

n/a

Ms. Allison Keller

allison.keller@uci.edu

949 824-2854 FAX n/a

Alternate Contact n/a

Quarters Hours

1-2 10

 Weekdays Week nights Weekend days Weekend nights**About the Organization:**

The UCI Career Center assists students in the process of career decision-making and planning; this includes career placement, internship programs and part-time work. The Center provides students with skills in the process of job search, resume preparation, and interviews. The Center also provides up-to-date career and graduate/professional school information. The UCDC program is a student-run internship program in Washington DC sponsored by Career Center.

About the Field Study Placement

Students may choose to participate in the following areas: (a) Assist advisors in program development; assist in career library organization; and/or assume the role of a peer career advisor. Specific projects may include co-teaching career planning workshops, working as a liaison to student groups, and developing outreach activities. (b) Coordinate Project ASK (Alumni Sharing Knowledge). Interns maintain alumni listings, recruitment new alumni by means of mass mailings and solicitations of student usage thorough campus advertisements. Field study students may also choose to assist in the overall planning, coordination, and evaluation of the UCDC Program. In this position, students may: (a) Assist in marketing, promoting, and advertising the UCDC Program; (b) Assist with the application and selection process; (c) Coordinate the daily operations of the UCDC program; (d) Plan agenda and conduct bimonthly meetings; (e) Create, write, and distribute a quarterly newspaper; (f) Solicit new DC internships, and post all available positions; (g) Assist UCDC interns in developing internship opportunities; (h) Oversee fundraising activities; (i) Prepare and monitor a program budget; (j) Act as a liaison with faculty, administrators and government agencies.

Requirements

Good written and verbal communication skills; good organizational skills with some knowledge of the UCI campus and student groups helpful.

How to apply for a placement

Email cover letter and resume.

Site # **UCI Career Center**
860.5 Career Peer Consultant Program

Best to contact by:
phone

Placement
2

A

100 Student Services I

Irvine CA 92697-2075

www.career.uci.edu

Ms. Lorena Marquez-Marroquin

Director, Peer Consultant Program

allison.keller@uci.edu

949 824-6110 FAX n/a

Alternate Contact 949 824-8331

Quarters	Hours
3	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The UCI Career Center assists students in the process of career decision-making and planning; this includes career assessment, graduate school resources, internship programs and job search strategies. The Career Peer Consultant Program is an undergraduate peer advising program sponsored by the Career Center. The group is composed of students from a variety of academic majors and cultural backgrounds motivated by working with and helping other students. Each peer devotes approximately ten hours per week for one academic year.

About the Field Study Placement

Students apply for the Career Peer Consultant Program during the Winter Quarter to begin the following Fall Quarter. Applicants must be available for 10 hours per week throughout the upcoming academic year. Responsibilities include (a) Participation in weekly training sessions during Fall, Winter and Spring. (b) Maintain weekly drop-in hours. (c) Provide consultation and outreach services to student organizations, residence halls, and other student groups. (d) Assist with the planning and implementation of resume, interview, job search workshops and career center orientation. (e) Assist with marketing of resources and services. (f) Conduct practice interviews with peers and provide feedback.

From this internship students gain practical experience and knowledge of career resources, career development, graduate school resources, job search strategies, resume preparation and interview techniques. Students will also gain experience planning and delivering workshops, and will develop outreach, communication, leadership and consultation skills.

Requirements

Good written and verbal communication skills; Strong interpersonal, organizational and time management skills, with some knowledge of the UCI campus and student groups helpful.

How to apply for a placement

Applications accepted in winter quarter for the following academic year. Download an application from the UCI Career Center website or pick up a copy from our office. Attend info session during winter quarter in the Career Center.

University Research Park 5171 California Avenue, Suite 150
Irvine CA 92697-2505
www.cfep.uci.edu

Mr. Santana Ruiz
Associate Director
ruiz@uci.edu
949 824-7482 FAX 949 824-8219
Alternate Contact Santana Ruiz

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The mission of the Center for Educational Partnerships (CFEP) is to create collaborations that support the preparation for and success in higher education. Our focus is on equity and access for all students in order to achieve the University of California's goal of academic excellence. Our programs include America Reads/Counts, CORE, and the Early Academic Outreach Program. The program serves thousands of students and works with 70 middle and high schools throughout Los Angeles and Orange County school districts; STAR Bridge: Students volunteer to provide tutoring, mentoring, and teacher assistance to elementary, middle, and high school students; El Sol Science & Arts Academy of Santa Ana: A K-8 public charter school located in the heart of Santa Ana and comprised of English learners and Spanish learners studying in a dual-language immersion program.

About the Field Study Placement

Interns support the day-to-day operations of the school, participate in enrichment programs, assist with development and research projects ; GEAR UP: targets middle school students from disadvantaged areas who need assistance with English and mathematics; Gifted Students Academy: offers an array of intellectually stimulating topics to gifted and talented middle school students.; MESA: an academic enrichment program offering curricular and extracurricular services from elementary school through university levels to increase the number of students who graduate with degrees in math, science and engineering; Saturday Academy in Mathematics: sixth and seventh grade students and teachers work on pre-algebraic skills and eighth grade students and teachers focus on concepts within an algebra curriculum; COSMOS: serves California high school students who are talented in math and science. Field Study Student projects can include academic advising to students in elementary, middle, or high schools; planning and implementation of special week-end, after-school, and summer programs for K-12 students; and assisting with evaluations of outreach programs for K-12 students; and assisting with evaluations of outreach programs.

Requirements

A TB test and fingerprinting may be required to serve at particular school sites; if required students must submit proof for both at least one week before field study begins.

How to apply for a placement

Prior to the field study course enrollment deadline, students must set up an appointment with the contact person to learn more about the internship and to apply for the position.

Site # **UCI Children's Center**
812

Best to contact by:
email

Placement
5

A

6533 Adobe Circle Road

Irvine CA 92697-2250

www.childcare.uci.edu

Mrs. Leslie Bae

Director

ljosephs@uci.edu

949 824-4752 FAX 949 824-2334

Alternate Contact n/a

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Children's Center provides full time day care for children of university students, staff and faculty. Come to UCI Children's Center and learn about young children. Take this opportunity to have "hands on" experience working with children two-and-a-half years to five years of age.

About the Field Study Placement

Participate in the program and write a paper or complete a project designed by you and your faculty sponsor. Student projects in the past have ranged from "Socialization and Friendships in Younger Children" to "The Effects of T.V. on Children" to making of indoor gardens and other nature projects. Visit the Center and learn how you can participate in our program and how you can meet your educational objectives.

Requirements

Current TB test required, Proof of Immunization for Pertussis and Measles, Live Scan fingerprinting (at cost to student) is required if accepted into program.

How to apply for a placement

Email cover letter and resume.

Site # **UCI Disabilities Services Center**
866

Best to contact by:
email

Placement
1-2

A

100 Disability Services Center, Bldg 313
Irvine CA 92697-5130
www.dsc.uci.edu

Ms. Rosezetta Henderson
Senior Disability Specialist
dsc@uci.edu
949 824-7494 FAX 949-824-3083
Alternate Contact

Quarters Hours
1 10

- Weekdays
 Week nights
 Weekend days
 Weekend nights

About the Organization:

The Disability Services Center (DSC) at UCI provides federally mandated accommodations for students with disabilities providing them access to the curriculum and the classroom. The core functions of the DSC are to determine eligibility and accommodations, ensure access without an unfair advantage, provide disability management and counseling, and increase campus awareness to disability related issues.

About the Field Study Placement

Field study students assume a paraprofessional role and receive direct supervision. The students review, investigate, research, and analyze the program and services as it currently exist. As appropriate, students plan, coordinate and implement improvement. This field study opportunity fosters workplace competencies as students observe a very busy office environment and disability related issues. Students must attend an orientation and weekly meeting with supervisor. Cart training when applicable.

Requirements

Initiative! Ability to work independently , ability to clearly express ideas and concepts, critical thinking skills. Good communication, knowledge of campus programs and services.

How to apply for a placement

Email resume and interest letter to dsc@uci.edu. A background check is required at no cost to the student.

Site # **UCI Division of Undergraduate Education**
862 U/U Advising Office

Best to contact by:
email

Placement
1

A

256 Aldrich Hall

Irvine CA 92697

www.due.uci.edu/uu

Ms. Kim Ayala

kaayala@uci.edu

(949) 824-6987 FAX (949) 824-3469

Alternate Contact

Quarters	Hours
2-3	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Undecided/Undeclared and Pharmaceutical Sciences Academic Advising Office is a unit under the Division of Undergraduate Education at the University of California, Irvine. Our mission is to provide quality service to all the students we encounter. We are dedicated to assisting first-year students through a variety of first-year experience programs to facilitate a successful transition into the university. We work to develop well-informed and engaged students by providing seminars, workshops, mentors, newsletters, guest speakers and effectively integrating social media. A team of full-time academic counselors and undergraduate Peer Academic Advisors work to advise first-year students on transitional issues, scheduling classes, major declaration processes, and general policies and procedures of the university.

About the Field Study Placement

This is an academic year position - September to June. Field study students will have the opportunity to develop, create, and implement new student services. Depending on department needs and student interests, students may take on a pre-approved project or propose a project for approval that would benefit the students served by the office. Examples of past projects include: "Health Fair Days" at the local senior center; weekly video-blogs; collaborating and putting together a binder of the top 200 most common drugs pharmacies distribute; and organizing Skype sessions. Students will participate in assessment/evaluation efforts for current programs and will be asked to brainstorm to find creative, innovative ways to enhance the first-year experience. Field study students will receive in-unit training on office protocol and procedures and must attend weekly in-unit staff meetings.

Requirements

Knowledge and proficiency in MS Office and video editing programs. Strong communication skills and understanding of general office protocols. Interest in student support services, teaching or counseling. Ability to operate basic video recording equipment.

How to apply for a placement

Pick up application at the U/U and Pharm Sci advising office the 1st week of spring quarter and turn in the completed application by the end of the 3rd week. Please include cover letter and resume. Interview will follow. No background check is required.

Site #

**870 UCI Dreamers Resource Office
Student Outreach and Retention Center (SOAR)**

Best to contact by:
Email

Placement
1-2

A

443 Social Science Tower

Center for Educational Partnership

Irvine

CA 92697

Quarters Hours
1-2 10

<http://dreamers.uci.edu>

Weekdays

Ms. Ana Miriam Barragan

Week nights

Dreamers Coordinator

Weekend days

ambarrag@uci.edu

Weekend nights

949-824-6390 FAX 949-824-8219

Alternate Contact

About the Organization:

The Dreamers Resource Office, under the Student Outreach and Retention Center, is dedicated to serving the undocumented student population at the University of California, Irvine through advocacy, guidance, and support. The programs and services are designed for students to achieve academic, personal, and professional excellence.

Services include: academic consultations; financial aid guidance; legal referrals; student wellness support, and general consultations

Students must participate in a one-day training regarding the laws and policies affecting undocumented students. In addition, they will learn about the best practices to support students' retention and academic well-being.

About the Field Study Placement

Students will have an opportunity to develop professional skills through program initiatives and must report directly to the Dreamers Coordinator, Ana Miriam Barragan.

Duties and Responsibilities:

- Learn state and federal bills/laws/policies that affect undocumented students
- Coordinate retention initiatives to support undocumented students on campus
- Assist with creating project proposals and program budgets
- Educate and empowered the diverse undocumented community on campus
- Manage and direct project/committees to implement organization's goals
- Engaging with university faculty, staff, and administrators to work on policy changes that will support students' educational success
- Student must also attend and actively participate in all staff meetings
- Other duties may be assigned- Specific projects will be assigned depending on students' career goals and personal interest

Requirements

Strong sense of responsibility, follow through; decent interpersonal skills; communicate effectively; ability to work as a team and independently; willing to work evenings and weekends occasionally; maintain a good academic standing (+2.5 GPA)

How to apply for a placement

Email a cover letter and resume to Ms. Barragan. Once your have talked with her, schedule a meeting:
<https://ucidreamerscoordinator.youcanbook.me>

Site # **UCI Early Childhood Education Center**
813

Best to contact by:
email

Placement
10

A

501 Adobe Circle Road
Irvine CA 92697
n/a

Ms. Wenli Lin
Director
wglin@uci.edu
949 824-2100 FAX 949 824-2334
Alternate Contact n/a

Quarters Hours
1 10

- Weekdays
 Week nights
 Weekend days
 Weekend nights

About the Organization:

The Early Childhood Education Center provides quality care for children two years of age through kindergarten. The Center serves faculty, staff and student families as well as children from the community; it is geared particularly towards the needs of working families. The main emphasis is building children's self-esteem and providing a nurturing and positive extension of home experiences in a very social setting.

About the Field Study Placement

Students will gain a great deal of experience working directly with young children in developmentally appropriate activities. Students may be designated to work with a particular child to provide special attention and assist that child in feeling more comfortable in the days experience at the Center. Students may also assist in the care and supervision of small groups of children. Opportunities to work with special-needs children may be available. Students will be asked to submit a list of their goals and objective within four weeks of starting at the Center. They will be asked to report progress on their goals weekly.

Requirements

Genuine interest in working with young children required.

Will need to complete a background check. Must have immunization record showing MMR, Pertussis, and Flu Shot.

How to apply for a placement

Email cover letter and resume. Clear TB test and fingerprinting required for interns working in excess of 10 hours per week. Cost for fingerprinting is approximately \$80.

Site # **814** **UCI Extended Day Center**
UCI Child Care Services

Best to contact by:
email

Placement
4

A

6537 Adobe Circle Road

Irvine

CA

92697-2250

www.childcare.uci.edu

Ms. Julie

Bookwalter

Director

jmbookwa@uci.edu

949 824-4753

FAX 949 824-2334

Alternate Contact n/a

Quarters Hours

1

10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Extended Day Center is an after-school program serving children of staff, faculty, and students at UCI. Children experience a wide variety of activities and projects while at Extended Day in the afternoon, including arts and crafts, building and construction, sports, science and homework help.

About the Field Study Placement

Students work with children in small groups, leading and assisting with activities, games and sports, as well as helping with homework. Students serve as positive role models to children, assist children with problem-solving, and help children to gain positive social skills. Student have the opportunity to use their own hobbies, skills and talents to assist with planning activities, as well as to help teachers with the daily responsibilities that keep the center running smoothly. The center is open from 11:30-6:00PM Monday-Friday.

Requirements

Must complete a Livescan with UCI PD. Student must show proof of MMR and Tdap immunizations as well as Influenza (between 8/1-12/1 of each year). If student declines getting vaccinated for influenza they must provide a signed statement verifying this.

How to apply for a placement

Email cover letter and resume. Current TB test required (within the past year). Students must sign a criminal record statement and statement of health.

Site # **UCI Global Connect**
872

Best to contact by:
email

Placement
30

A

2297 Social Science Plaza B

Irvine CA 92697-5100

<http://www.socsci.uci.edu/globalconnect/>

Ms. Jessica Bit

Director

jjbit@uci.edu

949-824-9407 FAX

Alternate Contact

Quarters	Hours
3-12	5

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Global Connect is an original educational partnership developed to enrich California's secondary school curriculum in international studies. This is accomplished by translating current university-level concepts and knowledge into a curriculum that is age appropriate for high school students. Global Connect builds a bridge to the world for our nation's secondary school students. Our educational program and publications address California's History/Social Studies Curriculum Framework and the National Curriculum Standards for Social Studies. We do this by offering our 2 semester (year-long) "Globalization and International Relations Course" course at select schools in Orange County, sponsoring countywide teacher seminars, and developing new online curriculum options for secondary educators statewide and beyond. Classroom lessons are innovative in structure and not only teach students, but also serve as an ideal platform for analytical and reflective thinking about global issues.

About the Field Study Placement

Global Connect as an academic year long opportunity (FWS). Field study students work at an assigned site school throughout the school year. All site school visits are held on Wednesday and Thursday mornings. In addition, weekly preparation meetings, Monday nights from 6:00 -7:00 p.m. are required. Student interested in fulfilling the School of Social Ecology field study requirement will enroll in SocEco 195 for 2 units for 2 academic quarters in lieu of Social Sciences 196.

Under supervision of the host teacher and undergraduate site supervisor, field study students present interactive workshops on the multi-dimensional themes of globalization. They serve as leaders to guide students with various group work activities and projects and grade student classwork, homework, and projects. Global Connect also offers additional involvement opportunities, such as working on the curriculum development team, publication team, or the presentation team. Students receive training at the weekly preparation meetings. Training consists of content related to the curriculum taught in the classroom. Classroom pedagogy training will be given on topics such as public speaking, presentation skills, classroom management, facilitating group discussions, etc.

Requirements

Energetic, dependable, enthusiastic about teaching global studies. Flexible and able to work well on a team. Presentation and public speaking skills. Basic knowledge of global affairs preferred.

How to apply for a placement

Applications accepted in late spring through late summer for the upcoming academic year. Complete the application available at: http://www.socsci.uci.edu/globalconnect/webdocs/GC_App.pdf.

Site # **UCI Infant-Toddler Center**
815

Best to contact by:
email

Placement
4

A

501 Adobe Circle

Irvine CA 92697-2250

childcare.uci.edu

Ms. Teresa Hovelan

Director

thovelan@uci.edu

949 824-4754 FAX n/a

Alternate Contact n/a

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Infant Toddler Center provides full time child care for student, staff and faculty families. All children enrolled are between 3 months and 3 years of age. The emphasis of the program is the establishment of a responsive, reciprocal, respectful relationship among children, caregivers, and families. These relationships are built through interactions during care giving routines with children and through daily written and verbal communication with families. The center has a quality rating of 4/5 stars through Quality Start OC, and is currently in self study for NAEYC Accreditation.

About the Field Study Placement

We provide opportunities for students to learn about development in the first three years of life, about high quality child care and about the role that child care plays in the lives of children and families today. Interns assume similar roles to paid student assistants, helping provide support to children as they learn how to solve problems, and to interact positively with each other. Interns are assigned to a credentialed primary caregiver who works with the intern and a small group of children.

There is a project requirement for our field study students. They are asked to complete a project during the 10 weeks they are here that reflects quality caregiving.

Requirements

Good communication skills and initiative. Students should have general desire to learn about child development.

Will need to complete a Livescan fingerprinting background check, and provide TB test results and immunization record.

How to apply for a placement

Email cover letter and resume. Students must sign a criminal record statement and health statement.

Site # **UCI Lesbian, Gay, Bisexual, Transgender Resource Ctr**
861.7

Best to contact by:
phone or email

Placement
2

A

G301 Student Center South

Irvine CA 92697-5125

www.lgbtrc.uci.edu

Deejay Brown

Program Coordinator

deejay.brown@uci.edu

949 824-3093 FAX 949 824-3412

Alternate Contact n/a

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The UCI Lesbian Gay Bisexual Transgender Resource Center (LGBTRC) fosters an inclusive and supportive campus climate for all students, staff and faculty, and hosts educational programs and workshops to raise campus and community awareness of LGBTQ issues. The LGBTRC provides online peer advising, information and referral to campus and community resources, leadership training and volunteer opportunities. Students of all sexual orientations and gender identities are welcome to apply.

About the Field Study Placement

Generally, field study students provide administrative and technical support for programs and services related to the daily functions of the LGBTRC. Students may also assist in one or more of the projects listed: (a) Help to develop educational resources related to sexual orientation, social issues, and diversity. (b) Participate in production of yearly events, assist with program development, implementation and evaluations for events such as National Coming Out Week, End of the Year Celebration, or a lecture/film series. (c) Assist in coordination of LGBTRC workshops and educational outreach programs. (d) Represent the LGBTRC in meetings and workshops on campus, in residence halls, and in classrooms.

Requirements

Applicants should have general knowledge of the social & political issues affecting lesbian, gay, bisexual and transgender people, a genuine interest in providing educational programs & support services, and the ability to outreach to diverse populations.

How to apply for a placement

Email cover letter and resume.

Site # **UCI School of Law**
871 Saturday Academy of Law

Best to contact by:
email

Placement
2

A

401 E. Peltason Drive

Irvine CA 92617

<http://www.law.uci.edu/about/public-service/public-interest/community-pro>

Ms. Grace Lee

Director, Community Programs

glee@law.uci.edu

949 824-3626 FAX 949 824-7336

Alternate Contact Krista Lopez, kristaml@uci.edu

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Saturday Academy of Law (SAL) is a six-week educational pipeline program, offered on 6 consecutive Saturdays (during fall and spring) for under-served students enrolled in the Santa Ana Unified School District (SAUSD). SAL's mission is to improve reading, writing and critical thinking skills, expose students to the field of law, and motivate them to achieve their higher education goals. The education component combines mini-lectures, interactive exercises and writing activities, while teaching important First Amendment and free speech rights.

Customized curriculum was developed, in keeping with curricular competencies for high school freshmen, to facilitate optimal learning. Two credentialed SAUSD Social Studies teachers provide instruction and guidance, supported by UCI undergraduates, UCI law students, and field study students. Each session serves 50 ninth grade students representing each of the seven SAUSD High Schools.

About the Field Study Placement

Field study students are supervised by the Program Coordinator, in keeping with the Program Director's priorities. Field study students contribute to community outreach efforts to increase the applicant pool. They accompany the program coordinator on routine visits to SAUSD high schools, evaluate admissions materials and generate Orientation materials for admitted students. In addition, field study students evaluate the interactive exercises and writing activities as part of weekly debriefing with the teachers and submit a written analysis of their classroom observations.

Students collect participant data for UCI's Center for Educational Partnerships, which has implemented tools to measure learning outcomes, student achievement and program effectiveness. Reports can be generated from these tools to analyze the academic achievements of the students who have completed PAL and to track admissions to college and eventually to law school. Field study students will attend SAUSD Board meetings and report three relevant topics of discussion back to the Program Coordinator.

Selected students attend a mandatory orientation and training session for all SAL volunteers including undergraduate teaching assistants, law school students and field study interns. The orientation and training introduces the program curriculum and is an opportunity for volunteers to network.

Requirements

Strong sense of professionalism. Familiarity and interest in youth empowerment programs for at risk-youth a plus! Spanish speaking preferred but not required.

How to apply for a placement

Complete the application available at: <http://www.law.uci.edu/about/public-service/public-interest/community-programs/sal/>. TB test and Livescan required. UCI Law will cover the cost for the background check.

G308 UCI Student Center

Irvine CA 92697-5125

<http://www.studentlife.uci.edu/>

Dr. Rameen Talesh
Asst Vice Chancellor Std Affs, Dean of Stdts
deanstu@uci.edu
949 824-5590 FAX n/a
Alternate Contact n/a

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Field study students can choose to become involved with a number of different departments within the Division of Student Affairs. Specific departments may include the Office of the Dean of Students, the Cross-Cultural Center, the Office of Academic Integrity & Student Conduct, Campus Organizations & Volunteer Programs, New Student & Leadership Programs, Greek Life, the Lesbian Gay Bisexual Transgender Resource Center, International Center, and Veteran Services. These areas include support services for UCI registered organizations, student leadership development, cultural diversity, new student services, specialized academic and counseling for international students, nontraditional students, veterans, and prospective students.

About the Field Study Placement

Field study students will assume a paraprofessional role and will receive direct supervision in their area of interest. Frequently, students will be given responsibility for a specific projects, service or program. Depending on the specific assignment area, the student's role will be to review, investigate, research and analyze the program as it currently exists and then, as appropriate, to plan, coordinate and implement program improvements.

Requirements

Requirements vary with each assignment; initiative, ability to work well independently, and good communications skills generally required. Some knowledge of campus programs and services also helpful.

How to apply for a placement

Send cover letter and resume and indicate areas/departments that you are interested in.

Site # **UCI Verano Preschool**
816

Best to contact by:
phone or email

Placement
4

A

3300 South Verano Road

Irvine CA 92697

n/a

Ms. Amy Swee Nica

Director

aswee@uci.edu

949 824-4755 FAX n/a

Alternate Contact n/a

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Verano Preschool is a half-day preschool enrichment program for children two-and-a-half through five years of age. The program serves children of UCI faculty, staff, students, and the surrounding community. Verano Preschool is accredited by the National Association of Early Childhood Education Programs. The program offers a rich and stimulating learning environment based on the philosophies of Jean Piaget, Erik Erikson, and other researchers in the field of early childhood education and human development. The purpose of the program is to help promote children's cognitive, social, emotional, and physical development. Children's natural curiosity and desire to make sense of their world is used to motivate learning and become involved in activities that include the arts, language, literacy, math and science concepts, and mastery of motor skills.

About the Field Study Placement

Under the supervision of trained teachers, field study students will have an opportunity to have hands-on experience in learning about young children's growth and development. Students will have the opportunity to learn about supervision and guidance, how to talk to children, how to develop relationships with children, and how young children learn. Field Study students will be responsible for assisting teachers in planning curriculum, observing and interacting with children, and supporting children's learning and interactions with other children. Field Study students will also be required to complete a classroom project with the teachers before the end of the quarter. An orientation with the preschool director and weekly supervisory meetings will be provided; students are also invited to attend staff meetings

Requirements

Current clear TB test required. This placement is not available during the summer.

Will need to complete a background check.

How to apply for a placement

Email cover letter and resume. Current clear TB test. Students must sign a criminal record statement and health statement.

815 S. Esplanade

Orange CA 92869

unitymchs.org

Dr. Erin Craig

Executive Director

ecraig@unitymchs.org

714-473-0723 FAX

Alternate Contact Will Gray wgray@unitymchs.org

Quarters Hours
1-6 5-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Unity Middle College High School (MCHS) prepares all students, especially those who are at-risk for four-year university success and professional careers through a blended high school and college curriculum.

C3: College, Career, & Community Innovation

College: A differentiated blend of career-focused high school and college curriculum designed to meet the diverse needs of underserved students will result in authentic college and career preparation, support, and readiness at the same time. Unity MCHS will offer a tiered dual enrollment program with Santiago Canyon College, and potentially other public and private postsecondary institutions.

Career: Unity MCHS will implement a student-driven selection of career pathway courses, creation & innovation labs, local internships, and 21st century skill development.

Community: Unity MCHS's community is centered on the implementation of Family at school and through the development of grit and perseverance.

About the Field Study Placement

Students engage with the community, learn about tuition-free public charter schools, participate in community events, work with families of incoming 9th and 10th grade students and mentor students.

Depending on the time of year, interest of the student and needs of the school, field study students recruit students, mentor and tutor students and have the opportunity to serve as the link from high school to college for our students through long term mentoring and partnering with our students.

Requirements

Interest in engaging the community, belief in school choice, positive attitude and desire to work with high school students.

How to apply for a placement

Email your resume as a PDF.

Site # **W-HUB Womxn's Center**
885

Best to contact by:
Email

Placement
3

A

Building 3700 {Lot 5, Mesa}

Irvine CA 92697

<http://whub.ccc.uci.edu/>

Ms. Tamara Austin

Director

tcaustin@uci.edu

949-824-8861 FAX

Alternate Contact

Quarters	Hours
1-6	10-15

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The W-HUB aims to advance equality and access to resources for all women across lines of ethnicity, gender identity, religion, orientation and social class. We work to accomplish this by promoting community consciousness, social justice initiatives and individual growth for all women in and around the UCI community.

About the Field Study Placement

Students participating in field study will have the opportunity to learn skill sets that include program development, program facilitation, community outreach, recognition celebration development, program assessment, marketing skills, professional development skills and life skills development.

Students are involved in the planning and implementation of the W-HUB Dynamic Womxn's Tea, an event that recognizes Womxn across the campus and in the community that are doing extraordinary things. It hosts 300+ guests and is the largest event of this nature in the UCI community. Students also create and develop workshops and collaborate with faculty and senior staff members to learn more about student affairs and professional roles.

Requirements

Public speaking, Computer technology, General Knowledge of social issues affecting women, Strong desire to make change. Willingness to have fun

How to apply for a placement

Send an email of introduction/interest and attach your resume as a .pdf document.