Field Study Placement Catalog Information

Planning

Site #  
512

Best to contact by: 

Caltrans
Transportation Planning, LD-IGR Branch

Placement
A

512

1750 E 4th St #100

Placement
3

Santa Ana

Caltrans Transportation Planning, LD-IGR Branch

CA

92705

n/a

Best to contact by:

Ms. Maryam Molavi

949 724-2267

maryam.molavi@dot.ca.gov

FAX

Alternate Contact 949 724-2239

Weekdays

☐

Weekend days

☐

Weekend nights

☐

Quarter

1

Hours

10

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

About the Organization:
The Transportation and Environmental Planning Divisions of Caltrans are responsible for ensuring that transportation improvements involving State and Federal funds are implemented in an environmentally sound manner. This office is responsible for preparing special planning programs and environmental documents for projects in Orange County; policy guidance comes from the Caltrans Headquarters office in Sacramento.

About the Field Study Placement

Students assist experienced planners involved in identifying transportation, social and environmental resources, analysis of impacts, and synthesis of technical information. Caltrans is currently studying the feasibility of making a wide variety of transportation improvements in Orange County. These potential improvements include widening existing freeways, construction of special bus/HOV facilities and adding new interchanges. Students assist staff in assessing the environmental impacts of these various plans, and also participate in the preparation of special programs. In addition, students assist planners in reviewing environmental documents to comply with the California Environmental Quality Act (CEQA), as well as assist in the final processing of these environmental documents.

Requirements

Good writing, synthesis, and analytical skills. Knowledge of research methodology, interest in planning process, and ability to communicate with a wide range of engineering and environmental specialists. MS Office skills. GIS experience a plus.
City of Irvine

Community Development Department

P.O. Box 19575
Irvine, CA 92713

n/a

Ms. Susan Gross
Senior Management Analyst
sgross@ci.irvine.ca.us
949-724-6324

About the Organization:
The City of Irvine provides a full range of planning and development, public safety, and community services to the community of Irvine. Our department ensures appropriate planning; enforces city regulations; and provides for public participation in the planning process.

About the Field Study Placement
Students may be placed throughout the department according to the interests of the students and the requirements of the department. Students will perform duties such as: research and data entry (building footprint & address), handle routine map requests, contact and obtain data from outside agencies, convert data or drawings obtained from outside sources for upload to the City's GIS system, help organize database, check development applications for code compliance or assist with special projects.

Requirements
Excellent writing, communication and research skills are essential. Knowledge of MS Word and/or MS Excel also desirable.

How to apply for a placement
To apply, students must submit a resume and must complete a City of Irvine employment application - available at: https://www.governmentjobs.com/careers/irvine.
**About the Organization:**

The Planning Division is responsible for all future and current land use planning; the administration of zoning regulations; compliance with the California Environmental Quality Act, state planning law and the requirements for other regulating agencies and for being responsive to public requests for information and assistance. The Division maintains and updates the General plan based on community goals and objectives in order to provide for the steady and orderly growth of the community consistent with sound economic and environmental principles.

**About the Field Study Placement**

Under general supervision, prepares agenda maps, conducts field inspections for home occupation applications, takes pictures of various locations in the city, updates log books, checks zoning permitted uses, conducts planning surveys. May review landscape plans, conduct research for planning projects and/or be assigned to other duties and projects.

**Requirements**

Completion of course work in a field appropriate to assignment, such as: urban planning, construction management, construction technology or related field. 18 month commitment preferred. Academic credit not required.

**How to apply for a placement**

Complete a City of Norwalk Volunteer application and submit it to Jessica Serrano or Beth Chow. Application must either be submitted in person, via email or mail. Call (562) 929-5744 to request application.
About the Organization:
The Community Development Department in the City of Rancho Palos Verdes provides a full range of planning and development related services to the community. The Department oversees all municipal development, including future planning, current planning, code enforcement, building and safety, and redevelopment activity. The function of the Department is to ensure appropriate planning, enforce city regulations, and to provide for public participation in the planning process.

About the Field Study Placement
Field Study students may be assigned a variety of responsibilities. Assist in the processing of planning applications and the preparation of draft staff reports on projects involving site plan reviews, height variations, grading applications, minor exception permits and variances. Assist in processing more complex applications and in preparing draft staff reports on parcel maps, conditional use permits, subdivisions, zone changes, general plan amendments, and environmental impact reviews. Assist in field and office research activity, investigation, data compilation and evaluation. Interpret planning, zoning, and other land use regulations in person and by telephone to private developers, their representatives, and the general public. Prepare charts, maps, and other graphic materials to illustrate findings and staff recommendations; Conduct on-site inspections or plan reviews. Update a variety of records and files. Students will also have the opportunity to attend Planning Commission meetings as well as City Council meetings for the City of Rancho Palos Verdes. Students will be supervised by Mr. Pfost, Deputy Planning Director for the City of Rancho Palos Verdes, and are encouraged to attend weekly staff meetings.

Requirements
Excellent skills in writing, verbal communications, and research methodology required; prefer students with career interest in planning or public policy.

How to apply for a placement
To apply, please send a resume and letter of introduction via email.
City of Santa Ana
Planning and Building Agency
20 Civic Center Plaza
Santa Ana, CA 92702
www.santa-ana.org

Ms. Jill Arabe
Senior Planner/Urban Designer
jarabe@santa-ana.org
714-667-2707 FAX 714-973-1461

About the Organization:
The City of Santa Ana Planning Division is responsible for all land use planning and land use policy making for the City. The Division is divided into two sections which share responsibility for Advance Planning, Current Planning/Environmental Review.

About the Field Study Placement
Students are assigned to tasks which may include planning counter and telephone inquiries concerning zoning and other land use issues, land use research, field and telephone surveying, project review and providing assistance to the planning staff on various projects. Students attend all staff meetings and are considered part of the staff. Each student is usually responsible for one major project during their field study even though they may be involved with a number of assignments. An evaluation is given at the end of the field study.

Requirements
Interest in urban planning within local city government. Coursework in urban planning, urban design or public policy desirable. Knowledge of Microsoft Office and customer service skills preferred.

How to apply for a placement
Background check required, including check of driving record. Physical examination required at no cost to the student. Please email resume to contact above.
2001 East 1st Street, Suite 201
Santa Ana, CA 92705
http://www.corazon.org/
Mrs. Lauren Cissel
U.S Operations Manager
office@corazon.org
714-547-0357 FAX
Alternate Contact Jennifer Allen - jennifer@corazon.org; 714-547-0357

About the Organization:

Building communities by strengthening families, enabling services, promoting self-sufficiency and inspiring mutually beneficial relationships across borders.

At the heart of Corazón lie notions of community and advocacy for those in Tijuana and Tecate, Mexico. The idea of Corazón is to provide a sense of community in which all families within it can help themselves while helping others. Corazón works as their advocate in their quest for improvement. We provide scholarships and uniforms for their children, better housing for their family, medical care, support, job training and classes in adult education.

About the Field Study Placement

Field study students assist in the day to day operations in the U.S. offices through marketing, business and trip operations, event planning, fundraising, and strategic planning. The provide ideas and creativity to small and large projects that are crucial to the organization while participating in leadership and teamwork labs that allow them to explore their ability to lead in the workplace.

Special projects vary by season and priority of the organization, and interests and skills of the students. Seasonal activities include:

Fall - research projects, marketing campaigns, fundraising, and in kind good donation identification
Winter - event planning and research projects
Spring - event implementation and production, research projects, marketing campaigns, and donation processing
Summer - event planning and participation, summer camp, and marketing campaigns.

Requirements

An interest in our goals and mission.

How to apply for a placement

Email resume (as a .pdf with the filename FSLnameFname.pdf to office@corazon.org. We will schedule an interview and if there is a good fit, work to develop a placement that serves our goals while providing a learning opportunity.
**County of Orange**  
**OC Community Development**

300 N. Flower St.  
Santa Ana, CA 92702  
ocplanning.net

Ms. Jane Dawson  
Jane.Dawson@ocgov.com  
714 834-7440  
FAX n/a

**Alternate Contact**

About the Organization:

The OC Community Development unit is responsible for assisting applicants with all phases of the permit and entitlement process including zoning, planning, building, grading, code enforcement, and questions regarding permits and the development process.

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<th>Placement</th>
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<tbody>
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<td>Hours</td>
<td>10</td>
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<tr>
<td>Quarters</td>
<td>1-3</td>
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**About the Field Study Placement**

The Special Projects Intern works under supervision of the section manager. Field study students have the opportunity to work in an area of interest to them (i.e. planning, building, neighborhood preservation (code enforcement), etc). Students will work as part of the Customer Service Team in responding to phone calls and walk-in clients seeking permits and or information. Additional opportunities to work on special projects including marketing materials, community outreach, etc. may be available.

**Requirements**

Computer literate including MS Office products. Strong writing skills. A positive attitude and interest in customer service.

**How to apply for a placement**

Send resume and cover letter by email and request an interview.
The Korean American Center is a nonprofit organization based in Irvine dedicated to building connections between intergenerational Korean-Americans and others in the community by promoting opportunities for appreciation of Korea's rich cultural heritage. We do this through hosting the Irvine Korean Cultural Festival, a formal Korean language program, Korean/English language exchange, fostering educational opportunities and workshops designed to educate people about Korean culture, and by providing opportunities for community activities, which further promote our purpose. We aim to integrate others of various backgrounds that have a common interest in Korea and its culture.

About the Field Study Placement

Students will have the ability to make an immediate impact by applying their coursework to a variety of individual work assignments and team-based projects that closely align with their interests and field of study. Your contributions will help improve our impact in the community by creating an enhanced experience for those we serve, our donors and our volunteers.

Projects will be assigned based on several factors including, field of study, time availability, interest, language skills, and immediate need. Current projects and project ideas include planning and implementing the Irvine Korean Cultural Festival; work on the Heritage/Legacy Video Project; conducting client interviews; collecting and analyzing data for program development and improvement; coordinating events; collecting and compiling resources; teaching and tutoring - (Korean language skills required for teaching and tutoring).

Requirements

Strong problem solving skills; need to be resourceful and able to seek out solutions on your own. Strong organizational and time management skills and effective communication skills.

How to apply for a placement

Send email of interest and resume (as a .pdf with the filename FSLnameFname) to admin@ockorean.org.
About the Organization:

Pacific Planning Group provides planning and zoning analysis for residential and retail. Activities and services include researching development regulations and coordinating with architects, engineers and city planning offices in order to obtain both entitlements and building permits for clients. The firm is also compiling information for an online planning service that will utilize regional GIS information via the Internet.

About the Field Study Placement

Students will assist Project Managers with activities and services including researching development regulations and coordinating with architects, engineers and city planning offices in order to obtain both entitlements and building permits for clients. The firm is also compiling information for an online planning service that will utilize regional GIS information via the Internet.

Requirements

Students must have excellent communication and research skills; a basic understanding of the environmental planning process and office computer applications is also required.

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