

Planning

Site # Caltrans 512 Transportation Planning, LD-IGR Branch 1750 E 4th St #100 Santa Ana CA 92705 n/a Ms. Maryam Molavi maryam.molavi@dot.ca.gov 949 724-2267 FAX n/a Alternate Contact 949 724-2239	Best to contact by: phone	Placement 3 <table border="0"> <tr> <td>Quarters</td> <td>Hours</td> </tr> <tr> <td>1</td> <td>10</td> </tr> </table> <input checked="" type="checkbox"/> Weekdays <input type="checkbox"/> Week nights <input type="checkbox"/> Weekend days <input type="checkbox"/> Weekend nights	Quarters	Hours	1	10	A
Quarters	Hours						
1	10						

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.

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 # **City of Irvine**

544 Community Development Department

Best to contact by:
any

Placement
not speci

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P.O. Box 19575
Irvine CA 92713
1 Civic Center Plaza
n/a

Quarters	Hours
2	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Ms. Susan Gross
Senior Management Analyst
sgross@ci.irvine.ca.us
949-724-6324 FAX n/a
Alternate Contact n/a

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>.

Site # **City of Norwalk**
502 Planning Division

Best to contact by:
email

Placement
1

A

12700 Norwalk Blvd, Room 12

Norwalk CA 90601

<http://www.norwalkca.gov/>

Ms. Jessica Serrano

Senior Planner

jserrano@norwalkca.gov

562 929-5744 FAX 562-929-5584

Alternate Contact Beth Chow, bchow@norwalkca.gov

Quarters	Hours
2	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

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.

Site # **574.5** **City of Rancho Palos Verdes**
Dept of Planning, Building & Code Enforcement

Best to contact by:
email

Placement
1

A

30940 Hawthorne Blvd.

Rancho Palos Verdes CA 90275-5391

www.rpvca.gov

Mr Ara Mihranian

Community Development Director

aram@rpvca.gov

310-544-5228 FAX 310-544-5293

Alternate Contact n/a

Quarters Hours

1-2 10-20

Weekdays

Week nights

Weekend days

Weekend nights

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.

Site # **City of Santa Ana**
580 Planning and Building Agency

Best to contact by:
email

Placement

A

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

Alternate Contact n/a

Quarters Hours

2 20

Weekdays

Week nights

Weekend days

Weekend nights

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.

Site # **City of Westminster**

508 Planning Division

8200 Westminster Blvd

Westminster CA 92683

www.westminster-ca.gov

Mr. Steven Ratkay

Community Development Director

sratkay@westminster-ca.gov

714-548-3484 FAX

Alternate Contact Brian Fisk, BFisk@Westminster-CA.gov; (714) 548-3484

Best to contact by:
Email

Placement
1-2

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Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

We are a local government planning agency involved with a variety of planning projects within the regulatory process of government. We work on long-range policy projects, including writing ordinances, commenting on regional projects, updating the city's general plan; and we work with current planning projects, such as reviewing new development proposals. We attend planning commission meetings, assist the public, and prepare detailed written reports. Our small staff size provides us with opportunities to experience a wide range of planning related activities and work with various professionals, such as architects, engineers, brokers, business owners, developers, scientists, and so forth.

About the Field Study Placement

The student will be given the opportunity to learn about and work on the same projects assigned to the professional staff, based upon the student's available hours and commitment. Typical projects include: conducting research, preparing staff reports, assisting the public, making presentations before the planning commission, and attending meetings. The student will get informal on-the-job training related to writing staff reports, public presentations, working with customers, and project management.

Requirements

Interest in learning about issues and processes related to urban planning.

How to apply for a placement

Please call or email one of the two contact persons listed above. There is no background check and no cost. We may request a resume and/or a brief interview with the student, following the initial contact.

Site # **Corazón, Inc.**
582

Best to contact by:
Email

Placement
4

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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

Quarters	Hours
1-4	10-25

- Weekdays
- Week nights
- Weekend days
- Weekend nights

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. They 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.

Site # **County of Orange**
501 OC Community Development

Best to contact by:

Placement

A

2

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

Quarters Hours
1-3 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

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.

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.

Site # **Korean American Center**
581

Best to contact by:
Email

Placement
3

A

18 Truman St, Suite 2018

Irvine CA 92620

www.KoreanAmericanCenter.org

Ms. Tammy Kim

Director

tk@ockorean.org

949-535-3338 FAX

Alternate Contact

Quarters Hours

1-4 10-40

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

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; researching 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.

Site # **Pacific Planning Group, Inc.**
571

Best to contact by:
email

Placement
2

A

668 North Coast Highway, #401
Laguna Beach CA 92651
n/a

Ms. Karen Blankensee

karen@pacificplanninggroup.com
949 465-8290 FAX 949 465-8297
Alternate Contact n/a

Quarters Hours
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

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