Site # 722

CAPOC/ Community Action Partnership of Orange County

Best to contact by: email
Placement: A 10

11870 Monarch Street
Garden Grove CA 92841
www.capoc.org

Mr. Buddy Ray
Executive Director
bray@capoc.org
714 897-6670 FAX 714 894-5404

Alternate Contact Curtis Gibbs, Director of Planning, cgibbs@capoc.org

About the Organization:

The mission of CAPOC is "Helping people, changing lives." CAPOC's Planning and Program Development Department is responsible for community organizing and collaboration, planning and research, resource development and special projects aimed at increasing the agency's capacity to serve the poor and improve the quality of life for the disenfranchised. CAPOC services and programs include: food and clothing distribution; computer and technology classes; nutrition and physical activity education; information and referral; individuals, family and group counseling; citizenship classes; youth recreational activities; ESL classes; senior citizen activities; utility payment assistance; consumer education; after school programs; employment Services; Earned Income Tax Credits; and Family Resource Centers.

About the Field Study Placement

The department works with all CAPOC programs, in terms of resource development, reporting outcomes, and program development. In particular interns have the opportunity to learn more about the many facets of poverty, including childhood hunger, transportation, the utility crisis, environmental health issues, school and after-school issues, housing, and the concerns of seniors. Students may focus their internship activities in the areas of program planning or organizational management. Under supervision, interns may conduct community needs assessments or directed surveys; develop demographic profiles of poverty; or compile and analyze data. For students interested in organizational management, activities may include: various admin duties, review and evaluation of program data and statistics; program outcomes on mentoring, health access, family development, emergency assistance, and consumer education; conducting program evaluations; writing reports and developing charts and presentations; conducting administrative analysis of financial trends and programs; developing public relations materials. Other opportunities include research on obesity in children; strengthening families; empowering low-income communities; policy analysis of hunger issues; improving services to Seniors; developing a strategy to end poverty in Orange County.

Requirements

Willingness to learn. An interest in public administration, program development, and the non-profit sector is recommended.

How to apply for a placement

Send resume and short letter of interest and experience via email.
About the Organization:
The County of Orange is a regional service provider and planning agency whose core businesses include public safety, public health, environmental protection, regional planning, public assistance, social services and aviation. The 25 departments (and respective divisions) that make up County government strive to make Orange County a safe, healthy, and fulfilling place to live, work and play, by providing vital services to the community. From enjoying books and scenic parkland to receiving social services and peace officer protection, community members interact with the County of Orange every day.

About the Field Study Placement
Multiple internships are available related to criminal justice, law, public health, environmental services, urban and regional planning, social services, public administration, and public policy and planning.

Internships are available with the following County agencies: District Attorney's Office, Public Defender's Office, OC Sheriff's Department, County Executive Office, Health Care Agency, OC Public Works, OC Watershed, Social Services Agency, OC Parks, OC Community Resources, OC Board of Supervisors, and OC Probation Department. For internship position descriptions and application procedures, please access the following website - http://ocgov.com/gov/volunteer/internships/college.

Requirements
Strong communication and organizational skills. Additional skills/qualifications are listed on our website.

How to apply for a placement
Please access the following website -http://ocgov.com/gov/volunteer/internships/college - for specific details.
Gen Next is a 501(c4) membership driven organization that focuses on supporting causes that provide long term solutions in areas of economic growth, education and international security. Activities include roundtable discussions and receptions with issue experts, business and political leaders; special projects; outreach; member to member idea exchanges; education retreats and more.

About the Field Study Placement

Field study students will work in the national headquarters. Responsibilities will include researching issues, contributing content to collateral materials, crafting newsletters, and program planning and implementation. Interns may also be involved in the growth and development of the organization.

Through an internship with Gen Next, students gain professional work experience and they will be better informed about issues facing their generation. Depending on the needs of the organization and the skills and interest of the field study student, the student will be assigned to ‘hands-on’ tasks imperative to the operation of the organization. Students will receive training, participate staff meetings, and mentoring sessions.

Requirements

Commanding knowledge of the English language and grammar; ability to adapt to change, work within groups; self-starter; exceptional organizational skills; and interest in one or more of the three key issues that are the focus of the organization.

How to apply for a placement

Email resume, cover letter and writing sample. 2 quarters preferred, 1 quarter possible for motivated students.
Newport Beach Fire Department

100 Civic Center Drive
Newport Beach CA 92660
www.nbcert.org

Mr. Matt Brisbois
Life Safety Specialist
mbrisbois@nbfd.net
949-644-3381 FAX 949 644-3388

Alternate Contact nbcert@nbfd.net

About the Organization:
The Newport Beach Fire Department is a professional organization focused on life safety. NBFD includes firefighters, paramedics, and lifeguards as the operational personnel. Yet to carry out its responsibilities, the Department maintains a support staff in training and education, fiscal and information services, and prevention.

About the Field Study Placement
Field Study students will work alongside professional staff in the training and education division of the fire department. Students will be given projects to manage and complete while experiencing a career role in a premier fire department. Examples of prospective projects include grant writing, compiling and analyzing data, researching issues and conducting needs assessments. In addition, students will be able to observe staff meetings, community meetings, and public education presentations and will have some contact with field personnel.

Requirements
Excellent research and analysis skills are required. Applicants must also be computer-proficient, with knowledge of office programs and Internet research tools. Candidate must be self-sufficient, able to complete assignments with limited supervision.

How to apply for a placement
E-mail cover letter and resume. Following interview and acceptance, all interns are fingerprinted, free of charge.
The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) was established in 1997 with the mission to build a healthier and stronger community by enhancing the well-being of Asians and Pacific Islanders through inclusive partnerships in the areas of service, education, advocacy, organizing, and research. These community-driven activities seek to empower Asians and Pacific Islanders in defining and controlling their lives and the future of their community. OCAPICA is a multifaceted organization focusing on the program areas of youth development, community health, policy and advocacy, and community development. Additional information about the organization is available on their website at www.ocapica.org.

About the Field Study Placement

Students will gain exposure to a wide array of API communities, their needs, and how to best provide services. Students may be involved in community outreach, proposal development, needs assessment, program planning, community participation research, evaluation, project coordination, event planning, and/or leadership training. Students will gain experience in the areas of health care, mental health services, social services, education, legislative education, and policy impacts upon the community. Students interested in developing a specific project may become involved in conducting a needs assessment for the API community and youth. This project would include asset mapping of the community, compiling demographic data, and conducting focus groups and surveys regarding needs. The needs assessments are then used to develop community programs and promote leadership. Students interested in education and teaching will actively participate in the mentoring and tutoring of O.C. youth in our after school program, as well as in the planning and coordinating of O.C. youth-related projects and events. Youth are high school aged students. Activities may include: helping to create workshops/activities to address issues related to health, college empowerment, and personal development; assisting in developing proposals, needs assessment, event planning, leadership training, and research.

Requirements

Coursework related to public health, social sciences, education, or counseling helpful along with Asian American Studies. Students should also have enthusiasm, energy, and a genuine desire to learn about the Asian and Pacific Islander community.

How to apply for a placement

Please call three to four weeks before the field study course enrollment form deadline date to schedule an interview. Livescan required for students working with children. Student who complete their internship will be reimbursed for the Livescan cost.
Orange County Congregation Community Organization

310 W. Broadway
Anaheim CA 92805

www.occcopico.org

Mr. Miguel Hernandez
Executive Director
info@occcopico.org

714 931-6840 FAX 714 491-0772

Alternate Contact 714 931-6045

About the Organization:
The Orange County Congregation Community Organization is a congregation-based community organization. OCCCO’s mission is to build strong local organizations capable of responding to community problems and improving the quality of life in our neighborhoods. The objective is to revitalize communities through promoting civic participation, and to develop grassroots community leaders who advocate for principled decision-making by public officials. Additional information about the Orange County Congregation Community Organization is available on our website.

About the Field Study Placement
Interns work closely with community organizers, grassroots community leaders and will have contact with various public officials. Interns will be exposed to theories and practicum of community organizing. Interns will also meet at least weekly with a lead organizer for reflection on their experience and training/skill development in one-on-one conversations, leadership development, issue development, power analysis, public policy, research and community action. Interns will work with OCCCO staff to develop a specific, mutually beneficial project. Past interns have worked in capacities such as: research, field study, and organizing. Possible locations include Costa Mesa, Garden Grove, San Juan Capistrano, Dana Point, Santa Ana, Anaheim and Fullerton. The OCCCO office is located in Anaheim.

Requirements
Good listening and interpersonal skills. Fluency in Spanish is helpful, but not required.

How to apply for a placement
Submit cover letter and resume.
**Orange County District Attorney's Office**  
**Government & Community Relations**  
401 Civic Center Drive West  
Santa Ana, CA 92701  
n/a  
Ms. Viridiana Chino  
Outreach Assistant  
viridiana.chino@da.ocgov.com  
714 347-8870 FAX 714 347-8689  
Alternate Contact n/a

About the Organization:

The mission of the District Attorney's Office of Orange County is to enhance public safety and welfare and to create a sense of security in the community through the vigorous enforcement of criminal and civil laws in a just, honest, efficient, and ethical manner. In looking to continue partnerships with the community for preventing crimes and violence and improving public safety, the District Attorney's Office must reach out to the residents of Orange County. The key factor in this need to increase partnership efforts stems from significant increases in immigrant populations, including both Hispanic and Vietnamese. The division of Government & Community Relations has consequently developed two primary goals. One is to create linkages with these immigrant communities in order to provide information and education about services available to victims and witnesses of crime. The second is to develop solutions to crime and safety issues using cultural forces and resources that already exist within these immigrant communities.

About the Field Study Placement:

The Government & Community Relations internship program gives students an opportunity to gain insight about the criminal justice system and the collaborative efforts between law enforcement agencies. Students will have an essential role in outreach efforts. Students will help develop a countywide media campaign to promote crime prevention and public safety and will have the opportunity to work with a diverse group of community leaders. Interns will also participate in community events and will take part in the planning and facilitation of community focus groups. In addition, students will assist with current research and have the opportunity to collaborate with numerous organizations dedicated to better serve and educate the community about the role of the District Attorney's Office. Specific projects will be assigned to individual students according to the student's skills and areas of interest.

Requirements:

Academic background in Criminology, Law or Sociology required. Students with bilingual skills in Spanish or Vietnamese are strongly preferred, though this is not a requirement at this time.

How to apply for a placement:

Send resume via email. Completed background check required before first day of internship.
### THINK Together
#### Human Resources

1971 E. Fourth Street, Suite 130  
Santa Ana, CA 92705  
www.thinktogether.org

Ms. Diana Serrano  
Manager of Volunteers  
diana.serrano@thinktogether.org  
714-543-3807 ext. 818  
FAX 714.836.5680

Alternate Contact  Malia Eves at meves@thinktogether.org

#### About the Organization:
We provide academic out-of-school programs throughout Southern California for low-income, at-risk youth.

#### About the Field Study Placement

This is for a position in the Human Resources Department. Students will be working closely with the staffing, volunteer, and HR teams by providing administrative support including data entry, audits, phone screening applicants, and other duties. Students will be supervised by a member of the Human Capital team.

Students will work on varying projects. The experience students will gain from working with THINK Together will help prepare them for a career in a professional, non-profit environment. We want to give students the skills and experience to succeed with their future career goals.

#### Requirements

Strong customer service skills. Strong organizational skills. Experience with Microsoft Word, Excel, Outlook, and Power Point. Students will go through orientation.

#### How to apply for a placement

A student can apply online through our website or by contacting our Manager of Volunteers. A Livescan background check will be conducted after initial interview if selected for Field Study - at no charge to student.
UC Center Sacramento (SIP)  
Summer Internship Program  

Student Services I  
University of California  
Irvine  
CA  
92697-2475  

http://www.statecap.uci.edu/index.html  
Ms. Michelle Mallen  
SIP Advisor  
mallenm@uci.edu  
949 824-0038  
FAX n/a  
Alternate Contact  
gromez@uci.edu  

About the Organization:  
The Sacramento Internship Program (SIP) is a program that gives outstanding UCI students an opportunity to intern in the California state capital. Based upon the huge success of the UCDC Summer Internship Program, SIP provides career-related internship opportunities in public service, nonprofits, special interest groups, and various other organizations and institutions. Sacramento is the center for California's growth not only politically, but also scientifically and economically. This program is designed to immerse students into the workings of state government while showing the important role that policy makers play in decisions that will effect all of California. Please browse through the website to obtain a better feel for our program.  

About the Field Study Placement  
There are many opportunities available in Sacramento. Each program is a 10 week program. Some of the internships may include the Department of Education or Agriculture, many non-profit organizations which specializations can vary from the environment to working for underprivileged youth. Other internships involve media and journalistic related fields such as interning for local radio and news stations as well as local newspapers. There are many options available and it is not limited to what the coordinator has provided. Interns are encouraged to conduct their own independent research to find an internship suited for you. Some of the basic duties involved in various internships include clerical work such as answering phones, responding to constituent mail, attending hearings and research. However, depending on your internship locations, your duties can range from writing press releases to attending rallies. Your supervisor at the internship sites assigns all tasks, but many students have had very interesting and educational responsibilities allocated to them. You will learn that what you put into your internship is what you will get out of it. Therefore, we strongly encourage students to approach their supervisors for additional assignments and projects.  

Requirements  
Must be a currently enrolled UCI student. Submit an application, letter of recommendation, and current unofficial transcript. In addition to the above requirements a candidate must be enthusiastic and motivated and show a desire to truly participate.  

How to apply for a placement  
Students must first apply for the program in late January or early February (see website for details). Once a student has been accepted to the program they will be provided internship search support and guidance by program staff.
# UC Center Sacramento (UCCS)

## Academic Internship Program

1100 Student Services II  
Irvine CA  
92697-2475


Ms. Sharon Parks  
Director, Capital Internship Programs  
sparks@uci.edu

949 824-5456  
FAX n/a

About Contact  
n/a

### About the Organization:

The University of California Center Sacramento advances the University’s mission of teaching, research and public service with an integrated program to train future state leaders, to address challenging public-policy issues confronted by the nation and state, and to carry out the University’s mandate to assist state government.

Students participating in this program do not enroll in courses through UC Davis and then submit a petition to waive their field study requirement. For more info: [http://fieldstudy.soceco.uci.edu/pages/options-fulfilling-field-study-requirement](http://fieldstudy.soceco.uci.edu/pages/options-fulfilling-field-study-requirement).

### About the Field Study Placement

Internship placements are tailored to students' background, experience, and career goals.

By enrolling in the UC Center Sacramento, you have the opportunity to gain first-hand knowledge of California's public policy challenges and processes. The program includes coursework (up to 16 quarter units) as well as professional experience while living, interning, and attending classes in Sacramento.

### Requirements

Junior or Senior standing by program start date strongly preferred. GPA of 3.0 or above strongly preferred.

### How to apply for a placement

Please consult the UCCS website - [http://uccs.ucdavis.edu/apply](http://uccs.ucdavis.edu/apply) for application deadlines and information.
**UC Irvine Campus Human Resources**

111 Theory, Suite 200  
Irvine  
CA  
92612

www.hr.uci.edu

Ms. Andrea Gaines  
Learning, Development & Compliance Consultant  
apgaines@uci.edu

949-824-5197  
FAX 949-824-6283

Alternate Contact  
none provided

**Best to contact by:**  
email

**Placement**  
A  
10

**Quarters**  
1

**Hours**  
10

☐ Weekdays  
☐ Week nights  
☐ Weekend days  
☐ Weekend nights

### About the Organization:

Our mission is to integrate human resources into the life and work of the university by providing trusted leadership in the recruitment, retention, development and well-being of the university community. We provide services and resources to campus employees in the following functions: employment, compensation, benefits, training and development, worklife and wellness, workers compensation and disability management, employee and labor relations, conflict resolution and compliance. We work with all departments on campus, UC Office of the President and other UC location partners, UCI Medical Center Human Resources, related regulatory agencies and community partners. Field study students complete an orientation including human resource functions and resources, overview of the office and organizational roles, and required trainings. Field study students have the opportunity to participate in staff meetings and trainings. They will also learn about industry organizations and certifications.

### About the Field Study Placement

Students assist in activities related to developing, coordinating and implementing current and new HR programs in various HR functional areas. Assignments will be made based on organizational needs and student interests. Project responsibilities may include, but are not limited to: data and best practice collection and assessment, process review and development/improvement, online and document marketing, and evaluation and strategy review. Students will have an HR internship supervisor as the primary supervisor and will be co-supervised by an HR professional staff expert on the projects to which they are assigned. Co-supervisors will change if working on multiple projects to provide a broad HR experience.

Possible projects include creating and improving benefits/retirement/worker’s compensation resources and tools for self-access and online; employment diversity outreach and interview process revision and implementation, compensation training program development, and/or staff engagement program development.

### Requirements

Awareness of how organizations work, able to write clearly in a variety of communication styles and settings, quick learner, intermediate level MS Word, Excel and PowerPoint preferred but not required.

### How to apply for a placement

Email cover letter with statement of interest and attach resume as a .pdf file. Students will need to take required compliance trainings and sign privacy/confidential documents when they begin their placement.
**UCDC Academic Internship Program**  
**DC Center - Division of Undergraduate Education**  
1100 Student Services II  
Irvine CA 92697  
http://www.dccenter.uci.edu/  
Ms. Sharon Parks  
dccenter@uci.edu  
949 824-5456  FAX n/a  
Alternate Contact n/a  

Best to contact by: email  
Placement A  
Quarters 1  Hours 10  
☐ Weekdays  
☐ Week nights  
☐ Weekend days  
☐ Weekend nights

**About the Organization:**  
This is a multidimensional educational experience in Washington D.C. While living in the UC-DC Center in Washington DC, students are registered as full-time UCI students and earn 12 to 16 units of UCI course credit. Students are involved in cultural and social activities as well as their educational and academic pursuits. The program offers an exciting opportunity to combine course credit with field research and work experience in areas related to, but not limited to, the policy-making process of the federal government. For additional information, students are strongly encouraged to consult the DC Center website at www.dccenter.uci.edu

**About the Field Study Placement**  
While there is a wide array of placements available, most Washington DC internships are unpaid and require a commitment of 20 to 33 + hours per week. Students apply to various internships of their choice, with the help of the program coordinator. It is up to the student to do the research on what is available, to work with the program coordinator on the search and to make the final choice. A partial list of internship sites available includes the American Legislative Exchange Council, the Children’s Defense Fund, the Foreign Service Institute, the White House, the National Institute of Health, the National Wildlife Federation, and the U.S. Department of Justice.

The quarters in DC are extended to approximately 11 weeks, and UCDC Academic Internship Program requires a fieldwork commitment of 32 hours per week. Estimated cost for the program is $7,976, and includes full UCI registration, housing, food, transportation, and living expenses. Financial aid eligibility is maintained, and students who meet financial need and other eligibility criteria may also apply for a President's Washington Scholarship.

**Requirements**  
A minimum GPA of 3.0 is strongly preferred. Junior or Senior standing is recommended. Admission is based on a personal essay, resume, letters of recommendation, transcript, and personal interview.

**How to apply for a placement**  
Please consult the DC Center website for application deadlines information session dates.
**UCDC Summer Internship Program**  
**UCI Career Center**  
100 Student Services I  
Irvine CA 92697-2475  
http://www.ucdc.uci.edu/  
Ms. Michelle Mallen  
mallenm@uci.edu  
949 824-0038 FAX n/a  
Alternate Contact dccoords@uci.edu

### About the Organization:

The UCDC Summer Internship Program selects students to represent UCI in Washington, DC for 10 week internships each summer. The DC area has over 10,000 internships available to students and each student has the freedom to choose the internship that best fits their interests. The goal of the program is to prepare each student both professionally and personally for their internship experience in Washington, DC. Students admitted into the program work closely with the program staff in developing a competitive portfolio in order to successfully secure meaningful internships.

### About the Field Study Placement

Once in the UCDC Internship Program, students are shown how to use the resources available to find DC internships that could be career-oriented. Students are assisted in creating a portfolio consisting of a resume, letters of recommendation, and a statement of purpose. This portfolio is sent to Washington, DC offices to represent the student. Students, with the assistance of the UCDC staff, are responsible for finding internships. Students also assume the financial responsibility of round-trip transportation along with housing and transportation costs in DC, although fundraising during the academic year helps to reduce individual costs through small stipends. DC internships are 8 to 10 weeks long, and typically require 30 to 40 hours of work per week. Some positions are paid or offer a small stipend; most positions are not paid. In preparation for their DC internships, students in the UCDC program are required to volunteer 20 service hours for the Program, and attend meetings twice per month. Students may earn 8 units of field study credit through the UCDC Program. Students may submit a course enrollment form upon acceptance into the program. Once a placement with an agency is finalized, students must submit a 2nd course enrollment form. Students are generally selected for participation in the UCDC Program during fall quarter; internships themselves are available throughout the year, but students planning on DC internships during the academic year should work with the UCDC Program (site #763). This listing is only for students planning a summer field study in Washington DC.

### Requirements

Must be in good academic standing and able to demonstrate the ability to work cooperatively with others.

### How to apply for a placement

Please consult the UCDC/UCCS Summer Internship Program for application information.