

## Public Policy

Site # **UC Center Sacramento (UCCS)**  
**765 Academic Internship Program**

Best to contact by:  
 email

Placement  
 10

A

1100 Student Services II University of California  
 Irvine CA 92697-2475  
<http://uccs.ucdavis.edu/>

Quarters	Hours
1	20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Ms. Sharon Parks  
 Director, Capital Internship Programs  
[sparks@uci.edu](mailto:sparks@uci.edu)  
 949 824-5456 FAX n/a  
 Alternate 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 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>.

### About the Field Study Placement

Internship placements are tailored to students' background, experience, and career goals and are available in a wide range of fields from education, law, healthcare, and political offices to business, non profits, marketing and international affairs.

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 15 quarter units of coursework 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> for application deadlines and information.

Site # **South County Outreach**  
**712**

Best to contact by:  
email

Placement  
2

A

7 Whatney, Suite B

Irvine CA 92618

<http://www.sco-oc.org/>

Ms. Tiffany Ficke

Volunteer Coordinator

[volmgr@sco-oc.org](mailto:volmgr@sco-oc.org)

949-380-8144 x 217 FAX

Alternate Contact Renee Stevenson, [rstenson@sco-oc.org](mailto:rstenson@sco-oc.org)

Quarters	Hours
1	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

Mission: Preventing hunger and homelessness by helping people help themselves. Since 1989, South County Outreach has provided services to families in need in our community through our five programs: Food Pantry, Rental and Utility Assistance, Transitional Housing, Computer Learning Lab, and Thrift Store. We are striving to end hunger and house hope in South Orange County.

#### About the Field Study Placement

Students completing a field study with South County Outreach will have an opportunity to interact directly with clients of South County Outreach and learn about the services we provide for at-risk families in the community: Food Pantry, Transitional Housing, Homeless Prevention, Computer Learning Lab, and Thrift Store. Students will have an opportunity to assess client needs and connect them with resources at South County Outreach and within the community. Students will be expected to work in various areas including the Front Desk, Rental & Utility Assistance Hotline, Food Pantry, and General Office. Duties will include processing client applications, assessing client needs, answering phones at the receptionist desk and Rental & Utility hotline, sitting in on interviews for housing programs, assisting clients with shopping in the pantry, representing South County Outreach at community events, and performing general administrative tasks in the office, among other tasks. Potential opportunity of HR support in recruiting, training and development.

Special projects will vary depending on the time of year. During the summer, interns will have the opportunity to help with our annual Back-to-School event for our clients. During the holidays, interns would have an opportunity to be directly involved with our Adopt-a-Family program and Holiday Toy Store Event.

#### Requirements

Microsoft Office skills required. Basic Data Entry/Filing experience preferred. Bilingual not required but a plus. Background check at no cost, generally takes 1 week to complete. Volunteer orientation recommended.

#### How to apply for a placement

Email your cover letter (email text) and resume as a .pdf.

Site # **UC Center Sacramento (SIP)**  
**765.5 Summer Internship Program**

Best to contact by:  
any

Placement  
24-33

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Student Services I

University of California

Irvine

CA

92697-2475

Quarters Hours

1

20-40

<http://www.statecap.uci.edu/index.html>

Weekdays

Ms. Michelle

Mallen

Week nights

SIP Advisor

Weekend days

[mallenm@uci.edu](mailto:mallenm@uci.edu)

Weekend nights

949 824-0038

FAX n/a

Alternate Contact [rgomez@uci.edu](mailto:rgomez@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.

Site # **Boot Barn**  
**707**

Best to contact by:

Placement  
1

A

15345 Barranca Pkwy

Irvine CA 92618

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

Mrs. Kari Webb

Manager of Learning and Development

[kwebb@bootbarn.com](mailto:kwebb@bootbarn.com)

949-303-9331 FAX

Alternate Contact Christina Ziembowicz [ciembowicz@bootbarn.com](mailto:ciembowicz@bootbarn.com) 9494534400

Quarters Hours

2-3 10-20

Weekdays

Week nights

Weekend days

Weekend nights

#### About the Organization:

Boot Barn is a Western Lifestyle Retail organization who believes in capturing the true spirit of the west and providing customers with the best possible shopping experience.

#### About the Field Study Placement

As part of our Learning and Development team field study students will gain experience with a variety of operational and learning and development procedures. Students will gain insight into working in a retail corporate setting, as well as get exposure to meetings, project planning, personal development, needs assessments, and evaluating effectiveness of the training we provide. Students will have the opportunity to work on projects based on their skills and interests. Key initiatives currently include working on E-learning development and associate recognition programs.

#### Requirements

Candidates should be interested in the Learning and Development field. Ideal candidates are computer literate with the ability to quickly learn the basics of new software programs.

#### How to apply for a placement

Send a cover email with your resume attached as a .pdf.

Site # **Newport Beach Fire Department**  
**750**

Best to contact by:  
phone or email

Placement  
2

A

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

Quarters Hours  
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### 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.

Site # **710 Orange County Asian and Pacific Islander  
Community Alliance**

Best to contact by:  
phone or email

Placement  
2-4

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12912 Brookhurst Street, Ste. 410  
Garden Grove CA 92840  
www.ocapica.org

Ms. Mary Anne Foo  
Executive Director  
mafoo@ocapica.org  
714 636-9095 FAX 714 636-8828  
Alternate Contact

Quarters Hours  
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### About the Organization:

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](http://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.

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

Mr. Curtis Gibbs  
Director of Planning and Fund Development  
cgibbs@capoc.org  
714-839-6670x3400 FAX 714-894-5404  
Alternate Contact Alex Caro; acaroc@capoc.org

Quarters Hours  
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

**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.

Site # **Orange County Congregation Community Organization**  
**725**

Best to contact by:  
phone

Placement  
1

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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

Quarters Hours  
1 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### 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.



Site # **UCDC Academic Internship Program**  
**763 DC Center - Division of Undergraduate Education**

Best to contact by:  
email

Placement  
23

A

1100 Student Services II

Irvine CA 92697

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

Ms. Sharon Parks

[dccenter@uci.edu](mailto:dccenter@uci.edu)

949 824-5456 FAX n/a

Alternate Contact n/a

Quarters	Hours
1	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 web site at [www.dccenter.uci.edu](http://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.

Site # **UCDC Summer Internship Program**

**764 UCI Career Center**

100 Student Services I

Irvine CA 92697-2475

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

Ms. Michelle Mallen

[mallenm@uci.edu](mailto:mallenm@uci.edu)

949 824-0038 FAX n/a

Alternate Contact [dccoords@uci.edu](mailto:dccoords@uci.edu)

Best to contact by:  
any

Placement  
40-50

A

Quarters	Hours
1	10

Weekdays

Week nights

Weekend days

Weekend nights

#### 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.

Site # **County of Orange**  
**725.7**

Best to contact by:  
email

Placement  
20

A

333 West Santa Ana Blvd., Room 104  
Santa Ana CA 92701  
ocgov.com/gov/volunteer/internships/college

Mr. Jeff Hentzen  
Volunteer/Intern Manager  
jeffrey.hentzen@ocgov.com  
714 834-7440 FAX n/a  
Alternate Contact n/a

Quarters	Hours
1-2	10-15

- Weekdays
- Week nights
- Weekend days
- Weekend nights

#### 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.