

CRIMINOLOGY AND JUSTICE STUDIES

INTERNSHIP & FIELD WORK GUIDE

CJS 494E/EE INTERNSHIP SITE OPTIONS (SPRING 2022)

CJS 494E/EE (COMMUNITY PROGRAMS) OVERVIEW:

This internship/field experience course offers students the opportunity to work in a local program or organization geared toward supporting members of the community through service provision to victims or perpetrators of crime, policy activism, community education, and collaboration with partnering organizations. Students will obtain hands-on experience working for a community organization geared toward crime prevention, response, or policy development.

This course requires students to complete 100-120 hours at their internship site during the semester in addition to coursework. Students must be available to attend the scheduled class meetings during the semester while simultaneously completing their weekly internship hours (6-8 hours per week). Students must complete the internship hours the semester that they are enrolled in the CJS 494E/EE course.

Prerequisites for this course include: CJS 102 or CJS 302; CJS 430/L; permission of instructor.

CJS 494E and CJS 494EE are co-requisite courses, meaning that you will enroll in CJS 494E and CJS 494EE for a total of three units.

ENROLLING IN THE CJS 494E/EE COURSE

To enroll in the CJS 494E/EE course, you must complete the steps below. Students are not permitted to enroll in the class until they have been accepted as an intern at an approved internship site.

1. Complete the CJS 494E/EE (community based programs) application on the CJS department website.
2. Review the internship site options (listed in this guide) and select/apply to site(s). You may also find and apply to an internship site is not listed below, but it is subject to the CJS department approval.
3. Follow the designated steps to apply for each site.
4. Notify the internship coordinator (Dr. Katherine Lorenz; Katherine.lorenz@csun.edu) when placement has been secured or when at the point of a background check.
5. Once successfully accepted to an internship site, permission numbers to enroll in the course will be issued after student reviews/signs handbook.
6. Once enrolled, no further action is needed until the start of the semester. If the internship site requires training before the start of the semester, contact Dr. Katherine Lorenz to receive approval and complete the necessary paperwork.

SELECTING AN INTERNSHIP SITE

There are several pre-approved sites where students may intern. The information for each pre-approved site is provided below. Students are to choose a site that aligns with their personal or career interests and scheduling needs. For each site listed in this guide, the pertinent information regarding intern responsibilities, the application process/requirements, and the site coordinator contact info are provided. **It is the responsibility of the student to pursue application and placement to their selected site using the instructions provided with the site information.**

Students may also choose to intern at an organization that is not pre-approved, but this must first be approved by the instructor and it is the responsibility of the student to apply and secure placement at this site.

Paid internships or employment are eligible to be used as internship sites but are subject to approval by the CJS department.

Please note that some of these internship sites require a successful background check. This is indicated on a site-by-site basis below. For sites that require a background check, we suggest beginning the application process at that site ASAP.

For general questions regarding enrollment, placement, and the course, contact Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).

****Note that this document will continue to be updated as new internship sites are added.**

ASSISTANCE WITH APPLYING FOR INTERNSHIPS

Many of the organizations listed in this guide require a resume and cover letter submission to apply as an intern. We recommend that all students have a resume prepared prior to applying to internship sites. Cover letters should be tailored to each specific position.

The Career Center through [Matty's Closet](#) provides students with a professional outfit to wear on interviews at internship sites.

The [CSUN Career Center](#) offers services to assist students preparing their resume and cover letter(s). In addition to drop-in hours offered throughout the week, the Career Center also offers appointments to assist students. More information can be found at the Career Center Website or by going to the Career Center, located in Bayramian Hall 413. We also recommend using the career center to locate possible internships.

Description

The LA County District Attorney's Bureau of Victim Services provides a broad range of services to victims and witnesses of crimes. Their services are designed to help victims by facilitating a faster and more complete recovery.

Interns have the following responsibilities: assist with clerical support, contact victims to introduce the program's services and assess the victim's needs, refer victims to appropriate community agencies and resources, explain court procedures and provide an escort for victims of crime, provide a case status and disposition of information to victims, assist victims with information about obtaining police reports, witness fees, and arranging for restitution for property return, arrange translation for non-English speaking victims, assist child/elderly/victims with disabilities as needed, answer inquiries from the public about victim services and compensation, record all victim contacts and services provided.

Website

[LA County Victim Services website](#)

Location

This site has several locations throughout LA County. Students should choose their top three:

- Airport Branch
- Alhambra
- Antelope Valley
- Compton
- Downtown LA
- El Monte
- Inglewood
- Long Beach
- Norwalk
- Pasadena
- Pomona
- San Fernando
- Torrance
- Van Nuys
- West Covina

Hours

Interns are committed to working 16 hours per week. Schedule is flexible between the hours of 7AM and 6PM.

Commitment

6 months

Training and Requirements

Interns must attend an orientation at the office in Alhambra (full day/8-hour training session). Interns also receive on the job training.

This internship requires a successful background check and finger printing.

Apply

Students must complete a volunteer application form (ask course instructor for the form). Students provide top three location choices. Email the completed form, resume, and location choices to Shari Farmer (sfarmer@da.lacounty.gov) and indicate enrollment in the CSUN CJS program. Students undergo a phone interview and follow-up in-person interview.

Description

Alexandria House is a transitional residence and house of hospitality for women and children in need of support and housing. Alexandria House provides safe and supportive housing to single women and women with children in the process of moving from homelessness to permanent housing. As part of their service, they provide educational and enrichment opportunities to the community. Their mission centers around anti-racist and multicultural services that meet the needs of women who are economically poor. This organization has been providing supportive housing to women and children in Los Angeles since 1996.

intern responsibilities

Interns will assist with tasks that support the day-to-day functioning of Alexandria House. Interns will be responsible for helping with child care, after school programs, administrative duties, and assisting with case work. Interns will also assist with office work and various tasks.

Website

[Alexandria House website](#)

Location

426 S. Alexandria Ave., Los Angeles 90020 (mid-Wilshire of LA)

Hours

Interns will work approximately 6-8 hours each week. Students will have the opportunity to work with the volunteer coordinator to establish a schedule that fits their needs. Opportunities for a hybrid of remote and in-person work are available.

Commitment

Full semester and 100-120 hours.

Training and requirements

Interns must attend an orientation prior to beginning their hours. Once accepted as an intern, students will be notified of the training schedule.

All students who intern at Alexandria House must be fully vaccinated against covid-19.

Student interns must sign a confidentiality form.

Apply

Interested students should email their resume to the volunteer coordinator (volunteer@alexandriahouse.org).

JOURNEY OUT

Description

Journey Out is an LA-based nonprofit leading the fight for freedom and survival of all those whose lives have been destroyed by sex trafficking or commercial sexual exploitation. Their mission is to help victims leave a life of abuse and violence, overcome fears, and empower them to reach their full potential and achieve their goals. Their programs and services include drop-in center programming, prostitution diversion program, domestic minor sex trafficking prevention, direct street outreach, and community and agency education/training.

Interns will assist with a newly forming program under the recent state legislation addressing trafficking. This program involves community outreach and education in the hospitality and transportation industries to reduce the facilitation of trafficking in these arenas, where interns will be tasked with coordinating training and outreach. Interns will assist with facilitating trainings and education to industry workers, as well as 7th-12th grade students. Tasks will also include conducting research on anti-trafficking initiatives in other areas of the country to inform programming at Journey Out.

Location

7136 Haskell Ave., Suite 125. Van Nuys, CA

Website

[Journey Out website](#)

Hours

8-10 hours/week at the Van Nuys office. Interns will develop a schedule with their supervisor.

Commitment

Full semester and 120 hours, but interns are encouraged to work after the semester ends.

Training

Students will receive training and orientation prior to beginning the internship.

Apply

Interested students contact Dr. Katherine Lorenz (Katherine.Lorenz@csun.edu). To apply, students should have a resume prepared.

Description

Volunteers will work directly with community members in family law matters (divorce, custody disputes, paternity actions), housing matters (evictions), and other legal matters such as name change and guardianship. Students may also work to serve survivors of domestic violence with the paperwork to apply for a temporary restraining order. These clinics are housed within courthouses, offering free services to community members who need assistance completing legal paperwork.

Location

Volunteers for the spring 2022 semester will be working remotely.

Hours

8 hours/week. Internship hours can be worked Monday-Friday 8:30AM – 12:30PM and Mondays-Thursdays 1:30PM-4:30PM.

Website

[Neighborhood Legal Services of LA website](#)

Commitment

Full semester, 100-120 hours

Training

Interns will receive training before starting and on-the-job.

Apply

Contact Dr. Katherine Lorenz (Katherine.Lorenz@csun.edu) for application info.

Description

Strength United is committed to ending abuse, empowering families, and developing leaders. Strength United envisions homes and communities free of abuse and violence. Strength United provides crisis and advocacy services to survivors of sexual assault.

Interns will provide counseling on the 24-hour hotline and onsite emotional support at medical exams, police stations, and in the court. Strength United is an advocacy organization chartered through CSUN to provide services to students, but they also provide services to community members at their non-CSUN locations.

Website

[CSUN Strength United website](#)

Location

Van Nuys and Northridge

Hours

Students are required to work at least one 6.5-hour shift per week. Students can work extra hours to reach their 120-hour internship course requirement. Students will rotate crisis hotline shifts and survivor accompaniments. There are four shifts offered each day of the week: 12AM – 6:30AM, 6:30AM – 12PM, 12PM – 6:30PM, and 6:30PM to 12AM.

Commitment

One-year commitment

Training

Interns are required to receive the 60-hour sexual assault training. This training is required to work at any sexual assault advocacy agency in the State of California (and is a great resume-builder). Training does count toward the required 120 hours for the internship course.

The fee for training is \$175. Scholarships are available to reduce the financial burden of the training fee. Students interested in a scholarship need to indicate this when the application and resume is submitted.

Strength United is offering their training for the Spring 2022 semester in January 2022. If you are interested in this internship site, contact Strength United ASAP to enroll in their upcoming training. The training will be completed remotely from 10AM-3PM Monday-Friday.

Apply

Interested students should email Mayra Cardentti (Mayra.Cardentti@StrengthUnited.org) for the application. Students are required to undergo an interview. Accepted students will need to complete a successful background check.

Description

Bet Tzedek sets the standard for innovation in public interest law and is one of the top legal agencies in the country providing both direct services and impact litigation assistance to Los Angeles' most vulnerable populations. Bet Tzedek's pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. They offer legal assistance in 13 different areas such as homelessness prevention, conservatorship, elder abuse, financial fraud, transgender medical-legal, Holocaust services, and employment rights. The organization's leadership is a dynamic coalition between the public, private and non-profit sectors delivering innovative approaches to address root causes of poverty and exploitation. Their legal expertise and capacity to effect positive, sustainable social change continues to garner national attention.

Intern responsibilities

Interns with Bet Tzedek will be assigned to the intake department which is the first point of contact for potential clients. As an intake intern, students will conduct pre-screening assessments to determine legal assistance and representation of potential clients in addition to providing general information and appropriate referrals to other legal and social agencies.

This internship is a great opportunity for students who are interested in a career in law or community based work that serves members of marginalized groups. Interns will have the opportunity to develop and exercise foundational legal skills such as assessing and determining case eligibility, fact investigation, documenting client needs, client interaction skills, and assisting clients who are in challenging situations.

Location

3250 Wilshire Blvd., Los Angeles, CA 90010. Internship work for the spring 2022 semester will be completed remotely.

Website

[Bet Tzedek website](#)

Hours

8 hours/week for the full semester. Hours can be completed between the hours of 9AM – 5PM, Monday – Friday in four hour blocks. The office will be closed on holidays. Students will work with their supervisor to develop a schedule each week that meets the student's schedule.

Commitment

Full semester and 120 hours

Training & Requirements

Given the nature of this work, interns should be comfortable communicating with members of the community. Interns should have a demonstrated commitment to public interest and service, as well as empathy for marginalized groups including the elderly, disabled, and low income populations. Interns should be able to manage and apply new information learned during the course of the training and

internship. Must be detail oriented in addition to writing and communication skills. Bilingual interns are needed.

Interns will attend a general orientation and will receive on the job training.

Because the work will be completed remotely, students will need reliable internet access during their shifts.

Apply

Interested students should apply starting December 1, 2021 through the [Bet Tzedek online application](#). In the application students should indicate that they are a CSUN CJS student. Students who apply and are accepted as an intern are expected to commit to Bet Tzedek for the full semester – please do not apply or commit to interning if you are not completely sure. Questions can be directed to the volunteer coordinator Erenie Fahmy (EFahmy@bettzedek.org).