This document provides information regarding the five internship and field experience courses in the CJS department. Students will have the opportunity to gain practical experience in the criminal justice system and related fields while working at an internship site. Students will be required to connect their field experience to the classroom through coursework and a final paper. Taking one of these courses is required for graduation. There are five options for students to meet this requirement: law enforcement, law and courts, community-based programs, applied research methods, and MOSAIC mentoring. This document will review each of the courses to guide students in determining which course best fits their career interests, the application and enrollment process, and placement at an internship site.

The prerequisites for these courses are: CJS 102 or CJS 302; CJS 430/L; senior standing; or permission of the instructor.

For enrollment in all internship seminar courses, students will first need to complete an application specific to the course of which they would like to enroll. **Course enrollment applications for Fall 2019 enrollment are due May 31st, 2019.** After completing an application and returning it to the CJS office (SH 165), students will then be contacted by the instructor to begin the course enrollment process. **Completing an application does not guarantee enrollment.**

This guide includes specific instructions for internship site placement for each course. While there are pre-established internship sites for each course, it is the responsibility of the student to meet the **application requirements for the site and secure placement.** Depending on the course, students may have the ability to select and place at their own site that is not pre-established with the university. In this case the site must be pre-approved by the instructor and students are responsible for identifying the site and completing the application requirements to secure placement at the site.

For general questions regarding enrollment, placement, and the course, please contact the course instructor:

**CJS 494A/AA (law enforcement):** Dr. Eric Gamino (eric.gamino@csun.edu)

**CJS 494B/BB (law and courts):** Professor Bruce Zucker (bruce.zucker@csun.edu)

**CJS 494E/EE (community-based programs):** Professor Beth Jakubanis (beth.jakubanis@csun.edu)

**CJS 480 (applied research methods):** Dr. Katherine Lorenz (katherine.lorenz@csun.edu)

**CJS 452MO (MOSAIC):** Professor Alex Ojeda (alex.ojeda@csun.edu) or Dr. Nayan G. Ramirez (nayan.ramirez@csun.edu).
LOCATING THE APPROPRIATE FORMS

Each internship course requires completion of an application to the course and other relevant paperwork, depending on the course. Prior to the enrollment application deadline, students will need to attend one of the internship information sessions to receive an application. After the university enrollment period begins, these forms will be available in the CJS office (Sierra Hall 165) or by contacting the instructor of the course. **Course enrollment applications for fall 2019 enrollment are due May 31st, 2019.**

Applications for the site or other application documents for internship sites are not provided by the course instructors. Rather, they are provided by the specific internship site. Students will need to follow the provided instructions for each site to secure the appropriate forms.
This internship seminar course is specifically designed for students who have a career in law enforcement. Students enrolled will have the opportunity to intern for a local law enforcement agency. This course requires students to complete 120 hours at their internship site during the semester.

Students interested in enrolling in this course will need to fill out and return the 494A/AA application to the CJS office (SH 165). At that point, the course application will be reviewed by the instructor. Completing the application does not guarantee a permission number. Students will then need to follow the following process to complete enrollment in the course and placement at the internship site. All law enforcement internships require a successful background check.

Students need to obtain entry into a law enforcement agency on their own unless they are interested in being an intern for the LAPD (Valley-Bureau). Students not pursuing LAPD (Valley-Bureau) can perform their internship at any designated law enforcement agency such as LAPD, LASD, CSUN PD, Ventura County Sheriff’s Department, Pasadena Police Department, etc. Based on the student’s internship preference, the application process for the course is as follows:

**Non-LAPD**

1. Fill out and return completed application to CJS office.
2. Upon successful review of completed application, student must obtain entry into whichever law enforcement agency on their own.
3. If student is granted entry into the selected law enforcement agency, student must complete and return “site placement form” to the CJS office.
4. Upon receipt of “site placement form,” student will be issued a permission number.

**LAPD (Central; South; West) Bureaus**

1. Fill out and return completed application to CJS office.
2. Upon successful review of completed application, student must obtain entry into whichever LAPD Bureau on their own.
3. Student must submit LAPD Volunteer Application form to the selected LAPD Bureau.
4. If student is granted entry into the selected LAPD Bureau, student must complete and return “site placement form” to the CJS office.
5. Upon receipt of “site placement form,” student will be issued a permission number.

**LAPD (Valley) Bureau**

1. Fill out and return completed application to CJS office.
2. Upon successful review of completed application, student will be interviewed by Dr. Gamino.
3. After the interview, student will be required to complete a live-scan background check (instructions will be provided by Dr. Gamino; being granted an interview does not guarantee proceeding to next step in enrollment process).
4. Upon completion and verification of live-scan background check, student will be issued a permission number.

5. Student will be randomly assigned to any division within the LAPD Operations-Valley Bureau.

6. Student must submit LAPD Volunteer Application form to the designated division of LAPD Operations-Valley Bureau.

Please contact the course instructor, Dr. Eric Gamino (eric.gamino@csun.edu) with questions.
CJS 494B/BB: LAW AND COURTS

This internship is designed for students who are interested in careers involving the law or courts. Students will spend 120 hours during the semester interning in a court or law focused environment. In addition to the 120 hours of internship work, students will also be required to complete coursework to supplement their internship field work.

Potential sites are listed in this guide. However, students may also find their own internship work site, which must be approved by the instructor and by the university. Employment, if appropriate, may also be used for this internship but is subject to instructor and university approval. Students interested in interning at a site not listed in this guide should contact the instructor for this course to complete the appropriate paperwork. It is the student’s responsibility to secure placement at the internship site and to follow the CSUN and site requirements to successfully complete the course. Please note that most of these sites will require a background check and therefore, students should plan accordingly and begin the internship placement process with adequate time to have a completed background check.

Students interested in enrolling in the law and courts internship course should complete the 494B/BB application and submit the completed application to the CJS office (SH 165) by the deadline. Permission numbers will be emailed to eligible students once eligibility is determined and once the student has initiated placement at a work site.

For questions regarding this internship and course, please contact the course instructor, Professor Bruce Zucker (bruce.zucker@csun.edu).
CJS 494E/EE: COMMUNITY-BASED PROGRAMS

This internship offers students the opportunity to work in a local community program 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 120 hours at their internship site during the semester.

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. 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.

To begin the enrollment process for this course, students must first complete the 494E/EE internship course application form. To complete this form in its entirety, students must indicate which sites(s) they are considering for their internship. After returning the completed application, students will then be contacted by the course instructor. Permission numbers to enroll in the course will be provided to once eligibility for the course is determined and once the student has secured placement at an internship site.

Please note that some of these internship sites require a successful background check. This is indicated on a site-by-site basis below.

For general questions regarding enrollment, placement, and the course, please contact the instructor, Professor Beth Jakubanis (beth.jakubanis@csun.edu).
CJS 480: APPLIED RESEARCH METHODS IN CJS

This course will provide students with applied research experience at the Neighborhood Legal Services Domestic Abuse Self-Help Clinic (DASH). The DASH clinic is a self-help clinic housed in Los Angeles court houses designed to assist domestic violence victims with the completion of their paperwork to file for a temporary domestic violence restraining order (DVRO). In this course, students will work as volunteers at the DASH clinics, working directly with domestic violence litigants under the supervision of licensed attorneys. Once enrolled in this course, students will receive in-class training to prepare them for volunteering. Students will complete coursework and an empirical research paper to supplement their experience working at the DASH clinic. This course requires 40 hours at the internship site.

Following week 3 of the course, students will begin attending class only one day each week. Students will spend another morning each week working at the clinic. Shifts are from 8:30AM to 12:30PM Monday – Friday. For students who do not have morning availability, they can complete an afternoon shift in Antelope Valley (1:30PM – 4:30PM). To enroll in this course, students must have the availability to attend the 480 class once each week and complete a full volunteer shift once each week. There are four clinics where students may work: Antelope Valley, Pomona, Chatsworth, and Van Nuys. To enroll in this course, students must be able to get to one of these locations for their weekly shift. Once enrolled in the course, students will have the opportunity to give their day and location shift preference, as well as which day they would prefer to attend class each week. However, these preferences are not guaranteed.

To enroll in this course, please complete the CJS 480 course application and return the completed application to the CJS office (SH 165). At that point, students will be contacted by the instructor to be issued a permission number to enroll in the course if they meet the eligibility criteria. Once enrolled, students will complete the appropriate paperwork to finalize their placement at one of the four DASH clinics.

For questions, please contact the course instructor, Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).
MOSAIC’s mission is to give university students the opportunity to mentor youth “at-risk” of academic failure, joining gangs, abusing drugs, and other negative outcomes while gaining valuable work experience in the field of education, social work, counseling, law enforcement, and probation. We train and support university students to serve as part-time MOSAIC Mentors, working in small groups with youth to build the self-efficacy that is crucial to academic and life success. The MOSAIC program is committed to extending the resources of the university to youth that are commonly excluded from mentoring programs because of negative labels, acting out behaviors, and “tough guise” attitudes. These unprotected youth are often viewed as little more than statistics to dominant society and are characterized by rates of dropping out, incarceration, teenage parenthood, joining gangs, or death. The majority of these youth are failing in school or trying to make it through last-chance alternative/continuation high schools. MOSAIC aims to train mentors to learn how to engage and meet the needs of these youth while training the next generation of professionals and community leaders.

Although CJS 310: Juvenile Justice is not a required course for the MOSAIC program, we strongly encourage students to take CJS 310 before enrolling in MOSAIC. Students who wish to enroll in the course during the 2019/2020 academic year have two pathways into the MOSAIC Mentoring program:

1. To enroll directly in this course, please complete the CJS 452MO application and return the completed application to the CJS office (SH 165). At that point, students will be contacted by the course instructor, Professor Alex Ojeda, for an interview. Upon successful completion of the interview, permission numbers will be issued to students to enroll in the course. Once enrolled, students will complete the appropriate paperwork to finalize their placement at one of the alternative/continuation high schools.

2. If you have not taken CJS 310: Juvenile Justice, we are offering a special version of the course during Fall 2019, which will focus on youth development and mentoring alongside issues related to juvenile justice. Students will also gain exposure to future mentees through group presentations and other activities throughout the semester. During the Spring 2020 semester, students who take this course will have priority application to the CJS 452MO course upon successful completion of the course and the instructor’s recommendation. If you would like to follow this path into MOSAIC, please contact the instructor of this course, Dr. Nayan G. Ramirez, to schedule an interview. Upon successful completion of the interview, permission numbers will be issued to students to enroll in the course.

For questions, please contact one of the course instructors, Professor Alex Ojeda (alex.ojeda@csun.edu) or Dr. Nayan G. Ramirez (nayan.ramirez@csun.edu).
NON-CJS INTERNSHIP OPTIONS

Other programs at CSUN offer internship and field work courses that fulfill the requirement for the CJS program, including:

1. Judicial internships through Political Science (POLS 494J/A). Students will have the opportunity to work one-on-one with judges in the Superior Courts of Los Angeles County, where they can learn about the inner workings of the court, legal system, and careers in law. This internship is geared toward students who are interested in a law career. Interested students will need to apply through the Political Science department and have a 3.0 GPA or higher. More information is available on the Department of Political Science website and by contacting Dr. Leigh Bradberry (leigh.bradberry@csun.edu) in the Political Science department.

2. Political Science D.C. Internships. Students will have the opportunity to live in DC and intern at a local criminal justice organization for a spring or summer term. Interested students must apply to this internship through the Political Science department. Students must identify their own internship site and have this site approved by the CJS Department Chair, Vickie Jensen (Vickie.jensen@csun.edu).

3. Jewish Studies nonprofit internship (JS 390CS). Students will have the opportunity for civic engagement and work experience in the nonprofit social welfare and political action sector of the Los Angeles Jewish Community. Interested students should contact Dr. Terry Hatkoff (terry.hatkoff@csun.edu). Students must have approval to take this internship course and have their site approved by the CJS Department Chair, Vickie Jensen (Vickie.jensen@csun.edu).

4. Africana Studies field work class (392C). Students will obtain a working knowledge of the African American community including its culture, problems, and current efforts to rectify these problems through field work in the Los Angeles area. Students must have approval to take this internship course and have their site approved by the CJS Department Chair, Vickie Jensen (Vickie.jensen@csun.edu).
The following section provides details about the pre-approved internship sites to which students can enroll. These descriptions include the site information, intern responsibilities, hours requirements, and instructions to apply. Please review the following information to determine a site that aligns with your personal or career interests and follow the instructions provided to apply to that site and the appropriate internship course.

Each site description includes a tag for which internship course this site is appropriate for. The course tag for the internship site and the course to which students are enrolling must match (e.g., Penny Lane is tagged as a CJS 494E/EE course – to intern at this site, the student must apply to enroll in CJS 494E/EE).
ANTI-DEFAMATION LEAGUE (ADL)

Description: The ADL is an anti-hate organization combating anti-Semitism and bigotry of all kinds in Los Angeles, San Bernardino, Riverside, and Kern. Initiatives in the classroom, community, and workplace counteract the bias and bigotry in the community. This organization provides training and advocacy in the LA area in collaboration with other organizations and provides training to local law enforcement agencies.

This organization has three different internship programs:

1. Civil Rights: https://la.adl.org/civil-rights-internship/
2. Community service: https://la.adl.org/community-service-internship/
3. Education: http://la.adl.org/education-internship/

Website: https://la.adl.org/about/

Location: Century City

Hours: This site requires 8-10 hours per week spent interning, typically multiple days each week. The internship coordinator will work with students to create a weekly schedule that accommodates their scheduled. Hours available to interns are Monday – Thursday 9AM – 5:30PM and Fridays 9AM – 3PM. This organization also has community events and trainings outside of these hours that students can attend as part of their internship hours.

Commitment: Full semester

Training: On the job training.

Apply: Students need to email their resume and internship program of interest to LA@adl.org. Specify that you are a CJS Criminology student. Students are required to undergo an interview before being accepted as an intern. This internship requires a successful background check.

This site is approved for the following courses: CJS 494E/EE
LOS ANGELES COUNTY SUPERIOR COURT

Description: The Los Angeles County Superior Court/Criminology and Justice Studies (CJS) internship is designed to provide juniors and seniors with exposure to the inner workings of the Los Angeles County Superior Court. Each intern is assigned to a judge in a criminal law court somewhere in the court system. Some students will be assigned to specialty courts, such as parole violation court, mental health court, juvenile court, and others.

Locations: Currently, assignments are available at courthouses located in Downtown Los Angeles, LAX Airport Court, Inglewood, Van Nuys, Sylmar, and San Fernando.

Hours: 8-10 hours/week for full semester. Hours may vary by site.

Commitment: Full semester

Training: On the job

Apply: Interested students should complete the 494B/BB internship course application and indicate on the form that they are interested in interning at this site. The course instructor will then contact the student with next steps. Please note that this site requires a successful background check, which includes fingerprint processing.

This site is approved for the following courses: CJS 494B/BB
Description: Alexandria House is a transitional residence and house of hospitality for women and children in need. Alexandria House provides safe and supportive housing to single women and women with children in the process of moving from homelessness to permanent housing.

Interns will be responsible for helping with child care, after school programs, fundraising thrift sales, and assisting with other events. Interns will also assist with office work and various tasks. Alexandria House has two available internship programs:

2. After School Program: [https://www.alexandriahouse.org/afterschool_teen](https://www.alexandriahouse.org/afterschool_teen)

Website: [http://www.alexandriahouse.org/](http://www.alexandriahouse.org/)

Location: 426 S. Alexandria Ave., Los Angeles 90020

Hours: Interns must work 8-10 hours each week. Interns will work the same shifts each week. These shifts will depend on the student’s schedule and their desired internship program.

Students interested in the childcare program will have their shift scheduled between Monday – Thursday 8AM – 2PM and 3:30-5:30OM, or Friday 9AM – 1:30PM.

Students interested in the afterschool program will have their shift scheduled Monday – Friday 3:30PM – 6PM.

There are other events that students may work at to earn their internship hours. One such event would be Thrift Sales, which are offered 2 Saturdays each month.

Commitment: Full semester

Training: Interns must attend an orientation prior to beginning their hours. Orientation is offered the first Tuesday of each month or the 2nd Sunday of each month.

Apply: Interested students should email their resume to the volunteer coordinator (Madison Craigo, madison@alexandriahouse.org) along with their program and hours preference. Please state that you are a CSUN CJS student. **Students must sign a confidentiality form in order to intern at this organization.**

This site is approved for the following courses: CJS 494E/EE
CALIFORNIA BLACK WOMEN’S HEALTH PROJECT

Description: CABWHP advocates for policies and practices that promote and improve physical, spiritual, mental, and emotional well-being of Black women and girls.

Internship responsibilities include: assisting the organization in education and building awareness within the community, assisting with workshops, collaboration with other organizations, curriculum development, administrative work, attending organization meetings in the community, working with community task forces, and participation in team meetings. Interns will be exposed to the full scope of the organization’s work and become familiar with the required work of a non-profit organization.

Website: https://www.cabwhp.org/

Location: Inglewood, CA

Hours: Interns commit to 10 hours each week. Shifts can take place Monday – Friday between the hours of 10AM and 6PM. The coordinator will work with students to develop a weekly schedule that fits within the student’s schedule.

Commitment: Full semester

Training: Students are required to attend an orientation once accepted as an intern and will receive on-the-job training.

Apply: Interested students should email their resume to Natalie Champion (natalie@cabwhp.org). Please indicate that you are a CSUN CJS student. Students are required to undergo an interview.

Note: There is no parking provided for interns. Interns will need to find street parking or pay $13/day to park in a nearby garage. Students with financial burden should speak with their CABWHP internship supervisor to find a way to ease the burden of parking fees.

This site is approved for the following courses: CJS 494E/EE
LOS ANGELES CITY ATTORNEY, COMMUNITY JUSTICE INITIATIVE

Description: The Office of the Los Angeles City Attorney/Criminology and Justice Studies (CJS) internship places juniors and seniors in the LACA's Community Justice Initiative (CJI) office located in the Los Angeles City Hall. The CJI program includes a neighborhood-focused array of restorative justice, alternative sentencing, and diversionary programs seeking to address the root causes of criminal behavior and achieve incarceration reduction. CJI offers alternatives to incarceration for appropriate offenders and is aligned with national, state and local efforts to promote new “smart justice” prevention, intervention and diversion approaches. CSUN students work directly with the directors of the CJI programs.

Hours: 8-10 hours per week. Shifts vary by site.

Commitment: Full semester

Training: On the job; Co-requisite course (CJS 454-CS)

Apply: Students interested in this site should complete the CJS 494B/BB course application and indicate that they would like to intern at this site. Students will then be contacted by the course instructor to continue the enrollment process.

Students must either have either already completed, or be simultaneously enrolled in CJS 454-CS: Community Justice. Students must pass a background check, which includes fingerprint processing.

This site is approved for the following courses: CJS 494B/BB
Description: Provides safety and support to victims of DV while working to break the cycle of abuse. Interns will be on-site advocates for DV survivors. Interns will work with advocates to assist DV survivors in court, including helping with filing for restraining orders, helping with finding supportive housing, accompanying them to work, and accompanying them to the sheriff’s station. Interns will also assist with group facilitation, including life skills and healthy living educational groups.

Website: [http://www.childfamilycenter.org/](http://www.childfamilycenter.org/)

Location: 21545 Center Point Parkway, Santa Clarita, CA

Hours: Interns are required to work 10 hours per week during the hours of 8AM – 8PM Monday – Thursday and Friday 8AM – 6PM. The internship coordinator will work with students to develop a weekly shift schedule that accommodates the student’s schedule.

Commitment: Full semester (6 months preferred)

Training: Students are required to receive the 40-hour Domestic Violence State Certification Training prior to beginning the internship. This is a California State Certification that enables students to work at other DV agencies (a certification required for ANY DV-advocacy related position). Check with the internship coordinator at this site for training dates/times.

Apply: Interested students should send their resume to the internship coordinator, Amy Warren ([studenttraining@childfamilycenter.org](mailto:studenttraining@childfamilycenter.org)). Please indicate that you are a CSUN CJS student. Students are required to undergo an interview. **Accepted interns must have a recent physical, TB test, and be fingerprinted before beginning hours.**

This site is approved for the following courses: CJS 494E/EE
EAST YARD COMMUNITIES FOR ENVIRONMENTAL JUSTICE

Description: EYCEJ promotes environmental health and justice in local communities of Southeast LA and Long Beach, including policy advocacy and activism to reduce pollution and the effects of pollution on communities, primarily low-income communities of color.

Interns will assist with program development and campaign organization, including working with affiliated organizations and agencies to advocate for reduced pollution and effects, and community outreach. Interns will also assist with planning events and attending community meetings.

For spring 2019, students will be assisting with a program developed to mitigate the effects of pollution through collaboration with local organizations. Interns will be working directly with community members to put them in contact with relevant resources that can help them with environmental efficiency through different means. This program is a one-stop-shop for community members to apply and join programs to build a more sustainable environment and resilient communities. Interns will assist community members in completing the necessary paperwork and informing them about the relevant resources.

Website:  [http://www.eycej.org/](http://www.eycej.org/)

Location: Commerce, CA

Hours: Interns are required to work 10 hours each week. The internship site will work with students to develop weekly schedules. Hours are typically worked Monday – Friday between the hours of 9AM and 5PM. There is flexibility in this schedule to include opportunities for evening hours.

Commitment: Full semester

Training: Accepted interns will receive an on-site orientation and on-the-job training.

Apply: Interested students should email their resume to Cindy Donis ([cindyd.eycej@gmail.com](mailto:cindyd.eycej@gmail.com)). Students may be asked to participate in an interview. Accepted interns must sign a confidentiality form.

Note: Bi-lingual interns are preferred.

This site is approved for the following courses: CJS 494E/EE
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:  http://www.csun.edu/eisner-education/strength-united

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 is a California State Certification. This training is required to work at any sexual assault advocacy agency in the State of California. Training is offered January 12 – February 4, 2019. Students may begin their internships after completion of training. 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 they send their in their application and resume.

Apply:  Interested students should fill out an application (available on the website: https://www.csun.edu/eisner-education/strength-united/how-apply). Send the application and resume to internship@strengthunited.org. Please specify that you are a CSUN CJS student. Students are required to undergo an interview. Accepted students will need to complete a successful background check.

This site is approved for the following courses: CJS 494E/EE
LOS ANGELES COUNTY PROGRAMS

Description: Interns select a LA County Department that they would be interested in interning with for the semester. Job descriptions and internship responsibilities vary based on site. See the following page for the list of available opportunities.

Website:  http://hr.lacounty.gov/department-menu/human-resources/

Location:  Throughout LA County

Hours:  Students will work 8-10 hours per week to meet the 120-hour internship seminar requirement. Scheduling varies based on the location. The supervisor for each location will work with individual students to establish a weekly or semester-long schedule that works with the student schedule.

Commitment:  full semester

Training:  On-the-job training at site.

Apply:  Students will apply through the LA County HR Site (scroll down on this page, click “apply”: http://hr.lacounty.gov/academic-internships/), including providing resume and top three choices from the list on the following page (include the name and ID #). The student will then be contacted by the internship coordinator for an interview by their selected departments(s). Some program sites require a background check.

This site is approved for the following courses: CJS 494E/EE, CJS 494B/BB, depending on the program.

LA County Internship Program Options:

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name</th>
<th>Description</th>
<th>Requirements</th>
<th>Location</th>
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<tbody>
<tr>
<td>657</td>
<td>Small Claims Court Counselor</td>
<td>Counsels litigants about Small Claims Court matters including, case preparation, service of process, appeals and collection of judgments.</td>
<td>Excellent customer service skills and interest in working with the public in Small Claims Court matters. Law, Business Law or Paralegal Studies majors are desirable. Ability to interview litigants, learn and apply relevant civil laws. Active listening.</td>
<td>Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012</td>
</tr>
<tr>
<td>718</td>
<td><strong>Commission for Women – Status of women in Los Angeles County 2008-2010</strong></td>
<td>The purpose of this report is to gauge how women in Los Angeles County have progressed since the last report in 2008 in several areas: health, economic equality, education, housing and poverty, gender equity and domestic violence.</td>
<td>Ability to draw conclusions from research conducted and prepare a report for approval by the Commission for Women and the Board of Supervisors. The intern should have an awareness and interest in women’s issues; be able to research to find statistics in various areas; and ability to work on their own with minimal direction. Possible majors include Communications, Journalism, and Public Administration, Women’s Studies or related majors.</td>
<td>Executive Office of the Board of Supervisors Commission for Women Room B-50, Hall of Administration 500 W. Temple Street Los Angeles, CA 90012</td>
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<tr>
<td>1069</td>
<td><strong>Interagency Council on Child Abuse and Neglect (ICAN) project</strong></td>
<td>The primary focus of this project involves two of ICAN's critical initiatives: the annual ICAN Data Report, and the monthly Child and Adolescent Suicide Review Team (CASRT) meeting. The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. Specific duties will include, but are not limited to: preparing folders (case info, sign in sheets, agreements of confidentiality, etc.) for the monthly CASRT meetings; note taking (minutes) during the meetings; researching social network sites (such as Face book) for relevant information; attending the monthly Data meetings and</td>
<td>Desired skill set and qualifications include: Analytical; Willingness to look at chronic and systemic challenges differently and from a multi-agency perspective; Creative; Inquisitive; Independent thinker; Ability to manage data and reports submitted from various agencies; some familiarity with local govt. agencies a plus; Typing, preparing minutes from meetings, some filing and copying, etc... Ability to handle multiple tasks/projects at once.</td>
<td>Children and Family Services 4024 No. Durfee Rd. El Monte, CA</td>
</tr>
<tr>
<td><strong>1084</strong></td>
<td><strong>Commission for women – Research/Staff Assistant Intern</strong></td>
<td>Participating in the review of agency data reports, analyzing the reports for trends and assisting in developing new and creative ways of presenting data and information. These efforts will culminate in publication of the 2014 State of Child Abuse in Los Angeles County Annual Report.</td>
<td>The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as healthcare, aging, veterans, faith-based, workplace, family and community. The intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes. The interns should have an awareness and interest in women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. The interns must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors. Excellent oral and written communications and ability to conduct and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site.</td>
<td>Los Angeles County Commission for Women Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 372, Los Angeles, CA 9012</td>
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<tr>
<td><strong>1085</strong></td>
<td><strong>Housing for Substance Use Disorder Clients</strong></td>
<td>The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County’s alcohol and ability to conduct literature reviews, draw conclusions from research, analyze and think critically, and write clearly and concisely.</td>
<td>The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County’s alcohol and drug abuse prevention programs for schools and community agencies. The intern will assist in the development and evaluation of prevention programs for substance abuse prevention. The intern will also assist in the administration of the National Survey of School Health Programs. The intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes. The interns should have an awareness and interest in women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. The interns must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors. Excellent oral and written communications and ability to conduct and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site.</td>
<td>Public Health Substance Abuse Prevention and Control 1000 S. Fremont Avenue, Bldg. A-9 West, 4th Floor, Los Angeles, CA 9012</td>
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| 1095 | **Healthy Aging (Office of Women's Health)** | Description: Assist with a variety of aging projects for the Office of Women's Health including:
1. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition.
2. Engages stakeholders in LAACHA.
3. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners.
4. Assists with variety of projects, tasks, and research related to healthy aging and women's health.
5. Assists/develops PowerPoints, materials. | Organizational detail; experience and knowledge in gerontology are helpful but not required. Ability to make interdisciplinary connections, generate or assess solutions, and ability to communicate effectively with health leaders. Word, Excel, PowerPoint | Alhambra, CA 91803 |

<p>| 1100 | <strong>Aging Services</strong> | Adult Protective Services (APS), Program | Must be analytical and detail oriented. A self- | Workforce Development, |</p>
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<tr>
<th>Code</th>
<th>Program/Project Title</th>
<th>Description</th>
<th>Requirements</th>
<th>Location</th>
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<td>24</td>
<td>and Planning is developing specialized public transportation as well as caregiver support guides for the elderly, disabled, and low income individuals. We seek an intern to provide important general administrative and research support for a variety of projects.</td>
<td>starter with the ability to prioritize competing projects. Must be able to communicate/present solutions and problems, verbally and in writing to staff and external stakeholders. Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis.</td>
<td>Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</td>
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<td>1110</td>
<td><strong>Motor Vehicle Safety</strong></td>
<td>To address motor vehicle collisions in Los Angeles County, the Injury and Violence Prevention Program's (IVPP) project will include disseminating survey questionnaires to school crossing guards at their annual mandatory meeting. The student will also be involved in participating in site visits at school crossing guard intersections to observe and document driver and pedestrian behavior. The student will work under the supervision of the Health Educator assigned to this project.</td>
<td>Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis.</td>
<td>Department of Public Health 695 Vermont Ave, Los Angeles, CA. 90005, 14th floor and in the field as necessary.</td>
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<tr>
<td>1119</td>
<td><strong>Violent Death Reporting system</strong></td>
<td>The intern will be working on the Violent Death Reporting System (VDRS). VDRS is designed to compile information from multiple sources to gain</td>
<td>Intern must be reliable and detail-oriented and be willing to read coroner’s reports of violent deaths. Previous data entry experience and interest in violence</td>
<td>Public Health 695 S Vermont, Los Angeles, CA 90005</td>
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<tr>
<td>1124</td>
<td><strong>Trauma Prevention Initiative – violence prevention community engagement and research evaluation</strong></td>
<td>The intern will be working on the Countywide Trauma Prevention Initiative. The Los Angeles County Department of Public Health (DPH), under the auspices of the Trauma Prevention Initiative (TPI), seeks to reduce the disproportionately high incidence of trauma visits, injuries and deaths for the communities of Westmont/West Athens and Willowbrook. Previous community related experience and interest in violence prevention/intervention is preferred.</td>
<td>Intern must be reliable and detail-oriented and be willing to work within South Los Angeles communities including the communities of Westmont/West Athens and Willowbrook. Previous community related experience and interest in violence prevention/intervention is preferred.</td>
<td>Office location: 695 S Vermont, Los Angeles, CA 90005. Community Locations: Within various neighborhoods in South Los Angeles.</td>
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in communities of interest throughout the county, prioritizing the high incidence of violence-related trauma visits, injuries and deaths in South LA. DPH intends to achieve this aim, in part, by working with community agencies to increase access to targeted services and strengthening linkages between community members, community resources and clinical services through hospital based violence intervention, community based intervention/safe passages, and building capacity within the communities to address violence using a public health approach.

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<tr>
<th>1157</th>
<th><strong>Education/Tutoring at LAC Public Library</strong></th>
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<td>Join the Public Services team at the County of Los Angeles Public Library! The Academic Intern will assist school-aged children improve their reading skills through systematic reading/tutoring sessions conducted at a community library. Training will be provided in a specific reading curriculum. Intern will administer pre- and postassessment tests to determine reading levels. She/he will work alongside tutors and train teen volunteers to</td>
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<td>Preferred candidates should be majoring in Education, English, Social Work or Child Development.</td>
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<td></td>
<td>Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 and various community libraries.</td>
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<tr>
<td><strong>LAC Women and Girls Initiative</strong></td>
<td><strong>Food Insecurity Unit internship</strong></td>
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<td><strong>The Los Angeles County Women &amp; Girls Initiative (WGI) is looking to find well-qualified interns passionate about women’s issues. Interns will be working with WGI staff, the WGI Governing Council, elected officials, County staff, consultants and community leaders to advance equality for women. Interns must show a genuine desire to help shape the future of the lives of women and girls in the County. The Internship goal is to find quality candidates that are interested in learning how to create and execute strategic outreach plans to help the WGI conduct robust community outreach and engagement.</strong></td>
<td><strong>The student will be working with Los Angeles County Department of Public Health Division of Chronic Disease and Injury Violence Prevention Food Insecurity Unit. The Food Insecurity Unit partners key stakeholders to screen</strong></td>
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<td><strong>Experience in Microsoft Office software is required. Proficient writing and analytical skills are highly desired. Research experience and public speaking skills also desired.</strong></td>
<td><strong>Self-starter. Requires minimal supervision on projects</strong></td>
</tr>
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<td><strong>Chief Executive Office Kenneth Hahn Hall of Administration 222 S. Hill Street 5th floor Los Angeles, CA 90012</strong></td>
<td><strong>Public Health 3530 Wilshire Blvd. Suite 800, Los Angeles, CA 90010</strong></td>
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and refer food insecure households to services such as CalFresh and food pantries.
**LA DISTRICT ATTORNEY’S OFFICE BUREAU OF VICTIM SERVICES**

**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 fess, 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:** [http://da.lacounty.gov/victims](http://da.lacounty.gov/victims)

**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:** Interns must attend an orientation at the office in El Monte (full day/8-hour training session). Interns receive on the job training.
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). Please indicate that you are a CSUN CJS student. Students undergo a phone interview and follow-up in-person interview. **This internship requires a successful background check and fingerprint.**

This site is approved for the following courses: CJS 494E/EE
NEIGHBORHOOD LEGAL SERVICES SELF-HELP CLINIC

Description: Volunteers will work directly with community members to assist them with housing, divorce, child custody, etc. legal paperwork in preparation for filing with the courts.

Location: Pomona, Chatsworth, Van Nuys, or Antelope Valley

Hours: 10 hours/week.

Website: https://www.nlsla.org/projects/self-help-centers/

Commitment: Semester

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

Apply: Complete internship site application (available on website) and submit to the volunteer coordinator, Diana Avendano (davendano@nlsla.org)

This site is approved for the following courses: CJS 494E/EE, CJS 494B/BB
DOMESTIC ABUSE SELF-HELP CLINIC (DASH)

Description: Volunteers will work directly with litigants to assist them with completing the paperwork necessary to file for a temporary domestic violence restraining order.

Location: Pomona, Chatsworth, Van Nuys, or Antelope Valley

Hours: 10 hours/week, 4 hours/week for CJS 480. Shifts available are Monday – Friday 8:30AM – 12:30PM at all clinics, and Monday – Friday 8:30AM – 12:30PM, 1:30PM – 4:30PM at the Antelope Valley clinic. Students must work a full 4-hour shift.

Website: https://www.nlsla.org/services/access-to-justice/

Commitment: Semester

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

Apply: Complete internship site application (available on website) and submit to the volunteer coordinator, Diana Avendano (davendano@nlsla.org). For CJS 480, please follow the instructions provided for the course.

This site is approved for the following courses: CJS 494E/EE, CJS 494B/BB, CJS 480
DOMESTIC ABUSE CENTER (DAC)

Description: The DAC provide services to domestic violence survivors through advocacy and education. Intern responsibilities include:

1. Restraining Order workshops: Interns will assist survivors with the paperwork required to file a restraining order.
2. Court accompaniment: Interns will provide support and assistance to survivors who attend court related to a restraining order or DV.
3. Response team: Interns will spend their shift riding with local police officers to respond to domestic violence related 911 calls. Interns will provide immediate support to survivors, as well as support service referrals.

Location: Van Nuys

Court accompaniment shifts will take place at the Van Nuys and Chatsworth courthouses.

The response team covers police areas in Topanga and Devonshire.

Hours: 10 hours per week, though shifts may run longer.

Interns assigned to the response team shifts will be working 10 hour shifts (possibly longer) from 3PM to about 1AM.

Restraining order workshops take place Wednesday and Thursday nights, starting at 4PM. Interns will have a minimum of 4 hour shifts when working the restraining order workshop, but shifts may last longer depending on the number of survivors needing assistance.

Court accompaniment shifts can take place between 8:30AM and 12PM and from 1:30PM – 4:30PM. Interns will know weeks in advance the time/date they are needed for a court accompaniment.

Commitment: 6 month commitment, but prefer longer.

Training: Interns are required to have completed the 40 hour domestic violence state certification. This is a certification course that allows students to intern at this organization, but is also required for any domestic violence-related work. Students will need to work with the course instructor and/or internship coordinator to find a training that is offered in January. Students should look into receiving training with the following organizations: Sojurn, Jewish Family Services, Cornerstones, Strength United, and Haven Hills. Students will be responsible for the fee associated with training and state certification.
Interns will participate in an 8 hour training offered by DAC and receive on-the-job training and mentoring by the advocates and supervisors they work with at DAC.

Apply:

Interested students should contact Gail Pincus (gpincusdac@aol.com) with their resume to schedule an interview. Please state that you are a CSUN CJS student. Following an interview, students will be required to schedule their 40 hour DV training. Interns at this location are required to complete a live scan fingerprinting and have a successful background check.

This site is approved for the following courses: CJS 494E/EE
**BET TZEDEK LEGAL SERVICES**

**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. Our leadership is a dynamic coalition between the public, private and non-profit sectors delivering innovative approaches to address root causes of poverty and exploitation. Our legal expertise and capacity to effect positive, sustainable social change continues to garner national attention.

**Location:** 3250 Wilshire Blvd., Los Angeles, CA 90010

**Website:** [https://www.bettzedek.org/](https://www.bettzedek.org/)

**Hours:** 10 hours/week.

Hours can be completed between the hours of 9AM – 5PM, Monday – Friday. Specific hours will vary each week within this time frame, depending on the program to which you are assigned. Students will work with their supervisor to develop a schedule each week that meets the student’s schedule requirements.

**Commitment:** full semester

**Training:** interns will attend a general orientation, followed by program specific training at their with their assigned program supervisor.

**Apply:** Interns must have a demonstrated commitment to public interest/service and/or empathy for elderly, disabled, and low-income populations. Must be detail-oriented in addition to having excellent research, writing, and oral communication skills. Bilingual applicants are needed and preferred.

Interested students should email [volunteer@bettzedek.org](mailto:volunteer@bettzedek.org) or call 323-648-4722. Students should provide a resume and preference for the program(s) to which they would like to intern (give top preferences in order; see list below). The intern coordinator will try to assign students to their top choice, but cannot guarantee. Be sure to state that you are a CSUN CJS student.

Students must provide a photo ID and complete an application.

Bet Tzedek placement areas and programs:

**Clean Slate Project**

With the passage of Senate Bill 823 in 2017, California took a groundbreaking step toward decriminalizing past actions of human trafficking survivors and enabling them to rebuild their lives. SB 823 permits survivors of labor and sex trafficking to petition the courts to clear their records of
non-violent arrests or convictions that were the direct result of being a victim of human trafficking, greatly enhancing their prospects for better employment and housing. Bet Tzedek Clean Slate Project meets the need for free legal services for trafficking survivors eligible for post-conviction relief under SB 823. This project is an expansion of Bet Tzedek’s Employment Rights Project, which represents trafficking survivors and low-wage workers in civil litigation and administrative claims.

Under staff supervision, volunteers will develop a knowledge of person-centered trauma-informed advocacy. Students may perform research, draft documents, and provide litigation support – as appropriate.

**Homelessness Prevention Project**
Bet Tzedek provides comprehensive, trauma-informed wrap-around legal services designed to remove barriers to housing faced by individuals and families who are experiencing, or at risk of, homelessness. Services may include eviction defense, public benefits advocacy, citation and warrant clearing, and expungement.

Under staff supervision, volunteers will develop a knowledge of person-centered trauma-informed advocacy. Students may perform research, draft documents, and provide litigation support – as appropriate.

**Other Bet Tzedek Practice Areas:**

**Family Caregiver**
Bet Tzedek provides a holistic range of legal services designed to meet the unique needs of an aging or developmentally disabled client and their respective caregivers. Services may include assistance with public benefits, housing, elder abuse, estate planning, conservatorships, and other matters.

**Elder Abuse and Financial Fraud**
Bet Tzedek files lawsuits on behalf of seniors who are victims of elder abuse and title fraud. In addition, since the foreclosure crisis of 2007, our staff attorneys have helped many borrowers obtain loan modifications, postpone sales, and rescind wrongful foreclosures.

**Transgender Medical-Legal Partnership**
In partnership with the LGBT Bar Association of Los Angeles and the Los Angeles LGBT Center, Bet Tzedek provides advocacy regarding a range of legal issues impacting members of the transgender community, with a focus on ensuring access to health care services.

**Holocaust Services**
Bet Tzedek’s Holocaust Survivors' Services program remains one of the only programs in the U.S. that offers free legal services to survivors applying for reparations. In recent years, Bet Tzedek has expanded this program to include a holistic range of legal services designed to meet the unique needs of aging Holocaust survivors, including assistance with public benefits, housing, elder abuse, estate planning, and other matters.

**Community Outreach**
Bet Tzedek operates a variety of community outreach projects that allows the agency to bring our services to clients at locations across Los Angeles County. Satellite locations include:

**Senior Center Outreach:** services offered to Angelenos age 55+ at Senior Centers across LA County
SOVA Community Food Banks: in West Hollywood, Pico-Robertson District & Van Nuys
City of West Hollywood Project

Impact Litigation
Bet Tzedek’s Impact Litigation Unit pursues affirmative litigation and appellate advocacy that targets systemic injustice inflicted on society’s most vulnerable members. Through these efforts, we achieve broad long-range benefits, beyond the specific case involved, for large numbers individuals. The Unit also engages in community education and advocacy.

Employment Rights
Bet Tzedek’s Employment Rights Project provides a range of legal services to workers employed in Los Angeles’ low-wage, underground economies, including garment, restaurant and agricultural workers, day laborers, janitors, and more. Bet Tzedek files claims before the Los Angeles Division of Labor Standards Enforcement (DLSE) on behalf of low-wage workers for wage-and-hour violations, unemployment insurance denials, workplace discrimination and other matters. Bet Tzedek also addresses employment and humanitarian abuses such as wage theft, workplace retaliation, workplace conditions and human trafficking through impact litigation.

SIJS Probate Proceedings
Through our Guardianship practice, Bet Tzedek assists immigrant children who qualify for Special Immigrant Juvenile Status (SIJS). Before petitioning for legal permanent resident status (LPR), SIJS law requires a minor to first secure an order from state court, such as Probate Court where guardianship matters are heard, showing that: (i) the child has been abused, abandoned, or neglected; (ii) that the child cannot reunify with one or both parents; and (iii) that it is not in the child’s best interest to return to his/her home country. With this order and findings of fact in hand, the child is only then able to submit a petition to the federal government to adjust his/her status to LPR.

This site is approved for the following courses: CJS 494E/EE, CJS 494B/BB
**COALITION TO ABOLISH SLAVERY AND TRAFFICKING (CAST)**

**Description:** CAST is an LA-based non-profit organization working to put an end to modern slavery and human trafficking through comprehensive, lifesaving services to survivors and a platform to advocate for policies and legislation. Over the past two decades, CAST has supported thousands of survivors through every phase of their journey to freedom from counseling, to legal resources, housing, education and leadership training and mentorship. Through these programs, CAST has helped empower survivors to overcome their traumatic pasts and become leading voices in shaping policy and public awareness to put an end to the fastest growing criminal enterprise of the 21st century.

Student interns will operate the crisis hotline. The hotline provides around the clock response to victims of human trafficking and law enforcement and serves as a resource to the community for referrals, technical assistance, and reporting tips regarding potential trafficking cases. Hotline advocates serve as a critical liaison between the community and CAST. Hotline advocates will respond to victims who need services, as well as community members who have questions or wish to report tips. Crisis line operators take calls at on-site at the CAST office.

**Location:** 5042 Wilshire Blvd. #586 Los Angeles, 90036

**Website:** [https://www.castla.org/](https://www.castla.org/)

**Hours:** Interns will work 4-hour long shifts between the hours of 9AM and 5PM.

**Training:** Interns will receive volunteer training by CAST prior to beginning their internship.

**Commitment:** 6 months or more preferred

**Apply:** Interns should have the following skills: customer service, problem solving, people skills, crisis intervention, and data entry, or be willing to work on developing these skills during the internship. Interested students should send an email to Ivette at (ivette@castla.org) indicating their interest and providing a copy of their resume. Students should indicate that they are a CSUN CJS student looking to fulfill the 120 hours for their internship course. **This internship requires a background check for a $10.00 charge.**

**This site is approved for the following courses: CJS 494E/EE**
PENN LANE

Description: Penny Lane is an organization aimed to foster hopes and dreams by empowering children, youth and families to reach their highest potential. Penny Lane is an influential leader in the child welfare, mental health, and social services arenas. This organization engages in creative strategies to provide services while maintaining a commitment to the community and collaboration with other agencies and organizations.

Penny Lane offers programs related to family preservation, mental health care, foster families, mentoring, substance use disorders, transitional housing programs, and transitional programs for youth. Student interns will be assigned a program based on their interest and availability. Potential programs of assignment include: youth (13-18 year olds) group home residential facilities who are on probation or wardens of the state, working with youth with substance use disorders, transitional programs for youth and families, and affordable housing programs. Students will be working directly with clients. Interested students are encouraged to visit the Penny Lane website to learn more about the programs to which they may be assigned.

Location: Penny Lane has multiple locations throughout the LA area. The location depends on the program assigned. Students can work with Penny Lane to be assigned a site and program that works best for their schedule and location. Potential locations include North Hills, Palmdale, Commerce, Lancaster, North Hollywood, and Antelope Valley.

Website: https://www.pennylane.org/pennylane/mission-vision-and-values/

Hours: Hours vary based on the program. Internship hours are available during the week and weekends, depending on the program. Hours available for interning can take place during the day or during evening hours (ending at 8PM) depending on the program. Students will work with the site to coordinate shift scheduling.

Training: Interns need to attend a 30 hour training hosted by Penny Lane, as well as two hour orientation. Training and orientation will take place late December or early January, likely during the day. Interns will also complete on the job training via shadowing staff members. More information on training and orientation will be provided once students make contact with this site.

Commitment: Full semester

Apply: Interested students should contact Diane Kennedy by phone (818-892-3423) and tell her you are a CSUN CJS student interested in interning at Penny Lane. If you are unable to reach Diane, leave a detailed message including your phone and email. Students will work with Diane to schedule training, orientation, and internship program placement.

This internship requires a successful background check and TB test. Penny Lane will pay for the background check and TB test for accepted interns.
This site is approved for the following courses: CJS 494E/EE
Description: Friends of the Family is a comprehensive family resource center known for pioneering innovative, practical programs where families are recognized as central to a child’s well-being and are supported to build on their skills and strengths. Friends of the Family currently provides a range of programs designed to strengthen family members at all ages and stages of life. Individuals, families, children and youth of all ages have access to a wide range of services, activities, resources, and supports. Some programs focus on managing crisis situations while others focus on building life skills that support successful family life, thriving children, and the achievement of educational goals and economic advancement. All programs are designed to build on the strengths of participants and combine practical education, coaching, and mentoring with creative activities that empower and enrich their experience.

Programs are provided both at Friends of the Family’s central location in North Hills and at a range of more than fifty community sites, including schools, churches, and community centers in order to ensure maximum access for all families.

Interns will assist with the facilitation of programs geared toward advocacy for disadvantaged families, child well-being, and mental health. Interns will be working with FOF under the Family Wellness Institute assisting with a variety of tasks including administrative work, outreach, co-teaching classes, data entry, etc.

Location: North Hills

Website: http://www.fofca.org/

Hours: Interns will work 8-10 hours per week to reach the 120-hour course requirement. Students will create a schedule that fits their needs and allows them to complete the required hours. Hours can be completed between 9AM – 9PM Monday – Thursday, Friday 9AM – 5PM, and 9AM – 3PM on Saturday. There are also events periodically that students can assist with facilitating to complete additional hours.

Training: Upon acceptance as an intern, students will partake in an on-site orientation and training facilitated by FOF.

Commitment: Full semester

Apply: Interested students should contact the program director, Elvira Pimentel (elvira@fofca.org OR 818-988-4430), and indicate that they are a CSUN CJS student interested in interning at FOF. Have a resume prepared. Students will then be invited for an interview. This internship requires a successful background check and recent (within 6-months) TB test.

This site is approved for the following courses: CJS 494E/EE
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.

Student 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: Van Nuys

Website: http://www.journeyout.org/

Hours: 10 hours/week, including field work and work on site. On-site work will be completed Monday – Friday between the hours of 9AM and 5PM. Field work can be completed during or after these hours, depending on the availability of community partners and business receiving training.

Commitment: Full semester but interns are welcome to work after the semester ends.

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

Apply: Interested students should email a cover letter and resume to Cherise Charleswell (cherise.charleswell@journeyout.org), indicating that they are a CSUN CJS student interested in interning for the semester.

This site is approved for the following courses: CJS 494E/EE
BEHAVIORAL SYSTEMS SOUTHWEST (BSS)

Description: Mission Statement: “Behavioral Systems Southwest is a team of committed community correctional professionals dedicated to helping the ex-offender population break the criminal cycle and improve the quality of their lives through use of cognitive behavior change methodology. We can accomplish this goal by providing comprehensive reintegration services to the ex-offender population in residential and non-residential settings. The services we provide focus on individual skill building, accomplished through individual, and/or group activities, all while focusing on staff development and professional growth in order to provide effective services to those we serve. BSS seeks to empower individuals by providing them with the knowledge and training necessary to address existing behavior issues, identify solutions to future problems, and live a productive, self-supporting, clean and sober, crime free life.”

Interns will be working at a 32-bed Transitional Housing Program contracted through the California Department of Corrections and Rehabilitation and a 70-bed Residential Reentry Center contracted through the Federal Bureau of Prisons. Interns at this site will be working directly with federal inmates and individuals under parole supervision at a residential facility. This is a structured and controlled environment that assists ex-offenders in developing the skills and knowledge necessary to exist when they are no longer wardens of the state. This is a good opportunity to get hands-on experience working in a corrections setting with individuals of this population. Interns will receive training to work in a community corrections setting that can prepare them for a future career in this field working with inmates.

All interns will begin working with the security staff. This will include shadowing and assisting security officers in their day-to-day jobs including pat downs, searches, drug testing, etc. and dealing with offenders on a daily basis. After getting experience in the security position, interns may have the opportunity to work on case management. This will include responsibilities such as co-facilitating groups, organizing and running classes on health, welfare, parenting, etc.

Location: 8141 Orion Ave. Van Nuys, CA 91406
Website: https://behavioralsystemssouthwest.com/
Hours: 10 hours/week. Shifts will vary based on student availability. There is the opportunity for evening and weekend hours, as this site is open 24/7/365.
Commitment: Full semester
Training: Students will receive on-the-job training, beginning with the security supervisor.
Apply: Interested students should contact their instructor (contact information on Overview page) to be pre-screened for the internship. Students who are successful pre-screened
can contact Miriam Bustamante and/or Octavio Garza at 818-780-5139 to begin the application process. Do not contact the site until you have been given approval by the course instructor.

Students will need to have a background check completed by the Bureau of Prisons and the Department of Corrections. Students who have any criminal background (including, but not limited to juvenile infractions, DUI, any record of violence or alleged violence, etc.) will be unable to intern at this site. Students who reach the point of having a background check conducted will need to provide the following documentation: transcript or copy of high school diploma, State ID/Driver's License, and social security card.

This site is approved for the following courses: CJS 494E/EE
**Description:** The Law Offices of Haleh Mansouri specialize in immigration law and advocacy. Areas of practice include immigration and nationality law, employment and family-based visas, assisting asylum seekers and refugees, and citizenship.

Student interns' responsibilities include interviewing asylum seekers, preparing various different immigration packets and researching country conditions as it relates to clients' immigration cases.

**Location:** 624 S. Grand Ave., Suite 2200, Los Angeles, CA 90017

**Website:** [https://www.attorneymansouri.com/?repeat=w3tc](https://www.attorneymansouri.com/?repeat=w3tc)

**Hours:** Interns will work 10 hours/week to meet the 120-hour semester minimum. Hours are to be completed during working hours, between the hours of 9AM and 5PM Monday – Friday. Interns will work with their site supervisor to develop a weekly schedule.

**Commitment:** Full semester.

**Training:** On the job.

**Apply:** Interested students should contact Haleh Mansouri by email (halehmans@aol.com) or telephone (213-489-7120). Please indicate that you are a CSUN Criminology and Justice Studies student interested in interning.

This site is approved for the following courses: CJS 494E/EE, CJS 494B/BB