INTERNSHIP/FIELD EXPERIENCE OVERVIEW:

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 six options for students to meet this requirement: law enforcement (CJS 494A/AA), law and courts (CJS 494B/BB), corrections (CJS 494C/CC) community-based programs (CJS 494E/EE), applied research methods (CJS 480), and MOSAIC mentoring (CJS 452MO). 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.

ENROLLMENT AND PLACEMENT:

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 Spring 2020 enrollment are due November 15, 2019.

The first step toward enrollment in one of these courses is to complete an online application. 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. Permission numbers will not be issued until the student has been placed at an internship site.

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
internship coordinator and students are responsible for identifying the site and completing the application requirements to secure placement at the site.

**INTERNSHIP/FIELD EXPERIENCE REQUIREMENTS:**

All internship sites must be reviewed and approved by CSUN. Any student wishing to intern with a site that is not listed in this guide needs to contact the internship coordinator (see below) to receive permission and complete the necessary paperwork.

At the point of receiving a permission number, students will be asked to review and sign the CJS Internship/Field Experience Handbook. Students will also be required to complete additional paperwork through CSUN’s Community Engagement Database. Students cannot begin their internship hours until the necessary paperwork has been reviewed, completed, and signed.

Students cannot begin their internship hours until the start of the semester. Once the semester begins, students need to complete the required number of internship hours for that course. Students are committed to their internship site for the full semester, regardless of when their required hours are complete.

**QUESTIONS?**

For general questions regarding enrollment, placement, and the courses, please contact the internship coordinator, Dr. Katherine Lorenz:

- Office: SH 130U
- Phone: 818-677-5192
- Email: Katherine.lorenz@csun.edu
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LOCATING THE APPROPRIATE FORMS

Each internship course requires completion of an application to the course and other relevant paperwork, depending on the course. The first step in enrolling in an internship/field experience course is to complete an online application. The applications are available at the following links:

- Policing (CJS 494A/AA)
- Law and Courts (CJS 494B/BB)
- Corrections (CJS 494C/CC)
- Community Programs (CJS 494E/EE)
- Applied Research Methods in Criminal Justice (CJS 480)
- MOSAIC Mentoring (CJS 452MO)

Once a student has applied for the course to which they would like to enroll, it is up to the responsibility of the student to follow the appropriate steps for that course (given below) to
secure placement at an internship/service learning site. Each course as a different process for applying, finding a site, and enrollment, so be sure to read the directions carefully for the course. **Please note that permission numbers will not be given until the student has been accepted as an intern at an internship/service learning site.**

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.
ASSISTANCE WITH RESUME AND COVER LETTER WRITING

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.
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 in addition to coursework.

Prerequisites for this course include: CJS 102 or CJS 302; CJS 430/L; permission of instructor. CJS 494A and CJS 494AA are co-requisite courses. It is highly recommended that students take CJS 454AP (Applied Police Organizations) before or concurrently with CJS 494A/AA.

Students interested in enrolling in this course will need to complete the 494A/AA application. 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.

The CJS 494A/AA courses offer students law enforcement internships in two ways. First, students can intern with the LAPD (Valley-Bureau). Students interested in this option will need to follow the appropriate steps (below) to be placed at this agency by Dr. Gamino.

Second, students can find another law enforcement agency on their own such as LAPD, LASD, CSUN PD, Ventura County Sheriff’s Department, Pasadena Police Department, etc. Students will need to follow the steps outlined below.

Based on the student’s internship preference, the application process for the course is as follows:

Non-LAPD:

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

LAPD (Central; South; West) Bureaus:

1. Fill out the course application.
2. Student will be contacted by Dr. Eric Gamino regarding their application.
3. Upon successful review of completed application, student must obtain entry into whichever LAPD Bureau on their own.
4. Student must submit LAPD Volunteer Application form to the selected LAPD Bureau.
5. If student is granted entry into the selected LAPD Bureau, student must complete and return “site placement form” to the CJS office.
6. Upon receipt of “site placement form,” and signed Internship Handbook, 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, and completion of the Internship Handbook, 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 about this internship course.
This internship is designed for students who are interested in careers involving the law or courts, students interested in attending law school, or students interested in gaining experience in a legal setting.

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.

Prerequisites for this course include: CJS 102 or CJS 302; CJS 430/L; or permission of instructor. CJS 494B and CJS 494BB are co-requisite courses.

Students interested in interning with the Los Angeles City Attorney, Community Justice Initiative are required to take the co-requisite course, CJS 454-CS: Community Justice.

Potential sites are listed in this guide. 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.

Students interested in enrolling in the Law and Courts internship course should take the following steps:

1. Complete the Law and Courts (CJS 494B/BB) application.
2. Review the internship site options (listed in this guide) and select/apply to a site or sites.
3. Follow the designated steps to apply for each site.
4. Notify the internship coordinator (Dr. Katherine Lorenz; Katherine.lorenz@csun.edu) when placement at a site has been secured or when undergoing the background check.
5. Once the student has been successfully accepted to an internship site and reviewed/signed the Internship Handbook, they will be issued permission numbers to enroll in the course.
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 case, contact Dr. Katherine Lorenz to receive approval and complete the necessary paperwork.

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 questions regarding this internship and course, contact Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).
**CJS 494C/CC: CORRECTIONS**

This internship offers students the opportunity to work in the corrections field. Students will gain hands-on experience working in a correctional facility or working with a community corrections program that addresses issues related to reentry, rehabilitation, and/or recidivism.

This course requires students to complete 120 hours at their internship site in addition to coursework.

Prerequisites for this course include: CJS 102 or CJS 302; CJS 430/L; or permission of instructor. CJS 494C and CJS 494CC are co-requisite courses.

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 internship coordinator and/or instructor. It is the responsibility of the student to apply and secure placement at this site.

Students interested in enrolling in this course should follow these steps:

1. Complete the CJS 494C/CC (corrections) application.
2. Students who submit an application will be contacted by Dr. Marc Glidden for a meeting to discuss the course and potential internship sites.
3. Following a successful meeting, students will be given permission to pursue an internship site.
4. Notify Dr. Marc Glidden ([Marc.Glidden@csun.edu](mailto:Marc.Glidden@csun.edu)) when placement has been secured or when reaching a point of having a background check.
5. Once successfully accepted to an internship site and the Internship handbook has been reviewed/signed, permission numbers to enroll in the course will be issued.
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, case contact Dr. Marc Glidden to receive approval and complete the necessary paperwork.

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, please Dr. Katherine Lorenz ([Katherine.lorenz@csun.edu](mailto:Katherine.lorenz@csun.edu)).
This internship offers students the opportunity to work in a local 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 in addition to coursework.

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.

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.

Students interested in the Community Programs internship should follow these steps to enroll:

1. Complete the CJS 494E/EE (community based programs) application.
2. Review the internship site options (listed in this guide) and select/apply to site(s).
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 case, contact Dr. Katherine Lorenz to receive approval and complete the necessary paperwork.

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).
**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.

Prerequisites for this course include: SOC 250 or CJS 102 or CJS 302; CJS 430/L or GEOG 306/L; or permission of instructor.

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:

1. Complete the CJS 480 (applied research methods) application.
2. The application will be reviewed and students will then be contacted by Dr. Katherine Lorenz with a permission number to enroll, if eligible.
3. Once enrolled, no further action is needed until contacted by the instructor with next steps.
4. One week before the semester starts, students enrolled will be contacted by Dr. Katherine Lorenz to complete the necessary paperwork for the DASH site.

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.

Student mentors will work approximately 6 hours per week for 10 weeks during the semester, totaling approximately 60 hours for the semester. Mentors typically work three shifts of two hours each week or two shifts of three hours each week. Mentors may also work additional hours during the week, but should not exceed 10 hours/week. Student Mentors will need to have availability from approximately 8:30AM – 3:30PM, Monday-Friday to complete these shifts.

There are currently six sites within LAUSD where MOSAIC student mentors will complete with their mentees. These sites include:

1. Jack London Continuation High school – Valley Glen, CA
2. Jack London Continuation Day School – Valley Glen, CA
3. Will Rogers Continuation High School – Van Nuys, CA
4. Evergreen High School – Sylmar, CA
5. Burbank Community Day School – Burbank, CA
6. RUTH Youthbuild – Canoga Park, CA

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. 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, 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. 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. 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 students 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. Students must have approval to take this internship course and have their site approved. Students pursuing this internship option should contact the CJS internship coordinator, Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).

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 semester. Interested students must apply to this internship through the Political Science department. Students must have approval to take this internship course and have their site approved. Students pursuing this internship option should contact the CJS internship coordinator, Dr. Katherine Lorenz (Katherine.lorenz@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. Students pursuing this internship option should contact the CJS internship coordinator, Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).

4. **Africana Studies field work class** (AFRS 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. Students pursuing this internship option should contact the CJS internship coordinator, Dr. Katherine Lorenz (Katherine.lorenz@csun.edu).

5. Human/Cultural Application in GIS and Lab (GEOG 408A/L)

Students can fulfill the internship/service learning CJS program requirement by completing the GEOG 408 course and lab. This course will provide students with applied knowledge of geographical information systems (GIS) through analysis of crime data. The class is split between 2 hours of class and 2 hours of lab, where students will have the opportunity to receive training in stats and crime mapping using real world data. Students need not have taken GEOG 206 or 306, but these courses are helpful. Students should have basic math, reading, and writing skills. For more information, contact Dr. Steve Graves (steve.graves@csun.edu). No permission number needed to enroll.
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
2. Community service
3. Education

WEBSITE
Anti-Defamation League website

LOCATION
Century City, CA

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 schedule.

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 and 120 hours

TRAINING
On the job training.

APPLY
Interested students should email their resume and internship program of interest to LA@adl.org as a CSUN CJS student. Student interns 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
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. This is a great internship opportunity for students considering a career in law, policing, or are simply interested in learning more about the court system.

LOCATIONS

Assignments are available at courthouses located in Downtown Los Angeles, LAX Airport Court, Inglewood, Sylmar, Santa Clarita, and San Fernando.

HOURS

8-10 hours/week for full semester. Hours may vary by site but will typically be worked between the hours of 8:30AM and 4:30PM.

COMMITMENT

Full semester and 120 hours

TRAINING

On the job

APPLY

Interested students should send their resume to Professor Bruce Zucker (Bruce.Zucker@csun.edu), indicating interest in applying for the CJS 494B/BB course and interning with the Los Angeles Superior Court. From there, students will be matched with a courthouse and a judge to work their hours, then will be issued permission numbers to enroll in the course. This site requires a successful background check and Live Scan fingerprinting.

This site is approved for the following courses: CJS 494B/BB
ALEXANDRIA HOUSE

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 are 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:

1. Child care
2. After School Program

WEBSITE
Alexandria House website

LOCATION
426 S. Alexandria Ave., Los Angeles 90020

HOURS
8-10 hours each week. Interns will work the same shifts each week. These shifts will depend on the student’s schedule and desired program.

The childcare program offers shifts Monday – Thursday 8AM – 2PM and 3:30-5:30OM, or Friday 9AM – 1:30PM.

The afterschool program offers shifts Monday – Friday 3:30PM – 6PM.

There are other events that interns 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 and 120 hours

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 (volunteer@alexandriahouse.org), along with their program and hours preference. Students can also inquire over the phone (213-381-2649). 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
California Black Women’s Health Project website

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 and 120 hours

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 and 120 hours

TRAINING
On the job. Students must also enroll in the CJS 454-CS course prior to or concurrently with CJS 494B/BB.

APPLY
Students interested in this site should submit a resume and cover letter to the following address, and indicate interest in the Community Justice Initiative as a CSUN CJS student.

Ms. Diana Hernandez
Office of the L.A. City Attorney
800 City Hall East
200 North Main Street
Los Angeles, CA 90012
Phone: (213) 978-7150
Fax: (213) 978-8317
Atty.careers@lacity.org

Students must pass a background check, which includes fingerprint processing.

This site is approved for the following courses: CJS 494B/BB
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.

WEBSITE
East Yard Communities for Environmental Justice website

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 and 120 hours

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). 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
STRENGTH UNITED

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 is a California State Certification. This training is required to work at any sexual assault advocacy agency in the State of California. Contact Strength United to receive dates for upcoming 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 the application and resume is submitted.

APPLY
Interested students should fill out an application. Send the application and resume to internship@strengthunited.org. 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.

There are many internship opportunities throughout the county that are constantly changing. An internship with LA County is valuable experience and there are many organizations/agencies to provide these experiences. Students are encouraged to go to the LA County website and peruse the available internship site options listed under Current Opportunities. Students should then contact Dr. Katherine Lorenz (Katherine.lorenz@csun.edu) to review and receive approval for these sites.

WEBSITE
LA County Human Resources website

LOCATION
Throughout LA County

HOURS
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 and 120 hours

TRAINING
On-the-job training at site

APPLY
Students are encouraged to go to the LA County website peruse the available internship site options. Students should then contact Dr. Katherine Lorenz (Katherine.lorenz@csun.edu) to review and receive approval for these sites.

Students will then apply through the LA County HR Site under the apply tab, and complete the application including providing resume and top three choices from the list on their website (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 494C/CC; CJS 494E/EE, CJS 494B/BB, depending on the program.
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 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
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 (sfamer@da.lacounty.gov) and indicate enrollment in the CSUN CJS program. Students undergo a phone interview and follow-up in-person interview. This internship requires a successful background check and finger printing.

This site is approved for the following courses: CJS 494E/EE
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. These clinics are housed within courthouses, offering free services to community members who need assistance completing legal paperwork.

LOCATION
Pomona, Chatsworth, Van Nuys, or Antelope Valley

HOURS
8-10 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 and 120 hours

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

APPLY
Complete internship site application 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
Neighborhood Legal Services of LA website

COMMITMENT
Full semester and 120 hours for CJS 494E/EE and 494B/BB or 40 hours for CJS 480

TRAINING
Interns will receive training before starting and on-the-job. Students enrolled in the CJS 480 course will receive in-class training. Students enrolled in CJS 494E/EE or 494B/BB will receive video training in their own time.

APPLY
Complete internship application and submit to the volunteer coordinator, Diana Avendano (davendano@nlsla.org). For CJS 480, 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.

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
Minimum 6 months

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 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
Bet Tzedek website

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 assignment. Students will work with their supervisor to develop a schedule each week that meets the student’s schedule requirements.

COMMITMENT
Full semester and 120 hours

TRAINING
Interns will attend a general orientation, followed by program specific training 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 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 at Bet Tzedek 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.

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:

1. Senior Center Outreach: services offered to Angelenos age 55+ at Senior Centers across LA County
2. SOVA Community Food Banks: in West Hollywood, Pico-Robertson District & Van Nuys
3. 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 their 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
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
Coalition to Abolish Slavery and Trafficking website

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
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
Penny Lane Centers website

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. 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 and 120 hours

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 sent to voicemail, 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
FRIEND OF THE FAMILY (FOF)

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, CA

WEBSITE

Friend of the Family website

HOURS

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 and 120 hours

**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
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

Van Nuys

WEBSITE

Journey Out website

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 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 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, etc. and dealing with offenders on a daily basis. After getting experience in the security position, interns will have the opportunity to work in case management. This will include responsibilities such as co-facilitating groups, organizing and running classes on health, welfare, parenting, computers, etc.

LOCATION

8141 Orion Ave. Van Nuys, CA 91406

WEBSITE

Behavioral Systems Southwest website

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 and 120 hours

TRAINING
Students will receive on-the-job training

APPLY
Interested students should contact their instructor (contact information on Overview page) to be pre-screened for the internship. Students who are successfully pre-screened can contact Sandi Loper and/or Ruben Aguilera at 818-780-5139 to begin the application process. Do not contact the site until approval by the course instructor has been given.

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 494C/CC
LAW OFFICES OF HALEH MANSOURI

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 intern 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

Haleh Mansouri Law website

HOURS

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 and 120 hours

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 494B/BB
THE FOSTER CHILDREN’S RESOURCE CENTER

DESCRIPTION
The Foster Children’s Resource Center (the “Center”) is a service program of the Assistance League of Los Angeles, a 501 (c)(3) non-profit organization. The League was established in 1919 and has a rich history of providing a broad range of essential human services to people in need throughout Los Angeles. The Center was founded by the League’s Hilltoppers Auxiliary, which has been operating and supporting the Center on an all-volunteer basis since 1990. Many of the Center’s volunteers have been active in its operations since its inception, and therefore, the Center benefits from an extremely gifted and experienced “hands on” staff.

The Center serves over 2,300 children per year (ages infant through 21) in the foster care system in the San Fernando and Santa Clarita Valleys. Clients are referred to the Center by the Los Angeles County Department of Children and Family Services (“DCFS”), and the Center’s staff work closely with DCFS to meet the children’s critical and immediate needs. Foster children are frequently moved from one home to another during a crisis with only the clothes on their backs. Furthermore, they are often affected by poverty, neglect, abuse, and domestic violence. Families who care for foster children receive very limited resources, and these proceeds often do not stretch far enough to meet the needs of the children.

A warm and receptive environment is provided at the Center, as we provide the children with new clothing, school uniforms and supplies, hygiene products, books, and toys, free of charge. Center volunteers work directly with clients and their families on an individual basis to provide these basic necessities, and ensure that they are treated with dignity and respect.

The work will consist of the following duties: assisting clients as a “personal shopper”; language translation; engaging children in conversation, art, and other activities; performing inventories and identifying low resources; restocking supplies; completing and processing paperwork; and helping to develop new technologies to make us more efficient.

Clients are seen based upon scheduled appointments and receipt of written referrals from DCFS social workers. The Center’s hours of operation have been streamlined to accommodate the families’ work and school schedules, and are currently Tuesdays from 9:30 am to 5:30 pm, Thursday afternoons from 1:00 to 5:30 pm, and Saturdays from 9:30 am to 3:30 pm.

LOCATION
The Center is located at 19441 Business Center Drive, Unit 101 in Northridge -- less than 2 miles from the CSUN campus -- and conveniently located on bus routes. The Center features a small,
compact floor plan (with narrow aisles and extensive shelving to maximize storage potential) and an intimate, efficient, and positive work environment.

WEBSITE

Assistance League website

HOURS

The Center provides an amazing, unique, dynamic experience in the non-profit world. Our volunteers make a significant difference in the lives of underprivileged and at-risk youth. Interns will work 8-10 hours per week on Tuesdays, Thursdays, and Saturdays.

COMMITMENT

Full semester and 120 hours

TRAINING

The Center will provide extensive on-the-job training and interns will work closely with experienced volunteers. Interns must have excellent communication and interpersonal skills, and a significant interest in our mission to work effectively with children and provide them with necessary resources. Foreign language capability (especially Spanish) is also very helpful, as many of our clients do not speak English. An internship at the Center will enhance classroom learning experiences, and provide practical applications of studies in social sciences and services, psychology, and child and adolescent development. It will also sharpen communication, language, and interpersonal skills.

APPLY

Please contact Kristin Muhl, the Center’s Director, at (818) 406-2999 to apply. Applicants will have an initial phone interview, followed by an in-person interview at the Center.

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

The Los Angeles City Attorney plays a leading role in shaping the future of our city by fighting to improve the quality of life in our neighborhoods, reducing gang activity, preventing gun violence, standing up for consumers and the elderly, protecting our environment and so much more. The City Attorney's office writes every municipal law, advises the Mayor, City Council and all city departments and commissions, defends the city in litigation, brings forth lawsuits on behalf of the people and prosecutes misdemeanor crimes such as domestic violence, drunk driving and vandalism. This office strives every day to make Los Angeles a better and safer place to live, work, raise a family and visit.

Undergraduate interns will have varied responsibilities, depending on the number of trials in which attorneys are engaged. They may assist in legal research and writing, or manage projects which require them to gather and organize statistical information. In addition, they may assist our trial attorneys with trial preparation, and be present during the trial to assist when issues arise. When time allows, interns will also be afforded an opportunity to participate in training activities with other interns and attorneys, including experiencing LAPD's shooting simulator.

The LA City Attorney office, Criminal Operations works closely with law enforcement witnesses as well as civilian witnesses and victims of crime, and we require every intern to be respectful of all of our witnesses. Anyone desirous of a future in criminal litigation will find working in our office a rewarding experience.

LOCATION

200 North Main St., Los Angeles, CA

WEBSITE

LA City Attorney website

HOURS

Interns are required to work a minimum of 8 hours, or one day per week, M-F during business hours. The time may be split between two or more days, but the intern must be present for at least a two-hour time period each shift.

COMMITMENT

Full semester and 120 hours

APPLY
Interested students should send a cover letter and resume by email to denise.zimmerman@lacity.org.

Each applicant will be required to report to the LA City Attorney, Personnel Division to participate in a background check through the Department of Justice and the Federal Bureau of Investigation.

This site is approved for the following courses: CJS 494B/BB
TEEN COURT

DESCRIPTION
Interns will assist with the Los Angeles Superior Court Teen Court Program. Transitional Age youth (12-17 years of age) who have had contact with law enforcement for committing a non-violent crime are diverted to the Teen Court program to address their needs. Teen Court is a collaborative effort involving Judicial Officers, Attorneys, Educators, and other community stakeholders working together to navigate youth from being involved in the CJ system.

Interns will have the opportunity to meet and interact with judges, attorneys, and other community leaders involved in the program. Interns in this program will assist in diverting youth, to determine what type of services are required to transform the diverted youth from engaging in inappropriate behavior. The intern will assist in providing those services and monitoring the performance of the diverted youth. Duties will also include assisting and making presentations at schools and community groups, addressing current social issues of concern, such as bullying. Interns will also be involved in creating new presentations as well.

LOCATION
Chatsworth, CA

HOURS
Between the hours of 9AM and 5PM

COMMITMENT
Full semester and 120 hours

APPLY
Interested students should send their resume and cover letter to Professor Bruce Zucker (bruce.zucker@csun.edu), indicating interest in the CJS 494B/BB course and interning with Teen Court.

This site is approved for the following courses: CJS 494B/BB
COURT APPOINTED SPECIAL ADVOCATES (CASA) FOR CHILDREN OF LOS ANGELES

DESCRIPTION

CASA of Los Angeles is an organization geared toward improving the lives of children who have experienced abuse and neglect through advocacy. In LA county, 30,000 children have been abused or neglected and are under the jurisdiction of the Dependency Court.

Interns at this site will be working as Court Appointed Special Advocates. A Court Appointed Special Advocate (CASA) is a trained, dedicated and caring community volunteer who is assigned to work one-on-one with a child in the foster care system. CASA volunteers are sworn in by a dependency court judge to advocate for what is in the child’s best interest. CASA volunteers make recommendations to the court regarding how the system and community can be serve and support he child. Advocates are required to complete training in children’s advocacy prior to being appointed to a child.

LOCATION

Students must be willing to drive as the youth they are paired with can live anywhere in LA County. Keep in mind that the youth can also be moved from one place to another, after the CASA is appointed.

WEBSITE

CASA of LA website

HOURS

Students would need to have a flexible schedule. CASA volunteers are expected to visit one time a month with the youth they are appointed to. CASA volunteers may be asked to attend meetings on behalf of, or with their youth, that occur during regular business hours. CASAs attend every court hearing with their youth. Court hearings are typically held every 3-6 months. Some communication can be done by phone and via e-mail.

COMMITMENT

Approximately 15 hours/month for a minimum of one year (two preferred)

APPLY

Students interested in interning with CASA will need to submit an application. Once the application is submitted, applicants will be contacted for an in-person interview. This site requires a successful background check.

TRAINING
Once accepted to training, the student will need to complete 40 hours of training over a 6-week period. This includes in person sessions (approx. 3.5 hours in length) and online reading and discussions. As part of their training, students will be asked to complete 4 hours of court observation and three hours of shadowing in Shelter Care, the area in which youth wait until their case is being heard. Upon completion of training, students will be sworn by a judge, as a CASA volunteer.

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

DESCRIPTION
Thousands of people are denied adequate access to the courts because they cannot afford legal representation or because language barriers prevent them from understanding how to navigate the court system. The goal of the JusticeCorps program is to promote and increase equal access to justice by directly assisting individuals who cannot afford attorneys with their family, housing, or small claims related legal matters.

Interns will work in self-help centers within the Los Angeles Superior Court and assist members of the public by providing legal information and education to self-represented litigants. Students will break down legal concepts and explain how to complete court forms, as well as help prepare litigants for their own court case. Interns with language skills will assist individuals who have limited English proficiency.

Students who complete this AmeriCorps program are eligible for the $1,289.95 Segal AmeriCorps Education Award and will have access to the AmeriCorps Alumni Network.

LOCATION
Santa Monica, California
Whittier, California
Torrance, California
Long Beach, California
Compton, California
Van Nuys, California
Chatsworth, California
Pasadena, California
Pomona, California
Los Angeles, California
Antelope Valley

WEBSITE
JusticeCorps website

HOURS
Most service hours will be performed during the week between 8 am – 4:30 pm, but there are some mandatory weekend trainings as part of the JusticeCorps program requirements.

COMMITMENT
Students will complete approximately 8 hours of service each week for one academic year, for a total of 300 hours of service, including training workshops and reflection sessions.
TRAINING

Full-day trainings, on-site training and support.

APPLY

To apply, complete an application for the Los Angeles region.

Students must be a U.S. citizen or lawful permanent resident of the U.S., and documentation of this must be presented at the interview. Interns must pass a Los Angeles County security check, LiveScan background check, and National Sex Offender Public Registry database check.

This site is approved for the following courses: CJS 494B/BB
LOS ANGELES POLICE DEPARTMENT (LAPD) COMMUNITY VOLUNTEER PROGRAM

DESCRIPTION

LAPD volunteers serve as a bridge between officers and civilians, in serving as representation for their community in department-related functions. Volunteers for the LAPD assist with a wide array of department responsibilities. Available opportunities include: promoting safety with business communities, front desk operations, traffic safety outreach, clerical/administrative support, safe passage to schools, community members on patrol, vacation checks, detective support, and others.

LOCATION

The LAPD is divided into 21 geographic areas, each containing its own community police station. Volunteers can serve at each location. Volunteers can give their preference of which locations they would like to volunteer. Here is a map of the district stations.

WEBSITE

LAPD Volunteer Opportunities website

HOURS

Varies based on location and supervisor. The opportunity for evening and weekend hours is available

COMMITMENT

120 hours and full semester

TRAINING

On the job

APPLY

Interested students should complete the application and submit it to the nearest LAPD station. Applicants will also need to be livescanned for fingerprints.

Questions can be directed to the LAPD Volunteer Unit (LAPDvolunteers@lapd.online) or 213-486-6000.

This site is approved for CJS 494A/AA.
DESCRIPTION
The County of Ventura offers legal self-help centers to assist persons who will represent themselves in court. The center is part of a public outreach program undertaken by the court to improve access to legal justice for all members of the community. Services are free and available to all members of the community. Services offered include, but are not limited to: adoption, eviction, guardianship, name change, gender change, collection, etc.

Interns will be working one-on-one with self-represented litigants to help them navigate the court system. Interns will be assisting community members in information assistance regarding civil matters, which entails selecting forms, document preparation, and providing information and resources. The role of a volunteer does not include provision of legal advice, rather it entails providing information and resources to community members to assist them in the court process.

LOCATION
Ventura County Courthouse 800 South Victoria Ave. Ventura, CA 93009. 4th floor

WEBSITE
Ventura County Self-Help website

HOURS
Self-help volunteers will work a minimum of two shifts each week, totaling between 8 and 10 hours to meet the 120-hour requirement for the internship course. Shifts are offered Monday – Friday from 8AM to 12PM and 1:30PM to 4PM.

COMMITMENT
Full semester and 120 hours

TRAINING
On the job

APPLY
Interested students should complete the application to intern with the Self-Help Legal Access (SHLA) center. Please also email the application and resume to Jodi Prior (Jodi.prior@ventura.courts.ca.gov). Interning at this site requires the successful completion of a background check. Please note that there is a fee associated with the background check.

This site is approved for CJS 494B/BB.
CORNERSTONE COUNSELING CENTER

DESCRIPTION
Cornerstone Counseling Center specializes in court-approved counseling, psycho-educational classes, and treatment for specialized cases in family law in Los Angeles and Ventura County. Counseling services include co-parenting education, parent coordination, supervised visitation, reunification therapy, domestic violence, and anger therapy. Students will have the opportunity to work directly with offenders as they receive rehabilitative counseling services.

Intern responsibilities include assisting with case management, observing counseling sessions, and interacting with clients. Administrative duties may also be involved.

LOCATION
1633 Erringer, Suite 201C, Simi Valley, CA 93065

WEBSITE
Cornerstone Counseling website

HOURS
Internship hours will primarily be worked during the evening to accommodate the counseling schedule.

COMMITMENT
Interns will complete 8-10 hours of work each week for the full semester, totaling 120 hours. Ideally, students will work a minimum of six months.

Interns may also have the opportunity to be hired as a part-time employee at the end of their internship semester.

TRAINING
On-the-job training

APPLY
Interested students contact Dr. Katherine Lorenz (Katherine.lorenz@csun.edu) to receive an application. Send a resume, cover letter, and the completed application to Scott Barrella (Cornerstonesb@aol.com). Indicate that you are a CSUN CJS student.

This site is approved for CJS 494C/CC