CRIMINOLOGY AND JUSTICE STUDIES
INTERNSHIP & FIELD WORK GUIDE

VIRTUAL SITE OPTIONS FOR CJS 494E/EE (COMMUNITY PROGRAMS) SPRING 2021

INTERNSHIP/FIELD EXPERIENCE OVERVIEW:

This document provides information regarding the internship/service learning courses in the CJS department and internship courses outside of the CJS department that satisfy the internship requirement for the CJS major.

Due to COVID-19 and the virtual learning mandate to slow the spread of the virus, all internship/field experience work must be completed remotely. This guide provides an overview for the internship sites for the CJS 494E/EE (community programs) course.

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. Completing an application does not guarantee enrollment in the course.

To enroll in the course, you must first secure placement at an internship site. Once you have proof of placement, you are eligible for permission numbers to enroll.

It is the student’s responsibility to find and apply to internship sites. Use this guide to review the sites available and apply using the steps provided. Once you have been accepted as an intern, contact Dr. Katherine Lorenz (Katherine.Lorenz@csun.edu) for permission numbers.

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 receive permission and complete the necessary paperwork.

Students must be enrolled in an internship course while completing internship hours in order for them to satisfy the requirement for the major. 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 Dr. Katherine Lorenz:

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

For issues regarding internship placement and meeting this requirement for graduation, contact Dr. Vickie Jensen (CJS Department Chair):

   Office: SH 165  
   Phone: 818-677-2117  
   Email: Vickie.Jensen@csun.edu
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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 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.
STEPS TO ENROLLMENT FOR CJS 494E/EE

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. Any sites not listed here must be willing to allow student interns to work completely remotely.

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

1. Complete the CJS internship application available on the CJS department website.
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 Dr. Katherine Lorenz (Katherine.lorenz@csun.edu) when placement has been secured or when at the point of a background check (if applicable).
5. Once successfully accepted to an internship site, 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. 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).
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

HOURS

This site requires 8-10 hours per week spent interning, typically multiple days each week. The site 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 and 80 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.
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.

WEBSITE
CSUN Strength United website

HOURS
Students are required to work at least one 6.5-hour shift per week. 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 does count toward the required 120 hours for the internship course.

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

If you are interested in this internship site, contact Strength United ASAP to enroll in their upcoming training.

APPLY
Interested students should fill out an application. Send the application and resume to internship@strengthunited.org. Students are required to undergo an interview in November or December 2020. Accepted students will need to complete a successful background check.
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.

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

HOURS

Shifts available are Monday – Friday 8:30AM – 12:30PM or 1:30-4:30PM, Monday – Friday. Must work a full shift. Scheduling is based on student availability for 2 shifts each week.

All work will be completed over the phone and computer. Students will be “on call” during the duration of their shift to help with any visitors to the self-help center.

WEBSITE

Neighborhood Legal Services of LA website

COMMITMENT

Full semester and 80 hours.

TRAINING

Interns will receive virtual training before starting work.

APPLY

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

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.

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. Training does count toward the required internship hours.

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.
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.

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.

TRAINING

Upon acceptance as an intern, students will partake in virtual training.

COMMITMENT

Full semester and 80 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.
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.

WEBSITE
Journey Out website

HOURS
10 hours/week completely remotely.

COMMITMENT
Full semester and 80 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.
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.

WEBSITE
CASA of LA website

HOURS
Students would need to have a flexible schedule. CASA volunteers may be asked to attend meetings on behalf of, or with their youth, that occur during regular business hours.

COMMITMENT
Approximately 15 hours/month for a minimum of one year (two preferred) to be a trained CASA. Can assist with case review and administrative work for 80 hours during the semester, based on a scheduled developed with the site supervisor.

APPLY
Students interested in interning with CASA will need to submit an application. Once the application is submitted, applicants will be contacted for an 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.
**AMENDMENT for COVID-19:**

This site offers the opportunity for remote internship hours until further notice. Students interning in this capacity do not need to complete the full CASA training and do not need to make the 1-2 year commitment. Intern responsibilities for these positions will include:

The student intern will be expected to integrate with staff by attending team meetings via Zoom so long as it fits in their schedule. The student intern will also be expected to seek feedback from other staff members regarding work. The student intern must be proactive, planning ahead to complete work by its due date as well as managing their own schedule. The student intern will be expected to complete CASA Pre-Service training via zoom that occurs once per week, for 3.5 hours, for a total of 6 weeks. The student will have the opportunity to complete in-service training in which a speaker focuses on a topic and how it relates to CASA advocacy. Topics include but are not limited to the LGBTQ2+ community, Individualized Education Plans, Juvenile Justice, and understanding the basics of the Department of Children and Family Services. The student intern will be expected to complete assessments of referrals received, using an online database to document it. The student will also evaluate cases that have been on our waitlist for 4-6 months, to determine if a CASA is still needed. Part of this process includes interfacing with Dependency attorneys and Social Workers.
PROJECT PEACEMAKERS, INC.

DESCRIPTION
Project Peacemakers, Inc. interacts with all aspects of the community in endeavor to enhance the quality of life by addressing domestic violence/family violence/intimate partner violence. Through education, intervention, empowerment, and prevention, we teach and apply a health positive life-changing approach in helping break the cycle of violence in communities. Project Peacemakers, Inc. provides services including domestic violence counseling, legal services and advocacy, life skills parenting classes, anger management, peer support group sessions, and information about referral services.

Students will be working in the office to perform administrative tasks and participate in classes provided to clients. In addition to administrative tasks, students will work directly with clients to complete intake forms; assisting with service referrals for housing, legal support, and food banks; filing temporary restraining orders; contacting the Department of Family Services and the LA County Probation Department. Casual dress is encouraged.

WEBSITE

HOURS
This organization is open Monday, Wednesday, and Thursday from 8AM – 8PM, Saturdays from 9AM to 2PM; and Fridays 8AM to 5PM. Starting in the fall, they will be open Tuesdays 8AM to 7:30PM. Student intern schedules will be created based on the student’s other obligations/class schedule.

COMMITMENT
Full semester; 80 hours

TRAINING
Student interns will sit in on victim advocacy trainings to familiarize themselves with DV/IPV to have a knowledge of these experiences to interact with victims and survivors as part of their internship. Student interns will receive their domestic violence state certification for free and must complete the training before beginning internship work. The training hours will count toward the required internship hours.

APPLY
Interested students should contact Kelie Sturgis (Ksturg8@ppminc.org) (323-291-2525). For any students to intern they must receive a Live-Scan. Project Peacemakers will provide a $25 refund of the cost of the Live-Scan.
DESCRIPTION
PRC is an organization focused on creating awareness and preventing trauma that comes with experiencing violence and abuse. Their work specializes in addressing the impacts and sources of bullying, sexual abuse, dating, domestic or interpersonal violence, and sex trafficking. Their goal is to equip community members with the tools to create healthy relationships for themselves, their families, and the community at large. Their programs include youth development, professional development, and support to survivors healing from trauma.

Student interns will be assigned tasks each week related to research being conducted by PRC about police-community relations to reduce police perpetrated violence in the community. Students will also provide support to assist with their (currently virtual) survivor support meetings. Tasks will vary each week based on the needs of PRC.

Positive Results Center Website

HOURS
Working hours for the internship will be developed with PRC based on your availability. During restrictions on physical distancing and safer-at-home orders, PRC will allow students to work remotely until it is safe to return to the office, as determined by CSUN, PRC, and your feelings of safety.

COMMITMENT
Full semester/80 hours

TRAINING
On the job.

APPLY
Contact Jennifer Smith (Jennifer.PRC123@gmail.com) (323-823-7840) to schedule an interview. Identify yourself as a CSUN CJS student interested in a semester internship.