PSYCHOLOGY 391
DIRECTED FIELD EXPERIENCE IN PSYCHOLOGY
1 – 4 units

The purpose of the course is to offer the opportunity for undergraduate psychology students to obtain experience in an agency or facility in the community where the services are informed by psychological principles. Enrolling in PSYC 391 provides a means of relating field experience to psychological principles and receiving academic credit for a field placement. Sites may include the American Red Cross, job facilitation programs for homeless adults, a women’s shelter for victims of domestic abuse, an older adult health care center, and educational programs for at-risk children. Both an on-site professional and a USC faculty sponsor will supervise the experience. The goal is to enable the student to acquire skills and knowledge that bridge the traditional classroom and the application of psychology in a community setting.

Course Description:

All students are required to attend a mandatory orientation session during the first three weeks of the semester, and a Mid-Semester Review Session. Dates and times for these sessions will be sent to you via email and posted on BlackBoard. There are three components to the 391 experience, each of which must be completed in order to receive credit. First, The Placement: you must identify a volunteer [non-paid] placement at a community agency or organization that allows you to acquire applied experience in psychology. Students are expected to spend at least 40 hours per semester (average of 3 hours per week) at that site per unit of 391 credit (that is, 40 hours total for 1 unit, 80 hours for 2 units). Secondly, The Faculty Sponsor: each student will meet every other week with a faculty sponsor to discuss theory and research related to your placement experiences. Students will be required to keep a weekly journal of tasks on-site and questions or observations to discuss with your faculty sponsor. Finally, the Portfolio: at the end of the semester, students will submit a Portfolio that includes a 3-page page paper on the area of specialization related to your internship, weekly journals, and a 10 page paper to your faculty sponsor during the last week of classes.

Finding a Placement

A list of possible placements is provided in this information pamphlet. If you do not find placement on this list that fits your goals, or you are interested in working at a
site that is not on this list, you may contact the course coordinator, Dr. Miranda Barone (cbarone@usc.edu). Alternative Breaks sponsored by the Volunteer Center may in some circumstances qualify for the field experience. USC faculty members who are conducting research in the community may serve as both the on-site supervisor and the faculty sponsor. (Note that the department undergraduate advisors cannot help you to find a site beyond the information posted on the department website.) According to University rules, PSYC 391 credit is not given for performing work activities that the student would do anyway at a place of employment.
Clinical and Social Services
Agency Name: A Place Called Home

Address: 2830 S. Central Avenue, Los Angeles, CA 90011 (2 miles from campus; accessible by bus)

Website: http://www.apch.org/index.php

Contact Information: Ana Maria Perez Paulino anamaria@apch.org (323) 232-7653 ext 255

Description of Organization: APCH provides at-risk youth with a secure, positive environment where they can regain hope and learn skills to lead to a productive lifestyle free of the gangs, drugs and poverty.

Responsibilities of Volunteer: Up to two students may participate per semester. Volunteers help students with tutoring, mentorship, and engagement in safe, fun activities designed to promote empowerment.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
American Red Cross

Address: 11355 Ohio Avenue, Los Angeles, CA 90025 (on the Westside, 10 miles from campus)

Website: http://www.RedCrossLA.org

Contact Information: Sonya Hernandez hdzs@arcla.org (310)943-5279 or Lindsey Daniel daniell@arcla.org (310 445-2666)

Description of Organization: The American Red Cross’ mission is to provide relief to victims of disaster and to help people prevent, prepare for and respond to emergencies. The Client Casework Intern’s position would encompass case processing and follow-up on temporary emergency assistance that has already been issued after a disaster but may also involve issuing further assistance and referrals.

Responsibilities of Volunteer: The Client Casework Intern’s key responsibilities include a time commitment of 3 hours per week during business hours (flexible shifts to match student schedule), 14 hours of training in Client Casework and our online Client Assistance System to assist interns with the responsibilities of: tracking chapter incidents, reviewing case reports, case monitoring, client follow-up and referrals. Some prerequisite training may be completed online, but other portions must be completed in a classroom format (trainings are offered frequently; Sonya or Lindsey for details).

Area Specializations: Clinical, Counseling, Social Work, Policy and Psychology, Program Development
The Braille Institute

Address: 741 N Vermont Ave, Los Angeles, CA 90029-3594 (4 miles away, 30 minutes on the 754 bus)

Website: http://www.brailleinstitute.org/

Contact Information: Luisa Vazquez-Lopez, Director of Volunteer Services (323) 663 1111 ext 1340

Description of Organization: The Braille Institute is a private non-profit organization whose mission is to eliminate blindness and severe sight loss as a barrier to a fulfilling life.

Responsibilities of Volunteer: Activities might include assisting in classrooms, reading to clients, helping with the Lunch Guide program, and providing sighted assistance on field trips. The volunteer will receive “Sighted Guide Training” and additional training for particular assignments. Volunteer hours are typically between 10am and 3pm Monday through Friday.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Child Guidance Clinic

Address: 3031 Vermont Avenue, Los Angeles, CA 90007 (1 block away from campus)

Website: http://www.lacgc.org/

Contact Information: Jacquelyn Christensen, JacquelynC@lacgc.org, 323 373 2400 ext 3201

Description of Organization: Los Angeles Child Guidance Clinic is a non-profit community mental health organization that serves children and families in South Central Los Angeles, implementing evidence-based intervention practices.

Responsibilities of Volunteer: LACG is seeking interns to assist with internal evaluation and research projects. Interns will work closely with the Quality Management, Training, and Evaluation department doing internal program evaluation, including data entry, developing data collection tools, improving tracking systems, and contributing to the evaluation of evidence-based practices. There may also be opportunities to participate in interviews with youth and families as part of program fidelity tracking. Interns must be willing to commit at least 10 hours a week, preferably for more than one semester (or 20 hours a week over the summer). Formal application materials are required. If you are interested in pursuing this opportunity for 391 credit, you must first discuss it with the 391 administrator, Dr. Barone.

Students should have taken Stats, Research Methods, and know SPSS.

Area Specializations: Developmental Psychology, public policy, Program Evaluation, Developmental, Family systems, Social Work
Address: 516 S. Main Street, Downtown Los Angeles (additional locations in Santa Monica and Pacoima)

Website: www.Changelives.org/

Contact Information: Lien Dang (lien.dang@changelives.org) 310 401 9392

Description of Organization: Chrysalis is dedicated to creating a pathway to self-sufficiency for homeless and low-income individuals by providing the resources and support needed to find and retain employment. Chrysalis’ philosophy is that a steady job is the single most important step in a person’s transition out of poverty. Programs include job readiness programs, assistance with the job search, transitional employment, and post-employment support.

Responsibilities of Volunteers: Volunteers will work directly with clients during regular office hours (8-4 most weekdays). Volunteers will help assist clients through computer use, GED tutoring, and other forms of one-on-one work for job readiness. Interested volunteers will go through a group orientation, which occur frequently.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
CNS Integrated Behavioral Health & Medicine

Address: 11911 San Vicente Blvd, suite 240 in Brentwood
Website: www.cnsla.com
Contact Information: Hetana Patel (310 440 9800) or mail@cnsla.com
Interested applicants should submit a resume in advance of the start of the semester in which they would like to volunteer.

Description of Organization: CNS is an outpatient practice offering specialized treatment for a variety of psychiatric and behavioral health conditions. The practice is based on an innovative model of healthcare that involves treatment by an integrated, interdisciplinary team of clinicians and specialists.

Responsibilities of Volunteers: Volunteers will assist in program development. Volunteer activities include administrative activities, outreach, social media/blogging related to mental health issues, and clinical projects such as developing education workshops. Volunteers will be mentored by medical and mental health professionals. At least 2 units (5-6 hrs/week) are required.

Area Specialization: Health Psychology, Social Work, Outreach/Social Media/Marketing
Companion Hospice

Address: Main office: 300 N. Halstead St., Pasadena but ongoing volunteering visits can be done locally to school or your home

Website: www.companionhospice.com

Contact Information: Sara Belmonte, sbelmonte@companionhospice.com, (626) 247-2270

Description of Organization: Companion Hospice offers specialized care to terminally ill patients, as well as their family and friends, in dedicated locations or in the homes of patients. The goal is to promote comfort, compassion, and caring to patients and families experiencing a life-limiting illness. The hospice runs as an interdisciplinary team including social workers, bereavement counselors, occupational and physical therapists, physicians, nurses, and home health aides.

Responsibilities of Volunteers: The role of volunteers is somewhat flexible depending on student interest. Typically volunteers spend time socializing with patients, engaging them in activities, and supporting families. Volunteers are also welcome to observe the work of the program’s social workers and counselors, and to attend the interdisciplinary meetings where high-risk cases are discussed by physical and mental health professionals. Volunteer hours can be completed on any day of the week, and scheduling is flexible. There are many locations throughout Los Angeles and the volunteer coordinator will work with you to find a convenient volunteer location. You will receive training as well as ongoing support from the Companion Hospice staff.

Area Specializations: Gerontology, Health Psychology, Social Work, Counseling Psychology
**Downtown Women’s Center**

Address: 42 S. San Pedro St., Los Angeles, CA, 90013 (less than 30 minutes away on the 460 bus)

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

Contact Information: Camille Crenshaw CamilleC@dwcweb.org

Description of Organization: The mission of the Downtown Women’s Center is to provide permanent supportive housing and a safe and healthy community fostering dignity, respect, and personal stability, and to advocate ending homelessness for women. The Center includes both permanent supportive housing (a proven and cost effective model for ending homelessness) and a drop-in Day Center. Services for clients include meals, personalized case management, an on-site medical clinical, health workshops, computer literacy, support groups, job counseling, and self-expression classes.

Responsibilities of Volunteers: There are several options for involvement. Students interested in a more intensive experience can apply for a formal internship of 10-20 hours a week. Students wishing to volunteer can choose to do so for 3-6 hours per week (depending on number of 391 units). Services that would be a good fit to the 391 goals include clinical health services, where students can do nutritional counseling and other health promotion; program services, where students can help to develop groups counseling for issues such as self-esteem and goal attainment; and vocational training, where students can help clients with educational and job readiness courses.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Early Childhood Development Associates

Address:  8344 Melrose Avenue, suite 23, Los Angeles 90069 (9 miles, near the Beverly Center)

Website:  ecdevelopment.org

Contact Information:  Marilee

info@ecdevelopment.org

Description of Organization:  Early Childhood Development Associates is an organization that promotes social development among healthy and at-risk toddlers through attachment-based programs. The organization offers groups for parents, groups for toddlers, as well as assessments and outreach to help children develop confidence in themselves, trusting relationships with others, and a hopeful view of the world.

Responsibilities of Volunteers:  Volunteers should contact Marilee to set up a tour prior to committing to this experience. Volunteers can participate in morning groups on Tuesday, Wednesday, or Friday mornings and/or an afternoon group for at-risk toddlers on Wednesday afternoons. Volunteers will help facilitate age-appropriate social and educational activities in toddler groups and will help build to foster a positive attachment between children and their parents.

Area Specializations:  Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Focus on All Child Therapies

Address: 1602 Santa Monica Blvd, suite 201, Los Angeles, CA 90025
Website: http://www.factfamily.org/

Contact Information: Linda Andron
Linda.andron@factfamily.org (must complete application materials first)

Description of Organization: FACT is an organization that provides care to children and young adults with autism disorder as well as their family members. They use a variety of research-based therapeutic techniques to improve the functioning and quality of life of individuals with autism, including relationship development interventions, cognitive and behavioral therapies, social skills groups, and support groups.

Responsibilities of Volunteers: Competitive application process. Opportunities to work with families doing in-home behavior and parent training or with teens who have graduated high school and who are making the transition to living on their own.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
**Free Arts for Abused Children**

Address:  5301 Beethoven Street, suite 102, LA & Edelman’s Children’s Court 201 Center Plaza Drive, Monterey Park

Website:  http://www.freearts.org

Contact Information:  Judith Larson (323) 526-6527 or email through website

Description of Organization:  Free Arts is an organization that brings healing art programs to children waiting for their dependency hearings at the Edelman Children’s Court. The goal is to provide a safe distraction and relief from the anxiety of their circumstances while they wait to be seen by a judge. There are also weekly volunteer programs available that allow for longer-term interaction with children who are facing difficult life circumstances. The goal is to allow the children to channel their emotions, release anger, model positive methods of communication, and develop renewed trust in adults. Approximately 100 children are served each day through the courthouse program. Volunteer hours are 9:30-12 on weekdays and 1-3 on Monday through Thursday.

Responsibilities of Volunteers:  Submit online application on website and contact Judith Larson directly. Students must attend an orientation, which happens once a month, but they can begin volunteering before orientation if the schedule requires that they do so. You will receive 1-on-1 training at first from Judith Larson and then will develop greater independence in developing and conducting projects with the children.

Area Specializations:  Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Green Dot Public Schools Clinical Services

Address: 18 high schools and 1 middle school in Los Angeles area
Website: www.greendot.org

Contact Information: Daun E. Baker, Ph.D., Clinical Supervisor, dbaker@greendot.org

Send a resume to the email address above. Be sure to mention you are from the USC Psychology Internship program.

Description of Organization: Green Dot provides a small-school, college prep model of education. The Clinical Services Training Program provides individual, group, and family therapy to the students and families of Green Dot schools.

Responsibilities of Volunteers: A commitment of six hours/week is preferred, although they are open to working with students who are available 3 hours/week (1 unit). Assist with data collection regarding therapeutic outcomes. Assist with following-up with families regarding enrollment in treatment and/or resource and referral. Assist in putting together training materials and/or scheduling. Assist in follow-up with university contacts and/or interns applying for the program. Attend trainings or group supervision sessions, if desired.

Area Specializations: Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Good Shepherd Shelter of Los Angeles

Address: 10 minutes from USC campus by bus
Website:

Contact Information: Sally in the Volunteer Office
(323) 737 6111

Description of Organization: This shelter serves as a haven for women and children after domestic violence, working to empower women and reverse the painful effects of family abuse.

Responsibilities of Volunteers: Volunteers can work in the Adult Learning Center where they assist shelter staff in helping women regain their personal development, or the Children's Tutorial Center where they assist with the educational development of abused children in a small group learning environment. On-site training is required before volunteering and usually occurs on Friday afternoons. Hours available for volunteers: Mon-Thurs 8:30am-12:30pm and 1:30pm-3:30pm/ Fri 8:30am-12:30pm.

Area Specializations: Clinical, Counseling, Social Work,
Family Systems, Policy and Psychology, Program Development
Integrated Recovery Network

Address: 1200 Wilshire Blvd, Los Angeles, CA 90017 (4 miles away, accessible by bus)

Website: 1200 Wilshire Blvd, Los Angeles, CA 90017 (4 miles away, accessible by bus)

Contact Information: Katie Dutrow Mendez, Volunteer Coordinator, kdutrow@integratedrecoverynetwork.org

(213) 977-9447

Description of Organization: The Integrated Recovery Network (IRN) is a collaborative of affiliate service partners providing integrated treatment services to homeless people with co-occurring disorders in Los Angeles. IRN utilizes a “Housing First” model to provide evidence-based services, including: outreach/in-reach and engagement, intensive case management, treatment planning, mental/physical health services, substance abuse treatment, mentoring, benefits advocacy and housing assistance. IRN maintains contact with about 85 formerly homeless clients.

Responsibilities of Volunteers: Volunteers are provided training and supervision to work directly with case managers to provide support, resources, services, advocacy and visitation to program clients. Volunteers will work alongside an MFT and intern to learn about IRNs treatment modalities. Volunteers will be involved with visiting and maintaining contact with formerly homeless clients. Volunteer hours are between 8:30am to 5:00pm; Monday thru Friday. The evaluation portion can be off-site.

Area Specializations: Clinical, Counseling, Social Work, Policy and Psychology, Program Development
John Tracy Clinic

Address: 806 West Adams Blvd, Los Angeles, California, USA 90007-2505 (5 blocks from campus)

Website: www.jtc.org

Contact Information: Angie Stokes, Director of Education astokes@jpc.org

(213) 748 5481

Description of Organization: For over 65 years, John Tracy Clinic's Education Services have helped children with hearing loss and their parents develop the skills and confidence they need through the Parent / Infant and Preschool programs, which include Education Classes and Support Groups and ongoing developmental and audiological guidance. On Friday mornings, families with children 0-3 years of age who were diagnosed as deaf at birth come to the clinic for three hours. In the first hour, children and parents learn together in a play group in a classroom environment. In the next two hours, parents attend a parenting class and a support group, while children remain with teachers in the preschool classroom.

Responsibilities of Volunteers: Volunteers are invited to work as part of the interdisciplinary team that runs the Infant/Parent program on Friday mornings (although other times will be considered for students with a strong interest in special education). Volunteers would work with parents and their children together in the learning classroom and may have the opportunity to participate in the parent training and/or support group activities as well. Volunteers must be 18 years of age. Volunteers must be fingerprinted and have a TB test.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Middle School Education Program of Planned Parenthood Los Angeles

Address: 400 W. 30th Street, Los Angeles, CA 90007 (four blocks from campus)

Website:

Contact Information: Jasmine Davenport
Program Assistant, School-Based Education
Planned Parenthood Los Angeles
400 West 30th Street
Los Angeles, CA 90007
Phone: 213-284-3200 x3674
Fax: 213-284-3362
Email: jasmine.davenport@pp-la.org

Description of Organization: Planned Parenthood’s Middle School Education program’s mission is to provide comprehensive, quality sexual health information to students. This is an opportunity to engage with the community, work on educating and public speaking skills, and network with students from across Los Angeles.

Responsibilities of Volunteers: This is a 2-unit placement. The internship starts with six training sessions (these are on set dates). During training, interns learn and practice age-appropriate sexuality education curriculum for 7th grade students. Once interns have successfully completed the training, they go into LA County middle schools to give one hour presentations on topics such as sexuality, abstinence, puberty, STIs and birth control basics. You must have your own transportation to get to schools and have some daytime availability to present to students. There are standardized application materials.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Outreach Concern

Address: Elementary, middle, and high schools throughout Los Angeles

Website: If interested, submit an application through the website: http://www.outreachconcern.org/interns_apply_now.asp

Contact Information: Rick Capaldi, Ph.D., MFT
outreachconcern@yahoo.com, 714 547 1163

If interested, submit an application through the website: http://www.outreachconcern.org/interns_apply_now.asp

Description of Organization: Outreach Concern is the largest non-profit school-based counseling agency in Southern California. Located in more than 250 private, public, and parochial schools, Outreach Concern provides counseling and support for students who have academic, behavioral, or social/emotional problems. The program uses a Behavior Performance Management model that involves parents, teachers, and support systems in addressing client difficulties. This model has demonstrated significant success in improving student GPA.

Responsibilities of Volunteers: Volunteers must commit to two full days per week for the full school year (September to June). Interns will participate in a 3-day orientation and training in September, where they are taught interviewing and counseling skills, child abuse and suicide prevention techniques, and the Behavioral Performance Management model of intervention. Students will work directly with students referred for counseling services, as well as parents, teachers, and other educational professionals with the goal of improving student’s academic performance and overall functioning. Throughout the year, students will receive weekly supervision from licensed clinicians and regular meetings with regional field supervisors. Interns must apply using the online application (web address above). Interviews happen throughout spring and early summer. Interns must be fingerprinted and have a TB test prior to beginning their placements.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
PATH: People Assisting the Homeless

Address: 340 N. Madison Avenue (near Vermont & Beverly). Accessible by bus 754.
Website: ePATH.org

Contact Information: Tessa Madden, tessam@epath.org, 323 644 2202

Description of Organization: PATH aims to end homelessness for individuals, families and communities through creative approaches, collaborative efforts, and embracing change. All services are based on empowerment, self-worth, and dignity.

The PATH mall (where you would likely volunteer) is a “one-stop” social service facility where homeless people can access a variety of social services, including case management, substance abuse counseling, a job center, mental health services, legal advocacy, healthcare, and even a beauty salon. In the past year, the PATH mall helped 4,500 individuals access services to break the cycle of homelessness.

Responsibilities of Volunteers: Volunteers are needed to help new clients navigate the process of finding appropriate social services, fill out intake forms, and assist clients with the job search process by conducting mock interviews and helping individuals create or enhance their resumes. Volunteers will attend a group orientation (usually conducted every few weeks). Interested volunteers should send their resume to Tessa Madden (information above) and mention they are a USC Psychology student.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
School On Wheels

Address: Locations throughout Los Angeles, including downtown and south LA (accessible by bus)

Website: Schoolonwheels.org

Contact Information: Paula Buxbam (213) 905-2756. Interested students should submit an online application: http://www.schoolonwheels.org/volunteer/become-a-volunteer

Description of Organization: School on Wheels is a volunteer tutoring program that provides hope, educational assistance, and support to thousands of homeless children living throughout LA. The goal is to shrink the gaps in their education, provide consistent support to students, and send the message to students that they are cared about and important. School on Wheels provides weekly tutoring with a volunteer, school supplies including backpacks and school uniforms, assistance entering schools, help in locating lost records, guidance for parents, and learning centers for children.

Responsibilities of Volunteers: Volunteer tutors work one-on-one with children from kindergarten through twelfth grade. Volunteers must be able to commit to proving tutoring to your students on a consistent basis, inspire students to develop a positive attitude toward learning, notify the organization if a student needs school supplies, and maintain an open line of communication with your student, his/her parents, shelter staff, and the School on Wheels coordinator. Volunteers must apply through the online system (above), attend a 1-hour online orientation, and a 3-hour in-person orientation (available weekdays and weekends). Volunteers must have a LiveScan fingerprint taken either at orientation or on campus (estimated cost $35).

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Senior Support Line

Address: #639 E. Las Posas Rd, Bld e #117, Camarillo, CA 93010
Website: http://www.camhealth.com/

Contact Information: Jenica Polakow, jenicap@camhealth.com or (805) 388-1952 ext 208

Description of Organization: Senior support line is a 1-800 number that anyone 60 or older can call for support, resources and community information at no charge. This service is designed to promote the well-being of seniors who are at risk for isolation, loneliness, and loss of independence.

Responsibilities of Volunteers: Hours are flexible (open 7 days/week from 6am-11pm). Volunteers must be 18 or older and have a desire to work with seniors. Volunteers will answer calls, connect seniors with services to promote their physical and mental health, provide support, and maintain client confidentiality. Support line volunteers will get training and supervision from a licensed clinical psychologist.

Area Specializations: Clinical, Counseling, Social Work, Developmental,/Gerontology, Policy and Psychology, Program Development
**St. John of God**

Address: 2468 S. St. Andrews Place (corner West Adams & Western), Los Angeles 90018 (2 miles away, accessible by bus)

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

Contact Information: Brother. George Joseph Tecku, (323) 731-0641, Ext. 1498. From August 27th to September 10th, he will be out of town. Please go to the website and download and complete the volunteer application.

Description of Organization: St. John of God Retirement and Care Center is a diverse, caring community for seniors located on seven acres in the West Adams Historic District of Los Angeles.

Responsibilities of Volunteers: Take residents for walks, be a resident companion, read to residents, help residents participate in activities. One-to-one experience with older adults in different levels of care, including independent living apartments, assisted living apartments, skilled nursing residence, and Alzheimer’s disease residence. Volunteering can also be done on the weekends.

Area Specializations: Clinical, Counseling, Social Work, Developmental/Gerontology, Policy and Psychology, Program Development
Step Up On Second

Address: 1328 Second Street, Santa Monica CA 90401
Website: http://www.stepuponsecond.org/donate/volunteer.html

Contact Information: Len Lovallo (len@stepuponsecond.org)

Description of Organization: Step up on second provides individuals with severe mental illnesses with supported education, rehabilitation, and employment opportunities that support recovery, self-sufficiency and integration into the community. They are also involved in advocacy, raising awareness of serious mental illness, and providing permanent supportive housing to alleviate homelessness among the severely mentally ill population.

Responsibilities of Volunteers: Students must apply using the form on the website. Not all activities (e.g. food preparation) meet the requirements of 391. Volunteers can facilitate socialization, support, and educational groups that take place at Step Up. They may also engage in community education and public relations initiatives.

Area Specializations: Clinical, Counseling, Social Work, Policy and Psychology, Program Development
Suicide Prevention Center

Address: Didi Hirsch Community Mental Health Center
4760 S. Sepulveda Blvd Culver City, CA 90230 (8 miles away)

Website: http://www.didihirsch.org/services/emergency/spc

Contact Information: Dave Smith, (310) 895-2325, dsmith@didihirsch.org

Please go to the website and download and complete the volunteer application.

Description of Organization: The Suicide Prevention Center was the first in the country to provide a 24-hour suicide prevention crisis line and use community volunteers in providing hotline service. The Crisis Line is widely recognized as having developed the telephone crisis intervention model used by most crisis centers and hotlines across the nation and in the world.

Responsibilities of Volunteers: There is a 60 hour training course (over the course of 8 Saturdays and 1 Sunday) after which volunteers take one 4-hour shift per week. Training start in either August or January. Students will learn suicide prevention, crisis intervention skills, active listening techniques, and mental health issues/crises. **To volunteer for the crisis line you must be at least 21 years old and make a minimum one-year commitment following the training.**

Area Specializations: Clinical, Counseling, Social Work,
Team Prime Time

Address: 4 different LAUSD school locations; mostly located on the westside

Website: Teamprimetime.org

Contact Information: Peter Straus peter@teamprimetime.org

Description of Organization: Prime time is an after-school program for at-risk middle school children who live in low-income areas or who have developmental disabilities. Many after-school programs are targeted only at elementary school children, so Prime Time aims to fill in a gap of time when students need constructive, engaging activities after school to help them succeed in academics and other areas of life. The goal is to provide intervention programs that combine academics, athletics, leadership training, and the arts in order to allow students to meet their full potential.

Responsibilities of Volunteers: Volunteers are needed in several areas. Volunteers can provide academic support and tutoring, participate in specific programming (like arts activities), or work alongside children with autism and Downs Syndrome as a sports mentor in the Prime Time Games. The organization is open to volunteers during the school year (August – June) on weekdays between 3 and 6pm. Volunteers can choose to do three hours of volunteering one day a week or 1 1/2 hours two times a week, depending on student scheduling preferences. Volunteers must complete an online application, have a TB test, and watch the 4 required training videos. Please note that this opportunity is not available in the summer semester.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
UCLA Intervention Program in Pediatrics

Address: 1000 Veteran Avenue, Suite 23-10
Website: http://uclainterventionprogram.org
Contact Information: Dane Fitzmorris, dfitzmorris@mednet.ucla.edu
Contact her to let her know you’d like to schedule a tour and a meeting to learn about applying.

Description of Organization: The UCLA Intervention program is an early intervention program providing educational, diagnostic, and therapeutic services to infants and toddlers with a wide range of developmental risks and disabilities. There are infant and toddler classroom-based programs as well as play-based programs and individual physical therapy.

Responsibilities of Volunteers: Volunteers must go for a tour prior to applying. Volunteers must also register with the volunteer office at the UCLA hospital, which can take several weeks or months, so this is ideally a commitment that extends over several semesters. Volunteers must commit to 7 hours (2 mornings) per week. They would observe children in the classroom environment, learn about the developmental risks children are facing, and learn to interact with the children in a therapeutic way.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
Violence Intervention Program

Address: 240 N. Mission Rd. Los Angeles CA 90033 (7 miles away)
Website: www.violenceinterventionprogram.org

Contact Information: Kitty Dillavou, (323) 221-4134 Ext.109, kdillavou@vip-cmhc.org
(Be sure to indicate that you are part of the USC Dept. of Psychology directed field experience course.)

Description of Organization: The Violence Intervention Program provides medical, forensic, mental health, social and legal services for all victims of violence, regardless of gender or age. The Violence Intervention Program treats the effects of all types of abuse while also emphasizing community-based prevention to end the cycle of family violence.

Responsibilities of Volunteers: The mental health center needs three types of volunteers: tutors to help with educational games and homework completion for youth ages 5-18, child care providers to work with children five and younger while family members participate in groups, and long-term mentors. For tutoring and child care, it is possible to volunteer for one semester. Tutoring takes place on site at VIP, generally after school until 8pm on Monday through Thursday. Mentoring is off-site and requires a car. For mentoring, you must be 21 years or older, and a minimum of a one year commitment is necessary.

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development
**WISE and Healthy Aging**

Address:  527 4th St., Santa Monica, CA 90401 (13.5 miles away)  
Website: http://www.wiseandhealthyaging.org/cms/home.html  
Contact Information:  (310) 394-9871, Ext 450 (Gail)

Description of Organization: WISE & Healthy Aging is a private, non-profit agency serving the emotional, behavioral and physical needs of older adults, ages 55 and above.

Responsibilities of Volunteers: The website has a page that describes volunteer opportunities. Opportunities generally include making presentations in the community, spending time with older adults in the day center, and helping clients through the process of enrolling for government benefits. There is a volunteer orientation the third Friday of every month.

Area Specializations: Clinical, Counseling, Social Work, Developmental/Gerontology, Policy and Psychology, Program Development
Centinela Youth Services

Address: 1539 Hawthorne Blvd. Suite 500 - Hawthorne, CA 90250

Website: CYS Website: [www.cys-la.org](http://www.cys-la.org)

Contact Information: Tanya Suzuki
*STARS Club Team Leader | CENTINELA YOUTH SERVICES, INC.*
11539 Hawthorne Blvd. Suite 500 - Hawthorne, CA 90250
E-mail: tsuzuki@cys-la.org | Office: 310.970.7766 | Fax: 310.675.2300

Description of Organization:
The mission of Centinela Youth Services is to strengthen families and communities by helping youth to resolve conflicts and overcome obstacles in order to become successful students and contributing adults. CYS is a 501(c)3 non-profit community-based organization established in 1975.

STARS Club is a prevention effort and partnership with local school districts to promote peaceable school campuses and improve the school-learning environment by reducing campus violence that in turn reduces expulsions, suspensions, detentions, and truancy. Our programs are designed to promote personal youth development such as effective communication, peacemaking, teamwork, and positive decision-making.

Responsibilities of Volunteers:
Assignments start September 2013 to December 2013 (training will start in August) and interns will have the option to continue from January 2014 to June 2014 (preferred). (2) STARS Club internship programs will be offered:
1. Peer Mediation

The peer mediation program is training we provide to selected students from our network of school districts, where students are taught the skills of peer mediation in order to diffuse interpersonal conflict on school campuses.

2. Teen Workshops

A series of interactive workshops are offered to high school-aged students for issues related to truancy, tardiness, and overall positive decision-making.

Hours: 6 hours min. per week (for both programs) - Peer Mediation: usually 11a-2p twice a week; Teen Workshop: hours TBA and may include Saturday mornings (Saturday School) pending administrative agreements

Duties:
q _Peer Mediation Facilitator*
  o Recruit and train peer mediation students 6-18 years of age (depending on school site)
  o Implement peer mediation program at assigned school site
  o Provide ongoing technical support to peer mediators
q _Workshop Facilitator*
  o Facilitate workshops to youth 14-18 years of age
  o Lead/engage youth in dialogue and activities related to personal development topics (e.g. effective communication, decision-making, anger management, conflict resolution)
Overall duties:
- Collect and report data on a monthly basis according to program guidelines
- Maintain appropriate and effective communication with school administration/staff
- Attend CYS meetings as scheduled– mandatory check-in meetings with the STARS Team once per month (tentative check-in meeting dates/times will be announced at the first orientation training/meeting).

Desired Skills and Education:
- In process of obtaining a B.S./B.A. in human services-related fields
- Experience and interest in working with at-risk youth
- Strong oral and written communication skills
- Knowledge of MS Word, EXCEL and Power Point
- Basic mediation/diplomacy skills and knowledge a plus
- Strong work ethic and commitment necessary to complete projects
- Strong presentation skills
- Able to work with students ages 6

Area Specializations: Clinical, Counseling, Social Work, Developmental, Policy and Psychology, Program Development/ Law/Mediation
Address:
Website:
Contact Information:
Description of Organization:

Responsibilities of Volunteers:
Law and Public Policy
Address: 1015 Wilshire Boulevard, Suite 200 Los Angeles, CA 90017
213.955.9090 office 213.955.9093 fax

West San Gabriel Valley Center
892 N Fair Oaks Ave Suite D Pasadena, CA 91103-3046
626.584.6191 office 626.584.6193 fax

Website: http://peaceoverviolence.org/volunteer/

Contact Information: Please see list of opportunities for different contact information, locations, and offices.

Description of Organization: Peace Over Violence is a nonprofit 501c3, multicultural, community based and volunteer centered organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence. To achieve this mission our agency manages five departments delivering the services of Emergency, Intervention, Prevention, Education and Advocacy.

Responsibilities of Volunteers: Volunteers are the life blood of Peace Over Violence. Volunteer opportunities range from providing crisis counseling for victims of violence, to training youth to prevent violence, to consultation, planning or fundraising for the agency. All volunteers participate in specialized training programs and work in close supervision with dedicated, experienced staff.

Programs:

- Crisis Intervention Volunteers
- Bilingual Hotline Volunteers
- Deaf, Disabled & Elder Services
- Sexual Assault Response Team
- Domestic Abuse Response Team
- Voices Over Violence Volunteers
- Violence Prevention Specialists
- Board of Directors
- Advisory Board
- Resource Councils
Los Angeles Police Department

Address: varies

Website: http://www.lapdonline.org/get_informed/content_basic_view/7711

Contact Information: Officer Gil at 39213@lapd.lacity.org or call 213 486-4734.

Description of Organization: LAPD

Responsibilities of Volunteers: The Los Angeles Police Department has developed unpaid internship programs with many of the local universities and colleges such as:

- The University of Southern California
- California State University at Long Beach
- California State University at Los Angeles
- California State University at Northridge

Students from these universities who are enrolled in the Criminal Justice Program may perform a one- or two-term internship at Community Police Stations, learning about administrative functions and basic detective techniques. In most cases they work in the Detective Division and spend time in the following units: Robbery, CAPS (Crimes Against Persons), MAC (Major Assault Crimes), Juvenile, Autos, and Burglary.

This program has been a positive experience for the students as well as the detective personnel who have had the opportunity to work with them. For more information about internship programs, contact the Department's Volunteer - Internship Coordinator.

Specializations: Forensics, Clinical, Psychology and Law, Police Psychology
Los Angeles Superior Court

Address: Varies

Website: http://agency.governmentjobs.com/lasc/default.cfm?action=viewJob&jobID=328115

Contact Information: Interested individuals are required to complete an online application and supplemental questionnaire.

All application materials must be completed in sufficient detail and clarity to permit a comprehensive review and evaluation. Incomplete applications will not be considered.

Volunteers/Interns, 18 years of age or older, are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court standards. Any false statement or omission of material fact may cause disqualification in participation.

Description of Organization:

Responsibilities of Volunteers:

Court Operations Support Internship: The Court Operation Support Internship (COSI) program provides undergraduate and graduate students an opportunity to participate in Court operation under the direction of a Court Supervisor or Judicial Assistant. Internship duties offer students hands-on experience in Court administration and the many diverse Court operations. Internship objectives can be accomplished on a short or long term basis.

Judicial Operations Internship: The Judicial Operation Internship (JOI) program provides hands-on experience in the major Court-support operation culminating in courtroom assignments under the immediate supervision of a Judicial Assistant.

The two semester Court Operation Support Internship Program is generally comprised of a prerequisite one semester of Court Operation Support Internship (COSI), followed by a semester of Judicial Operation Internship (JOI).
Los Angeles County Sheriff’s Department Civilian Volunteers

Address: Varies

Website: http://www.lasdhq.org/aboutlasd/volunteer/volunteer_info.html

Contact Information: Captain Mike Parker
Sheriff’s Headquarters Bureau - Newsroom
Los Angeles County Sheriff’s Department
(323) 267-4800

Description of Organization: Volunteers On Patrol Program Mission: The Los Angeles County Sheriff’s Department Civilian Volunteers are dedicated to providing excellent service through relationships that build trust, create a safe environment, and enhance the quality of life in our communities within a “Tradition of Service”.

VOP Program Principles: To be proud representatives of the community by being highly visible while on patrol. The primary objectives for the members shall be to prevent crime by mere presence, or identify public hazards. Members shall also act as the eyes and ears of the Sheriff’s Department by identifying suspicious activities, crimes in progress, or dangerous circumstances. The members shall not take action themselves, but shall notify the proper authorities for handling. The Volunteers On Patrol members accept their mission to serve the community with the enduring belief that in so doing, they will maintain the high level of safety, quality of life, and the beauty of the community that everyone is entitled.

Responsibilities of Volunteers:

VOP Program Overview: As outlined in the Sheriff’s Mission and Core Values Statement, as well as the Department’s Policy, the goal of the Los Angeles County Sheriff’s Department is to serve the residents of Los Angeles County in the most professional, effective, courteous, and progressive manner possible. This will be accomplished while maintaining a reputation of being an innovative and progressive law enforcement agency that is sincerely concerned about the citizens it serves. The Los Angeles County Sheriff’s Department has long recognized the vast resources of experience and skills possessed by its’ county residents and the surrounding communities. The purpose of volunteers is to tap into these skills to help the Sheriff’s Department achieve its’ goals in an effective and cost-efficient manner. The Los Angeles County Sheriff’s Department views this as a means to assist those that reside in Los Angeles County by providing a service to their community. Because the members of the Volunteer Program become additional eyes and ears for the Sheriff’s Department, as well as representatives of City and County administration, it is imperative that they maintain an image of professionalism at all times which parallels the professionalism of the Department. Volunteers appearance, demeanor, and professionalism must never be compromised while serving in this Program. Each volunteer has been hand picked with the highest confidence in their capabilities. Volunteer members are, in fact, Sheriff’s Department Civilian Volunteers. Therefore, the existing Los Angeles County Sheriff’s Department Civilian

Volunteers On...
Volunteer Regulations and Guidelines shall be followed. Volunteers shall be aware that it is a privilege to be a civilian volunteer, not a right, and they serve at the discretion of the Sheriff.

- Must be 18 years of age or older.
- Must live or work within the Santa Clarita Valley.
- Must not have been convicted of a felony crime.
- Must not have been convicted of certain misdemeanor crimes.
- Must have a valid California driver’s license (if licensed out of state, must obtain CDL within 10 days and prior to appointment.
- Must be emotionally stable.
- Must not be addicted to any legal or illegal substance including alcohol, or prescription drugs.
- Must not have any physical disability that would create a danger to the volunteer or others while completing tasks. Disabled volunteers could be utilized in specified and designated duties other than patrol.
- Provide a completed and signed application form.
- Subject to background or criminal history record check.
- Contribute a minimum of sixteen (16) hours per month.
- Attend scheduled, mandatory or emergency meetings.

Volunteers On Patrol are community-spirited citizens of the Santa Clarita community who provide a minimum of 16 hours of their time per month to assist the Los Angeles County Sheriff’s Department performing non-hazardous patrol duties. It’s participants are made up of working people, retirees, and men and women of all races with varied backgrounds.

Volunteers On Patrol can be identified by their white uniform shirt, navy blue trousers and gold on blue shoulder patch. Volunteers’ patrol in white vehicles identified as “Volunteers On Patrol” and bear the LASD emblem.

The Volunteers On Patrol have various responsibilities, primarily non-hazardous duties, which have traditionally been performed by patrol deputies. This program; therefore, allows patrol deputies to perform the more hazardous duties that they have been trained to do, thus helping the Department to better achieve its goal of serving the community.

Listed below are some examples of the duties that Volunteers On Patrol will be performing:

- Search for missing children
- Patrolling the community for criminal activity
- Patrolling the community for safety hazards
- Conducting school safety checks
- Conducting shopping mall checks
- Conducting residential vacation checks
- Conducting business checks
- Conducting park safety checks
- Patrolling for graffiti and property damage
- Performing fire watch
- Conducting traffic control
- Performing non-hazardous directed patrol assignments
- Assisting disabled persons
Assisting at Sobriety check points - Issuing disabled parking citations - Fulfilling requests from city and county services - Assisting L.A. Sheriff’s Training Academy - Role-playing, when requested - All volunteers work in teams of two in conspicuously identified vehicles supplied by the Los Angeles County Sheriff’s Department.

Area Specializations: Police Psychology, Forensic Psychology, Community Psychology, Social Psychology
Public Policy and Cross-Cultural Psychology
Multicultural Undergraduate Internships
The Getty Foundation

Address: 1200 Getty Center Drive, Suite 800
Los Angeles, CA 90049-1685

Website:

Contact Information: Phone: (310) 440-7320
Fax (inquiries only): (310) 440-7703
E-mail: summerinterns@getty.edu

Description of Organization:

Responsibilities of Volunteers:

Please note:
Los Angeles County Internship Grants for Performing and Literary Arts Organizations
Through a related program, the Los Angeles County Arts Commission offers grants to performing and literary arts organizations in Los Angeles County for undergraduate summer internships. Application forms and information about these grants are available online at www.lacountyarts.org or by calling (213) 202-5858.
League of Women Voters – Los Angeles

Address: 3303 Wilshire Boulevard, Suite 310 Los Angeles, CA 90010-1700
Website: http://www.lwvlosangeles.org/internships.html

Contact Information: Responses and requests for further information can be sent to: Zhita Rea, internships@lwvlosangeles.org, 323-571-1603.

Description of Organization:

The League of Women Voters (LWV) is a non-profit, nonpartisan political organization. Its mission is to promote informed and active participation in government. LWV Los Angeles wishes to find effective ways to engage youth and diverse populations in our community in the awareness of civic issues. We are eager to work with students and staff to design projects that are relevant to our goals and theirs.

Responsibilities of Volunteers:

Here are some examples of current projects/studies and programs of the League of Women Voters Los Angeles in which individuals might choose to assist. Each provides opportunities for learning and action and for involvement in the workings of democracy at the local level. It is a chance to help make change happen.

The California Academy of Math and Science has partnered with the League of Women Voters of Los Angeles on Facebook to involve students in the broader discussion of participating in the voting process. Chime in!

Specialization: Social Psychology, Public Policy
Inner-City Arts

The Eamon Cannon Comedy Project

Address: varies


Contact Information: Susanna Spies [sspiesla@aol.com](mailto:sspiesla@aol.com) - ask about the Comedy project

Volunteer Coordinator Jennifer Cohen at (213)627-9621 ext. 125 or by emailing [volunteer@inner-cityarts.org](mailto:volunteer@inner-cityarts.org).

Description of Organization: Inner-City Arts volunteers provide an invaluable service to us and we know that we could not successfully accomplish our mission without their help. Whether you are working with one of our artists or administrators, you are making a difference in the lives of these children.

Responsibilities of Volunteers: Program volunteers can assist in the studio classes, in program events, and administratively. All program volunteers will be required to interview and apply to Inner-City Arts. For studio volunteers, also required is a background check and commitment to volunteer at least once a week for one studio session (7 weeks).
Potential sites:

LGBT
http://www.glaad.org/internships

Gay Strait Alliance
http://gsanetwork.org/about-us/jobs-internships
Business and Marketing
Time Warner

Address: Varies with Internship
Website: http://www.timewarner.com/careers/areas-of-operation/internships/
http://www.youtube.com/watch?v=WiNMM4e-vXA
Contact Information: Depends on internship – seek marketing related internships

Description of Organization: **Time Warner College Associate Program**
At Time Warner, we're committed to developing the next generation of talent in the media industry. The Time Warner College Associate Program (TWCAP) offers undergraduate students from highly selective universities and colleges the opportunity to work on challenging and meaningful projects in the areas of Digital/Technology, Finance and Communications/Marketing, as well as participate in various leadership development seminars.

Responsibilities of Volunteers: The intensive 10-week summer program is offered at all of Time Warner's primary locations, including New York City, Los Angeles and Atlanta. Participating students will receive a competitive salary and complete the program with a broad understanding of Time Warner, its businesses and the media and entertainment industry.

Area Specializations: Business, Organizational, Marketing, Media Psychology
The Academy of Television Arts & Sciences

Address:

Website: http://www.emmysfoundation.org/internship-program-categories

Contact Information: Application can be found at:

http://www.emmysfoundation.org/how-apply-0

Description of Organization: The TV Academy Foundation's summer Student Internship Program provides over 40 industry-wide internships to college and graduate students from across the country, and has been hailed for more than a decade as one of the top ten internships in the country. The program gives college students in-depth exposure to professional television production during an eight-week summer period in Los Angeles. Interns work closely with their hosts and designated supervisors in order to gain maximum overview of the work process in their category.

Responsibilities of Volunteers: MARKETING: Site: Television or Cable Network Marketing Department, Studio/Television Production Division Marketing Department, Independent agency specializing in marketing, promotions, brand strategy. Activities: Marketing campaign brainstorming, conception and strategy for television programs, with emphasis on launching new season programs and line-up; executing marketing, advertising, promotional campaigns across traditional print, outdoor, radio, television as well as digital and mobile platforms. Requirements: Strong creative writing and communications skills, fine arts background and coursework, ability to collaborate and multi-task in a fast-paced environment. Radio and television production and/or computer graphics and design experience a plus.

Area Specializations: Business, Organizational, Marketing, Media Psychology
Global Green USA

Address:
Website: http://globalgreen.org

Contact Information: Search for local internships

Description of Organization: Global Green USA is dedicated to helping the places, the people, and the planet in need through catalytic projects, transformative policy, and cutting-edge research. Global Green USA's signature programs include greening affordable housing, schools, neighborhoods, and cities as well as rebuilding communities — such as New Orleans and areas of New York and New Jersey — who have suffered from the impacts of climate change, sea level rise, and environmental degradation. Global Green USA is the U.S. affiliate of Green Cross International, which was founded by President Mikhail Gorbachev in 1993 to foster a global value shift toward a sustainable and secure future.

Responsibilities of Volunteers: Global Green USA, www.globalgreen.org, is now accepting applications for a Fall 2013 internship in communications, corporate engagement and events in our Santa Monica office with a minimum commitment of 20 hours per week. Responsibilities will include assisting the Communications, Marketing and Corporate Relations team with research, analysis, tracking and outreach, and administrative tasks.

Area Specializations: Business, Organizational, Marketing, Media Psychology
Diesel USA

Diesel Fall 2013 LA Human Resources - Corporate Internship

Address: 662 N. Robertson Blvd, West Hollywood, CA
Website:

Contact Information:

Description of Organization: Company Description: Diesel, USA Incorporated is an international cutting edge fashion company, known for its denim and quirky advertising. Based out of Breganze, Italy, Diesel is a lifestyle brand with attitude. Diesel's unconventional management style emphasizes enthusiasm, energy and fun.

Job Description: The Corporate HR Intern will provide quality HR compliance and administrative support to Diesel’s HR team and corporate client-base. The HR Intern will have the opportunity to apply problem solving, creativity, analytical, leadership and interpersonal skills. The HR Intern will also be able to expand his/her knowledge of Human Resources and learn the components of a team environment. All responsibilities are under the direct supervision of the Corporate HR Generalist.

Responsibilities of Volunteers:

Responsibilities of the Corporate HR Intern include, but are not limited to the following:
• Store performance data collection.
• Analysis of trends related to store demographics & product lines.
• Understanding of strategic merchandising in stores.
• Support store recruitment endeavors.
• HR Compliance and Store visit checklist
• Group Interview skills and methodology
• SOS training and presentation skills

Tasks:
• Compilation and organization of Weekly Reporting package from Home Office & stores.
• Accompany AM for weekly walk throughs in key area stores.
• Book candidates into monthly area Group Interviews.
• Assist with the scheduling of monthly Journey training.
• Compile and submit Training Logs from stores monthly.
• Compiling and organizing WC Professionalism log
• 30/60/90 WC tracking (mgmt)
• Arbitration opt out tracking

Requirements
• Able to earn school credit at a US accredited college or graduate school
• Able to dedicate a minimum of 16 hours a week
• Prior experience with Word & Excel
• Organized and detail-oriented
• Possess excellent telephone etiquette
• Strong communication and time management skills
• Prior administrative experience
• Positive attitude and desire to learn
• Proactive, self-starter
• Knowledge of Lotus Notes a plus
• Strong interest in fashion a plus

Area Specializations: Human Resources, Business, Organizational, Marketing,
Apple Campus Rep

Address: on campus or varies
Website: http://www.apple.com/jobs/us/students.html

Contact Information: contact and apply on line
Description of Organization: Apple

Responsibilities of Volunteers: As an Apple Campus Rep, you’ll host workshops, deliver demos, throw events, and build relationships on campus. You’ll collaborate with the Apple team and help run marketing activities and promotions to increase awareness of Apple products among students, faculty, and staff. This is a position that takes energy, enthusiasm, and passion. It takes an understanding of technology and the ability to spread the word through campus events. It takes a leader — someone who can inspire peers, work with campus organizations, and get things done. This is more than just a college job. It’s a chance to grow and get your resume off to an incredible start.

This is a one-year internship that begins in the spring. Applications are due during the fall

Specialization: Social Psychology, Marketing, Business and Psychology
Address:

Website:

Contact Information:

Description of Organization:

Responsibilities of Volunteers: