



Academic Internship Program

County of Los Angeles ✦ Department of Human Resources

Project No. PROJECT DESCRIPTION FORM

The following unpaid/course-credit internship is available. If you feel that you are qualified and wish to be considered for the internship, please visit us at http://file.lacounty.gov/dhr/Academic%20Intern%2011_13.pdf. Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.

Department: Los Angeles County Commission for Women

Project Title: Academic Internship Program **Closing Date:**

Project Description: The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as health care, aging, veterans, faith-based, workplace, family and community.

Project Period:

Working Hours: 8-16 hours per week

Project Location: Los Angeles County Commission for Women, Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 372, Los Angeles, CA 9012.

Required Experience/Education/Skills/Major (must have classes) to demonstrate:

The applicants for an internship should have an awareness and interest in women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. Applicants must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors, with excellent oral and written communications and ability to conduct and analyze research. Interns must be currently enrolled in good academic standing and will be completing their internship for academic credit at an Academic Internship partnering educational institution. Upon joining the program, interns must be able to provide their own transportation to and from the internship site.

Required Critical Thinking Skills:

1. Generate at least 6 measurable outcomes (3 personal growth, and 3 career/educational growth) that address the intern's unique learning outcomes and criteria specified by institution of higher learning which will award academic credit for the internship experience.

“To Enrich Lives Through Effective And Caring Service”

2. Attend major events supported by the Commission - for example, trainings, workshops, community events, special events, fundraisers, etc.
3. Support development or expansion of media presence of Commission in consistent with County protocols and under supervision of staff.

Required Oral and Written Communication Skills:

1. Attend one or more monthly Commission meetings during the duration of the internship and be able to summarize key actions or initiatives.
2. Be available to meet with groups to inform them about the charge and actions of the Los Angeles County Commission for Women.
3. Select one or more Commissioners to serve as mentors during the internship.
4. Collaborate effectively with University academic department, course instructor and risk management.

Required Research Analysis:

1. Complete background research on projects and initiatives (proposed or in progress) by the Commission, including reports on activities and publicity on similar Commissions, and organizations with a similar mission.
2. Research and propose at least one new undertaking that would benefit the Commission and the women/girls of Los Angeles County, presenting a written and oral plan (agenda item at regular meeting or annual retreat) to the Commission prior to completing the internship.

Department Contact:

Telephone:

E-Mail:

Fax: